

Department of Aging and Disability Services

Uniform Rate Negotiation Workbook/Budget

Federal Contract Period: 10-01-14 / 09-30-15

Community Services Provider Only

Nutrition Providers Legal Business Name: Laredo - Webb County Community Action Agency - Meals on Whee
 Street Address: 1310 Convent St.
 Mailing Address: P.O. Box 2578
 City: Laredo , Texas
 Zip Code: 78040
 Phone Number: (956) 722-4664
 E-mail Address: vargas@webbcountytx.gov
 Contact Name: Juan Vargas
 Nutrition Providers website address: n/a

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

- 10 Did this Nutrition provider complete a rate setting workbook last year? Yes
- 11 If Yes what was the provider name listed on the workbook? Laredo - Webb County Community Action Agency
- 12 Is the Provider a AAA Provider? No
- 13 If Yes, select the AAA Name: _____
- 14 If Yes, contact name at AAA: _____
- 15 If Yes, is it a contract or vendor relationship? _____
- 16 Is the Provider a DADS Community Services Provider? Yes
- 17 If Yes, Contract Manager name at DADS Community Services: Julio Aleman
- 18 If Yes, select the DADS Region Number: Region 11
- 19 If Yes, enter the DADS contract number: 158100

Service Delivery Information

Home Delivered Meals

- 20 Does this Nutrition provider serve home delivered meals paid for by DADS or the AAA? Yes
- 21 Does this Nutrition provider have an approved Home Delivered Nutrition Waiver for 2014? Yes
- 22 Is this Nutrition provider requesting a Home Delivered Nutrition Waiver for 2015? Yes
- 23 Total number of home delivered meal routes for this provider: 7
- 24 Total number of meal preparation sites used by this provider: 1

Congregate Meals

- 25 Does this Nutrition provider serve congregate meals paid for by the AAA? No
- 26 Does this Nutrition provider have an approved Congregate Nutrition Waiver for 2014? No
- 27 Is this Nutrition provider requesting a Congregate Waiver for 2015? No
- 28 Total number of meal preparation sites used by this provider: 5
- 29 Total number of meal sites used by this provider: 1

Home Delivered Meal Budget Worksheet

Laredo - Webb County Community Action Agency - Meals on Wheels
 Region Number: Region 11

8/26/14 8:21 AM

Most Recent Completed Budget Year

2013

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Personnel					
Salaries, PR Taxes & Benefits	179,227.56	175,069.34	-4,158	2.33%	
Contract staff, Compensation	0	0	0	0.00%	
Total	179,227.56	175,069.34	-4,158	2.33%	47.46%
Nutrition Education					
Salaries, PR Taxes & Benefits	0	0	0	0.00%	
Contract staff, Compensation	625.00	0.00	-625	-100.00%	
Materials	0	0	0	0.00%	
Conference	0	0	0	0.00%	
Total	625.00	0.00	-625	-100.00%	0.17%
Professional Development					
Conference	2,350.68	1,000.00	-1,351	-57.47%	
Dues	25.00	25.00	0	0.00%	
Materials	0	0	0	0.00%	
Total	2,375.68	1,025.00	-1,351	-57.28%	0.68%
Meals/Food					
Raw Food	114,152.32	115,413.43	1,261	1.09%	
Purchased Meals	2,000.00	6,483.95	4,484	224.20%	
Freight	0	0	0	0.00%	
Storage	0	0	0	0.00%	
Consumables	13,981.34	27,415.99	13,435	96.08%	
Other	0	0	0	0.00%	
Total	130,133.66	149,313.37	19,180	14.73%	34.46%
Equipment					
Depreciation	0	0	0	0.00%	
Interest	0	0	0	0.00%	
Leasing	2,335.41	1,536.00	-799	-34.21%	
Maintenance	192.05	768.00	576	299.42%	
Total	2,527.46	2,304.00	-223	-8.82%	0.67%
Occupancy/Building					
Rent	22,050.00	23,040.00	990	4.49%	
Utilities	6,328.78	11,520.00	4,991	78.88%	
Depreciation	0	0	0	0.00%	
Mortgage Interest	0	0	0	0.00%	
Insurance	1,155.00	759.72	-395	-34.24%	
Security	2,755.96	1,536.00	-1,220	-44.28%	
Janitorial	335.52	440.00	105	31.30%	
Repair	350.00	2,304.00	1,954	558.29%	
Taxes	0	0	0	0.00%	
Total	33,217.26	39,599.72	6,382	19.20%	8.80%

Proposed Budget	Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost
177,962.48	-0.71%	
177,962.48	-0.71%	48.55%
0.00	0.00%	
0.00	0.00%	
0.00	-100.00%	
0.00	0.00%	
0.00	-100.00%	0.00%
999.10	-60.98%	
24.98	-0.08%	
175.09	100.00%	
1,202.17	-53.51%	0.31%
112,790.66	-1.19%	
64,103.31	220.52%	
0.00	0.00%	
62.86	100.00%	
26,792.86	91.63%	
0.00	0.00%	
146,056.79	12.24%	38.20%
0.00	0.00%	
0.00	0.00%	
1,501.09	-35.72%	
750.55	290.81%	
2,251.64	-10.91%	0.59%
2,251.64	1.93%	
11,436.30	75.17%	
0.00	0.00%	
0.00	0.00%	
748.83	-35.33%	
1,501.09	-45.55%	
430.29	29.01%	
21,116.15	504.61%	
0.00	0.00%	
387,490.07	16.65%	10.14%

Explanation of Variances

Inflation Factor 2013 to 2014 1.012%
 Inflation Factor 2014 to 2015 1.013%
 Combined Inflation Factor 2.025%

1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year by 10% or more.
 2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor.

#2 The general order reflect slots in detail accordingly to program and percentage breakdown per program.

#1 The amount of \$625 in the expense ledger was to cover materials used for Nutrition Education being sent to HDM clients. Every month our clients receive brochures and pamphlets on nutrition.
 #2 The provider total budget by service worksheet does not have a section for nutrition education only. The proposed budget for this line has been moved to Professional Development section of the HDM Budget Worksheet.

#1 MOY Staff will only be attending the Meals on Wheels Association of Texas Annual Conference. Attendees include; Program Manager and Assistant Manager
 #2 The Meals on Wheels Association of Texas paid dues only.

#1 The Webb County Purchasing department renews the 'bulk food' and 'meals' contract every 3 months. The expenditures per month reflect the increase in food prices.
 #1 The purchased meals invoices were included in the bulk food line item account. The auditors office has created a sub-account to differentiate the invoices of purchased meals and bulk food.
 #2 Consumables exceeded the budgeted amount specifically in meal trays used to deliver due to increased pricing per case. A new tray has been introduced by the company that holds a deeper section for the entree foods.

#2 The contract with Toshiba previously added a maintenance fee to include; labor, parts and cartridges. The copier has required cartridges and preventative maintenance. The term of the contract will end on June 18, 2014, the leasing copier will be returned to the company.
 #2 As per Toshiba contract, charges per meter usage are charged depending on the amount of copies produced.

The space rental per month is \$3,000.00. However, the utilities are not included in the rental agreement of \$3,000.00 per month for 1,786 square foot kitchen facility.
 #2 The Utilities are to include; electricity, water, natural gas, grease trap, trash bin and pest control.
 #2 The fire alarm system and security monitoring system are installed to monitor and record on a daily basis.
 #1 Insurance covers General Liability of the kitchen facility we currently occupy.
 #1 Janitorial covers materials used to clean and sanitize the kitchen space as required by the City of Laredo Environmental Division. #2 Requesting same funding for line item due to current vendor has favorable pricing per janitorial supplies.
 #1 Repairs to the kitchen equipment and or building are not included in the space rental agreement. #2 therefore, expenditures to this line item include in freezer, air conditioner and ice machine.

Home Delivered Meal Budget Worksheet

Provider Name: Laredo - Webb County Community Action Agency - Meals on Wheels
 AAA Name: Region 11
 Region Number: 8/26/14 8:21 AM

Most Recent Completed Budget Year 2013

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Transportation/Travel					
Mileage Reimbursement	13,613.14	5,766.96	-7,846	136.05%	
Delivery	8,182.14	4,556.39	-3,626	79.58%	
Gas & Oil	565.94	1,920.00	1,363	-70.99%	
Repairs	1,720.00	623.36	-1,097	175.92%	
Insurance			0	0.00%	
Depreciation/Lease			0	0.00%	
Interest	799.20	14.50	-775	5542.76%	
Tags & Licenses	24,861.42	12,861.21	-11,980	93.01%	6.58%
Total					
Administrative & General					
Advertising			0	0.00%	
Printing			0	0.00%	
Copying			0	0.00%	
Office Supplies	229.65	504.00	274	-54.43%	
Contractual Agreements			0	0.00%	
Postage	34.16	80.00	-4	5.20%	
Telecommunications	3,025.62	1,967.76	-1,058	53.76%	
Liability Insurance	1,198.00	873.60	-284	32.55%	
Legal Fees			0	0.00%	
Accounting Fees			0	0.00%	
Consulting Fees			0	0.00%	
Other Fees (Explain)			0	0.00%	
Audit			0	0.00%	
Other Misc. (Explain)			0	0.00%	
Total	4,497.43	3,425.36	-1,072	31.30%	1.19%
Total of all Cost Areas	377,675.47	383,616.00	5,942.53	-1.55%	100.00%
Total Number of Meals	62,889	64,522	6,011	6.01	5.95
Whole Cost per Meal	-	-	-	-	-
Approved Meal Rate (Title III & Title XX)	-	-	-	-	-
Approved Meal Rate (Title XIX)	-	-	-	-	-

Review of Most Recent Completed Year Approved Budget to Actual Year End Expense and Current Proposed Budget

Cost Area	Proposed Budget	Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost	Explanation of Variances
<p>Inflation Factor 2013 to 2014 1.012%</p> <p>Inflation Factor 2014 to 2015 1.013%</p> <p>Combined Inflation Factor 2.025%</p> <p>1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year by 10% or more.</p> <p>2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor.</p>				
Mileage Reimbursement	5761.77	-57.67%	0.00%	#2 The newly added or reinstated clients have increased, so the expansion of routes have created longer routes.
Delivery	0.00	0.00%	0.00%	
Gas & Oil	4452.85	-45.58%	236.91%	#1 The Gas & Oil account reflects the totals for 3 vehicles currently in our fleet. Gas & Oil reflect on fluctuating gas prices. #2 We anticipate costs will remain at an all time high.
Repairs	1876.37	236.91%	-64.58%	
Insurance	609.19	0.00%	0.00%	#2 Preventative Maintenance is serviced every 3 months to include; tires, brakes, oil changes and any other mechanical problem that may arise.
Depreciation/Lease	0.00	0.00%	0.00%	
Interest	28.55	-96.38%	3.33%	
Tags & Licenses	12728.73	-48.80%		
<p>#1 The program requires copier paper, fax machine maintenance (i.e., drum, cartridges) folders, pens.</p> <p>#1 Telecommunications - due to the consolidated monthly statements, the costs per month have remained at a lower cost. #2 The program plans to continue with the same service plan with the telephone/internet carrier.</p>				
Advertising	0.00	0.00%	0.00%	
Printing	0.00	0.00%	0.00%	
Copying	496.08	116.89%	0.00%	
Office Supplies	0.00	0.00%	-7.79%	
Contractual Agreements	77.60	-36.10%	0.00%	
Postage	1933.26	-25.64%	0.00%	
Telecommunications	861.08	0.00%	0.00%	
Liability Insurance	0.00	0.00%	0.00%	
Legal Fees	0.00	0.00%	0.00%	
Accounting Fees	0.00	0.00%	0.00%	
Consulting Fees	0.00	0.00%	0.00%	
Other Fees (Explain)	0.00	0.00%	0.00%	
Audit	0.00	0.00%	0.00%	
Other Misc. (Explain)	0.00	0.00%	0.00%	
Total	3370.02	-25.07%	0.88%	
Total of all Cost Areas	382320.90	1.23%	100.00%	

Home Delivered Meal Budget Worksheet

Provider Name: Laredo - Webb County Community Action Agency - Meals on Wheels
 AAA Name: _____
 Region Number: Region 11

8/28/14 8:21 AM

2013

Most Recent Completed Budget Year

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
	<i>Funding Source</i>				
	DADS A&I AAA				
	DADS - Title XX				
	DADS - Title XIX (CBA)				
	Program Income				
	Other Funds - Eligible Meals				
	Other Funds - Non-Eligible Meals				
	Local Funds - Required Match				
	Local Funds - Cap Limit Exceeded DADS A&I-AAA & Title XX				
	Local Funds - Cap Limit Exceeded Title XIX				
	Total Meals by Funding Source				
	Provider Total Budgeted Home Delivered Meals				
	Variance (Provider Total Budgeted Home Delivered Meals - Total Meals by Funding Source)				
	Estimated Number of Nutrition Education Units AAA Clients				
	Nutrition Education Budget - AAA Clients				
	Calculated Cost per Unit				

Review of Most Recent Completed Year Approved Budget to Actual Year End Expense and Current Proposed Budget

Proposed Budget	Proposed Budget	Explanation of Variances
Calculated Rate	Revenue	
4.95	-	
4.95	307,494	Proposed Meals * Calculated Units
0.00	-	Proposed Meals * Calculated Units
5.43	-	Proposed Meals * Calculated Units
5.43	44,678	Proposed Meals * Calculated Units
5.43	-	Proposed Meals * Calculated Units
0.47	29,196	DADS A&I AAA Proposed Meals * Calculated Rate
0.01	621	DADS A&I AAA Proposed Meals + Title XX Proposed Meals * Calculated Rate
0.00	-	DADS Title XIX Proposed Meals * Calculated Rate
	381,990	

Inflation Factor 2013 to 2014: 1.012%
 Inflation Factor 2014 to 2015: 1.013%
 Combined Inflation Factor: 2.025%

1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year by 10% or more.
 2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor.