

**City of Plano Staff Review Checklist
2010 Consolidated Grant Application**

Agency: Collin County Committee on Aging

Program: Supplemental Meals (Meals On Wheels)

Application Type: Program Service Permanent Housing Site/Equipment

- One Copy of Grant Cover Sheet, Application, CD, and Attachments
 - Original signatures on cover sheet
 - Unbound, no staples, loose leaf format
 - Printed on one side of white 8½" x 11" paper,
 - With page numbers
 - All pages included
 - No blank answers

Attachments

- 1 - Detailed Annual Organization Budget for Current Fiscal Year
- 2a - List of Organization's Officers/Board Members
- 2b - Board Annual Meeting Schedule
- 3 - Resume of Director
- 4 - Copy of Organization's latest tax return accepted by IRS
- 5 - Copy of Organization's Certificate of Good Standing from State Comptroller's Office
- 6 - Copy of Organization's most recent audit of Financial Records
- 7 - Organization's Audit Information Certification Form
- Program Service 8 - Detailed Annual Program Budget
- Site /Equipment 8 - 2 or 3 bids

Organization Eligibility

- Must use proposed funds for Plano residents
- Non-profit or public agency
- In compliance with any previous City of Plano contracts
- Operation for a minimum of three years

Completed by: Jon Hubach
Staff

3/19/10
Date & Time

**Collin County Committee on Aging
Consolidated Budget - 2010**

	Functional			Subtotal	Administration		Subtotal G&A	TOTAL
	Transportation	Sr. Services	Silver Threads		Fundraising	Gen & Admin		
REVENUE								
Transportation	1,850,990			1,850,990			-	1,850,990
Senior Services		1,074,696		1,074,696			-	1,074,696
Silver Threads			9,667	9,667			-	9,667
Fundraising				-	222,000	48,387	222,000	222,000
General & Administration				-	222,000	48,387	48,387	48,387
Total Revenues	1,850,990	1,074,696	9,667	2,935,353			270,387	3,205,740
EXPENSES								
Personnel Costs								
Prof. Development	1,010,517	476,388	-	1,486,905	31,684	106,709	138,393	1,625,298
Promotion	15,000	3,600	8,302	26,902	200	1,500	1,700	28,602
Equipment Costs	20,000	2,500	-	22,500	5,000	1,750	6,750	29,250
Meals/Food Costs	15,710	14,100	-	29,810	750	10,500	11,250	41,060
Supplies	800	381,375	24	382,199	-	-	-	382,199
Occupancy	7,450	7,000	10	14,460	250	4,000	4,250	18,710
Travel & Entertainment	61,609	39,072	252	100,933	-	13,450	13,450	114,384
General & Administrative	586,371	33,227	14	619,612	300	120	420	620,032
Interest Expense	132,225	81,385	79	213,689	2,350	(61,502)	(59,152)	154,537
Indirect Allocation	-	-	312	312	-	22,139	22,139	22,451
Total Expenses	1,849,681	1,038,648	8,993	2,897,321	40,534	98,666	139,200	3,036,521
Excess of revenues over (under)								
Expenses before in-kind	1,309	36,048	674	38,032	181,466	(50,279)	131,187	169,218
In-kind contributions	-	(293,014)	-	(293,014)	-	(17,387)	(17,387)	(310,401)
In-kind personnel cost	-	264,514	(262)	264,252	-	17,387	17,387	281,639
In-kind rent	-	28,500	262	28,762	-	-	-	28,762
Excess of Revenues over (under) Expenses	\$ 1,309	\$ 36,048	\$ 674	\$ 38,032	\$ 181,466	\$ (50,279)	\$ 131,187	\$ 169,218

**Collin County Committee on Aging
Transportation Budget 2010**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	September	Total	September YTD 2008
REVENUE														
Federal and State Revenue	113,431	113,431	113,431	120,241	120,241	120,241	120,241	120,241	120,241	120,241	120,241	120,241	1,422,462	1,384,771
Program Revenue	30,114	30,114	30,114	30,114	30,114	30,114	30,114	30,114	30,114	30,114	30,114	30,114	361,387	293,938
Misc contracts	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	67,161	68,800
Fares revenue - public transportation														
Other income														
Total Revenues	149,142	149,142	149,142	155,952	155,952	155,952	155,952	155,952	155,952	155,952	155,952	155,952	1,850,980	1,784,536
EXPENSES														
Personnel Costs	90,990	77,116	77,116	77,116	77,116	112,742	77,116	77,116	112,742	77,116	77,116	77,116	1,010,517	1,732,845
Prof. Development	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	3,495
Promotion	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	20,000	7,672
Equipment Costs	351	351	351	351	351	351	351	351	351	351	351	351	15,710	31,880
Meals/Food Costs	67	67	67	67	67	67	67	67	67	67	67	67	800	1,204
Supplies	621	621	621	621	621	621	621	621	621	621	621	621	7,460	3,508
Occupancy	6,018	5,054	5,054	5,054	5,054	5,054	5,054	5,054	5,054	5,054	5,054	5,054	61,609	59,149
Travel & Transportation	64,292	47,462	47,462	47,462	47,462	47,462	47,462	47,462	47,462	47,462	47,462	47,462	586,371	646,281
General & Administrative	11,019	11,019	11,019	11,019	11,019	11,019	11,019	11,019	11,019	11,019	11,019	11,019	132,225	88,408
Interest expense														
Total Expenses	176,271	144,605	144,605	144,605	144,605	180,231	144,605	144,605	180,231	144,605	144,605	156,105	1,849,631	2,574,222
Excess of revenues over (under) expenses before in-kind	(27,129)	4,536	4,536	11,346	11,346	(24,280)	11,346	11,346	(24,280)	11,346	11,346	(154)	1,309	(609,686)
IN-KIND														
In-kind contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
In-kind personnel cost	-	-	-	-	-	-	-	-	-	-	-	-	-	-
In-kind rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Excess of revenues over (under) expenses	(27,129)	4,536	4,536	11,346	11,346	(24,280)	11,346	11,346	(24,280)	11,346	11,346	(154)	1,309	(609,686)

Collin County Committee on Aging
Sr Services Budget 2010

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	September	Total	YTD September
REVENUE														
Grant Revenue	66,988	19,408	19,408	28,629	19,846	19,846	39,067	19,846	19,846	26,887	27,666	22,183	329,620	588,458
Program Income	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	62,400	111,687
Program Revenue - Federal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	420,000	480,336
Title XIX	4,142	4,142	4,142	4,142	4,142	4,142	4,142	4,142	4,142	4,142	4,140	4,140	49,700	57,711
Title XX	10,915	10,915	10,915	10,915	10,915	10,915	10,915	10,915	10,915	10,915	10,915	10,912	130,977	140,810
Public Contributions	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	72,000	115,605
Private Pay	833	833	833	833	833	833	833	833	833	833	833	833	10,000	5,127
Other Income	-	-	-	-	-	-	-	-	-	-	-	-	-	5,104
Total Revenues	129,076	81,489	81,489	80,719	81,937	81,937	101,157	81,937	81,937	88,977	88,755	84,269	1,074,696	1,472,638
EXPENSES														
Personnel Costs	37,019	36,694	36,694	36,694	36,694	36,694	36,694	36,694	36,694	36,694	36,694	36,694	476,388	672,137
Prof. Development	292	292	292	292	292	292	292	292	292	292	292	292	3,600	1,737
Promotion	208	208	208	208	208	208	208	208	208	208	208	208	2,500	2,810
Equipment Costs	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	14,100	10,957
Meals/Food Costs	31,781	31,781	31,781	31,781	31,781	31,781	31,781	31,781	31,781	31,781	31,781	31,781	381,375	379,676
Supplies	583	583	583	583	583	583	583	583	583	583	583	583	7,000	6,457
Occupancy	3,512	3,233	3,233	3,233	3,233	3,233	3,233	3,233	3,233	3,233	3,233	3,233	39,072	41,271
Transportation	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	33,227	22,187
General & Administrative	6,782	6,782	6,782	6,782	6,782	6,782	6,782	6,782	6,782	6,782	6,782	6,782	81,385	31,900
Interest expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	84,122	83,518	83,518	83,518	83,518	83,518	101,409	83,518	83,518	83,518	83,518	83,518	1,038,648	1,169,132
Excess of revenues over (under) expenses before in-kind	44,954	(2,019)	(2,044)	7,201	(1,581)	(19,472)	17,639	(1,581)	(19,472)	5,459	6,237	726	36,048	303,506
In-kind contributions	(24,418)	(24,418)	(24,418)	(24,418)	(24,418)	(24,418)	(24,418)	(24,418)	(24,418)	(24,418)	(24,418)	(24,418)	(293,014)	(276,338)
In-kind personnel cost	22,043	22,043	22,043	22,043	22,043	22,043	22,043	22,043	22,043	22,043	22,043	22,043	264,514	224,119
In-kind rent	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	28,500	52,219
Excess of Revenues over (under) Expenses	\$ 44,954	\$ (2,019)	\$ (2,044)	\$ 7,201	\$ (1,581)	\$ (19,472)	\$ 17,639	\$ (1,581)	\$ (19,472)	\$ 5,459	\$ 6,237	\$ 726	\$ 36,048	\$ 303,506
Estimated Meals served in budget	18,333	18,333	18,333	18,333	18,333	18,333	18,333	18,333	18,333	18,333	18,333	18,337	220,000	205,744
Total Expenses (includes in-kind)	106,705	106,102	106,427	106,102	106,102	123,993	106,102	106,102	123,993	106,102	106,102	106,127	1,309,662	1,445,470
Estimated Cost per Meal	\$ 5.82	\$ 5.79	\$ 5.79	\$ 5.79	\$ 5.79	\$ 6.76	\$ 5.79	\$ 5.79	\$ 6.76	\$ 5.79	\$ 5.79	\$ 5.79	\$ 5.95	\$ 7.03

**Collin County Committee on Aging
Fundraising Budget 2010**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	September	Total	2009 YTD August
REVENUE														
Public Contributions	-	25,000	-	-	-	-	-	-	25,000	-	-	-	50,000	19,162
Special Events	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,000	1,000	22,000	90,150
Grants Revenue	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	150,000	-
In-Kind contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	13,500	38,500	13,500	13,500	13,500	13,500	13,500	13,500	38,500	13,500	23,500	13,500	222,000	109,312
EXPENSES														
Personnel Costs	4,196	4,196	2,122	2,122	2,122	3,159	2,122	2,122	3,159	2,122	2,122	2,122	31,684	94,335
Prof. Development	17	17	17	17	17	17	17	17	17	17	17	17	200	115
Promotion	417	417	417	417	417	417	417	417	417	417	417	417	5,000	20,319
Equipment Costs	63	63	63	63	63	63	63	63	63	63	63	63	750	461
Meals/Food Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	377
Supplies	21	21	21	21	21	21	21	21	21	21	21	21	250	955
Occupancy	-	-	-	-	-	-	-	-	-	-	-	-	-	928
Travel & Entertainment	25	25	25	25	25	25	25	25	25	25	25	25	300	1,211
General & Administrative	196	196	196	196	196	196	196	196	196	196	196	196	2,350	27,272
Interest expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total expenses	4,933	4,933	2,859	2,859	2,859	3,896	2,859	2,859	3,896	2,859	2,859	2,859	40,534	145,973
Excess of Revenues over (under) Expenses before in-kind	8,567	33,567	10,641	10,641	10,641	9,604	10,641	10,641	34,604	10,641	20,641	10,641	181,466	(36,661)
In-kind contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
In-kind personnel cost	-	-	-	-	-	-	-	-	-	-	-	-	-	-
In-kind rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Excess of Revenues over (under) Expenses	8,567	33,567	10,641	10,641	10,641	9,604	10,641	10,641	34,604	10,641	20,641	10,641	\$ 181,466	\$ (36,661)

Collin County Committee on Aging
General & Admin Budget 2010

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	September	Total	YTD Sept 09
REVENUE														
Public Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	111,485
Grants Revenue	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	-	-	-	30,000	38,880
In-kind contributions	1,449	1,449	1,449	1,449	1,449	1,449	1,449	1,449	1,449	1,449	1,449	1,449	17,387	38,606
Interest Income	83	83	83	83	83	83	83	83	83	83	83	83	1,000	8,997
Other Income	-	-	-	-	-	-	-	-	-	-	-	-	-	1,262
Total Revenues	4,866	1,532	1,532	1,532	48,387	199,230								
EXPENSES														
Personnel Costs	6,256	8,220	8,220	8,220	8,220	12,236	8,220	8,220	12,236	8,220	8,220	8,220	106,709	152,953
Prof. Development	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,229
Promotion	146	146	146	146	146	146	146	146	146	146	146	146	1,750	1,683
Equipment Costs	875	875	875	875	875	875	875	875	875	875	875	875	10,500	10,821
Meals/Food Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	214
Supplies	-	333	333	333	333	333	333	333	333	333	333	333	4,000	3,191
Occupancy	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	13,450	13,700
Travel & Entertainment	10	10	10	10	10	10	10	10	10	10	10	10	120	37
General & Administrative	(5,125)	(5,125)	(5,125)	(5,125)	(5,125)	(5,125)	(5,125)	(5,125)	(5,125)	(5,125)	(5,125)	(5,125)	(61,502)	82,409
Administration Salaries	1,845	1,845	1,845	1,845	1,845	1,845	1,845	1,845	1,845	1,845	1,845	1,845	22,139	20,294
Interest expense	7,586	7,550	7,550	7,550	7,550	11,566	7,550	7,550	11,566	7,550	7,550	7,550	98,666	286,631
Total expenses	(2,720)	(2,684)	(2,684)	(2,684)	(2,684)	(6,700)	(2,684)	(2,684)	(6,700)	(6,018)	(6,018)	(6,018)	(50,279)	(87,401)
Excess of revenues over (under) expenses before in-kind	(1,449)	(1,449)	(1,449)	(1,449)	(1,449)	(1,449)	(1,449)	(1,449)	(1,449)	(1,449)	(1,449)	(1,449)	(17,387)	-
In-kind contributions	1,449	1,449	1,449	1,449	1,449	1,449	1,449	1,449	1,449	1,449	1,449	1,449	17,387	-
In-kind personnel cost	-	-	-	-	-	-	-	-	-	-	-	-	-	-
In-kind rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Excess of revenues over (under) expenses	\$(2,720)	\$(2,684)	\$(2,684)	\$(2,684)	\$(2,684)	\$(6,700)	\$(2,684)	\$(2,684)	\$(6,700)	\$(6,018)	\$(6,018)	\$(6,018)	\$(50,279)	\$(87,401)

COLLIN COUNTY BOARD OF TRUSTEES

NAME	TITLE	ADDRESS	PHONE NUMBERS	AFFILIATION	CITY	EMAIL	TERM EXPIRES	RACE
Mark Heidenheimer	Chairman	2411 Virginia Pkwy Suite 7 McKinney, TX 75071	W 972-548-2233 F 972-548-0104 C 214-578-0360	Attorney at Law	McKinney	heidenheimerlaw@sbcglobal.net	2011	Caucasian
Harry Kepner	Vice Chairman	2608 Molimar Drive Plano, TX 75075	H 972-867-6077	Retired USAF & EDS	Plano	hkepner@earthlink.net	2011	Caucasian
Chuck Sulak	Treasurer	11825 Verona Court Frisco, TX 75035	H 972-377-4117 W 214-840-7637 C 214-636-2211	Deloitte & Touche	Frisco	csulak@deloitte.com	2012	Caucasian
Catherine Jamison	Secretary Senior Services	1617 Waterside McKinney, TX 75070	H 972-569-8221 C 214-405-3569	Retired Federal Employee	McKinney	catjami@tx.rr.com	2011	Caucasian
John Boaz	Trustee	6005 Brooknell Parker, TX 75002	H 469-569-1082 W 972-390-7733	President/CEO Reliant Home Health Care	Parker	boaz@relianthomehealth.com	2010	Caucasian
Lynn Chambers	Trustee	6007 Star Trail Dr. Frisco, TX 75034	H 972-712-9342	Texas Silver Haired Legislator	Frisco	ladybug.tx@sbcglobal.net	2011	Caucasian
Deb Fitzgerald	Trustee	1650 W. Virginia , Suite 110 McKinney, TX 75069	H 972-540-2211 C 214-693-4741 W 972-542-0163	McKinney Chamber of Commerce	McKinney	dfitzgerald@McKinneychamber.com	2010	Caucasian
Jill Hickman	Trustee Fundraising	7608 Harbor Town McKinney, TX 75070	C 972-529-8659 W 972-569-8157	President/CEO Senior Select Home Health Services	McKinney	jill@SeniorSelectHomeHealth.com	2010	Caucasian
Mike Howard	Trustee Past Chairman Transportation	8881 Twin Mallets Lane McKinney, TX 75071	H 972-542-1381 C 972-529-0531	Retired U.S. Secret Service Agent	McKinney	m&m@onetomike.com	2011	Caucasian
Wayne Rock	Trustee	1213 Greenway Dr. Allen, TX 75013	W: 214-288-4486	Groom Senior Living Inc.	Allen	wrock@groomseniorcare.com		Caucasian
Tucker Thompson	Trustee Governance	2402 Versailles Court McKinney, TX 75070	W 972-548-1629 C 214-578-6287	Sales & Marketing	McKinney	ttuckerthompson@yahoo.com	2010	Caucasian

Must be a resident of Collin County
 Has an area of expertise or influence in areas important to the growth of the agency
 Plays a leading role in fundraising activities
 Willingness to serve on one or more committees
 Attends regular Board meetings

The board meets on the 3rd Thursday of each month at 8:30 a.m. at the Collin County Committee on Aging, 600 N. Tennessee, McKinney, TX 75069

Meeting Dates: 2010

January 21, 2010	March 18, 2010	May 20, 2010	July 15, 2010	September 16, 2010	November 18, 2010
February 18, 2010	April 15, 2010	June 17, 2010	August 19, 2010	October 21, 2010	December 16, 2010

Updated 2/1/10

RESUME

Julianne E. Smith
3206 St Pierre
McKinney, Texas 75070
(972) 562-1866

EXPERIENCE

Collin County Committee on Aging, McKinney, Texas 7/08 - Present
Director of Senior Services

Rehired to previous position. Direct Case Managers, Volunteer Coordinator and supporting office staff.

Collin County Committee on Aging, McKinney, Texas 11/04 – 3/07
Director of Senior Services

Direct a staff of 16 serving the elderly in Collin County through Meals on Wheels, Case Management, Caregiver support and site management for congregate meals at six senior centers. Write and present grant proposals for communities, the Area Agency on Aging and the United Way. Implement and maintain records for various grants, allowing agency to increase services over 85% during 2006. Expanded the Health Maintenance Program to assist homebound seniors with emergency needs. Prepare reports for the Board of Trustees. Retired in March 2007.

TMP Worldwide Inc., Dallas, Texas 02/01 - 08/01
Managing Group Director

Directed, staffed, trained and motivated an Account Team to achieve superior customer service/satisfaction and ensure account growth and retention for a national account with billings in excess of \$5.0 million. Represented TMP at client conventions, and client premise meetings. Maintained daily contact with client (Overhead Door Corp.) and client's distributors providing information and assistance with their print and internet marketing. Recruited to handle the Overhead Door Corporation account following the agency's successful bid to regain the account.

Overhead Door Corporation, Dallas, Texas 09/99 – 02/01
Project Leader, Customer Satisfaction

Duties included daily contact with five manufacturing plants, customers including distributorships and end users. Prepared reports on quality of products, plant efficiency and product returns for executive management.

Temerlin McClain (Bozell, Jacobs, Kenyon and Eckerd), Las Colinas, Texas 03/95 – 09/99
Group Director

Directed, staffed, trained and motivated an Account Team to achieve superior customer service/satisfaction and ensure account growth and retention for a national account with billings in excess of \$5.0 million. Represented Temerlin McClain at client conventions, and client premise meetings. Maintained daily contact with client (Overhead Door Corp.) and client's distributors providing information and assistance with their yellow pages, print and internet marketing. Recruited to handle the Overhead Door Corporation account following the agency's successful bid.

TMP Worldwide Inc., Dallas, Texas 06/94 - 03/95

TMP Worldwide Inc. (BTD Directory Management, Inc.), Garden Grove, California
Director of Accounts

05/82 - 06/94

Supervised Account Executives responsible for daily work load of national accounts participating in over 1,700 directories with billings in excess of \$7.0 million. Provided on-going training; prepared account reviews, parameters for demographic reports, budgets, presentations for existing clients and representation of TMP/BTD at client conventions. Interfaced with art department, accounting, data processing, and publishers. Attended industry related seminars and conventions. Responsible for 400% increase in account revenues.

BTD Directory Management, Inc. was acquired by TMP Worldwide Inc. Position was transferred to Dallas, Texas to better service the client.

Hired as Account Executive and promoted to Group Manager and Director of Accounts.

GTE Directory Company, Los Alamitos, California
Copy Department Supervisor

06/70 - 05/82

Responsible for supervision, training, proofreading, paging, scheduling with other departments and printer for over sixty directories published by GTE Western Region. Chief responsibility was to maintain accuracy and assure compliance with time schedules.

Position required a working knowledge of publisher and printing specifications, as well as ability to coordinate and clear sales problems at final paging.

Participated in GTE's computer conversion, training copy department staff while maintaining production schedules.

EDUCATION

University of North Texas

Denton, Texas

Bachelor of Science, Applied Gerontology

Minor in Volunteer Management

Collin County Community College

Plano, Texas

Associate of Arts in Liberal Arts

University of California; San Jose

San Jose, CA

English Department

COMMUNITY SERVICE

McKinney Housing Authority
Commissioner, Vice Chairman 2005 - 2009

McKinney Rotary Sunrise
Secretary-elect 2009 -2010

McKinney Chamber of Commerce:
McKinney Rotary Sunrise representative member

CITY OF PLANO
2008 BUFFINGTON COMMUNITY SERVICES GRANT
QUARTERLY REPORT

October 1, 2008 - September 30, 2009

Section 1: Basic Grant Information

AGENCY NAME Collin County Committee on Aging
Grant Amount \$50,000.00 plus additional \$23,100 per 7/27/09 Resolution
Allowable expenses: \$57,636.90
Reporting on: People Families

Section 2: Table of Total Expenditures and Demographics

	Grant Funds Spent	Total Assisted	Race				Ethnicity H
			AA	W	A	O	
1st Quarter Totals	\$10,586.27	102	14	80	6	2	5
2nd Quarter Totals	\$19,391.85	10	1	8	1		0
3rd Quarter Totals	\$15,118.55	8		8			1
4th Quarter Totals	\$12,540.24	39	3	34	2		2
Annual Totals	\$57,636.90	159	18	130	9	2	8

Section 3: Specific Grant Expenditures

1st Quarter

October 1 thru December 31, 2008: **Due by January 31, 2009** **\$10,586.27**
Raw Food: \$2,930.79 **Transportation: \$ 255.20**
Supplies: \$1,757.00 **Kitchen Repairs/Maint: \$80.70**
Salaries/Benefits: \$5,365.23
Utilities: \$ 197.35

2nd Quarter

January 1 thru March 31, 2009 : **Due by April 30, 2009** **\$19,391.85**
Raw Food: \$9,013.74 **Transportation: \$ 197.02**
Supplies: \$1,667.55 **Kitchen Repairs/Main: \$49.70**
Salaries/Benefits: \$8,123.49
Utilities: \$ 340.35

3rd Quarter

April 1 thru June 30, 2009 : **Due by July 31, 2009** **\$15,118.55**
Raw Food: \$4,836.11 **Transportation: \$ 160.88**
Supplies: \$1,288.48 **Kitchen Repairs/Maint: \$8.38**
Salaries/Benefits: \$8,481.81
Utilities: \$ 342.88

4th Quarter

July 1 thru September 30, 2009 : **Due by October 31, 2009** **\$12,540.24**
Raw Food: \$5,379.86 **Transportation: \$ 174.65**
Supplies: \$509.25 **Kitchen Repairs/Maint: \$0**
Salaries/Benefits: \$6,164.09

Section 5: Accomplishments Narrative

This has been a year of challenges for our agency and we are proud of the fact that currently the Senior Services Department has arrived at a point where we are stable and projecting growth for the next year. This is an integral part of our accomplishments for the grant year which closed in September 2009.

The year had a strong beginning during which we enrolled 81% (102 clients) of our projected Plano seniors within the first quarter. Each senior received a box of household and person items (microwaveable meals for emergencies, stamps, light bulbs, Kleenex, etc.) during the Thanksgiving season, and a specific Christmas gift from a "wish list" submitted. These were all provided through community volunteers. Our Assessors were interviewing every referral within two weeks (when possible) and each senior who was eligible began services.

During the second quarter the downturn in the economy began to impact our program and we had to closely review our procedures regarding the criteria mandated by the federal and state governments for the Meals on Wheels programs. The agency had committed to Evening and Weekend meals for which the supplemental private donations had declined. At the same time, there appeared to be a subtle change in the circumstances of the seniors on the programs. Seniors were moving in with their adult children or care giving children were going back to work and moving away. The Plano seniors who had been on the program for several months to a year no longer had the same needs they had initially and actually did not qualify any longer. Our "undeliverable meals" count (meals not cancelled by the senior and no one home to receive them during the delivery hours between 10:30 – 1:30) rose dramatically. The result was "wasted meals". We continued to deliver all program meals throughout the quarter.

At the end of May it became apparent the agency had to reduce the number of meals delivered to remain viable for our primary mission of delivering noon meals. Marilyn Stidham (our Executive Director) and I spoke with Plano regarding suspending the Evening and Meal program. Our staff was reduced both in the kitchen and in the agency to reduce costs. By the end of this quarter there were two vacancies in our Administrative staff (Director of Finance and Executive Director). At that time we also started our first waiting list, in the 33 year history of the agency. The Plano City Council funded \$23,100.00 (based on our projections of the Plano area shortfall) to make certain all qualified Plano seniors would not be placed on a waiting list. All suspended seniors were contacted and those who qualified had their noon meals reinstated. There was, however some funding from the original grant remaining and we utilized those moneys for the noon meals for the final months remaining in the grant. Shortly after Plano's funding one of the larger churches in Plano made a large donation for the Plano senior meals which we designated toward Plano seniors creating a Plano surplus which will be refunded to the city following our monitoring. At this time it appears to be approximately \$15,000.00.

In the final quarter we provided 2,425 hot noon meals to Plano seniors for a total of 159 seniors served in this grant year. At the same time, the agency "retooled" our infrastructure to become stronger and more viable. Our current position is one of strength, with all of our obligations current, and our meal projections based on conservative funding projections. We anticipate a slow growth in the number of seniors provided noon meals and a return to the position of being able to provide Evening and/or weekend meals within the future.

Our major accomplishment this year, with the help Plano, other cities and the community, is we continued to provide a noon meal to those seniors in the greatest need. Two hundred and five thousand meals were provided between October 1, 2008 and September 30, 2009. With each meal, a volunteer visited to ensure the wellbeing of each client.