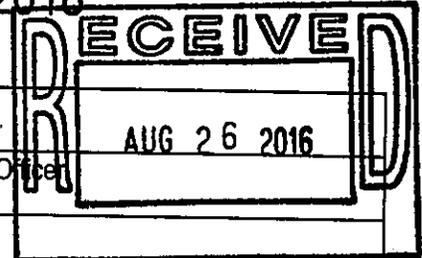
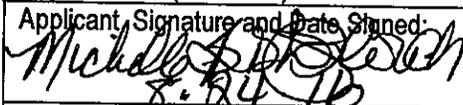


# SECTION 5310 - FY 18 APPLICATION ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

October 1, 2017 - September 30, 2018



## I. Applicant Information

Organization:	Cornucopia Adult & Family Services, Inc.
Contact Person Name and Title:	Michelle Bishop-Couch, Chief Executive Officer
Mailing Address:	2002 Bridge Boulevard, SW
City, State, ZIP:	Albuquerque, NM 87105-3104
Physical Address:	2002 Bridge Boulevard, SW, Albuquerque, NM 87105
Phone and Cell Numbers:	Phone: 505.871.1310 Cell: 505.514.7448
FAX Number:	505.873.7323
E-mail Address: (Required)	michelle@cornucopia-ads.org
Regional Planning Transportation Organization: (circle one)	<input type="checkbox"/> NERTPO <input checked="" type="checkbox"/> NERTPO <input type="checkbox"/> SERTPO <input type="checkbox"/> SWRTPO <input type="checkbox"/> NPRTPO <input type="checkbox"/> NWRTPPO <input type="checkbox"/> SCRTPO
Applicant Signature and Date Signed:	 8.24.16
Please Print Name and Title:	Michelle Bishop-Couch, Chief Executive Officer
DUNS Number *	153573852

\*In addition to including your agency's DUNS Number, please provide a print screen of your agency DUNS Number from the following website: <https://www.sam.gov>

## II. Summary of Budget Request

Please enter the dollar amount of and a description of the vehicle(s) you wish to purchase below. [NOTE: Section 5310 grants are for capital (vehicles) only]

	Total	Federal Share	Local Share
*Capital (80/20) Costs are derived from the current NM DOT pricing agreement with National Bus Sales. Description: Four lift-equipped passenger vans, Make: Glaval Bus, Model: Universal (Type 1 vehicle on the NM DOT pricing agreements), with passenger seating to 10 with 2 wheelchair seats. Details are as follows: *Base price: \$52,955 *Double flip seat: \$575 *Wheelchair lift (Braun Century, 1,000 lb. cap.): \$475 *Gross receipts tax (7.3125%): \$3,949	\$238,116	\$190,493	\$47,623

*Delivery to Albuquerque: \$1,575 *Sub-Total per vehicle: \$59,529			
Total for four vehicles: \$238,116			
<b>TOTAL</b>	<b>\$238,116</b>	<b>\$190,493</b>	<b>\$47,623</b>

**Capital Breakdown**

Capital to Vendor (Required for Non-Profits) Cornucopia requests 4 Glaval Universal vans. Details of the request, including van features, are listed above.	\$238,116	\$190,493	\$47,623
List vendor if utilizing Capital to Vendor National Bus Sales			
Capital to Subgrantee Not applicable			
*TOTAL should equal 'Capital' amt. above	\$238,116	\$190,493	\$47,623

**Capital to Vendor** – When you purchase capital using a state approved price agreement. You will make a check to the awarded vendor for the 20% local share, and send the check to NMDOT's Transit and Rail Division. At delivery, your check is given to the vendor, and NMDOT is billed for the difference.

**Capital to Subgrantee** – When you purchase any approved capital item that that is not on a state price agreement, including large buses, radios, and other requested capital. You will initially pay 100% of the purchase. Upon submitting the appropriate documentation to the Transit and Rail Division, you will be reimbursed 80%.

**CAPITAL TO SUBGRANTEE OPTION IS NOT AVAILABLE FOR NON-PROFIT ORGANIZATIONS**

### III. Financial Information

#### A) CAPITAL BUDGET

**ELIGIBLE CAPITAL COSTS**

ITEM DESCRIPTION	2016 ACTUAL EXPENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
3-01-20 Radios & Base Stations	\$0	\$0	\$0
3-01-25 Other Capital Expenses	\$0	\$0	\$0
3-01-40 Surveillance System	\$0	\$0	\$0
3-01-45 15 Passenger Van (W/Lift)	\$21,200	\$48,239	\$47,623
3-01-50 15 Passenger Van (W/Ramp)	\$20,000	\$0	\$0
3-01-60 Mobile Radios	\$0	\$0	\$0
<b>TOTAL ELIGIBLE COSTS</b>	<b>\$41,200</b>	<b>\$48,239</b>	<b>\$47,623</b>
<b>VEHICLE DISPOSITION PROCEEDS</b>	<b>\$3,800</b>	<b>\$0</b>	<b>\$0</b>
<b>NET CAPITAL (Total Capital less Vehicle Disposition Proceeds)</b>	<b>\$37,400</b>	<b>\$48,239</b>	<b>\$47,623</b>

**LOCAL SHARE SOURCES (specify)**

Cornucopia Reserves set aside for van purchases will cover the local share component of this request. Local share for FY 2018 is estimated at \$47,623.

<b>TOTAL LOCAL SHARE (20%)</b>	<b>\$37,400</b>	<b>\$48,239</b>	<b>\$47,623</b>
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<b>FEDERAL SHARE (80%)</b>	<b>\$164,800</b>	<b>\$192,954</b>	<b>\$190,493</b>
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**B) OPERATING BUDGET:** INFORMATION PROVIDED IN THE SPACE BELOW IS USED TO GET A BASELINE OF OPERATING FUNDS THAT YOU PROVIDE TO YOUR 5310 ELIGIBLE PROGRAM.

THESE FUNDS ARE NOT DIRECTLY RELATED TO THE CAPITAL GRANT YOU ARE APPLYING FOR.

ITEM DESCRIPTION	2016* ACTUAL EXPENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
Drivers Salaries/Fringe Benefits	\$14,720	\$15,470	\$16,244
Support Staff/Fringe Benefits	\$2,250	\$2,400	\$2,520
Fuel, Lubricants, Tires	\$18,450	\$18,850	\$18,850
Maintenance	\$25,905	\$40,000	\$40,000
Insurance	\$8,947	\$8,947	\$8,947
Other (Please explain): Mileage, car washes, repairs	\$13,585	\$15,000	\$15,000
<b>TOTAL TRANSPORTATION</b>	<b>\$83,857</b>	<b>\$100,667</b>	<b>\$101,561</b>

<b>NON-TRANSPORTATION</b>	<b>\$2,502,883</b>	<b>\$2,751,033</b>	<b>\$3,006,792.50</b>
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<b>TOTAL EXPENDITURES</b>	<b>\$2,586,740</b>	<b>\$2,851,700</b>	<b>\$3,108,353</b>
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\* Prorate expenditures to end of the current fiscal year

1. Please list all other non-transportation services your agency provides.

Cornucopia Adult and Family Services (Cornucopia) provides high-quality day care to adult clients who are mentally or physically disabled and/or elderly (over age 65) or otherwise vulnerable or frail. Cornucopia provides a safe, reputable, and growth-oriented environment where clients may maximize their potential in a community-based setting. Cornucopia serves clients who are 100% low-income and live in and near Albuquerque's South Valley. Cornucopia programming supports families by offering an affordable care option for loved ones who cannot be left alone for long periods. Cornucopia provides clients with top-quality care and activities that increase physical mobility, activity, mental stimulation, and socialization, ensuring that clients and families can maximize their potential. Cornucopia's principal program is Adult Day Habilitation, which is supported by the following services:

- Customized Community Supports include activities and opportunities for socialization and interaction with others to reduce isolation, improve functional ability, and foster positive outcomes.
- Community Access Services teach adaptive, self-help, and/or socialization skills for self-advocacy and support in achieving personal goals.
- Greenhouse Project uses therapeutic gardening to help increase client independence, dignity, intergenerational community interactions, and provides opportunities to care for living things.
- Cornucopia Civitan Club is one of two special needs Great Southwest District clubs; it has 51 members who choose service and fundraising projects.
- Transportation provided to and from Cornucopia, as well as for all off-site outing opportunities.
- Supportive Living: Residential services in a new facility for four individuals. The space is planned to serve as a quiet zone for elderly clients (up to 10 at a time) during the day.
- Meals and Food Boxes: On-site meals for clients and family; delivery of 40-80 South Valley resident food boxes.

2. Please list all funding sources and amounts received for both general budget and transportation budget.

United Way of Central New Mexico (restricted and unrestricted) \$52,000
Contributions: Individual/Corporate/Grants/Fundraising \$50,000
New Mexico Children, Youth & Families Department \$70,000
New Mexico Adult Protective Services Department \$200,000
New Mexico Transportation Fees \$10,000
New Mexico Substitute Care & Community Access Care \$252,000
New Mexico Medicaid Reimbursements \$1,695,200 (Developmentally Disabled Waiver \$600,000; CENTENNIAL \$89,200; Family Living Provider \$906,000; <i>Mi Via</i> Self-Directed Waiver \$100,000)
Area Agency on Aging \$66,000
Supported Living \$250,000
Other Revenue \$41,500 (Greenhouse Project \$9,000; Self-Pay Clients \$2,000; In-Kind: \$30,000; Other Misc. Income \$500)
Total Estimated Income All Sources: \$2,686,700*
[*Note: this is exclusive of requested NMDOT funding and set aside match from Cornucopia Reserves.]

3. Why do you need this equipment (check all that apply)?

a.	<input checked="" type="checkbox"/>	Replace existing vehicle(s) (LIST VIN, TYPE, MILEAGE, AND AGE OF EACH VEHICLE) (1) 1998 Ford Passenger Van, VIN: 1FBSS31SXWHA67059, Mileage: N/A (stolen) (This vehicle was stolen from our lot earlier in 2016 and never recovered)
b.	<input type="checkbox"/>	Establish service to new area
c.	<input type="checkbox"/>	Add wheelchair capacity to existing vehicles
d.	<input checked="" type="checkbox"/>	Increase number of vehicles available for demand responsive service
e.	<input type="checkbox"/>	Decrease vehicle size for service
f.	<input type="checkbox"/>	Increase vehicle size for service
g.	<input checked="" type="checkbox"/>	Improve passenger access to service

State price agreement for transit vehicles is available at this time (Web link to price agreement number):

Statewide Transit Vehicle Price Agreement - Agreement 60-00015

<http://www.generalservices.state.nm.us/uploads/files/SPD/Contracts/60-000-15-00015%20Transit%20Vehicles.pdf>

Agencies have two options for vehicle procurement:

- (1) Order vehicle(s) from approved price agreement (Web link above)
- (2) Implement your own competitive bid procurement process

Description, quantity, and cost of capital items to be purchased:

Refer to Section 3-01-00-Capital Costs

Cornucopia has reviewed the purchasing agreements and selected National Bus Sales as the vendor. The costs listed below are derived from the current NM DOT pricing agreement with National Bus Sales.

Cornucopia requests four (4) lift-equipped passenger vans. The make is Glaval Bus and the Model is Universal, which is a Type 1 vehicle on the NM DOT pricing agreements. Cornucopia requests vans with passenger seating to 10, with 2 wheelchair seats. Details are as follows:

- \*Base price: \$52,955
- \*Double flip seat: \$575
- \*Wheelchair lift (Braun Century, 1,000 lb. cap.): \$475
- \*Gross receipts tax (7.3125%): \$3,949
- \*Delivery to Albuquerque: \$1,575
- \*Sub-Total per vehicle: \$59,529 (Total for four: \$238,116)

Capital costs will be used to purchase a total of four (4) vans to replace Cornucopia's aging vehicle inventory so that existing transportation services can be continued and expanded as needed. The request will also allow Cornucopia to replace a van that was stolen from Cornucopia's lot in in 2016 that was never recovered.

**C) Please provide and check item:**

- 1-  Copy of Articles of Incorporation
- 2-  Copy of 501(c) 3 Certification
- 3-  Copy of most current audit
- 4- N/A If transit-related audit findings occurred, copy of corrective action response submitted to auditor.
- 5- N/A If a non-profit organization (**first time applicants only**), copy of procurement procedures that comply with FTA Circular 4220.

[http://www.fta.dot.gov/legislation\\_law/12349\\_16011.html](http://www.fta.dot.gov/legislation_law/12349_16011.html)

**IV. Program Description**

**A)** The service you provide or intend to provide will be (check all that applies):

<input type="checkbox"/>	Fixed route
<input type="checkbox"/>	Modified fixed route
<input checked="" type="checkbox"/>	Demand responsive
<input checked="" type="checkbox"/>	Section 5310

**B)** This request for funding will (check all that apply):

<input type="checkbox"/>	start up new services
<input type="checkbox"/>	reduce service from current level
<input checked="" type="checkbox"/>	maintain service at current level
<input type="checkbox"/>	expand existing service to additional areas

**C)** If applicable, please briefly describe the new or expanded service.

N/A

**D)** Is the program included in the RTP/MPO Coordinated Public Transit Human Services Transportation Plan?

	YES
✓	NO

**E) 5310 Program**

Number of one-way passenger trips per month	
Elderly (non-disabled)	172
Disabled (including elderly)	924
General Public	0
<b>TOTAL</b>	<b>1,096</b>
Number of unduplicated persons transported per month	109

**V. Description of Service Area**

**A) Check the most appropriate description of your community:**

✓	Urbanized Area (UZA) or Large Urban areas with population of 200,000 or more
	Small Urban areas with population of 50,000 – 199,999
	Non-urbanized/Rural (50,000 people or less)

**B) Please list all the municipalities and counties served by your program:**

City of Albuquerque (Bernalillo County) and unincorporated areas of the South Valley

**C)** Please complete the following demographic information for your service area. Exact counts are preferred, but estimates are acceptable. For this section, you are describing the same population two different ways, so your total number of population served by ethnicity category should equal the total number of population by elderly or disabled status.

Ethnicity Category	Population	%
Black	2	2%
Hispanic	66	61%
Asian or Pacific Islander	1	1%
American Indian or Alaskan Native	4	4%
White	32	29%
Other	3	3%
	<b>*109</b>	<b>100%</b>

%	Population	Elderly/Disabled Category
15.6%	17	Elderly (non-disabled)
84.3%	92	Persons with Disabilities (including elderly)
0%	0	Other (everyone else)
<b>100%</b>	<b>*109</b>	

= TOTAL\* =

\* These totals should equal.

1) Source (if other than US Census Bureau):

Demographic information was sourced from Cornucopia's client records.

**D)** When applying for Section 5310 funding as the coordinator of transportation services in your area, complete the section above using your current program information. In addition, please fill out the following section for the organizations/programs you will serve.

Name of Organization Served	Number of People Transported
Not applicable	Not applicable
	TOTAL:

**E)** Please provide and check:

1-  Map of Service Area (on 8 1/2 X 11 page)

## VI. Ridership and Transit System Statistics

**A)** Complete years that are applicable

Line #	Category	2016	2017	2018 Projected
1	Annual Ridership	17,971	19,768	21,745
2	Annual Mileage	13,572	14,929	16,422
3	Annual Vehicle Hours	1,825	2,008	2,208

\* Prorate statistics to end of FY.

**VII. Vehicle Inventory – include all vehicles information for each vehicle is extended to the next page. Please add additional sheets if necessary.**

#	Make/Model	Year	Mileage	VIN #	Status (R = regular service, B = backup, S = spare, I = inactive)	Ambulatory/Walk-On Pgr. Capacity.	Last Preventive Maint. Date	Wheel-chair Spaces (# of, or 0)	Lift / Ramp Equipped? (yes or no)	Condition (E = excellent, G = good, F = fair, P = poor, OOSGR)	Grant Source of Funding (e.g. 5310 FY09)	Estimated Replacement Date
1	Ford/IS34N	2009	101,444	1FTSS34L19DA39274	R	✓	7/14/2016	0	No	F	5310 FY09	1/01/2018
2	Ford/E35Y	2009	89,333	1FDEE35LX9DA18955	R	✓	7/14/16	2	Yes	F	5310 FY09	1/01/2018
3	Ford/TW350	2016	2,829	1FBZX2CM9FKB33550	R	✓	7/14/2016	0	No	E	5310 FY16	1/01/2025
4	Ford/TW350	2016	458	1FBZX2CM2GKA27166	R	✓	7/14/2016	0	Yes	E	5310 FY16	1/01/2025
5												

**VII. Vehicle Inventory – include all vehicles**

#	Category	Length	Approx GW	# of Seats	Average Cost	Minimum Life		Vehicle /w Gas	Diesel (D) or Alternative fuel (A)	Vehicle /w	Maturity Date
						Year	Miles				
1	Van	234	5,353	15	\$39,000	2013	100,000	Yes	No		03/19/2014
2	Van	174	4,798	7	\$39,000	2013	100,000	Yes	No		03/19/2014
3	Van	122	6,600	7	\$60,298	2020	100,000	Yes	No		03/19/2021
4	Van	122	6,600	7	\$60,298	2020	100,000	Yes	No		03/19/2021
5											

**VII. Other Fixed Assets:**

**Transit-related items purchased with FTA funds that have been purchased within the last five years and have not been disposed. (Please add additional sheets if necessary)**

#	Year purchased	Description of item	Physical Location (if mobile item = M)	Item Assigned to (Name)	Purchase Date	Make	Model Serial #	Purchase Price	IF ARRA = A
1	None								
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

**CERTIFICATION:** I certify that the information given in Section VII of this application is complete, accurate, and true to the best of my knowledge.

Signature: *[Handwritten Signature]* Title: Chief Executive Officer

## VIII. Civil Rights

Neither Cornucopia nor its staff members have been named in, or involved with, allegations of abuse, neglect, or exploitation. All employees undergo stringent background screening prior to hire, including fingerprinting and checking against the Caregivers Criminal History Screening Program. Staff receive extensive training on what constitutes abuse, neglect, exploitation, and on their legal obligation to report concerns and the reporting processes, as well as what expectations exist for interacting with clients, families, and staff. Employees are disciplined or fired when issues of inattention or other potentially endangering behavior arise. Further, Cornucopia has experience dealing with and has protocols in place to address prevalent risk factors for abuse, exploitation, and neglect.

- A)** Please provide a list of any active lawsuits or complaints naming your organization/agency with alleged discrimination on the basis of race, color, sexual preference, or national origin with respect to service or other transit benefits.

If there have not been any lawsuits or complaints, please respond "NONE."

NONE

- B)** Also provide a summary of all civil rights compliance review activities conducted during the last three (3) years. The summary shall include:

1. Purpose or reason for review;
2. Name of organization performing the review;
3. Summary of findings and recommendations of the review; and
4. Report on the findings and recommendations of the review.

Please respond "N/A" if not applicable.

N/A

- C)** Finally, provide a list of any additional transit related funds or applications currently in place, which will supplement this grant. (Describe any funds you already have that you plan to use to supplement this grant, and describe any applications you have made for funds to supplement this grant).

Please respond "N/A" if not applicable.

N/A

## IX. Program Coordination

- A)** Please attach a description of your efforts to coordinate service with other organizations (i.e. senior centers or other §5310 providers, local governments, etc.)

See description on the next page.

- B)** Please document when and where your public notice appeared and discuss the responses received. **Attach a copy of your affidavit of public notice of your intent to apply for federal funds here.**

Notice of Intent to Apply appeared in the Albuquerque Journal Legal Notices on July 23 and 24, 2016. Cornucopia received no responses or requests for a public hearing from the posting or notice. See attached copy of the affidavit of public notice of intent to apply for federal funds.

- C)** Please check all that apply and provide copy:

<b>ALL APPLICANTS MUST PROVIDE THE FOLLOWING:</b>	
✓	- Municipal, or Board, or Council: Signed Resolution of Financial Commitment for local match. Resolution must state dollar amount.
✓	- Municipal, or Board, or Council: Letter of Support
✓	- Copy of Affidavit of Public Notice of Agency's Intent to Apply for Federal Funds

- D)** Please check all that apply and provide copy:

<b>IF AGENCY HAS PUBLIC HEARING PROVIDE THE FOLLOWING:</b>	
N/A	- Copy of Published Public Hearing Notice
N/A	- Affidavit of Publication of Public Hearing Notice
N/A	- Minutes of Public Hearing, Copies of Exhibits and Written Statements

## IX. Program Coordination

- A. Since its inception, Cornucopia has worked with other provider agencies to coordinate or transition care of clients as needed. For ongoing multi-agency involvement, Cornucopia works with clients and families to construct participation schedules that accommodate time with other providers and incorporate related objectives in the Individual Service Plan (ISP). As part of Cornucopia's wrap-around support, the Program Director and Service Coordinator help clients identify and access services from other agencies or resources (e.g., helping families set up paratransit services or calling medical providers to assist a client in connecting with a psychiatrist). Whether the client is exiting or entering Cornucopia's programming, staff members contact the other agencies to arrange a briefing. With client/caregiver consent, representatives discuss the client's experience at the current agency, successes and challenges, what the receiving agency should expect concerning client needs and family/caregiver engagement, and other critical information. Cornucopia is a dedicated client support advocate, including working outside of normal business hours and coordinating with other agencies to ensure that clients' needs are met, as required.

Cornucopia has offered coordinated transportation services since the program's founding in 2009. Cornucopia provides this service to clients to ensure that they are able to participate in programming at the highest level, including engagement in community activities and events. No other agency or service in the area is able to provide required transportation to clients, delivering them to the Cornucopia center at the beginning of the day for scheduled activities and returning them home at the end of the day. The closest collaborators on transportation for clientele are Express Medical Transporters and SunVan Paratransit Service, both located in Albuquerque. In addition to ongoing communications with these two providers, as required by the RFP guidelines/timeline, Cornucopia also notified other transportation providers that operate in the Cornucopia service area by formal written notices of Intent to Apply. The providers notified were: ARCA, Adelante, and Share Your Care. Cornucopia's transportation services coordination activities are in keeping with the Mid-Region Council of Governments (MRCOG) Metropolitan Transportation Plan for offering a system of demand-responsive transportation services in Bernalillo County to cover areas not well-served by fixed-route transportation options (bus and rail), and for serving the elderly and disabled who cannot drive themselves. Cornucopia has also communicated with providers by phone and email. No service providers requested working with Cornucopia on a collaborative proposal. As per RFP requirements, the methodology for reviewing potential collaborative proposal requests was decided prior to knowing that no providers were requesting collaborative proposal submission and was based on known fair costs, levels of service, and management capacity.

Cornucopia placed a Public Notice by local newspaper in the *Albuquerque Journal* (see attached affidavit), inviting and advising members of the public of their right to comment, participate in the project, or request a public hearing on Cornucopia's proposal by notifying the primary contact in writing. A public hearing was not required or held by Cornucopia, as one was not formally requested by one of the other area transportation providers or by any member of the public.

Cornucopia seeks section 5310 funding in order to meet the ongoing special transportation needs of its growing population of elderly, frail, and disabled clients served in the South Valley, which falls into the Albuquerque Metropolitan Planning Area (AMPA) defined by the Mid-Region Council of Governments. Therefore, Cornucopia also informed through written notice of Intent to Apply with request for consideration for letter of support or resolution stating that body's position on the project (support, neutral, oppose) to: Counselor Peña of Albuquerque's District Three and Bernalillo County Commissioner de la Cruz of District Two. These individuals have provided written support for continuation of Cornucopia's transportation service (see attached Letters of Resolution). Cornucopia's request for four vans from this funding source will allow Cornucopia to continue to provide existing transportation services for clients by replacing an aging fleet of vehicles and one vehicle that was stolen and not recovered. This important service is unduplicated in the service area and is in direct keeping with the Coordinating Council on Access and

Mobility's<sup>1</sup> goal of improving quality of life and increasing opportunities for citizens who face mobility limitations.

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<sup>1</sup>A partnership of federal agencies working to build ladders of opportunity across America by improving the availability, quality and efficient delivery of transportation services to people with disabilities, older adults and people with low incomes.

## **X. Program Justification**

Please attach an essay no longer than **five pages**. The Operations Profile in Section XI will not be counted as part of these five pages. Explain in detail the need for this program. Please include any changes or expansions in your program and tie them to your budget request. Please include your mission statement, goals and objectives for your program for this Application Year.

**Please see essay on next page.**

## X. Program Justification

Cornucopia Adult and Family Services, Inc. (Cornucopia), located in Albuquerque's South Valley, is a non-profit, center-based inclusion human services agency. Cornucopia has continuously served as an Adult Day Habitation Center in the South Valley since its inception 38 years ago and is dedicated to providing safe and caring environments for at-risk adults. Cornucopia serves 109 clients through transportation and its other various programs.

The South Valley is a census designated place located to the south and west of Albuquerque proper. It is home to the majority of Cornucopia clients and all of its staff. Among the Cornucopia service area, 27.1% of the population is in poverty, the median household income is only \$36,746, and 81% of residents are Hispanic (American Community Survey, 2014). All Cornucopia clients are considered low-income, the majority are Hispanic, 42% are elderly, and nearly all suffer from at least one form of disability. Many suffer from co-occurring conditions.

**Agency Mission:** Cornucopia's mission is to offer a safe, reputable, and growth-oriented environment where clients and families may maximize their potential in a community-based setting. The client transportation services program supports this mission and allows Cornucopia to continue to be a cornerstone of the community by: 1) providing family-oriented, daytime services for the elderly, frail, and disabled; 2) offering an environment in which all stakeholders can be confident and feel safe; 3) supporting each individual's preference for services and maximizing his/her potential in a community-based setting; and 4) preventing institutionalization and prolonging the independence of the clients. Cornucopia serves some of the most fragile adults in central New Mexico.

Long-term agency objectives are to: 1) grow agency programs and expand impact in the community to serve more clients and continually provide clients with meaningful opportunities within the community; and 2) grow resources with diversified funding streams to ensure financial stability and to support Cornucopia's growth aspirations.

**Need for Services - Geographic & Socio-Economic Service Area Characteristics:** Cornucopia provides high-quality day care to adult clients who are mentally or physically disabled and/or elderly who live in or near Albuquerque's South Valley (see attached Service Area Map). Clients served through funding under this RFP will be adults 18 and over who are disabled and/or elderly, including those suffering from compounding issues such as Alzheimer's and dementia. One hundred percent of clients served will be low-income and would not be able to afford care elsewhere. Without the care Cornucopia provides, many clients would quickly degenerate to the point of needing institutionalization—something that is both traumatic to the client and their families and expensive to the state.

Cornucopia plays an especially critical role for community engagement and health in the South Valley, where the population served has virtually no other supportive care options and limited transportation. Cornucopia's programs are designed around community engagement; programs bring together clients, family members, and other community members and bring clients out into the community. They include community clubs and activities, cultural events, educational classes, dining, shopping, volunteerism, and field trips. Cornucopia encourages participation in outside activities and strives to assist clients to develop natural supports within the community. Having a fleet of vans to facilitate community engagement is critically important for the well-being and social engagement of clients.

Many clients suffer from disabilities compounded by health problems. Older clients come to the agency with conditions such as Alzheimer's, dementia, stroke, depression, Parkinson's disease, diabetes, organic brain syndrome, and chronic obstructive pulmonary disease. Younger populations may have singular and co-occurring conditions such as traumatic brain injury, schizophrenia, developmental disabilities, Down syndrome, epilepsy, deafness, muteness, blindness, limb amputation, cerebral palsy, autism, seizure disorders, and fetal alcohol syndrome. For some, Cornucopia is a bridge towards increased autonomy and functioning; for others, it is a pathway away from expensive and traumatizing institutionalization. Regardless of the circumstances, Cornucopia's expertise is in providing individuals with a safe place, a

positive routine, opportunities to grow and explore, and camaraderie with staff, other clients, visitors, and the community.

The South Valley neighborhood where most clients reside is not well-served by other transportation options, particularly for those with limited mobility who require vans with wheelchair lifts and other adaptive features. It is also important that clients receive service at specific times at the beginning and end of the day, to allow them to arrive on-site in time for Adult Day Habilitation programming, and throughout the day for scheduled community engagement activities. Existing services do not have the flexibility required to serve Cornucopia clients.

**Cornucopia's Transportation Services Program Goals & Objectives:** As part of Cornucopia's strategy to address clients' functional limitations and to ensure their participation in community life and activities, the main program goal is to provide transportation for all 109 clients for outing participation and for client pick-up and drop-off for those clients located within a six-mile radius who require this service. For those needing transportation beyond that radius, Cornucopia coordinates with other providers and helps families to access additional non-emergency transportation. Cornucopia is applying for NM DOT, Section 5310 (FTA) FFY 2018 funds in order to meet these specific transportation needs of the elderly, frail, and disabled in and near Albuquerque's South Valley.

The transportation plan aligns with the MRCOG's current Metropolitan Transportation Plan by providing coordinated transportation services to those unable to transport themselves due to their age, income, or health condition who live away from fixed route transit service lines (bus and rail). All staff are fully cross-trained and are licensed drivers to address clients' transportation needs. Cornucopia ensures adequate care to all clients through a minimum staff- to-client ratio of one direct service provider per five clients; nevertheless, the ratio is often more intensive to allow for customized care, as 1:1 and small group needs arise. Cornucopia employs Direct Services Personnel and substitutes sufficient to cover the needs of all clients, maintaining a low enough staffing ratio to ensure individual care is critical to client improvement (Ginn, Nursing Standard, Vol. 27, Iss. 39, May 2013). This is all part of Cornucopia's goal of providing a safe working environment for all staff, clients, visitors, and volunteers.

This FY2018 request is needed to maintain the level of service provided as Cornucopia continues to expand the number of clients it serves; Cornucopia has been growing its client base steadily each year. One van was stolen in early 2016 and not recovered, meaning that it has had to operate at reduced capacity with only three vans. Another two vans are scheduled to be replaced in early 2018, as they are nearing their USDOT definition of "Useful Life" for vehicles: "Section 5310 vehicles have a useful life of four (4) years or 100,000 miles for vans and five (5) years or 125,000 miles for small buses." Cornucopia was generously awarded funding for two FY 2016 vans from NM DOT, which has helped to alleviate capacity limitations and increase transportation flexibility.

Starting in 2009, when the transportation program was founded, Cornucopia's transportation services for clients have been made possible through a New Mexico Department of Transportation grant that allowed for the purchase of vans specifically crafted to accommodate wheelchairs with full-motorized wheel chair lifts. These vans allow Cornucopia to provide a service that addresses gaps in transportation not filled by other providers so that clients can participate in timely ways (arriving by the time activities begin daily and engaging in community events/outings).

Cornucopia has established policies and procedures for all transportation considerations and regulations, including routes, vehicle maintenance, driver training, insurance, and minimization of client risk. Cornucopia facility, transportation, and activity sites are accessible and ADA-compliant. Cornucopia staff members responsible for transporting clients to and from the Cornucopia center and community activities are trained and licensed to operate vehicles.

**Funding Justification:** Receipt of an award for four new specially-equipped vans will allow Cornucopia to continue to provide the vital service of safe and reliable transportation to the center's clients, both at the beginning and end of each service day and for community outings during the day. Fewer functional vehicles would mean that Cornucopia would face ongoing and expensive service disruptions and possible

limitation of off-site activities. Funding at the requested level will allow Cornucopia to serve the frail, disabled, and vulnerable clients who would otherwise be unable to receive these services in a timely/scheduled way that lets them benefit from Cornucopia's programming. Because of the vulnerability of Cornucopia's clients, this service is all the more critical to continue in the South Valley community.

# XI. Operations Profile

(Items to be included)

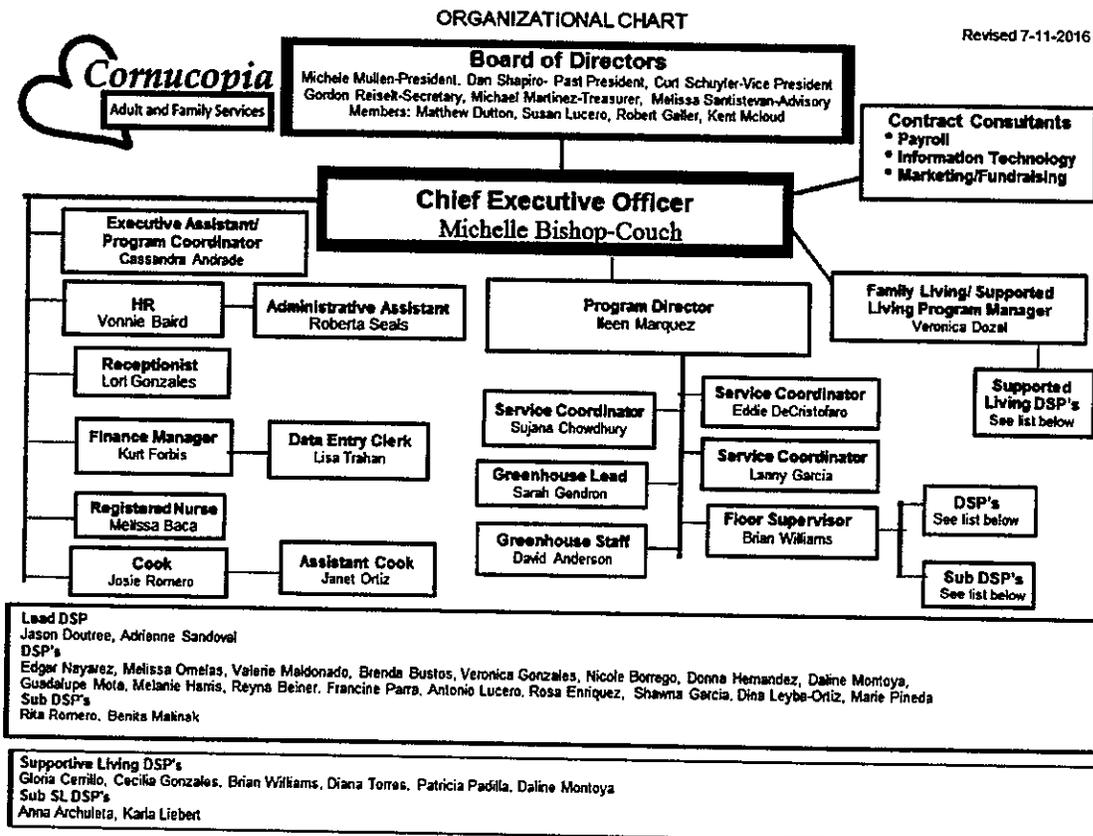
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## 2. Organizational Structure

Cornucopia Adult and Family Services, Inc. (Cornucopia), located in Albuquerque's South Valley, is a non-profit, center-based human services agency. Cornucopia serves individuals who are 18 or older, are low income, and share the following characteristics: 1) unwilling/unable to self-identify or seek and obtain services; 2) dealing with severe physical and/or mental challenges; 3) financially challenged and often completely unable to fend for themselves; and 4) in a situation that will continue to decline into dangerous and unmanageable conditions without intervention. Many clients have compounding health issues such as dementia, Alzheimer's, heart disease, diabetes, obesity, and high blood pressure.. In its 37-year history, Cornucopia has expanded organizational capacity to accommodate demand for services.

Cornucopia maintains a high level of quality, indicated by its certification by the Commission on Accreditation of Rehabilitation Facilities (CARF) for Community Services: Community Integration and through regular audits by Adult Protective Services. It is a service provider for and refers clients to the City of Albuquerque's Aging and Long-Term Services Department, the Department of Senior Affairs for Albuquerque, the New Mexico Human Services Coordination of Long-Term Services program, New Mexico Department of Health's Developmental Disabilities Waiver, City of Albuquerque Area Agency on Aging, and New Mexico Children, Youth and Families Department (CYFD). Additional client payors are Area Agency on Aging, Centennial Care, United Way of Central New Mexico, and *Mi Via* (New Mexico's Medicaid Self-Directed Waiver Program).

Cornucopia provides services at a licensed and accredited facility located at 2002 Bridge Boulevard SW, Albuquerque, NM 87105. It is the only South Valley center-based inclusion agency, inclusion meaning that Cornucopia ensures that clients form genuine and intergenerational relationships by participating in meaningful activities amongst each other and with the community. In this way, clients contribute to the community's vibrancy according to their strengths. Participation in specific activities on-site and in the community is capped at 10 people to ensure that staffing resources are adequate for all clients to participate fully (additional sessions may be added to accommodate a high level of interest). For all activities, there is a minimum of one staff member per five clients; however, staffing is sufficient to give one-on-one (or otherwise more attentive care) to help clients as needed. See the staffing structure that supports this high level of care in the organizational chart below.



### 3. Mission Statement

Cornucopia provides high-quality day care to adult clients who live in and near Albuquerque's South Valley and who are mentally or physically disabled, and/or elderly, frail, or live with other limiting conditions.

Cornucopia's organizational guideposts are:

- *Mission:* Offer a safe, reputable, and growth-oriented environment where our clients may maximize their potential in a community-based setting.
- *Vision:* Our vision is to be the cornerstone of the community, to prolong the independence of our clients, and prevent their institutionalization.
- *Values:* Advocacy, Safety, Compassion, Community.
- *Goals:* To be the first choice of caregivers for outreach, protection, advocacy, and service. To maximize any and all resources entrusted to us to deliver care to our clients.
- *Objectives:* Three-year organizational strategic objectives are to: 1) grow agency programs and expand our impact in the community; 2) increase resources with diversified funding streams; 3) continue to be a fully-accredited Community Integration facility/organization; 4) maintain and evolve a Campus Master Plan; and 5) expand Board, staff and agency capabilities.

Programming supports families by offering an affordable care option for loved ones who cannot be left alone for long periods. It provides clients with top-quality care and activities that increase physical mobility, activity, mental stimulation, and socialization, ensuring that clients and families can maximize their potential, remain in their homes, and avoid or delay costly and traumatic institutionalization. Cornucopia locates, identifies, assists, and provides direct services to the most vulnerable adults in Bernalillo County, offering a system of protective services to adults who are unable to protect themselves from isolation, loneliness, hunger, neglect, exploitation, and abuse, and who would otherwise require institutionalization.

Cornucopia's inclusionary approach means that clients are not segregated into groups of similar individuals (e.g., seniors with dementia). Rather, Cornucopia integrates adults of various ages, needs, and characteristics to help clients develop organic relationships. This creates an enriching environment with inter-generational socialization; real-world skills development from interaction with diverse individuals; positive feelings of usefulness from helping each other; and an understanding that all people have their own strengths, interests, and capabilities. Through Cornucopia's programming, much of the clients' time is spent interacting with the community, which builds feelings of self-worth and personal value. This is important for maintaining client mental and physical health, which is one of the reasons why Cornucopia is so highly sought after. Under Cornucopia care, 75% of clients improve functioning and 60% develop new skills (out of an adult population otherwise unlikely to develop any).

Our main program is Adult Day Habilitation, which offers the following supports and services:

- *Customized Community-Oriented Supports* provide socialization and interaction with others to reduce isolation and improve functional ability. These supports foster improved outcomes and access for engagement including individual supports, inclusion aide, and small group supports.
- *Community Access Services* teach adaptive, self-help, and/or socialization skills for self-advocacy and support in achieving personal goals.
- *Greenhouse Project* uses fully accessible therapeutic gardening to increase client independence, dignity, intergenerational community interactions, and provides opportunities to care for living things. Cornucopia clients participate in planting, tending, harvesting, packaging, and selling greenhouse plants and produce. The greenhouse has a dedicated program manager and is open weekdays from 8 am to 4 pm, with staff-guided activity time (instructional and/or tasks) scheduled on Tuesdays and Thursdays.
- *Continuing Education Groups* feature weekly classes on topics including computers, art, music, dance, brain yoga, and cooking. Classes are designed to teach clients a new skill or help them develop a current skill. A Cornucopia client leads the computer group, teaching clients basic computer skills, resume writing, and allowing them recreational time on the computer.
- *Cornucopia Civitan Club* is one of two special needs Great Southwest District clubs. Clients are enrolled with their family's permission in Civitan and the City of Albuquerque senior center program.

- *Men's and Women's Groups* are weekly peer-guided discussions about issues specific to adults with disabilities, such as relationships, boundary setting, and accessibility. A Cornucopia board member who is a certified and licensed master-level counselor facilitates these weekly meetings.
- *Transportation* to and from Cornucopia daily (within a six-mile radius) and for all outing opportunities. For those needing daily transportation beyond a six-mile radius, Cornucopia helps families to access non-emergency transportation.
- *On-Site Meals and Delivery Food Boxes* include healthy breakfasts, lunches, and snacks that accommodate dietary needs. These are served free of charge to clients Monday through Friday. Cornucopia has an on-site licensed commercial kitchen where produce from the Greenhouse Project supplements purchased ingredients.
- *Off-site trips* include to the library, retail outlets, museums, bowling alleys, community center gyms, parks, dining establishments, movie theaters, and other locations in the Albuquerque area. Clients are invited to participate in a range of community outings; multiple outings are scheduled each month to accommodate client interest.

Cornucopia offers day services Monday through Friday from 8 am to 5 pm, and offers residential supported living services for up to 10 individuals in its new second facility (which functions as a quiet space for elderly clients who need a respite during the day and a supported living overnight facility). Without Cornucopia, clients would not be able to afford to receive services elsewhere and many would be institutionalized (in an elder care or mental health facility), which is expensive to taxpayers, traumatic to the client, and devastating to families.

#### **4. Brief Description of Transit Program**

Cornucopia's transportation program is an ongoing, essential component of comprehensive services. Cornucopia provides transportation for outings and participant pick-up and drop-off for the 40 clients who reside within a six-mile radius of the facility as part of a strategy to address clients' functional limitations and to ensure their participation in community activities. Cornucopia currently has four vans to provide transportation. For those needing transportation to and from Adult Day Habilitation beyond the six-mile radius of the center, Cornucopia helps families to access non-emergency transportation through providers such as SunVan, the City of Albuquerque's paratransit service, Superior Ambulance Service's paratransit/wheelchair vans, and Express Medical Transportation's Paratransit Transportation. The vast majority of community activities requiring transportation occur within Albuquerque and Bernalillo County.

With regard to its transportation services, Cornucopia's transportation program has been in place for over six years and the agency has established policies and procedures for all transportation considerations and regulations, including routes, vehicle maintenance, driver training, insurance, and minimization of client risk. Cornucopia facility, transportation, and activity sites are accessible and ADA-compliant. Cornucopia staff members are all highly trained and licensed to operate vehicles; they are responsible for transporting clients to and from the center and community activities. In these ways, Cornucopia's transportation plan meets the unique needs of the elderly and individuals with disabilities whom the agency serves.

#### **4a. Service Area**

Cornucopia provides an in-demand service in a high-need part of Bernalillo County for residents in Albuquerque, particularly the South Valley, which runs along Albuquerque's southwest flank, encompassing 28 square miles with a population of some 41,760 residents. Of these, 13.7% are 65 years or older, 12.8% have a disability, and 41.2% of seniors are disabled. Over 27% of residents in the target area are in poverty; the median household income is only \$36,746 (American Community Survey, 2014). It is essential for Cornucopia to provide transportation because it can be difficult or impossible for clients to get needed assistance elsewhere for physical care and enrichment activities to build health, relieve symptoms, reduce stress, improve quality of life, and preserve independence. The South Valley is underserved by private industry, including social services providers serving the target population, and bus transit does not adequately cover the area where most clients reside (See attached Service Area Map). Cornucopia is the only facility of its kind in the area.

Cornucopia's service area for its transportation program is located within the Albuquerque Metro Planning Area (AMPA). The area around Cornucopia's facility has a combination of high demographic clusters of seniors age 65+ (10-20%); individuals with disabilities (10-30%); and high poverty (10-30%) (Census, 2010).

#### **4b. Route Design**

Trips are almost exclusively intra-county (with a few exceptions for community engagement outings). The regular routes are designed around the needs of specific clients who qualify for pick up and drop off by their point of origin being located within six miles of Cornucopia's center (2002 Bridge Street SW). This radius was determined to be the limit that serves a maximum number of clients while making the best (most efficient and timely) use of the vans that Cornucopia has in regular service. Other routes, which serve clients participating in scheduled (daily, weekly, and seasonal) outings and community engagement events, are designed around the needs of participating clients. Regularly-scheduled activities that require transportation program support are: education, shopping, and social/recreational activities. Additionally, Cornucopia provides seasonal access to farmer's markets, giving clients opportunities to help sell the products they grow through the Greenhouse Project.

#### **4c. Schedule (days and hours of operation)**

Cornucopia's transportation program services are offered at the beginning and end of each program day to allow clients to be at the center by the start of Adult Day Habilitation programming, which takes place Monday through Friday from 8 am to 5 pm, and to participate in offsite community activities scheduled during the day.

Cornucopia plans to continue its current and time-tested methods for allocation of service hours and days of service. Cornucopia allows clients to attend programming as many days (up to 5) as they would like each week, schedules individual activities on a monthly basis (first-come-first served, but adding repeat activities when demand is high), and allows clients to participate in "spur of the moment" activities as long as they have a previously signed release form. Each client has an activity account for fees (e.g., restaurant meals, museum fees), though no one is turned away for lack of funds. The agency has a full-time staff member dedicated to ensuring that activity and transportation calendars are full and that options are accessible, interesting, enriching, and successfully implemented.

#### **4d. Fare Structure**

Each client pays \$60 per month, which covers all trips and is the bare minimum required to offset the cost of gas for all the trips they need. These fees are expressed in revenue sources (Section III B2) reported above. Medicaid pays for clients during time of transit (pickup to Center, transit to activities/events, Center to drop off), with the exception of Developmentally Disabled waiver, which only pays for clients once they are in the agency and outside the agency once at an activity or event.

#### **4e. Advertising/Marketing**

Advertising and marketing for transportation and other programs is carried out on an ongoing basis online, in person, and over the phone with clients, families, and the community at large. Those interested in learning more can consult Cornucopia's website under "What We Do." Word-of-mouth marketing occurs within the community among clients, their families, volunteers, and other community members, as well as through other transportation providers. Cornucopia engages in an ongoing dialogue with other agencies and service providers to ensure that services are leveraged and schedules are coordinated to minimize overlap.

#### **5. Administrative Employees**

Administrative employees are listed on the Organizational Chart, above. The job description and title are shown for each administrative employee below in addition to the program staff. The Direct Support Personnel and Community Access Staff provide not only direct services at Cornucopia's 2002 Bridge Street SW center, but also provide driver and assistant services for Cornucopia's transportation program.

Administrative employees include: Chief Executive Officer; Finance Director; HR Administrator; Executive Assistant/Program Coordinator; Administrative Assistant; Receptionist; and outside contract consultants (accounting, information technology, quality assurance, and marketing/ fundraising support).

Direct Service Personnel include: one Program Director; three Service Coordinators; one Greenhouse Program Coordinator; one Greenhouse Staff; one Floor Supervisor, two lead Direct Service Providers; 17 Direct Service Providers and two Sub- Direct Service Providers; one Family Living/Supportive Living Program Manager; six Supportive Living Direct Service Providers; one Registered Nurse; one Cook; and one Assistant Cook (see Organizational Chart).

### **5a. Title and Job Description**

As the Program Coordinator, Direct Service Providers and Sub-Providers, and Community Access Staff members are key personnel for the transportation program, their job descriptions are provided here in detail, in addition to the Administrative Employees. Outside consultant positions are not regular Cornucopia employees. They do not directly influence programming and are therefore excluded from the information provided below. Any additional information that NMDOT may wish to examine regarding staff capacity and responsibilities will be made immediately available upon request. Transportation services are overseen by the Chief Executive Officer and Program Director in coordination with the Family Living and other Service Coordinators, with assistance from the Receptionist and Administrative Assistant/Activities Coordinator for logging, and the Direct Service Providers and Sub-Providers for actual transport.

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### **CHIEF EXECUTIVE OFFICER**

#### **JOB SUMMARY:**

Under the general supervision of the Board of Directors, but acting on own initiative, is responsible for implementation of all Center objectives. The performance of all duties in this position will reflect compliance with guidelines established by the funding agency(s) and the objectives/policies of the Board of Directors, unless otherwise indicated. Actions, decisions and accomplishments are subject to periodic review via written reports at regularly scheduled Board of Directors meetings.

#### **MINIMUM JOB QUALIFICATIONS:**

Must possess a Masters or Doctorate Degree from a school with the United States or Canada accredited by the governing body in the year of graduation. Substitution of education may be considered as follows:

Five (5) years' experience in a supervisory or administrative capacity in a related healthcare/social services profession [without a degree]; or  
Two (2) to three (3) years related healthcare/social services experience, with a Bachelor's Degree; or  
One (1) year to two (2) years related healthcare/social services experience, with a Masters or Doctorate Degree; or  
College education plus three (3) years' experience in a supervisory or administrative capacity in a relevant professional field may be substituted for the required five (5) years' experience up to a maximum of two (2) years.  
Must have two (2) years recent experience working with elderly adults and/or adults with disabilities with demonstrated administrative/supervisory expertise. Must successfully pass a criminal background check and must not have any DWI arrests and/or convictions within the last five (5) years. Must possess a valid New Mexico Driver's License and have proof of minimum, mandatory automobile insurance. Must be free from communicable diseases. Cornucopia Adult & Family Services is a drug free workplace.

#### **JOB DUTIES/RESPONSIBILITIES:**

- Plans, develops, implements, administers, organizes, directs, and coordinates the agency in a proper administration of grants and contracts from various funding agencies.
- Monitors the progress of existing grants and contracts.
- Seeks other available resources to assist the Board of directors in further development of adult day services, and related projects. Ensures provision of related information to local community.
- Supervision and evaluation of program employees according to policies established by the Board of Directors.
- Functions as a liaison between service providers, federal, state, private agencies, and organizations in the field of health care related activities.
- Provides technical assistance and advises the Board of Directors on rules, regulations, procedures, policies and protocols pertinent to the mission and goal of the Board of Directors.

- Evaluates and advises the Board of Directors on the effectiveness of all agency programs.
- Represents the Board of Directors at workshops, conferences and appropriate functions pertaining to adult day services, homecare and other related areas.
- Develops proposals for submission to prospective funding agencies or organizations, and delegates/supervises staff to assist.
- Compiles data necessary for program planning and development. Prepares financial statements, general ledger and reimbursement rates.
- Attends schedules staff meetings and in-service trainings.

**Knowledge, Skills and Abilities:**

- Comprehensive knowledge of Federal/State and local grant administration principles, laws, regulations, policies, procedures and protocols that govern program funding and implementation.
- Superior ability to relate to, communicate effectively, establish and maintain cooperative relations with a wide range of individuals and organizations at every level, including but not limited to: consumers and families/caregivers, committees, individuals, public and private agencies; service providers and other consumer advocacy groups.
- Superior ability to speak and write effectively; must be computer literate and have extensive working knowledge of accounting software programs.
- Strong administrative, organizational, planning and coordinating skills.
- Ability to work long hours, under pressure and to cope effectively with any contingencies arising in project development.
- Ability to supervise, direct and evaluate performance of staff and consultant(s).
- Ability to travel as required.

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**FINANCE DIRECTOR**

**JOB SUMMARY:**

Ensures accurate accounting records for receipts and/or disbursements within Comucopia, Inc. Duties include performing a variety of complex clerical and entry-level bookkeeping and accounting tasks, applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports, in accordance with Generally Accepted Accounting Principles (GAAP). Directly reports to the Chief Executive Officer.

**MINIMUM JOB QUALIFICATIONS:**

Must possess a High School Diploma or GED. Must have at least (2) years of current secretarial-bookkeeping experience; including basic computer skills with working knowledge of Time-Clock Plus; MYOB; Excel; Microsoft Word and Internet. Familiar with federal & state rules and regulations and local tax laws. Demonstrated working knowledge of grants and contract billing. Developmentally Disabled Waiver Experience Preferred. Must be willing to work with elderly adults with disabilities. Must successfully pass a criminal background check and must not have any DWI arrests and/or convictions within the last (5) years. Must possess a valid New Mexico Driver's License and have proof of minimum, mandatory automobile insurance. Must be free from communicable diseases. Comucopia Adult & Family Services is a drug free workplace.

**JOB DUTIES/RESPONSIBILITIES:**

- Under the direction of the CEO/Executive Director approves employee time reports before payroll is submitted and submits bi-weekly reports to appropriate payroll services.
- Pass out paychecks, and files pay stubs numerically.
- Insures general ledger is posted timely, accurate, and completely. Review for accuracy and completeness on a daily and monthly basis.
- Reviews and prepares vendor invoices, general entries, reconcile with CEO/Executive Director on a monthly basis.
- Reviews bank statements, bank reconciliations, and bank activity on a monthly basis.
- Monitors checking balance daily to insure sufficient funds are available to pay bills.
- Retrieves and keeps full documentation, all receipts, make sure mortgage, and property taxes are paid on a timely basis.
- Prepares billing invoices or documents to state agencies.
- Responsible for creating and keeping current billing files and file documents on a contract year basis.
- Prepares, proofs and types financial reports; makes routine cost distributions.
- Posts requisitions, receipts, and disbursements information to appropriate ledgers or journals.

- Receives and counts cash; maintains cashbook or other control record.
- Files and maintains clerical records and reports pertinent information to the CEO/Executive Director.
- Prepares and mails bills or statements, and prepares lists of outstanding bills payable.
- Must be physically able to perform all job duties. Must be able to lift and safely carry up to twenty (20) pounds.
- Attend regularly scheduled staff meeting, board meeting as determined by CEO/Executive Director, in-service training as required.
- Performs other duties as directed.

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## HUMAN RESOURCES ADMINISTRATOR

### JOB SUMMARY:

To manage a Human Resources Department, overseeing administration of hiring, retention, termination, personnel records, and legal compliance. Responsibilities include but not limited to development and administration of personnel rules and regulations, pay and job classification structure, and programs for employee training, safety, health and morale.

### MINIMUM JOB QUALIFICATIONS:

Must have a minimum of one (1) year experience with HR policies and procedures or two (2) years' experience in the personnel field, or any appropriate combination of education and experience, with increasing supervisory responsibilities. Thorough knowledge of laws affecting human resources administration. Demonstrated management and organizational skills. Excellent interpersonal and communication skills. Must successfully pass a criminal background check and must not have any DWI arrests and/or convictions within the last five (5) years. Must possess a valid New Mexico Driver's License and have proof of minimum, mandatory automobile insurance. Must be free from communicable diseases. Cornucopia Adult & Family Services is a drug free workplace.

### JOB DUTIES/RESPONSIBILITIES:

- Provide advice and counsel to managers, supervisors, and employees as to Human Resources policies and procedures, and employer's benefits.
- Listen to employee's problems and provide feedback to functional managers to ensure action is taken.
- Provide feedback on employee morale to executive director, indicating suggested corrective actions to resolve any problem areas.
- Monitors development in safety, occupational health, and workers' compensation issues.
- Reviews new and revised job descriptions to ensure compliance with company policy requirements.
- Conducts termination interviews and closing of benefit programs. Provides input to the bookkeeper in matters concerning employment, termination, and final compensation.
- Consults with supervisors and makes recommendation concerning matters of appropriate staffing.
- Cooperates w/or conducts appropriate surveys or studies, as required. This includes providing wage and salary information for guidelines for appropriate pay rates and increases.
- Publishes, maintains, and modifies appropriate personnel manuals, as required.
- Complies with state and federal employment regulations, and apprises supervisors of their responsibility under the regulations.
- Performs other committee work as required, including non-personnel related group efforts.
- Accurately evaluates performance of staff as required.
- Oversees the responsibility of the Executive Director in workers' compensation and Unemployment Compensation.
- May act as consultant on provisions of American with Disabilities Act (ADA).
- Performs other duties as directed and required to maintain daily operations.
- Attends scheduled staff meetings and other in-service trainings.

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## RECEPTIONIST

### JOB SUMMARY:

This position is responsible for the professional and efficient managing of visitors, consumers, telephone calls and messages, as well as a variety of clerical duties that support consumer services, information and referral and the operation and presentation of a professional office.

### MINIMUM JOB QUALIFICATIONS:

Must possess a High School Diploma or GED. Must possess strong Office and Customer Service skills with excellent telephone etiquette and organizational skills. Must be willing to work with elderly adults and adults with disabilities. Must successfully pass a criminal background check and must not have any DWI arrests and/or convictions within the last five (5) years. Must possess a valid New Mexico Driver's License and have proof of minimum, mandatory automobile insurance. Must be free from communicable diseases. Cornucopia ADS, Inc. is a drug free workplace.

**JOB DUTIES/RESPONSIBILITIES:**

- Answers telephone and screens calls in a friendly and courteous manner. Provides general information, responds to inquiries, takes messages, and routes calls to appropriate staff.
- Receives and assists visitors with information, refers visitors to appropriate staff.
- Assists with receiving/distributing incoming mail and supply purchases.
- Maintains strict confidentiality of personnel issues or any other information regarding staff, Board of Directors, participants and their families.
- Receives and logs cash/checks for client activities, transportation, soft drink and staff/visitor lunch purchases. Reconciles daily with the Human Resources Administrator.
- Assists with attendance and transportation logs for accountability and reimbursements.
- Conducts and documents monthly fire drills.
- Assists with and monitors compliance with fire codes, safety and sanitation standards.
- Assists with kitchen inventory and ordering kitchen supplies with the approval of the CEO.
- Assists with the supervision and wellbeing of the participant when needed.
- Assists with and ensures the safety of the participants while entering/exiting the facility, the van or private vehicle.
- Fills in to ensure that the 1:5 staff to participant ration is maintained, as may be needed.
- Attends scheduled staff meetings and in-service trainings. Takes and distributes Administrative meeting minutes.
- Must complete forty (40) hours of initial orientation training as determined by Cornucopia, Inc. and forty (40) hours yearly thereafter.
- Must possess computer skills and able to acquire knowledge of computer programs.
- Must be physically able to perform all job duties. Must be able to lift and safely carry up to 25 lbs. above the shoulders.
- Performs other duties as directed and required to maintain daily operations.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by employer as the needs of the employer and requirements of the job change.

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**ADMINISTRATIVE ASSISTANT/ACTIVITIES COORDINATOR**

**JOB SUMMARY:**

Under the direction of the Executive Director performs highly skilled administrative duties for the CEO/Executive Director and the agency Board Members. Keeps Official Corporation records and executes administrative policies determined by or in conjunction with other officials. Responsible for the overall administrative functions of the Adult Day Program and provides a link between the participant, family members/caregivers, and other providers. Works with Program Director, Finance Director, and Lead DSP to ensure all activities are safe, well planned, community inclusive, and reasonably priced and enjoyable. Incorporate the participants' goals and objectives into the monthly activities, work with local businesses to try and obtain group discounts and entrance fees.

**MINIMUM JOB QUALIFICATIONS:**

Associates degree in Business Administration desirable and 2 years' secretarial work experience or High School diploma with advanced courses from a business college or vocational school in office administration to include computer knowledge and 5 years' administrative work experience. Must possess strong office and customer service skills with excellent etiquette and organizational skills. Strong organizational skills including verbal and written communication. Proficient with computer and technology skills with the ability to meet deadlines. Must be willing to work with elderly adults and adults with disabilities. Must successfully pass a criminal background check and must not have any DWI arrests and/or convictions within the last five (5) years. Must possess a valid New Mexico Driver's License and have proof of minimum, mandatory automobile insurance. Cornucopia ADS, Inc. is a drug free workplace. Supervisory experience desirable.

**JOB DUTIES/RESPONSIBILITIES:**

- Overall reports to the CEO/Executive Director.
- Manages CEO/Executive Director's calendar and schedules appointments.

- Acts as liaison between the office of the CEO/Executive Director and agency staff.
- Directs preparation of records such as agenda, notices, minutes, and resolutions for corporate meetings.
- Acts as custodian of corporate documents and records.
- Directs preparation and filing of corporate legal documents and agency's licensures with government agencies to conform to statutes.
- Composes and prepares confidential correspondence, reports, and other complex documents.
- Coordinates activities with management staff as related to the office of the CEO/Executive Director and as required ensuring administrative operational effectiveness.
- Coordinates activities with Board members as deemed appropriate by the CEO/Executive Director.
- Sets up and maintains an accurate filing system for the CEO/Executive Director and the Board of Directors.
- Responsible for ensuring front desk coverage during receptionist absence.
- Responsible for cross training with all administrative staff to provide coverage during absences.
- Schedules individual, therapist trainings, group, and/or family support meetings/trainings with participants and their families.
- Updates and distributes Face Sheets, Senior Center Memberships/Renewals, and Donor Letters (as needed).
- Ensures all meeting minutes' documentation of Program & Marketing meeting and Building Committee has been written and distributed to the appropriate personnel.
- Create a monthly Activities Calendar for the participants.
- Work with local businesses and business owners to try and obtain discounts for activities in the community.
- Listen to and incorporate ideas that participants in the program have for outings using client advocacy sheets.
- Provide the Lead DSP and Finance Director with details and special notations of the outings scheduled.
- Provide safe and enjoyable outings within the community for the participants in the program.
- Responsible and maintains supervision on Kitchen Staff.
- Maintains a positive working relationship with other service providers.
- Performs other duties as directed and required to maintain daily operations.
- Attends scheduled staff meetings and other in-service trainings.

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## **PROGRAM DIRECTOR**

### **JOB SUMMARY:**

Responsible for the overall day-to-day operation and management of the Adult Day Services Program. Provides a link between the participant, family members/caregivers, and other providers. Traces the interaction of the participant from initial referral to discharge or other placement, in conjunction and Service Coordinator.

### **MINIMUM JOB QUALIFICATIONS:**

Must possess a Bachelor's Degree in Social Work, Psychology, Counseling, or related Human Service field. Must have two (2) years recent experience working with elderly adults and/or adults with disabilities. Must demonstrate abilities in the performance of administrative duties, case management, and advocacy. Must successfully pass a criminal background check and must not have any DWI arrests and/or convictions within the last five (5) years. Must possess a valid New Mexico Driver's License and have proof of minimum, mandatory automobile insurance. Must be free from communicable diseases. Cornucopia ADS, Inc. is a drug free workplace.

### **JOB DUTIES/RESPONSIBILITIES:**

- Directs and coordinates all services of the Adult Day Services Program, including supervision of Service Coordinators and Lead Direct Support Staff.
- Monitors the implementation of all Adult Day Services Program guidelines and requirements as outlined by the State Licensing Bureau and contracts through the NM Department of Health, Title XX, United Way, the Children, Youth and Families Department, Bernalillo County Social Services and other public and private sector entities.
- Assists with and monitors compliance with fire codes, safety and sanitation standards.
- Conducts and documents monthly fire drills in conjunction with Safety Officer.
- Plans and conducts program staff meetings to review the participants' goals, behavior and status with regard to the Adult Day Services Program and Developmentally Disabled Waiver clients.
- Provides personnel management and supervision of Service Coordinators and Lead Support Staff.
- Provides individual, group, and/or family support meetings with the participants and their families.
- Conducts regular family educational meetings and facilitates support groups as needed.

- Maintains accurate and up to date participant records and case files.
- Maintains positive working relationships with other service providers.
- Maintains complete waiting and referral lists in conjunction with the Service Coordinators.
- Makes appropriate referrals as needed.
- Works with Service Coordinators on all evaluations and follow up referrals on initial intake assessments, completes all intake documentation, opens case records/files for new participants.
- Develops Individual Service Plan (ISP) within thirty (30) days of admission to the program.
- Completes all required documentation and certifications required to determine eligibility by the CYFD or other funding sources and submits/completes these in a timely manner.
- Maintains a positive and effective working relationship with staff, participants, caregivers, family members and the community in general.
- Provides program support as needed to maintain the 1:5 staff to participant ratio, including, but not limited to transportation, therapeutic activities and direct care services.
- Must be able to respond effectively to participant and caregiver crisis situations.
- Provides for and/or arranges transportation and accompaniment to participants and family members for medical, social, legal or other needed services when necessary.
- Reviews the medications and logs with Service Coordinators to ensure accuracy.
- Coordinates students and volunteers along with the HR Administrator.
- Attends scheduled staff meetings and in-service trainings.
- Must participate in forty (40) hours of initial orientation training as determined by Cornucopia, Inc. and forty (40) hours yearly thereafter.
- Maintains confidentiality of all participants and their families.
- Performs other duties as directed.

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## **FAMILY LIVING SERVICE COORDINATOR**

### **JOB SUMMARY:**

Provides coordination of family support services for families with a member who has developmental disability or delay, and/or for individuals with a developmental disability. Provides assistance to families and/or individuals who are seeking information about Cornucopia Adult Day Services; helping them to identify and facilitate access to needed services. Coordinates family support services including assessment and planning, monitoring service delivery and coordinating services across agencies/provider/within Cornucopia Adult Day Services. Establish and maintain relationships with families include orientation and matching service providers with families and track data.

### **MINIMUM JOB QUALIFICATIONS:**

- BA/BS plus two (2) years related DD experience a must.
- Travel and flexibility is a requirement.
- Math skills, excellent communication, and computer knowledge.
- Must have NM Driver's License, reliable transportation, and mandatory auto insurance.
- Must pass criminal background check and drug test.
- Must not have any DWI arrest and/or convictions within the last five (5) years.

### **JOB DUTIES/RESPONSIBILITIES:**

Performs essential job functions with or without reasonable accommodations at an acceptable level:

- Initiates and maintains family and individual relationships to assure Cornucopia Family Living Support Services are delivered.
- Partners with families, as the experts on care for their family member with a developmental disability, and assures the family's participation in training of direct care providers.
- Gathers and communicates family input regarding quality of services.
  - Implements and monitors Family Living Support Services for person receiving services.
  - Develops nurturing relationships with persons receiving services, in order to facilitate desired outcomes and/or meet needs.
  - Take initial referrals, schedules and completes initial intake interviews in order to obtain information for planning service delivery.
  - Develops individualized goals and objectives (Individualized Family Service Plan (IFSP) or Individual Service Plan (ISP) with persons receiving services, consulting with other Family Living Support staff and/or other agencies, as appropriate.

- Schedules and completes regular Home Visits and /or scheduled observation visits with persons receiving services in order to evaluate and review goals and objectives, quality of services being received, health and safety needs, etc.
- Responds to families and/or individual's need for changes in program or service plan.
- Provides on-going Family Living Support Service coordination for persons who are receiving services.
- Implements service coordination policies and procedures as defined by funding and regulatory agencies, and including Cornucopia Adult & Family Services.
- Acts as a resource for persons who are receiving services and other community providers; including providing information about policies and procedures.
- Assists persons who are receiving service in locating and accessing needed services with Cornucopia and/or form other agencies/providers.
- Provides and monitors services to assure services are provided in natural environments and/or imbedded in the daily routine of the person who is being served.
  - Works with families, program participants and community resources to promote independence of the person receiving services.
- Develops, plans, leads and/or participates in educational, training and outreach activities, including planning and presentation of lectures and/or workshops, as requested.
- Shares pertinent information with supervisor, team members and/or co-workers regarding work progress, successes, barriers, concerns and other areas that may have an impact on the agency's services and/or programs.
- Participates in the development and implementation of Family Living Support Services training/orientation programs.
  - Works with Family Living Support Services Program Director and staff, and families/individuals receiving services, in the development of a master training and orientation program for all service components.
  - Conducts initial Introductory and Basic Orientation program for direct care providers.
  - Schedules and conducts individual orientations and home visit/study with prospective independent contractors.
  - Communicates with direct care providers to assist them in understanding of the special needs of person receiving services.
  - Participates in the overall development and implementation of the Family Living Support program.
  - Completes and submits accurate documentation and reports, as required and in accordance with program standards and time lines.
  - Assures all family and individual files are complete, up-to-date and in compliance with funding and/or regulatory standards.
  - Completes and files notes for each contact made with families, individuals and/or direct care providers.
  - Assures required data is collected, compiled and reported.
  - Complies with accreditation and regulatory standards as required.
  - Crisis/Emergency Intervention.
  - Available for On-Call duty, as assigned.
  - Accompanies staff and/or persons receiving services to emergency room services, as appropriate.
  - Makes referrals to community resources when persons receiving services are in crisis.
- Supervise, orient, coach, and counsel Service Coordinators.
- Recommend and assist Program Director with disciplinary action and performance evaluations.
- Coordinator of the nursing services.
- Completes quality assurance for Day Habilitation and Family Living Services.
- Attend DDS, state, and agency training as required by the state.
- Miscellaneous Duties:
  - Performs other duties as required or assigned.

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## **PROGRAM COORDINATOR**

### **JOB SUMMARY:**

In conjunction with the Program Director and Service Coordinators, is responsible for the overall administrative functions of the Adult Day Program. Provides a link between the participant, family members/caregivers, and other providers. Traces the interaction of the participant from initial referral to discharge or other placement, in conjunction with the Program Director and Service Coordinators.

### **MINIMUM JOB QUALIFICATIONS:**

Associate's Degree in Office Management or related, preferred. Must have at least 2 years' office/clerical experience. Must have knowledge of Developmental Disability and Senior Care funding sources. Must demonstrate proficient abilities in the performance of administrative duties, to include strong working knowledge of Microsoft programs such as, Word, Excel and Power Point for data management and reporting; must be able to write formulas and use pivot tables and graphs to present data as needed. Must successfully pass a criminal background check and must not have any DWI arrests and/or convictions within the last five (5) years. Must possess a valid New Mexico Driver's License and have proof of minimum, mandatory automobile insurance. Must be free from communicable diseases. Cornucopia ADS, Inc. is a drug free workplace.

**JOB DUTIES/RESPONSIBILITIES:**

- Monitors the implementation of all Adult Day Program guidelines and requirements as outlined by contracts maintained by the NM Department of Health, Title XX, United Way, the Children, Youth and Families Department, Bernalillo County Social Services and other public and private sector entities. Also assists with the requirements of the State Licensing Bureau.
- Assists Program Director and Service Coordinators complete all required documentation and certifications required to determine eligibility by the CYFD or other funding sources and submits/completes these in a timely manner
- Works with Program Director and Service Coordinators on follow up referrals. Maintains complete waiting and referral lists in conjunction with the Program Director and Service Coordinators.
- Schedules initial intake assessments, ensures all intake documentation is complete; opens case records/files for new participants.
- In conjunction with the Safety Officer, assists with fire drills, quarterly safety evaluations, annual safety requirements, and monitors the contractual agreements with the Department of Transportation. Meets monthly with Safety Officer.
- Maintains operational knowledge of Cornucopia finances, to the extent that, Program Coordinator can support Cornucopia Finance Director in his/her absence.
- Maintains positive working relationships with other service providers.
- Makes appropriate referrals as needed.
- Maintains a positive and effective working relationship with staff, participants, caregivers, family members and the community in general.
- Creates and facilitates processes for Program.
- Attends scheduled Staff, Program, and DSP meetings; participants in Cornucopia Marketing/Fundraising Committee.
- Must complete CPR/First Aid training as required.
- Maintains confidentiality of all participants and their families.
- Performs other duties as directed and required to maintain daily operations.

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**DIRECT SUPPORT PERSONNEL (DSP)**

**JOB SUMMARY:**

Assist elderly and/or disabled adults with daily living activities in a daytime non-residential facility. Supervise participant involvement in activities on and off site of non-residential care facility always assuring the health and safety of the individual. Assist in the coordination and functioning within the programs' daily operations.

**MINIMUM JOB QUALIFICATIONS:**

Two (2) years' experience working with elderly and/or adults with disabilities (preferred). Must successfully pass a criminal background check. Must possess a valid New Mexico Driver's License and have proof of minimum, mandatory automobile insurance. Must be able to operate vehicles used for transportation of program participants. Must be free from communicable diseases. Individuals with a CNA preferred. Cornucopia ADS, Inc. is a drug free workplace.

**JOB DUTIES/RESPONSIBILITIES:**

- Responsible for the overall supervision of all participants while at the facility, during transport, outside the facility and on outings.
- Serves food and beverages for breakfast, lunch and the afternoon snack. Assists with clean up before and after meals.
- Makes sure all the participants have been served their meals.
- Attends to participants needs as required through their respective Individual Service Plan (ISP) and as indicated by daily circumstances or as instructed. Provides assistance with toileting, personal care, eating,

walking, grooming, and any other needs as necessary to ensure cleanliness, good hygiene and overall safety.

- Must be able to safely transfer participant from chair to car/van, assist with toileting and other duties related to transfer/ambulation; including rising from and sitting down positions.
- Ensures that the 1/5 staff to participant ratio is maintained at all times.
- Assists with planning and development of the monthly activity calendar.
- Facilitates social, recreational, cognitive, psychosocial, and all other scheduled activities as planned.
- Completes required reports and paperwork as instructed.
- Responsible for routinely maintaining cleanliness of the transportation vans.
- Completes daily transportation logs and reports as instructed.
- Attends scheduled staff meetings and in-service trainings.
- Must complete forty (40) hours of initial orientation training as determined by Cornucopia, Inc. and forty (40) hours yearly thereafter.
- Must be physically able to perform all job duties. Must be able to lift twenty-five (25) pounds above the shoulders.
- Maintains confidentiality of all participants and their families.
- Never leave the participants unattended for any reason.
- Might be asked to use personal vehicles to transport participants or conduct agency business.
- Performs other duties as directed and required to maintain daily operations.

### **5b. Appearance and Conduct**

All Cornucopia staff members are bound by the following appearance and conduct rules, in addition to their job descriptions, training, and drug-free workplace rules. They must, at all times: conduct themselves in a professional manner and maintain a safe environment; protect health/client/record information to maintain confidentiality, as per Health Insurance Portability and Accountability Act (HIPAA) rules; avoid conflicts of interest, or the appearance of them; and represent the organization fairly and honestly.

All Cornucopia staff members adhere to the following code of ethics:

- To provide services which fall within the scope of one's expertise, competence, and experience.
- To commit to the provision of high quality services.
- To treat customers and colleagues with honesty, fairness, and integrity.
- To conduct ourselves in an appropriate manner in all organizational business and whenever representing Cornucopia, recognizing that their good conduct, honesty, courtesy, respect, and timeliness serve to meet Cornucopia's goals for safe and reputable service delivery through outreach, protection, advocacy, service, and appropriate resource use.
- To act in accordance with Cornucopia's mission statement, offering "a safe, reputable, and growth-oriented environment where clients may maximize their potential in a community-based setting."
- To follow Cornucopia standards, policies, and procedures.
- To display good judgment and behavior when making decisions and never induce or compel others to take part in unethical, improper, or illegal conduct.
- To disclose to appropriate administrative personnel any conflict of interest that might call the conduct of Cornucopia or its employees into question.

### **5c. Training Plan**

Cornucopia staff are extensively trained and cross-trained and highly capable, and are able to work with all types of at-risk and otherwise vulnerable adults who are involved in the Adult Day Habilitation program. Each Cornucopia employee must complete 40 hours of initial orientation training as determined by Cornucopia, Inc. They each receive more than 40 hours of ongoing additional training each year. Training includes the comprehensive New Mexico Department of Health Developmental Disabilities Waiver Program requirements and benefits all participants, as the standards are applied to all clients, not just those on the Developmentally Disabled Waiver. Additional safety, driving, compliance, or other trainings deemed appropriate to their individual roles and responsibilities may be required.

## **6. Qualified Drivers and Dispatchers**

Cornucopia's "Vehicle Safety Emergency Policy & Procedures" manual communicates agency policy and procedures regarding emergencies that occur during the use of agency owned/leased vehicles and the use of staff members' personal vehicles during the provision of services. It covers standard and procedures as follows:

- Standards for Drivers;
- Documentation Required in Vehicle;
- Safety Equipment;
- Loading and Unloading Passengers;
- Equipment Failures, Flat Tires, etc.;
- Limiting Distractions;
- Disruptive/Combative Passengers;
- Accidents without Injuries;
- Accidents with Injuries; and
- Other Medical Emergencies.

#### **6a. Hiring Procedure**

All Cornucopia drivers are also Direct Service Providers (DSP), meaning they have the qualifications to work directly with this unique clientele and meet their needs, including those for mobility. Each individual meets the DSP Job Description qualifications shown above, including: two years' experience working with elderly and/or adults with disabilities (preferred); must successfully pass a criminal background check; must possess a valid New Mexico Driver's License and have proof of minimum, mandatory automobile insurance; must be able to operate vehicles used for transportation of program participants; and must be free from communicable diseases. Individuals who are Certified Nursing Assistants are preferred. Cornucopia is a drug-free workplace. In addition, all individuals transporting clients in vehicles owned by the organization must comply with company policy regarding the transportation of clients.

#### **6b. Background Check**

Each individual driver must successfully pass a criminal background check, which is conducted prior to hiring.

#### **6c. Driver Record**

Each individual driver must possess a clean New Mexico Driver's License record and must be drug free. Each employee will produce driving records to this agency upon demand. The Human Resource Director, or designee, will review employee driving records, not less than every 24 months. Employees using company-owned vehicles or their personal vehicles while performing work-related duties must immediately report any loss or suspension of driver's license, cancellation, or termination of personal vehicle insurance, and/or convictions for traffic violations, which may affect eligibility for coverage under the employee's vehicle insurance policy.

#### **6d. Valid Driver's License**

Each individual driver must possess a valid New Mexico Driver's License and have proof of minimum, mandatory automobile insurance and must be able to operate vehicles used for transportation of program participants. Should an employee utilize a motor vehicle in the transportation of clients while carrying out agency business without proper license and insurance, the employee will be subject to dismissal and will assume full legal and financial responsibility for any adverse events that may have occurred.

#### **6e. Training Plan**

All drivers must complete a basic safety orientation program prior to transporting clients. This program is designed and delivered by Cornucopia's insurance company (Philadelphia Insurance Co, Western Assurance local pass-through underwriter) to staff electronically at the agency, and facilitated by Cornucopia's Human Resources Director. The Floor Supervisor provides additional hands-on vehicle use and safety training to each staff member prior to their being cleared to transport clients. Training includes specific instruction in pre-use vehicle inspection, safe passenger loading/unloading, equipment failure responses, limiting distractions, accident/incident procedures, preventing and managing disruptive/combative behaviors, and medical emergency management. All drivers must be 25 years of age

or older. Vehicle background checks are run annually for each DSP (driver), and they are required to complete the online and hands-on course every year.

Federal safety research indicates that visual and cognitive distractions contribute to the majority of auto accidents. To reduce distractions, staff policy dictates that they must: refrain from talking/texting while driving; resist the temptation to be distracted at accident sites; refrain from playing radios or other audio equipment or wearing headphones while driving; avoid staring at pedestrians or other drivers (cited by national transportation safety board as a significant cause of accidents); and refrain from eating, drinking, reading, or attempting to write while driving. Immediate dismissal will result from a staff member violating any of these restrictions.

#### **6f. Job description**

The full job description (above, section XI 5a) for all Direct Service Providers applies for all Cornucopia transportation program drivers.

#### **6g. Appearance and conduct**

Driver appearance and conduct rules include the following, in addition to the job description, training, and drug-free workplace rules:

- No operation of company vehicles or transporting of clients in personal vehicles under the influence of alcohol or other drugs.
- No smoking in company vehicles.
- Absolutely no food or drink at any time on the vans.
- While driving two staff members must be present on the vehicle: one driver and one assistant.

### **7. Vehicle fleet**

#### **7a. Number of vehicles with NMDOT lien**

Cornucopia purchased two additional vehicles in 2016 with 5310 funding from NMDOT, both of which have current liens on their titles (see Vehicle Inventory for details).

#### **7b. Number of vehicles with no NMDOT lien**

The two vehicles purchased with 5310 in 2009 reached their maturity data and have no NMDOT lien (see Vehicle Inventory for details).

#### **7c. Maintenance schedules**

Manufacturer maintenance schedules are followed, at minimum, in addition to day of use visual inspections by the driver. A dedicated staff member checks each vehicle every Friday to ensure that tire pressure, all fluid levels, safety equipment, and other inspections as noted below are intact and corrected if needed. A certified mechanic examines the vehicle during regular quarterly maintenance, such as lube, oil, filter and tire rotation/replacement cycles to ensure that other basic equipment (lifts, joints, belts, etc.) are in good working order. As the vehicle ages, special attention is paid to ensuring that specialized equipment critical to passenger safety and accessibility remains in good working order (seat belts, ramps, lifts, doors, etc.).

#### **7d. Inspection procedures**

Inspections include checking for the following safety equipment each time the vehicle is put into use (daily, Monday-Friday): fire extinguishers; jumper cables; first aid kit; flashlight and extra batteries; seat belts for all passengers; cell phone (charged); triangular emergency reflectors; stepstool; and disposable camera. All vehicles transporting clients will have a functioning spare tire, jack, and appropriate tools for changing tires.

In the event of a flat tire or engine failure, the following procedure is used:

1. Immediately pull to a safe location on the shoulder of the road, out of traffic.
2. Place the triangular emergency reflector behind the vehicle to warn oncoming traffic.
3. Notify the supervisor by cell phone.
4. Assist the clients in moving to a safe location, if appropriate to do so.
5. Make repairs as possible, or call for emergency roadside assistance.

6. Contact the supervisor for additional client transportation if repairs are not immediately achievable.
7. Complete a Critical Incident Report.

### **7e. Vehicle replacement**

Vehicles are to be replaced at appropriate intervals, at the end of a useful life for vans of four years or 100,000, whichever comes first (FTA, 2014). If a vehicle is in fair to good condition at the end of its useful life, it will be kept in service as either a regular or a backup vehicle until such time as funding allows for replacement of the unit.

### **8. Accident/Incident Reporting Procedures**

Critical Incident Report procedures include both accidents and other incidents, such as breakdowns or severe disruptive behaviors.

If a client/passenger becomes disruptive during driving, the following procedure is to be followed:

1. Pull to the side of the road immediately, out of traffic.
2. Place the vehicle in park, set the brake, and turn off the ignition.
3. Use verbal de-escalation techniques appropriate to the client.
4. If deemed helpful in the unique situation, remove other passengers from the vehicle to the limit of peer support for inappropriate behavior to reduce escalation of peers by the passenger acting out and to reduce the number of targets available in the case of violence.
5. Do not proceed with travel until situation is well under control and no longer poses a threat to the safe operation of the vehicle.
6. If the situation escalates, dial 911 and ask for immediate assistance.
7. Assist emergency personnel as appropriate.
8. Notify the immediate supervisor as soon as the situation allows.
9. Complete a Critical Incident Report.

For Accidents without Injuries, immediately check with all passengers and occupants of any other vehicles involved to determine if anyone is injured. If there are none reported, proceed with the following steps.

1. Notify your supervisor immediately. Additional staff and transportation will be sent to aid in caring for clients as appropriate.
2. Make no statements regarding fault for the accident.
3. Call the police and report the accident.
4. If a company vehicle is involved, use the disposable camera provided in each vehicle and take as many photographs of the accident as possible, from as many different angles as possible.
5. Exchange information with the driver of any other vehicle(s) involved, including name, address, phone #, driver's license #, and insurance information.
6. Collect the names and contact information of any available witnesses.
7. Notify your supervisor when ready to proceed with day as planned.
8. Complete a Critical Incident Report.

For Accidents with Injuries, immediately check with all passengers and occupants of any other vehicles involved to determine if anyone is injured.

If there are injuries reported, proceed with the directions above, with the following important exceptions:

1. Call 911 immediately for assistance.
2. Do NOT attempt to move the injured individuals.
3. When emergency personnel arrive, assist as requested.

**Other Medical Emergencies:** A medical emergency is defined as an incident that requires interventions beyond simple first aid available at the facility to stabilize a condition that may result in a serious medical outcome. Conditions include, but are not limited to: excessive bleeding which is unable to be controlled, accidents involving serious injury, failure or obstruction of the respiratory system, failure of the circulatory system, chest pain or severe abdominal pain, loss of consciousness unrelated to predictable seizure activity, or any type of distress that is determined to seriously limit an individual's level of daily functioning.

When an event occurs that is determined to be an emergency health care incident:

1. 911 will be immediately called to access emergency personnel to assist and transport the individual to medical services.
2. Notify a supervisor as soon as possible. Additional staff will be sent to assist in the care of clients and transportation as appropriate.
3. Staff members who are trained and hold certifications in CPR and First Aid will implement CPR and/or First Aid procedures, when appropriate, to stabilize a condition prior to the arrival of external emergency personnel.
4. Following containment of the emergency, a progress note will be completed in the record of the person(s) served and a Critical Incident Report form will be completed.

#### **8a. Insurance forms in vehicle**

While driving, the following documentation is required in the vehicle: valid driver's license; vehicle registration; insurance verification and reporting forms (if transporting clients in a company owned vehicle, the agency's insurance verification information); a copy of the agency Vehicle Safety Emergency Procedures manual; identification badges for all staff in the vehicle; and a phone directory containing numbers for the agency and area emergency services.

#### **8b. Accident/incident reporting forms in vehicle**

While transporting clients in a company-owned vehicle, reporting forms are required to be carried in the vehicle. The agency's insurance verification information is required to be in the vehicle at all times.

#### **9. Passenger policy and procedure**

Families are invited to participate in activities, and clients also benefit from Cornucopia's established volunteer base. Community volunteers include professionals, retirees, and students and may be invited along on community activities. They help in the greenhouse, teach on-site classes where clients learn skills and crafts, join community outings, and share perspectives and expertise on a wide range of topics. Volunteers enhance client services, enrich experiences, and strengthen community ties.

Loading and unloading passengers is conducted in accordance with procedures that mandate:

- a. A loading/unloading check-off (head count) list will be kept for every transport of more than two clients at a time to prevent accidentally leaving clients behind on outings and to substantiate required billing documentation. Documentation includes time loading, client names, and time unloading.
- b. A step stool will be kept available on all agency owned vans to assist with loading/unloading if needed.
- c. Clients may not be left unattended in company vehicles.

Passenger dynamics must be taken into account when seating clients in vehicles, while making sure that appropriate seating for clients with significantly different needs is done to reduce stress and the chance of disruptive behaviors.

## XII. Checklist

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS APPLICATION. SHOULD ANY OF THESE ITEMS BE MISSING OR INCOMPLETE, THE APPLICATION MAY BE REJECTED BY THE NEW MEXICO DEPARTMENT OF TRANSPORTATION. THIS CHECKLIST MUST BE SUBMITTED WITH THE APPLICATION. DO NOT LEAVE ANY ITEMS BLANK.

(MARK AS "N/A" IF NOT APPLICABLE)

SECTION	DESCRIPTION	CHECK <input checked="" type="checkbox"/>
I	Applicant Information (signed)	<input checked="" type="checkbox"/>
II	Summary of Budget Request	<input checked="" type="checkbox"/>
III	Financial Information	<input checked="" type="checkbox"/>
	A. - Capital Budget	<input checked="" type="checkbox"/>
	B. - Operating Budget	<input checked="" type="checkbox"/>
	C. - Provide the following:	
	1 - Copy of Articles of Incorporation	<input checked="" type="checkbox"/>
	2 - Copy of 501(c)3 Certification	<input checked="" type="checkbox"/>
	3 - Copy of most current audit	<input checked="" type="checkbox"/>
	4 - If transit-related audit findings occurred, copy of corrective action response submitted to auditor	N/A
	5 - If non-profit organization, copy of procurement procedures that comply with FTA Circular 4220.1F – First Time Applicants only	N/A
IV	Program Description	<input checked="" type="checkbox"/>
V	Description of Service Area	<input checked="" type="checkbox"/>
	- complete demographic information	<input checked="" type="checkbox"/>
	- provide Map of Service Area (on 8 ½ X 11 page)	<input checked="" type="checkbox"/>
VI	Ridership and Transit System Statistics	<input checked="" type="checkbox"/>
VII	Vehicle Inventory (include all vehicles) and Other Fixed Assets	
	- complete all vehicle and transit-related inventory lists	<input checked="" type="checkbox"/>
	- signed Inventory Certification	<input checked="" type="checkbox"/>
VIII	Civil Rights	<input checked="" type="checkbox"/>
IX	Project Coordination	<input checked="" type="checkbox"/>
	- Municipal - Board – Council: Signed Resolution of Support	<input checked="" type="checkbox"/>
	- Copy of your affidavit of public notice of your intent to apply for federal funds	<input checked="" type="checkbox"/>
	<i>If Applicable:</i>	
	- Copy of Published Public Hearing Notice	<input checked="" type="checkbox"/>
	- Affidavit of Publication of Public Hearing Notice	<input checked="" type="checkbox"/>
	- Minutes of Public Hearing, Copies of Exhibits, and Written Statements	N/A
X	Program Justification	<input checked="" type="checkbox"/>
XI	Operations Profile	<input checked="" type="checkbox"/>
XII	Checklist	<input checked="" type="checkbox"/>

Mail one application with original signature and one additional copy (total two copies) postmarked no later than Friday, August 26, 2016. Applications postmarked after this date will not be considered. Fax and e-mail copies of your application will not be accepted.

Please be aware that if your application is selected for funding, you will be required to submit signed copies of the FTA Certifications and Assurances and the FTA Civil Rights Reporting Form.

## ATTACHMENTS TO SECTION 5310 - FY 18 APPLICATION

### Cornucopia Adult and Family Services

- Proof of DUNS number
- Copy of Articles of Incorporation
- Copy of 501(c) 3 Certification
- Copy of most current audit
- Map of service area
- Signed Resolution of Financial Commitment for local match.
- Council Letters of Support
- Copy of Affidavit of Public Notice of Agency's Intent to Apply for Federal Funds

**SAM Search Results**  
**List of records matching your search for :**  
**Record Status: Active**  
**DUNS Number: 153573852**  
**Functional Area: Entity Management, Performance Information**

<b>ENTITY</b>	CORNUCOPIA ADULT DAY SERVICES, INC.	Status: Active
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DUNS: 153573852	+4:	CAGE Code: 59FG1	DoDAAC:
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Expiration Date: Jun 20, 2017	Has Active Exclusion?: No	Delinquent Federal Debt?: No
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Address: 2002 Bridge Blvd Sw	
City: Albuquerque	State/Province: NEW MEXICO
ZIP Code: 87105-3104	Country: UNITED STATES

**AMENDED AND RESTATED  
ARTICLES OF INCORPORATION  
OF  
CORNUCOPIA ADULT DAY SERVICES, INC.  
A NEW MEXICO NONPROFIT CORPORATION**

"Cornucopia Adult Day Services, Inc., Incorporated" was first incorporated pursuant to Articles of Incorporation filed with the New Mexico State Corporation Commission on April 15, 1983. These Amended and Restated Articles have been duly adopted by the Board of Directors of the corporation in order to clarify the name of the corporation, specify the number of directors of the corporation, and otherwise revise and update the Articles of Incorporation, all as specified herein.

These First Amended and Restated Articles of Incorporation correctly set for all of the articles as amended and supersede the original Articles of Incorporation and all previous amendments. The undersigned, in order to amend the Articles of Incorporation of a corporation formed under the Nonprofit Corporation Act of the State of New Mexico, does hereby certify as follows:

1. The name of the corporation is Cornucopia Adult Day Services, Inc.
2. The period of duration is perpetual.

3. The purposes for which the corporation is organized are (i) to provide respite care for, and information, referral, and outreach services regarding, programs for the assistance of the elderly and persons of limited physical and/or mental ability; (ii) to provide day service programs (including recreational activities, meals, and the administration of medications in accordance with valid prescriptions), that will prevent premature and permanent institutionalization of the elderly and persons of limited physical and/or mental ability; and (iii) the transaction of any other lawful activities for which corporations may be incorporated under the New Mexico Nonprofit Corporation Act. This corporation is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

4. The name of its registered agent and registered office street address are:

Michelle Bishop-Couch, MPA  
2002 Bridge Blvd. SW, Albuquerque, New Mexico, 87105-3104

5. The Board of Directors shall consist of nine (9) tenure voting members.

6. The Board shall have the following standing committees:

A. Executive Committee

This is composed of the President, Secretary and Treasurer, chaired by the President. The Executive Committee's responsibilities are:

1. Is empowered to act on behalf of the Board when the full Board is not meeting. It shall decide the frequency at which it meets.
2. If the Executive Director/CEO needs authorization from the Board, and the Board is not in session, the Executive Director/CEO shall poll as many members of the Executive Committee as can be reasonably reached.
3. A majority of the Executive Committee members polled shall be the decision of the Executive Committee.
4. Decisions of the Executive Committee shall be ratified at the next regular Board meeting.
5. If not ratified by the Board, then as much as legally possible, the decision of the executive Committee shall be revoked.

**B. Fundraising Committee**

The Fundraising Committee is responsible for overseeing the organization's overall fundraising and, in particular, the fundraising done by the Board. To accomplish this, its responsibilities are:

1. To work with staff to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc.
2. To work with fundraising staff in their efforts to raise money
3. To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.
4. To be responsible for involvement of all Board members in fundraising, such as having Board members make telephone calls to ask for support and
5. To monitor fundraising efforts to be sure that ethical practices are in place, that Donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

**C. Finance Committee**

The Finance Committee's responsibilities are:

1. To review budgets initially prepared by staff, help develop appropriate procedures for budget preparations (such as meaningful involvement by program directors), and to make sure there is consistency between the budget and the organization's plans
2. To report to the Board any financial irregularities, concerns, opportunities
3. To recommend financial guidelines to the Board (such as to establish a reserve fund or to obtain a line of credit for a specified amount)
4. To work with staff to design financial reports and ensure that reports are accurate and timely

5. To oversee short and long-term investments, unless there is a separate investments committee
6. To recommend selection of the auditor and work with the auditor, unless there is a separate audit committee, and
7. To advise the Executive Director/CEO and other appropriate staff on financial priorities and information systems, depending on committee member expertise.

D. Program Committee

The Program Committee's responsibilities are:

1. To oversee new program development, and to monitor and assess existing programs;
2. To initiate and guide program evaluations, and
3. To facilitate discussions about program priorities for the agency.

E. Information Management Committee

The Information Management Committee's responsibilities are:

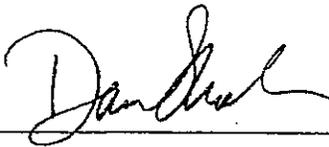
1. To review Information Management systems to ensure they support the purpose and mission of Cornucopia Adult Day Services, Inc.
2. To work with the Executive Director/CEO and staff to develop an Information Management strategic plan.
3. To oversee implementation of short and long term Information system plans.

7. Upon the dissolution of the corporation and after the payment or the provision of payment of all the liabilities of the corporation, the Board of Directors will dispose of all of the assets of the corporation exclusively for the purposes of the corporation or to organizations that are then qualified as tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code. A court of jurisdiction in the county in which the principal office of the corporation is located will dispose of any assets not so disposed of.

8. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Articles of Incorporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not anticipate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

9. Notwithstanding any other provision of these Amended and Restated Articles of Incorporation, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions of which are deductible under Section 170(c)(2) of the Internal Revenue Code.

IN WITNESS WHEREOF, the undersigned acknowledge that the Board or Directors of the corporation duly approved the foregoing First Amended and Restated Articles of Incorporation on April 10 2009



Dan Shapiro, President



Gordon Reiselt, Secretary

**STATEMENT OF ACCEPTANCE OF APPOINTMENT  
BY DESIGNATED REGISTERED AGENT**

I, Michelle Bishop-Couch, hereby acknowledge the acceptance of appointment as Registered Agent of Cornucopia Adult Day Services, Inc., the corporation that is named in the attached Articles of Incorporation.

  
Michelle Bishop-Couch, MPA  
Registered Agent & CEO

Internal Revenue Service  
District Director  
1100 COMMERCE STREET  
DALLAS, TX 75242-0000

Department of the Treasury  
RECEIVED

Date: OCT 3 1983

CORNUCOPIA INC  
1734 SYLETA BLVD SW  
ALBUQUERQUE, NM 87105

Employer Identification Number:  
85-0311603  
Contact Person:  
EO TECHNICAL ASSISTOR  
Contact Telephone Number:  
(214) 767-3526

501 C 3

Our Letter Dated:  
Feb. 1, 1984  
Caveat Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi). Your exempt status under Code section 501(c)(3) is still in effect.

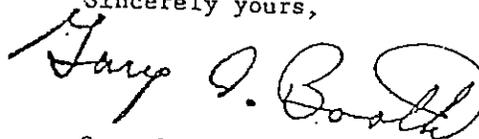
Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of such status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

If the heading of this letter indicates that a caveat applies, the caveat below or on the enclosure is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Gary O. Booth  
District Director

**CORNUCOPIA, INC.**  
**AUDITED FINANCIAL STATEMENTS**

Years Ended June 30, 2015 and 2014



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**INDEPENDENT AUDITORS' REPORT**

To the Board of Directors  
**Cornucopia, Inc.**  
Albuquerque, New Mexico

We have audited the accompanying financial statements of Cornucopia, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2015 and 2014, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cornucopia, Inc. as of June 30, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Broderick, Phillippi, Wright & Card, LLC*

**Broderick, Phillippi, Wright & Card, LLC**

Albuquerque, New Mexico

November 9, 2015

**Cornucopia, Inc.**  
**Statements of Financial Position**  
**June 30, 2015 and 2014**

<b>ASSETS</b>	<u>2015</u>	<u>2014</u>
Cash	\$ 115,816	\$ 191,860
Accounts receivable	197,374	149,044
Prepaid expenses	12,570	10,624
Property and equipment	<u>883,152</u>	<u>726,442</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 1,208,912</u></u>	<u><u>\$ 1,077,970</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Line of credit	\$ 20,000	\$ -
Accounts payable	101,684	87,693
Accrued liabilities	59,107	54,629
Deferred revenue	22,251	-
Notes payable	<u>382,356</u>	<u>272,147</u>
<b>TOTAL LIABILITIES</b>	<u>585,398</u>	<u>414,469</u>
<b>NET ASSETS</b>		
Unrestricted	623,514	633,501
Temporarily restricted	<u>-</u>	<u>30,000</u>
<b>TOTAL NET ASSETS</b>	<u>623,514</u>	<u>663,501</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 1,208,912</u></u>	<u><u>\$ 1,077,970</u></u>

See accompanying notes to financial statements.

**Cornucopia, Inc.**  
**Statement of Activities**  
**Year Ended June 30, 2015**

<b>REVENUES AND OTHER SUPPORT</b>	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Contract revenue	\$ 2,494,134	\$ -	\$ 2,494,134
Grants	19,000	-	19,000
Contributions	12,526	-	12,526
Other revenue	30,883	-	30,883
In-kind contributions	38,377	-	38,377
Net assets released from donor restrictions	<u>30,000</u>	<u>(30,000)</u>	<u>-</u>
Total revenues and other support	2,624,920	(30,000)	2,594,920
<b>EXPENSES</b>			
Program services	2,287,988	-	2,287,988
Management and general	250,735	-	250,735
Fund-raising	<u>96,184</u>	<u>-</u>	<u>96,184</u>
Total expenses	<u>2,634,907</u>	<u>-</u>	<u>2,634,907</u>
Change in net assets	(9,987)	(30,000)	(39,987)
NET ASSETS, beginning of year	<u>633,501</u>	<u>30,000</u>	<u>663,501</u>
NET ASSETS, end of year	<u>\$ 623,514</u>	<u>\$ -</u>	<u>\$ 623,514</u>

See accompanying notes to financial statements.

**Cornucopia, Inc.**  
**Statement of Activities**  
**Year Ended June 30, 2014**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>REVENUES AND OTHER SUPPORT</b>			
Contract revenue	\$ 1,807,383	\$ -	\$ 1,807,383
Grants	38,211	30,000	68,211
Contributions	20,817	-	20,817
Other revenue	80,752	-	80,752
In-kind contributions	1,046	-	1,046
	<hr/>	<hr/>	<hr/>
Total revenues and other support	1,948,209	30,000	1,978,209
<b>EXPENSES</b>			
Program services	1,689,590	-	1,689,590
Management and general	205,199	-	205,199
Fund-raising	92,531	-	92,531
	<hr/>	<hr/>	<hr/>
Total expenses	1,987,320	-	1,987,320
Change in net assets	(39,111)	30,000	(9,111)
NET ASSETS, beginning of year	<hr/> 672,612	<hr/> -	<hr/> 672,612
NET ASSETS, end of year	<u>\$ 633,501</u>	<u>\$ 30,000</u>	<u>\$ 663,501</u>

See accompanying notes to financial statements.

**Cornucopia, Inc.**  
**Statement of Functional Expenses**  
**Year Ended June 30, 2015**

	<u>Program Services</u>	<u>Management and General</u>	<u>Fund-raising</u>	<u>Total</u>
Client services	\$ 1,032,163	\$ -	\$ -	\$ 1,032,163
Salaries	775,379	159,052	59,645	994,076
Payroll taxes and fringe benefits	100,561	20,628	7,735	128,924
Food and kitchen	45,767	5,085	-	50,852
Depreciation	40,045	7,508	2,503	50,056
Professional fees	26,608	22,666	-	49,274
Utilities	32,584	6,109	2,037	40,730
Temp staffing	35,144	3,905	-	39,049
Repairs and maintenance	30,412	5,702	1,901	38,015
Insurance	28,072	5,264	1,755	35,091
Gas and oil	34,596	-	-	34,596
Interest expense	17,118	3,210	1,070	21,398
Advertising expenses	18,915	-	2,102	21,017
Miscellaneous	9,192	7,521	-	16,713
Travel and entertainment	13,861	815	1,631	16,307
Office supplies	13,046	2,446	815	16,307
Fund-raising	-	-	14,927	14,927
Training	14,199	-	-	14,199
Education and recreation supplies	8,224	-	-	8,224
Subscriptions and printing	5,702	634	-	6,336
Licenses	5,385	-	-	5,385
Postage	1,015	190	63	1,268
	<u>\$ 2,287,988</u>	<u>\$ 250,735</u>	<u>\$ 96,184</u>	<u>\$ 2,634,907</u>

See accompanying notes to financial statements.

**Cornucopia, Inc.**  
**Statement of Functional Expenses**  
**Year Ended June 30, 2014**

	<u>Program Services</u>	<u>Management and General</u>	<u>Fund-raising</u>	<u>Total</u>
Client services	\$ 642,272	\$ -	\$ -	\$ 642,272
Salaries	649,515	133,234	49,963	832,712
Payroll taxes and fringe benefits	74,607	15,304	5,739	95,650
Food and kitchen	41,354	4,595	-	45,949
Depreciation	46,027	8,630	2,877	57,534
Professional fees	16,790	14,302	-	31,092
Utilities	29,419	5,516	1,839	36,774
Temp staffing	9,784	1,087	-	10,871
Repairs and maintenance	36,454	6,835	2,278	45,567
Insurance	19,691	3,692	1,231	24,614
Gas and oil	29,492	-	-	29,492
Interest expense	12,506	2,345	782	15,633
Advertising expenses	19,268	-	2,141	21,409
Miscellaneous	7,018	5,742	-	12,760
Travel and entertainment	15,659	921	1,842	18,422
Office supplies	11,342	2,127	708	14,177
Fund-raising	-	-	23,011	23,011
Training	11,013	-	-	11,013
Education and recreation supplies	6,976	-	-	6,976
Subscriptions and printing	4,597	511	-	5,108
Licenses	2,849	-	-	2,849
Postage	1,911	358	120	2,389
In-kind expense	1,046	-	-	1,046
	<u>\$ 1,689,590</u>	<u>\$ 205,199</u>	<u>\$ 92,531</u>	<u>\$ 1,987,320</u>

See accompanying notes to financial statements.

**Cornucopia, Inc.**  
**Statements of Cash Flows**  
**Years Ended June 30, 2015 and 2014**

	<b>2015</b>	<b>2014</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ (39,987)	\$ (9,111)
Adjustments to reconcile change in net assets to net cash used by operating activities		
Depreciation	50,056	57,534
Donated assets	(29,397)	-
Changes in operating assets and liabilities:		
Accounts receivable	(48,330)	(68,217)
Prepaid expenses	(1,946)	2,685
Accounts payable	13,991	44,120
Accrued liabilities	4,478	9,167
Contract payable	-	(48,821)
Unearned revenue	22,251	-
	(28,884)	(12,643)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(49,369)	(15,712)
	(49,369)	(15,712)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Borrowings on line of credit	20,000	-
Payments of notes payable	(17,791)	(15,118)
	2,209	(15,118)
Change in cash	(76,044)	(43,473)
Cash, beginning of year	191,860	235,333
Cash, end of year	\$ 115,816	\$ 191,860
<b>SUPPLEMENTAL DISCLOSURES</b>		
Interest paid	\$ 21,398	\$ 15,633
<b>NON-CASH INVESTING ACTIVITIES</b>		
Debt used for purchase of fixed assets	\$ 128,000	

See accompanying notes to financial statements.

**Cornucopia, Inc.**  
Notes to Financial Statements  
June 30, 2015 and 2014

**NOTE A – NATURE OF ORGANIZATION**

Cornucopia, Inc. (“Cornucopia”) continues to be a cornerstone in the community by providing family-oriented, daytime services for the elderly, frail and individuals with intellectual disabilities. Cornucopia offers a safe, reputable, and growth-oriented environment that supports each individual's preferences to make their own choices and advocate for them, ideally, helping to maximize their potential in a community based setting. Cornucopia helps to prevent institutionalization and prolong the independence of their clients.

Cornucopia prides itself on being the only community-based inclusion agency in the Albuquerque South Valley. Cornucopia offers community and individualized settings for the clients to meet their specific needs.

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Date of Management Review

Cornucopia has evaluated subsequent events through November 9, 2015, which is the date the financial statements were available to be issued, to determine whether such events should be recorded or disclosed in these financial statements. Management believes that no subsequent vents have arisen that would require additional disclosure or accrual.

Financial Statement Presentation

The accompanying financial statements of Cornucopia are presented on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (“GAAP”). Cornucopia is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Cornucopia has no permanently restricted net assets for 2015 or 2014.

Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities and disclosures. Accordingly, actual results could differ from those estimates.

Functional Allocation of Expenses

The costs of providing programs and supporting services have been summarized by function based on evaluation of the related benefit by management in the statement of activities. Accordingly, certain costs have been allocated among the program and the supporting service benefited.

Revenues and Other Support

Cornucopia generates its revenue and support through a variety of sources. Sources of revenue include contracts with government agencies, grants and gifts from individuals and organizations. Contract revenues are recorded as revenues in the financial statements when the services are provided and costs are incurred and are based primarily on an hourly unit of service provided.

**Cornucopia, Inc.**  
Notes to Financial Statements  
June 30, 2015 and 2014

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Cornucopia reports contributions received as unrestricted, temporarily restricted, or permanently restricted net assets depending on the absence or existence and nature of any donor restrictions. All donor-restricted contributions are reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (i.e., when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from donor restrictions. If the restriction is satisfied in the same period the contribution is received, the contribution is reported as unrestricted.

Donated materials and other non-cash donations are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated materials and other non-cash donations to a specific purpose. Cornucopia received donated materials and other non-cash donations of \$20,777 in 2015 and \$1,046 in 2014.

Donated services are recognized as contributions if the donated services create or enhance non-financial assets or require specialized skills, and are provided by individuals possessing those skills, and would otherwise be purchased by Cornucopia. Cornucopia recognized \$17,600 in 2015 and \$0 in 2014 for donated services. Many other individuals have donated time and services to the Organization. The value of these services has not been recorded in the financial statements because they do not meet the definition of recognition under GAAP.

Accounts Receivable

Accounts receivable are for professional services provided under service contracts with governmental agencies, and receivables from grant agreements. Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides an allowance for doubtful accounts that is based upon a review of outstanding receivables, historical collection information, and existing economic conditions. Cornucopia considers all accounts receivable over 90 days to be past due.

Property and Equipment

Purchased property and equipment are stated at cost. Donated property and equipment that are to be used by Cornucopia are capitalized at their fair market value on the date of the gift. Depreciation is provided using the straight-line method over estimated useful lives of three to forty years. All acquisitions and donations of property and equipment in excess of \$1,000 are capitalized.

Contract Payable

Cornucopia receives financial assistance from Evercare, a contractor for the U.S. Government. Entitlement to the resources is generally based on compliance with the terms and conditions of the grant agreements and applicable federal regulations, including the expenditure of the resource for eligible purposes. Any disallowance as a result of these regulations requires a liability of the fund that receives the grant. As of June 30, 2011, Cornucopia estimated that it owed Evercare approximately \$48,821, and as such, a liability was accrued on the statement of financial position in 2011. As of June 30, 2014, Cornucopia released the liability from its financial statements. This amount is included in other revenue on the statement of activities as of year ended June 30, 2014.

**Cornucopia, Inc.**  
Notes to Financial Statements  
June 30, 2015 and 2014

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Income Taxes

Cornucopia is a nonprofit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and is not considered to be a private foundation. Therefore, no provision for income taxes has been included in Cornucopia's financial statements.

Cornucopia's income tax filings are subject to audit by various taxing authorities. Cornucopia's open audit periods are 2011 to 2014. Cornucopia believes that it has appropriate support for any tax position taken and as such, does not have any uncertain tax positions that are material to the financial statements.

Advertising

Cornucopia expenses advertising costs as incurred. Advertising expense incurred in 2015 and 2014 was \$21,017 and \$21,409, respectively.

**NOTE C – ACCOUNTS RECEIVABLE**

Accounts receivable at June 30, 2015 and 2014 consist of the following:

	2015	2014
Contract revenue receivable	\$ 196,042	\$ 128,767
Grants receivable	-	20,000
Other revenue receivable	1,332	277
Total accounts receivable	<u>\$ 197,374</u>	<u>\$ 149,044</u>

The allowance for doubtful accounts was \$0 at June 30, 2015 and 2014. At June 30, 2015 and 2014, there were no receivables due over 90 days. There was no bad debt expense in 2015 or 2014.

**NOTE D – PROPERTY AND EQUIPMENT**

Property and equipment at June 30, 2015 and 2014 consist of the following:

	2015	2014
Buildings	\$ 950,542	\$ 805,044
Automotive equipment	120,856	120,856
Furniture and equipment	126,196	105,001
Land	118,073	78,000
	<u>1,315,667</u>	<u>1,108,901</u>
Less: accumulated depreciation	432,515	382,459
	<u>\$ 883,152</u>	<u>\$ 726,442</u>

Depreciation expense was \$50,056 and \$57,534 for the years ended June 30, 2015 and 2014, respectively.

**Cornucopia, Inc.**  
Notes to Financial Statements  
June 30, 2015 and 2014

**NOTE E – DEFERRED REVENUE**

Cornucopia received payments in advance of billings in the year ended June 30, 2015 from one of the agencies from which they received funds.

**NOTE F – LINE OF CREDIT**

Cornucopia has an unsecured line of credit with a borrowing limit of \$50,000 with a variable interest rate based on the bank's prime rate. The interest rate was 4.75% at June 30, 2015. The line has no stated maturity, but is due on demand. The balance was \$20,000 and \$0 at June 30, 2015 and 2014, respectively.

**NOTE G - NOTES PAYABLE**

Long-term debt at June 30, 2015 and 2014 consists of the following:

	<u>2015</u>	<u>2014</u>
Note payable to bank, monthly payments of \$2,605, including interest of 5.75%, maturing September 2026, secured by land and building.	\$ 257,240	\$ 272,147
Note payable to bank, monthly payments of \$913, including interest of 5.875%, maturing 2024, secured by land and building.	125,116	-
	<u>\$ 382,356</u>	<u>\$ 272,147</u>

Long-term debt is due as follows: 2016 - \$20,655; 2017 - \$21,880; 2018 - \$23,177; 2019 - \$24,551; 2020 - \$26,006, and thereafter \$266,087.

The total net book value of the collateral securing Cornucopia's long-term debt is \$855,963 and \$710,965 at June 30, 2015 and June 30, 2014, respectively.

**NOTE H – TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets classified by purpose at June 30, 2015 and 2014 consist of the following:

	<u>2015</u>	<u>2014</u>
Greenhouse	\$ -	\$ 10,000
Time restricted	-	20,000
	<u>\$ -</u>	<u>\$ 30,000</u>

Temporarily restricted net assets released due to the fulfillment of purpose in 2015 and 2014 were \$30,000 and \$0, respectively. The net asset restriction that was fulfilled in 2015 was expenditures for the Greenhouse and fulfillment of a matching funds grant.

**Cornucopia, Inc.**  
Notes to Financial Statements  
June 30, 2015 and 2014

**NOTE I – RELATED PARTY TRANSACTIONS**

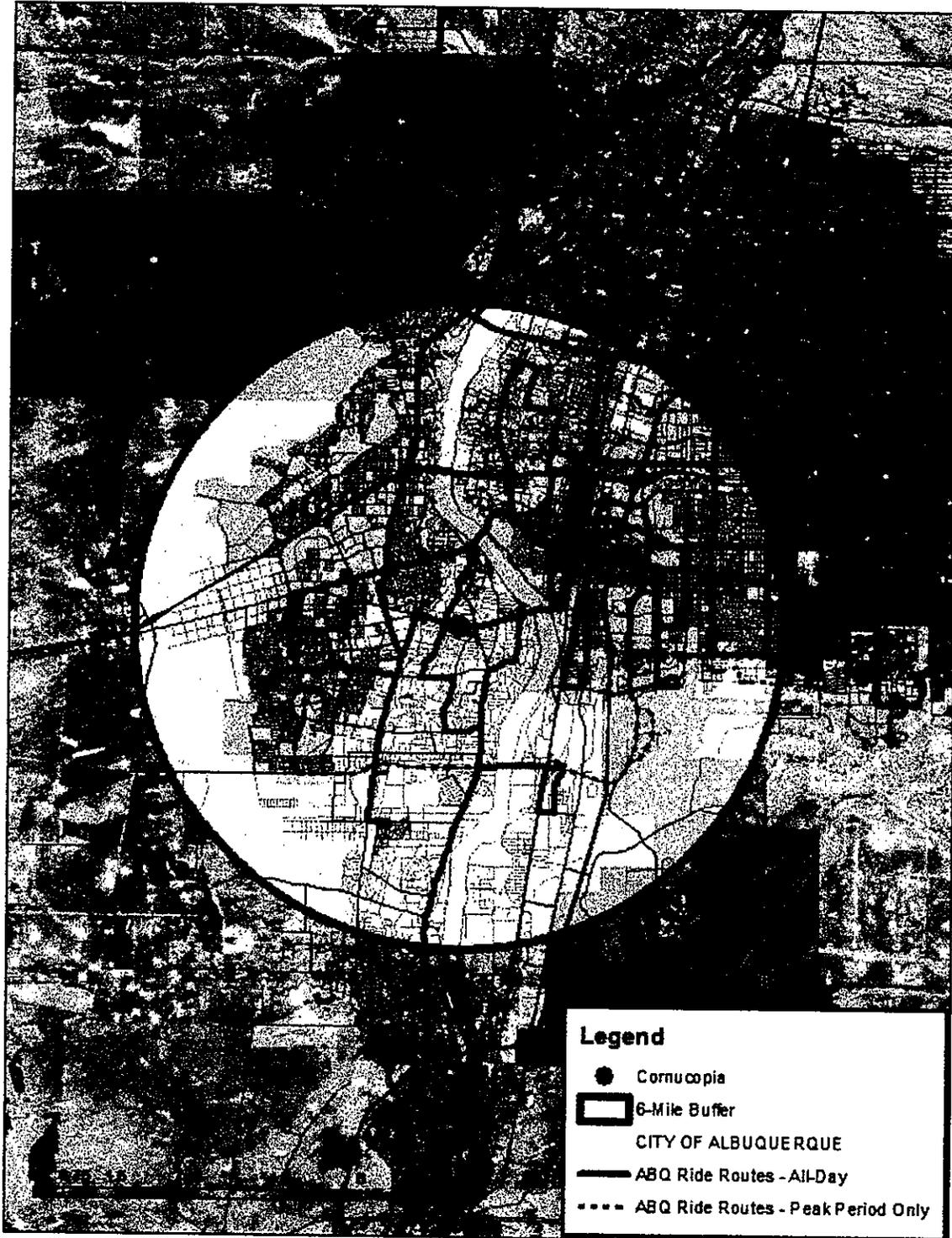
Cornucopia received \$12,970 and \$0 in donated services from various board members during the years ended June 30, 2015 and 2014, respectively.

**NOTE J – CONCENTRATIONS OF CREDIT RISK**

Financial instruments that potentially subject Cornucopia to concentration consist principally of cash and accounts receivable. Concentrations of credit risk with respect to accounts receivable are limited because government agencies represent 100% of the balance due. Cornucopia occasionally maintains cash balances in excess of the balance insured by the Federal Deposit Insurance Corporation.

Eighty-one percent (81%) of Cornucopia's revenue in 2015 and eighty-two percent (82%) of Cornucopia's revenue in 2014 is generated in large part by grants and contracts from one agency. A decrease in funding from this agency might affect Cornucopia's operations.

## CORNUCOPIA'S TRANSPORTATION SERVICE AREA

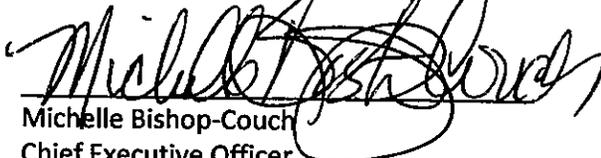


**Note:** Transportation program also includes activities and community outings within a 30-50 mile radius in all directions (N/S/E/W) from Cornucopia's location.



### Signed Statement of Resolution

This signed statement stands as a resolution that Cornucopia Adult and Family Services will provide the required 20% matching funds to the proposed federally-funded NMDOT transportation project. As in FY 2016 and FY2017, in which Cornucopia was also awarded vans, no government or other agency will contribute to this match. The funds come from an annual budget set-aside drawn from Cornucopia reserves to allow the agency to provide transportation to its clients, both at the beginning and end of each service day and for community outings during the day. Per requirements in the 5310 application guide, this match will be \$47,623, or 20% of the \$238,116 total request.

  
Michelle Bishop-Couch  
Chief Executive Officer  
Cornucopia Adult and Family Services

August 15, 2016

Date



# CITY OF ALBUQUERQUE

## City Council

P.O. Box 1293  
Albuquerque, NM 87103  
Tel: (505) 768-3100  
Fax: (505) 768-3227  
[www.cabq.gov/council](http://www.cabq.gov/council)

President Dan Lewis  
District 5

Vice President Klarissa J. Peña  
District 3

Jon K. Zaman  
Council Director

Ken Sanchez  
District 1

Isaac Benton  
District 2

Brad Winter  
District 4

Patrick Davis  
District 6

Diane G. Gibson  
District 7

Trudy E. Jones  
District 8

Don Harris  
District 9

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July 26, 2016

Review Committee  
New Mexico Department of Transportation Transit and Rail Division  
PO Box 1149  
Santa Fe, NM 87504-1149

Re: New Mexico Department of Transportation's (FTA) FFY 2018 Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities –Request For Proposal

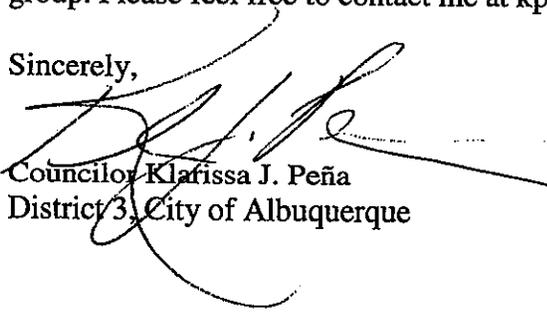
Dear Committee Members:

The City of Albuquerque supports the proposal submitted by Cornucopia Adult & Family Services for its transportation program. Cornucopia is the only community-based agency providing adult day care in Albuquerque's South Valley, and one of only a few providers in the entire region. Cornucopia delivers a valuable and needed service to a high-need population that is entirely low income.

Cornucopia has a strongly positive working relationship with a variety of city, county, and state agencies. Cornucopia's transportation program is necessary, given the lack of other options in the South Valley area for disabled and elderly people. In my experience, Cornucopia provides a high level of care, uses resources efficiently, and has well-trained staff. Without Cornucopia, the families of clients would have nowhere else to go to find service for their loved ones.

Because of its professionalism, innovative and effective methods, and more than three decades of proven results, I support Cornucopia's capital request to the NMDOT for additional vans that will allow the agency to continue to provide transportation services and a high level of community engagement. Cornucopia's transportation program is well-established and requires NMDOT capital funding to continue to provide essential services to vulnerable citizens in our area. Their program is in alignment with City, County, and Metropolitan Transportation Planning organization goals. In particular, Cornucopia helps support the City in meeting our transportation goals for low-income seniors and provides other important program options to this high need group. Please feel free to contact me at [kpena@cabq.gov](mailto:kpena@cabq.gov).

Sincerely,



Councilor Klarissa J. Peña  
District 3, City of Albuquerque



# County of Bernalillo

## State of New Mexico

**Commissioner Art De La Cruz, District 2**

**Dolores Herrera, Commission Assistant**

**One Civic Plaza, NW, 10<sup>th</sup> Floor, Suite 10111**

**Albuquerque, New Mexico 87102**

**Office: (505) 468-7448 Cell: (505) 554-6156 Fax: (505) 462-9819**

**E-mail: adelacruz@bernco.gov**

**Web: www.bernco.gov/commission-district-2/**

### COMMISSIONERS

**Art De La Cruz, Chair**  
District 2

**Wayne A. Johnson, Vice Chair**  
District 5

**Debbie O'Malley, Member**  
District 1

**Maggie Hart Stebbins, Member**  
District 3

**Lonnie C. Talbert, Member**  
District 4

### COUNTY MANAGER

**Julie Morgas Baca**

### ELECTED OFFICIALS

**Tanya R. Giddings**  
Assessor

**Maggie Toulouse Oliver**  
Clerk

**Willow Misty Parks**  
Probate Judge

**Manuel Gonzales III**  
Sheriff

**Manny Ortiz**  
Treasurer

July 25, 2016

#### ATTENTION: Review Committee

New Mexico Department of Transportation Transit and Rail Division  
PO Box 1149  
Santa Fe, NM 87504-1149

Dear Esteemed, Review Committee:

This letter is written to demonstrate Bernalillo County's full support of *Cornucopia Adult and Family Services* and their efforts in applying for the **Enhanced Mobility of Seniors and Individuals with Disabilities grant** being submitted to **New Mexico Department of Transportation's (FTA) FFY 2018 Section 5310**. Located in my district, Cornucopia is the only community-based inclusion agency who provides professional and licensed adult day care services in Albuquerque's South Valley. Furthermore, they are among a very few of such providers to offer and provide the large and very needy populations with these services within the entire region. The organization and its staff are very well respected in the South Valley.

The need for safe and reliable transportation has been measured and defined as critical to assure the daily services that Cornucopia provides to their elderly, frail, and disabled clients, continue un-interrupted. It has been observed, consequentially, as the need for transportation increases the funding becomes more essential. Your support of Cornucopia's transportation service will allow people access to the day services provided at Cornucopia's center which allows the elderly and disabled opportunities to pursue activities, and community interactions and importantly support intergenerational families with a coping mechanism in their daily lives.

I offer my strong support of *Cornucopia Adult and Family Services* and their transportation proposal to bring a better quality of life to the lives of their clients and families in the South Valley. This program for a coordinated transportation services model aligns with County goals for coordinated transportation planning and implementation. We look forward in continuing our positive professional working relationship with Cornucopia and commend their great reputation of their core values and efficient use of resources among county agencies.

Should you have any questions regarding Cornucopia and/or this letter, you may contact me or my Assistant, Dolores Herrera at 505.468.7448 at your convenience.

Sincerely,

  
Art De La Cruz  
County Commissioner  
District 2

CC: Michelle Bishop-Couch, MPA/CEO, 2002 Bridge Boulevard SW, Albuquerque, NM 87105

### Boards & Committees

Albuquerque/Bernalillo County Government Commission (ABCGC), Member

Albuquerque/Bernalillo County Water Utility Authority, Chair

Board of Finance, Member

Community Schools Partnership, Member

Legislative Committee, Member

Mid-Region Council of Governments, Board of Directors, Member

Rio Metro Transit District Board, Member

# AFFIDAVIT OF PUBLICATION

RECEIVED  
JUL 28 2016  
BY: \_\_\_\_\_

STATE OF NEW MEXICO  
County of Bernalillo SS

Sharon Friedes, being duly sworn, declares and says that she is Advertising Director of The Albuquerque Journal, and that this newspaper is duly qualified to publish legal notices or advertisements within the meaning of Section 3, Chapter 167, Session Laws of 1937, and that payment therefore has been made of assessed as court cost; that the notice, copy of which is hereto attached, was published in said paper in the regular daily edition, for 2 times on the following dates:

July 23-24, 2016

Sharon Friedes

Sworn and subscribed before me, a Notary Public, in and for the County of Bernalillo and State of New Mexico this 24th day of July of 2016

PRICE 76.92

Statement to come at end of month.

ACCOUNT NUMBER 1010816

OFFICIAL SEAL  
Sandra B. Gutierrez  
NOTARY PUBLIC  
STATE OF NEW MEXICO  
My Commission Expires: 2-18-17

Sandra B. Gutierrez

NOTICE OF PUBLIC HEARING  
JULY 22, 2016  
Comucopia Adult and Family Services, Inc. 3104 Phelan Blvd. SW, Albuquerque, NM 87105  
3104 Phelan Blvd. SW, Albuquerque, NM 87105  
Services for the elderly, disabled, and growing children. Mental health services. Call for more information.  
Proposed by notifying contact in writing (see below).  
Deadline for public hearing response: August 17, 2016. This public hearing is for Comucopia, Inc. to be a Co-Op. Chief Executive Officer: (505) 877-1010, 2002 Harvard St., Albuquerque, NM 87105-3104.  
comucopia-adv.org  
Journal: July 23-24, 2016