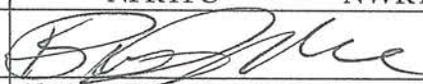


**SECTION 5310 - FY 18 APPLICATION
ENHANCED MOBILITY OF SENIORS AND
INDIVIDUALS WITH DISABILITIES**

October 1, 2017 - September 30, 2018

I. Applicant Information



Organization:	La Vida Felicidad, Inc
Contact Person Name and Title:	Selma J Dodson, Director of Adult Service
Mailing Address:	P.O. Box 2040
City, State, ZIP:	Los Lunas, NM 87031
Physical Address:	530 Sun Ranch Village Road Los Lunas, NM 87031
Phone and Cell Numbers:	W - 505-565-1614 x209 C - 505-270-8617
FAX Number:	505-565-1608
E-mail Address: (Required)	selma@lvfnm.org
Regional Planning Transportation Organization: (circle one)	NERTPO <u>MRTRPO</u> SERTPO SWRTPO NPRTRPO NWRTRPO SCRTPO
Applicant Signature and Date Signed:	 8/24/16
Please Print Name and Title:	Kathey Phoenix-Doyle, Executive Director
DUNS Number *	182610246

*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) Ford Transit Wagon	62,291	49,833	12,458
*Capital (80/20) Ford Transit Wagon	65,390	52,312	13,078
TOTAL	127,681	102,145	25,536

Capital Breakdown

Capital to Vendor (Required for Non-Profits)	127,681	102,145	25,536
List vendor if utilizing Capital to Vendor	Creative Bus Sales		
Capital to Subgrantee	N/A	N/A	N/A
*TOTAL should equal 'Capital' amt. above	127,681	102,145	25,536

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 EXENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
3-01-20 Radios & Base Stations	0	0	0
3-01-25 Other Capital Expenses	0	0	127,681
3-01-40 Surveillance System	0	0	0
3-01-45 15 Passenger Van (W/Lift)	0	0	0
3-01-50 15 Passenger Van (W/Ramp)	0	0	0
3-01-60 Mobile Radios	0	0	0
TOTAL ELIGIBLE COSTS	0	0	0
VEHICLE DISPOSITION PROCEEDS	0	0	0
NET CAPITAL (Total Capital less Vehicle Disposition Proceeds)	0	0	127,681

LOCAL SHARE SOURCES (specify)

La Vida Felicidad, Inc.			
TOTAL LOCAL SHARE (20%)	0	0	25,536

FEDERAL SHARE (80%)	0	0	102,145
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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 EXENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
Drivers Salaries/Fringe Benefits	214,515.37	216,660.52	223,160.34
Support Staff/Fringe Benefits	109,336.20	110,429.56	112,086.00
Fuel, Lubricants, Tires	12,600.00	16,650.00	17,149.50
Maintenance	2,365.00	3,500.00	3,675.00
Insurance	14,444.00	14,356.00	14,787.00
Other (Please explain)	0	0	0
TOTAL TRANSPORTATION	353,260.57	361,596.08	370,857.84

NON-TRANSPORTATION	0	0	0
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TOTAL EXPENDITURES	353,260.57	361,596.08	370,857.84
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* Prorate expenditures to end of the current fiscal year

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

La Vida Felicidad provides a number of different services provided through three major departments. The three departments and the list of each service offered through each department are listed below:

I. Homecare Department – offering services to senior and the elderly:

- Homemaker services to elderly and disabled persons who live alone
- Personal Care services to elderly and disabled persons who live alone
- Service Coordination (care management and advocacy functions) to those persons who receive Homemaker and Personal Care Services
- Chore Services to help maintain the environmental and home safety standards in the senior’s private residence.

II. Adult Services Department: (Developmental Disabilities & Socorro Adult Activity Cooperative (SAAC)

- Family Living services for individuals with developmental disabilities (residential services).
- Personal Care services for individuals with developmental disabilities
- Respite Care services, to offer temporary and emergency relief to the primary caregivers
- Day Habilitation services to persons with disabilities
- Community Inclusion and Integration services to persons with disabilities (programming goals within the local community)
- Supported Employment Services for individuals with developmental disabilities (vocational skills development and job placement)

- At SAAC - Adult Day services (adult day care) to elderly and disabled persons (includes transportation to and from home to the program daily and daily community outings)
- At SAAC - Respite services to individuals/seniors who have Alzheimer's

III. Early Childhood Services:

- Developmental therapy services to children with disabilities aged 0-3 years and their families
- Assessment and evaluation services to disabled children
- Service Coordination (care management and advocacy functions) to children with developmental delays/disabilities and their families
- Training and support to parents
- La Vida has a Child Care Center in Los Lunas; the age of the children served: 6-Weeks old to 5 years olds. We have a Four Star accredited childcare center in Valencia County.

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

The following is a list of all revenue sources and their year-end total amounts for the fiscal year ending June 30, 2016. All revenues fund both the general and transportation budget. Currently, La Vida Felicidad receives no specific transportation revenues. No fees of any kind are charged for transportation services that La Vida Felicidad provides.

Line Item	Amount \$
* NM Department of Health	570,571
* Aging & Long Term Service Dept.	399,847
* Medicaid	3,974,874
* Donations - United Way	5,881
* Private Pay Homecare	50,663
* Area Agency on Aging (AAA)	181,350
* Childcare Funding	160,999
* NM Alzheimer's Foundation	23,449
* United Way Grant	68,128
* Donations	15,647
* Fundraising	9,942
* Other	104,447
Total Revenue	\$ 5,565,797.90

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

a.		Replace existing vehicle(s) (LIST VIN, TYPE, MILEAGE, AND AGE OF EACH VEHICLE)
b.		Establish service to new area
c.	X	Add wheelchair capacity to existing vehicles
d.	X	Increase number of vehicles available for demand responsive service
e.		Decrease vehicle size for service
f.		Increase vehicle size for service
g.	X	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

1: Ford Transit Wagon 148" Wheelbase 3.7L Gas – 9000 lbs GVWR, approved price agreement. Base price of 41,286.24 with 9 added removable seats 775.00 each and two set of ORT tie downs 400.00. An additional 5944.57, projected cost increase for 2018.
1: Ford Transit Wagon 148" Wheelbase 3.7L Gas – 9000 lbs GVWR, approved price agreement. Base price of 41,286.24 with 5 added removable seats 775.00 each and two set of ORT tie downs 400.00. An additional 5944.57, projected cost increase for 2018.

C) Please provide and check item:

- 1- X Copy of Articles of Incorporation
- 2- X Copy of 501(c) 3 Certification
- 3- X 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

IV. Program Description

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

	Fixed route
	Modified fixed route
	Demand responsive
X	Section 5310

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

	start up new services
	reduce service from current level
X	maintain service at current level
	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
X	NO

E) 5310 Program

Number of one-way passenger trips per month	
Elderly (non-disabled)	
Disabled (including elderly)	2112
General Public	
TOTAL	2112
Number of unduplicated persons transported per month	45

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
X	Non-urbanized/Rural (50,000 people or less)

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

Valencia County comprised of the following: Adelino, Bacaville, Belen, Bosque Farms, Casa Colorada, Chical, El Cerro, Jarales, Las Maravillas, Los Chavez, Los Lunas, Los Trujillos, Madrone, Meadow Lake, Monterey Park, Pasitos del Cielo, Peralta, Pueblitos, Rio Communities, Rio del Oro, Tome, and Valencia.

Socorro County consists of the following: One city-Socorro, One village- Magdalena, Fourteen Places - Abeytas, Alamillo, Alamo, Charmizal, Escondida, La Joya, Las Nutrias, Lemitar, Luis Lopez, Polvadera, San Acacia, San Antonio, Veguta and Six Unincorporated communities-Bernado, Claunch, Luis Lopez, Polvadera, Sabinal and San Antonio.

We serve in Bernalillo County, San Juan County, Cibola County and McKinley County where transportation services are not part of the service delivery.

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	1	2
Hispanic	27	50
Asian or Pacific Islander	0	0
American Indian or Alaskan Native	6	11
White	19	37
Other	0	0
	53	100

%	Population	Elderly/Disabled Category
0	0	Elderly (non-disabled)
100	53	Persons with Disabilities (including elderly)
0	0	Other (everyone else)
100	53	

= TOTAL* =

* These totals should equal.

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

La Vida Felicidad Client Database (current active clients for adult day services program and SAAC program).

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
La Vida Felicidad, Inc.	66
	TOTAL: 66

E) Please provide and check:

- 1- Map of Service Area (on 8 ½ X 11 page) – Valencia County
- 2- Map of Service Area (on 8 ½ X 11 page) – Socorro County

VI. Ridership and Transit System Statistics

A) Complete years that are applicable

Line #	Category	2015	2016	2017	2018 Projected
1	Annual Ridership	9,600	9,800	9,760	10,360
2	Annual Mileage	95,600	95,600	105,000	120,000
3	Annual Vehicle Hours	95,000	10,500	10,560	10,700

* 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 Psgr. Capacity.	Last Preventive Maint. Date	Wheel-chair Spaces	Lift / Ramp Equipped? (yes or no)	Condition (E = excellent, G = good, F = fair)	Grant Source of Funding (e.g. 5310 FY09')	Estimated Replacement Date
1	Dodge Van	2000	110972	2B6LB31ZXK179376	S	9	1/14/16	1	yes	F	Agency Funded	2017
2	Chrysler Town&count ry	2003	138373	2C4GP24333R245024	R	6	3/8/16	0	no	F	Agency Funded	2019
3	Ford Freestar	2005	125763	2FMZA50645BA05175	R	6	7/1/16	0	no	F	Agency Funded	2020
4	Ford Freestyle	2005	136125	1FMZK01145GA47244	R	6	4/5/16	0	no	G	Agency Funded	2020
5	Ford E-350	2007	76219	1FTSS34L27DB19650	R	9	7/1/16	2	yes	G	5310 NMDOT GRANT	2020
6	Chevy Impala	2008	147500	2G1WT58K481230668	R	4	7/1/2016	0	no	G	Agency Funded	2018
7	Dodge Caravan	2014	16773	2C7WDDGBG6ER42702 3	R	4	7/1/16	1	yes	E	5310 NMDOT GRANT	2024
8	Dodge Caravan	2014	13915	2C7WDDGBG4ER42702 2	R	4	4/16/16	1	yes	E	5310 NMDOT GRANT	2024
9	Ford Focus	2003	143126	1FAFP36303W160735	R	4	5/3/16	0	no	G	Agency Funded	2020
10	Ford E-350 Star trans bus	2007	67837	1FDWE35L57DA61262	R	9	12/16/15	1	yes	G	5310 NMDOT Grant	2017

(cont.) VII. Vehicle Inventory – include all vehicles

#	Category	Length	Approx GVW	# of Seats	Average Cost	Minimum Life		Vehicle /w Gas	Vehicle /w Diesel (D) or Alternative fuel (A)	Maturity Date
						Year	Miles			
1	Van	231"	9200lbs	10	49.00	4	120,000	1	NA	11/10/15
2	Van	189"	5500lbs	7	360.00	4	120,000	1	NA	3/15/12
3	Van	201.2"	5680lbs	7	370.00	4	120,000	1	NA	8/15/12
4	Wagon	200.1"	5380lbs	7	180.00	4	120,000	1	NA	8/15/10
5	Van	232"	9400lbs	10	220.00	4	120,000	1	NA	6/15/17
6	Sedan	200.4"	4546lbs	5	490.00	4	120,000	1	NA	9/15/16
7	Van	202.8"	6050lbs	6	200.00	4	120,000	1	NA	10/15/19
8	Van	202.8"	6050lbs	6	240.00	4	120,000	1	NA	10/15/19
9	Wagon	178.2	2683	4	240.00	4	120,000	1	NA	3/15/12
10	Bus	232'	8300	10	240.00	4	120,000	1	NA	6/15/12

VII. Other Fixed Assets: NONE

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									
2									
3									

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: Director of Public Services

VIII. Civil Rights

- A) Please provide a list of any active law suits 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.)

On July 28, 2016, letters were sent to the following transportation providers in Valencia and Socorro Counties.

- Rio Metro
- Los Lunas Community Programs
- Adaptive Non-Emergency
- Adelante
- Valley Cab
- New Beginnings
- Socorro Taxi
- Socorro Transportation Department
- Tresco Inc.

The letters gave transportation providers in our area an additional opportunity to become aware of La Vida Felicidad's request for funding and offer their input on the planning of proposed services. The Community Integration Program in Valencia County at La Vida Felicidad assists clients in the certification process for using Rio Metros on demand public transportation. 75% of the clients that attend community integrated day services are transported to and from the program by Rio Metro. The Socorro Adult Activity Cooperative in Socorro assists clients in certification process for using Socorro Transportation Department on demand public transportation. 10% of clients that attend our services in Socorro are transported to and from the program by Socorro Transportation Department.

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.

A Legal Notice was placed in the Valencia County news bulletin 8/4/16 edition. A Legal Notice was placed in the El Defensor Chieftain, in Socorro County on 8/4/16.

C) Please check all that apply and provide copy:

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

D) Please check all that apply and provide copy:

IF AGENCY HAS PUBLIC HEARING PROVIDE THE FOLLOWING:	
NA	- Copy of Published Public Hearing Notice
NA	- Affidavit of Publication of Public Hearing Notice
NA	- Minutes of Public Hearing, Copies of Exhibits and Written Statements

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.

La Vida Felicidad is requesting capital funding for two accessible vehicles. The vans will be used for community integration services (CIS) and our Socorro Adult Activity Cooperative (SAAC) or the Seniors/Elderly program in Socorro. The objective of CIS is to help persons with disabilities to experience full lives, engage in leisure, education, and work, with non-disabled people in their community. La Vida Felicidad offers integrated employment and day habilitation to persons that receive funding from the Developmental Disabilities Waiver. Our objective of our program in Socorro, Socorro Adult Activity Cooperative (SAAC), is to have a venue for seniors/elderly who are at risk to have meaningful activities, engage in leisure activities and community participation to increase their self-esteem and work on keeping cognitive skills.

Each individual served at our Los Lunas CIS program, is a minimum of eighteen years of age and has been diagnosed with a developmental disability. Each individual meets the State of New Mexico eligibility for services and supports on the Developmental Disabilities Waiver. Individuals have mental and physical impairments that alter their ability to function independently. The support needs for each individual vary, from behavioral interventions to physical modifications and adaptive teaching strategies for cognitive delays. The income of each participant is less than \$2,094 per month, with resources below \$2,000. All persons in CIS have supportive living situations, either with family or residential group homes within Valencia County. Valencia County consists of 22 rural communities (Adelino, Bacaville, Belen, Bosque Farms, Casa Colorada, Chical, El Cerro, Jarales, Las Maravillas, Los Chavez, Los Lunas, Los Trujillos, Madrone, Meadow Lake, Monterey Park, Pasitos del Cielo, Peralta, Pueblitos, Rio Communities, Rio del Oro, Tome, and Valencia) with a land area encompassing 1066 square miles and a population exceeding 77,000.

In our Socorro Adult Activity Cooperative (SAAC) each participant of this program are referred by Adult Protective Services because they are at risk for abuse, neglect, (self- neglect) or exploitation and they would benefit from day services. Many of our participants require mobility assistance and live alone without natural supports or family assistance. Some participants also have cognitive memory loss, and/or mental illness, which makes it difficult for them to be independent. La Vida provides a safe community setting to help maintain cognitive and functional skills, increase family support, monitor health and well-being, and assist participants in accessing necessary services in the community.

La Vida's adult day program SAAC is open Monday through Friday from 9:30 a.m. to 2:30 p.m. We average 7-8 participants attending daily. La Vida supports

community integration and provides participants with individual and group access to community resources: shopping, parks, libraries, Dr.'s offices, off site field trips, etc. based on scheduled day program activities. Reducing the risk of social isolation and integrating participants within the rural communities we serve requires a reliable and safe, well-coordinated transportation program. The US Census shows Socorro County consists of 1 city-Socorro, 1 village-Magdalena, 14 places - Abeytas, Alamillo, Alamo, Charmizal, Escondida, La Joya, Las Nutrias, Lemitar, Luis Lopez, Polvadera, San Acacia, San Antonio, Veguta and 6 Unincorporated communities-Bernado, Claunch, Luis Lopez, Polvadera, Sabinal and San Antonio which indicates a population of 17,866 with a land area encompassing 6,649 square miles. 25.1% of the population lives at or below the poverty line.

Our mission is "Life quality for children and families, adults, and seniors, through advocacy and individualized services in collaboration with community partnerships". We celebrate the unique qualities individuals bring to our community. This value is represented in the structure of community integrated service programs supported by the DOH/DDSD Waiver Program and our Socorro Adult Activity Cooperative (SAAC) program.

In day habilitation, the objective is to match individual interest with community resources. Staff partners with participants in identifying their interests, preferences, and skills. They research community availability for classes, events, volunteer services, businesses and social centers. The result is a schedule of combined leisure, recreation, education, and service activities that individuals can be a part of each day. Integrated community activities offer opportunities for naturally occurring relationships with non-disabled persons. A program staff accompanies a group of three participants providing transportation, teaching strategies, and adaptations. In 2009, La Vida Felicidad's day habilitation program took the lead in developing programming that was 50% community based. The agency aligned with the idea that persons receiving waiver-supported services need naturally occurring opportunities and relationships. The agency signed a performance contract with the Developmental Disabilities Supports Division agreeing that La Vida Felicidad is committed to each person engaging in a routine of classes, events, volunteer service, business and social recreation, 50% of their time in program. Today the program conducts day habilitation services in the community 80% of the time, an average of four hours per day. For day habilitation, transportation is essential to helping each person to be included and a part of their community. In fiscal year 2011-12 the agency began providing employment services. The agency responded to the community's need for choices in integrated employment services. Prior to La Vida Felicidad beginning services, there was one DD Waiver provider serving Valencia County, leaving persons seeking employment without a choice.

In community integrated employment services, the objective is providing supports that achieve employment and reflect the individual's choice in his or her community. The goal is each individual having a job within the general workforce, working alongside non-disabled co-workers. Currently, the program's biggest efforts are in application acquisition: going out into the community with clients, teaching them to acquire, complete and turn in

applications. The program also teaches employment classes in the areas of work conduct and ethics, interview techniques, and follow-up. The employment program conducts full vocational assessment profiles and a strategic action plan for each person seeking employment. Supporting clients in transportation to and from possible job sites is a large part of this service.

La Vida Felicidad's community integrated programs focus on connections and partnerships. The service structure is driven by the choices each individual makes. The services are intended to support each person in being an active contributor in the general community; living, working and learning in integrated settings. US census records list an estimated 12,538 persons with disabilities living in Valencia County. La Vida Felicidad is one of two providers for integrated employment services and one of five for day habilitation.

The Socorro Adult Activity Cooperative (SAAC) program supports community integration and provides participants with individual and group access to community resources: shopping, parks, libraries, Dr.'s offices, off site field trips, etc. dependent on scheduled day program activities. Reducing the risk of social isolation and integrating participants within the rural communities we serve requires a reliable and safe, well-coordinated transportation program. A majority of La Vida participants require transportation to and from their homes and our day program located at 514 Park Street each day they attend. Their lack of access to any reliable transportation is part of the "at-risk" designation that qualifies these individuals for our program. Door to door transportation is often needed because adult day care participants, due to their disabilities, usually require a level of assistance that is beyond what many other providers of public transportation can safely, or willingly provide. (They may need help getting commodities or groceries from the bus/van to their door. They may be mentally unable to meet a driver at a certain time and location and need a knock on their door to prompt them to get ready to leave. They may be physically impaired and need hands-on standby or wheelchair assistance just to safely get out of their home.) This service is offered at no cost to our day program participants.

In fiscal year 2016, CIS provided services to 50 individual living in rural communities throughout Valencia County. In fiscal year 2017, the day habilitation and employment programs will increase the number of persons receiving services by 15%. The SAAC program provided services to 18 individuals living in rural communities who are at risk. The CIS program currently utilizes seven vehicles for the provision of day habilitation and employment services. Our SAAC program has one vehicle. The SAAC vehicle is aging and when it breaks down, a vehicle from the CIS program is utilized. We are requesting funding for two accessible vehicles for transporting clients in all programs, with the projection of serving an additional 20 persons in FY 2017. If funded, the vehicles will also serve to update older vehicles, increasing reliability and safety. Currently, 89% of agency vehicles used for CIS and SAAC programs are over the minimum four year service-life categories.

Application
ATTACHMENTS

DUNS Number Screen Print

Entity Dashboard

Entity Overview

Entity Registration

- Core Data
- Assertions
- Reps & Certs
- POCs

Reports

- Service Contract Report
- BioPreferred Report

Exclusions

- Active Exclusions
- Inactive Exclusions
- Excluded Family Members

RETURN TO SEARCH

La Vida Felicidad Inc

DUNS: 182610246 CAGE Code: 551P6
Status: Active

555 Don Pasqual Rd
Los Lunas, NM, 87031-8491,
UNITED STATES

Expiration Date: 08/24/2017

Purpose of Registration: Federal Assistance Awards Only

Entity Overview

Entity Registration Summary

Name: La Vida Felicidad Inc
Business Type: Business or Organization
Last Updated By: Katie Otero
Registration Status: Active
Activation Date: 08/24/2016
Expiration Date: 08/24/2017

Exclusion Summary

Active Exclusion Records? No



Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

Articles of Incorporation

STATE OF NEW MEXICO



OFFICE OF
THE STATE CORPORATION COMMISSION

CERTIFICATE OF COMPARISON

OF

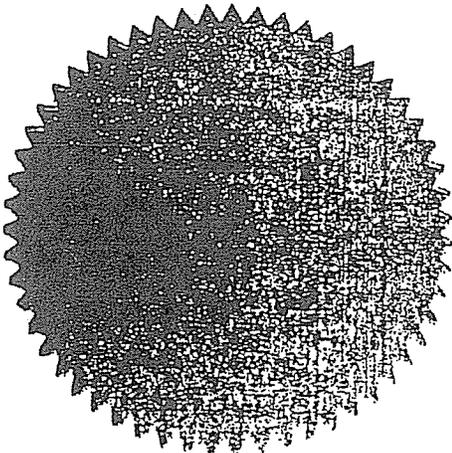
LA VIDA FELICIDAD, INC.

1257435

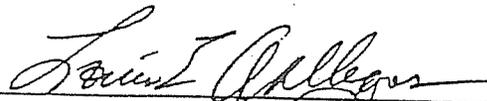
The State Corporation Commission certifies that the attached is a true and complete copy of the ****6**** page document(s) on file in this office.

This Certification is in accordance with Section 53-18-4 or Section 53-8-93, NMSA 1978.

Dated: APRIL 18, 1991



In Testimony Whereof, the State Corporation Commission of the State of New Mexico has caused this certificate to be signed by its Chairman and the Seal of said Commission to be affixed at the City of Santa Fe



Chairman



Director

14409-6

FILED IN OFFICE OF
STATE CORPORATION COMMISSION
OF NEW MEXICO FEE \$5.00
FILE DUPLICATE ORIGINALS
APR 16 1991

ARTICLES OF AMENDMENT
TO THE
ARTICLES OF INCORPORATION

CORPORATION DEPT.

Pursuant to the provisions of Section 53-8-37 NMSA 1978 of the Nonprofit Corporation Act the undersigned corporation adopts the following Articles of Amendment to its Articles of Incorporation:

FIRST: The name of the corporation is La Vida de Valencia Preschool, Inc.

SECOND: The following amendment to the Articles of Incorporation was adopted by the corporation on February 20, 1991 in the manner prescribed by the New Mexico Nonprofit Corporation Act: (INSERT AMENDMENT)

First: The name of the Corporation is La Vida Felicidad, Inc.

Third: The purpose is to include The catchment area for La Vida Felicidad, Inc. is primarily, but not limited to, Valencia and Socorro counties.

THIRD: (Mark an X by the appropriate action taken):

A quorum of the members entitled to vote was present and the amendment received at least two-thirds (2/3) of the votes which members present at the meeting or represented by proxy were entitled to cast;

The amendment was adopted by a consent in writing signed by all members entitled to vote thereto;

No members are entitled to vote thereon, therefore, the vote of a majority of the board of directors in office voted for adoption of said amendment.

DATE February 20, 1991

La Vida de Valencia Preschool, Inc.
(Name of Corporation)

By Sally A. Hancock
Its Board President

and Kassie Williams

RECEIVED
APR - 2 1991

STATE OF NEW MEXICO



OFFICE OF
THE STATE CORPORATION COMMISSION

CERTIFICATE OF COMPARISON

OF

LA VIDA DE VALENCIA PRESCHOOL, INC.

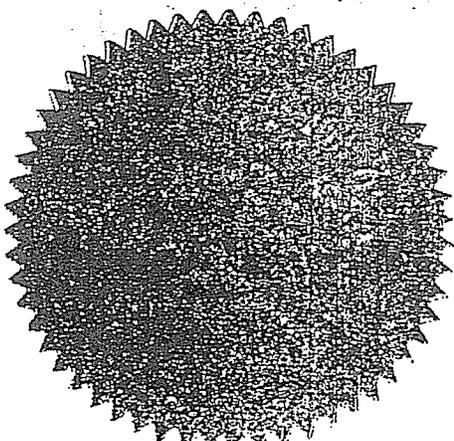
1257435

The State Corporation Commission certifies that the attached is a true and complete copy of the ***18*** page document(s) on file in this office.

This Certification is in accordance with Section 53-18-4 or Section 53-8-93, NMSA 1978.

Dated: NOVEMBER 6, 1989

In Testimony Whereof, the State Corporation Commission of the State of New Mexico has caused this certificate to be signed by its Chairman and the Seal of said Commission to be affixed at the City of Santa Fe



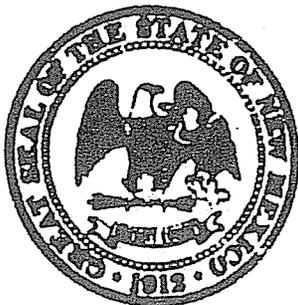
Jim F. Serra

Chairman

Antonio R. ...

Director

STATE OF NEW MEXICO



CERTIFICATE OF INCORPORATION
OF

LA VIDA DE VALENCIA PRESCHOOL, INC.

125,743-5

The State Corporation Commission certifies that duplicate originals of the Articles of Incorporation attached hereto, duly signed and verified pursuant to the provisions of the NONPROFIT Corporation Act, have been received by it and are found to conform to law.

Accordingly, by virtue of the authority vested in it by law, the State Corporation Commission issues this Certificate of Incorporation, and attaches hereto a duplicate original of the Articles of Incorporation.

In Testimony Whereof, the State Corporation Commission of the State of New Mexico has caused this certificate to be signed by its Chairman and the Seal of said Commission to be affixed at the City of Santa Fe on

February 20, 1985

A handwritten signature in cursive script, appearing to read "Vic P. Silva", written over a horizontal line.

Chairman

By

A handwritten signature in cursive script, appearing to read "Michael L. Davis", written over a horizontal line.

Director

125743-5

FILED IN OFFICE OF
STATE CORPORATION COMMISSION
OF NEW MEXICO

ARTICLES OF INCORPORATION

OF

FEB 20 1985

LA VIDA DE VALENCIA PRESCHOOL, INC.

CORPORATION AND
FRANCHISE TAX DEPTS.

The undersigned, acting as incorporators of non-profit corporation under the laws of the State of New Mexico, adopt the following Articles of Incorporation:

- FIRST: The name of the corporation is La Vida de Valencia Preschool, Inc.
- SECOND: The period of its duration is one hundred (100) years.
- THIRD: The purpose or purposes for which the corporation is organized are: for all lawful purposes, including but not limited to the following:
 1. To provide comprehensive, coordinated education and treatment services for Valencia County.
 2. To solicit, receive, and disburse funds to hire a professional staff to conduct activities and to request, receive, and manage grants from local, state, and federal sources, and to implement, manage, and coordinate preschool education services, intervention and treatment of early childhood problems, parent training and other related services encompassing young children with developmental, mental retardation and other problems present and impacting young children and the families primarily in Valencia County, including the Indian Reservation within the county, in the State of New Mexico.
 3. To cooperate with and involve appropriate public, private, and community organizations and professional groups in furtherance of these ends.
- FOURTH: This corporation is a non-profit, non-political, non-sectarian organization. No part of any net earnings shall inure to the benefit of any member or individual, and no Officer or Member of the Board of Directors of the corporation shall receive any compensation for his or her services as an Officer or Board Member, except in cases for reimbursement of expenses incurred while conducting official business in behalf of the corporation.

RECEIVED

JAN 18 1985

FIFTH: The address of the registered office of the corporation is a house designated as house Number Four on the attached map, together with access from Don Pasqual Road and adjacent parking space, all in Los Lunas, Valencia County, New Mexico (P.O. Box 459, Los Lunas, New Mexico 87031).

SIXTH: The Name and address of each incorporator is:

	<u>Name</u>	<u>Address</u>
Registered Agent	Emily Garcia	P.O. Box 459, Los Lunas, New Mexico 87031
	Francine Delgado	2622 Kelly SW, Albuquerque, NM 87105
	Lorraine Sinclair	Rt. 1 Box 1412, Los Lunas, NM 87031

SEVENTH: In the event of the dissolution of this corporation or in the event it shall cease to exist for the stated purposes, all the property and assets shall be distributed to a non-profit organization or agency which has been granted exemption from the Federal Income Tax under the provision of Section 501(c)(3) of the Internal Revenue Code of 1954, or to a local, state or federal government for exclusively public purposes. Under no circumstances shall any of the property or assets of this corporation during the existence or upon the dissolution thereof be distributed to any officer, member, or subsidiary of this corporation.

EIGHTH: Any proposed amendment to these Articles of Incorporation, along with the date it is to be voted upon, shall be presented in writing to the entire participating Board of Directors at least three weeks prior to the meeting at which it is to be voted upon and a majority vote of the Board of Directors at the meeting is required for ratification.

NINTH: The number of directors constituting the initial Board of Directors of the corporation is three (3) and the names and addresses of the persons who are to serve as the initial directors are:

<u>Name</u>	<u>Address</u>
Emily Garcia	1023 Athens Box 2270, Bernalillo, NM 87004
Francine Delgado	2622 Kelly SW, Albuquerque, NM 87105
Lorraine Sinclair	Rt. 1 Box 1412, Los Lunas, NM 87031

The tenure in office of the initial directors is twelve (12) months or until their successors are duly appointed.

Dated December 5, 1984

Emily Garcia

Emily Garcia, President

Francine Delgado

Francine Delgado, Vice-President

Lorraine Sinclair

Lorraine Sinclair, Secretary

State of New Mexico)
County of Valencia) SS.

I, Patricia Peralta a notary public, hereby certify that on the 5th day of December, 1984, personally appeared before me Emily Garcia, Francine Delgado, Lorraine Sinclair who being by me duly sworn, declared that they are the persons who signed the foregoing document as incorporators, and that the statements therein contained are true.

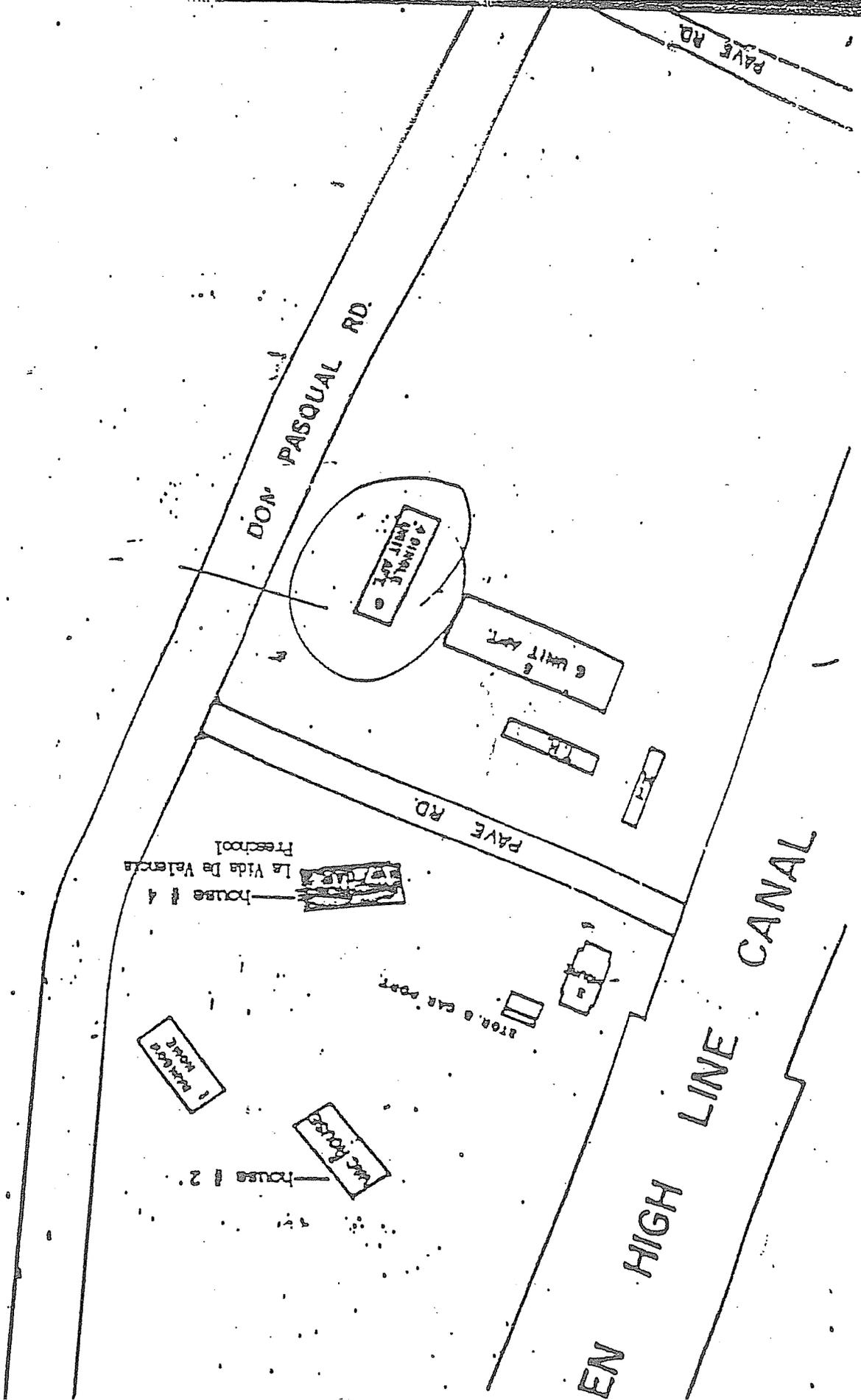
2/18/85
My Commission Expires

Patricia Peralta
NOTARY PUBLIC

RECEIVED

JAN 18 1985

N.M. ST CORP
Corp./Franchise Tax Dept.



PAVE RD

DON PASQUAL RD.

4 SINGLE UNIT APT.

6 UNIT APT.

PAVE RD.

La Vida De Valencia Preschool

house # 4

REST. & CAR PORT

POOL

HOUSE # 2

EN HIGH LINE CANAL

(DOMESTIC NONPROFIT-BUSINESS)
FILE DUPLICATE ORIGINALS

**AFFIDAVIT OF ACCEPTANCE OF APPOINTMENT
BY DESIGNATED INITIAL REGISTERED AGENT**

FILED IN OFFICE OF
STATE CORPORATION COMMISSION
OF NEW MEXICO

To the State Corporation Commission
State of New Mexico

FEB 20 1985

STATE OF New Mexico)

COUNTY OF Valencia)

SS.: CORPORATION AND
FRANCHISE TAX DEPTS.

On this 18th day of February, 19 85, before me a Notary Public in and for the State and County aforesaid,
personally appeared Emily Garcia, who is to me known to be the person and who, being duly
sworn, acknowledged to me that he does hereby accept his appointment as the Initial Registered Agent of
La Vida De Valencia Pre-School
P O Box 459, Los Lunas, New Mexico 87031

Corporation which is named in annexed Articles of Incorporation, and which is applying for a Certificate of Incorporation pursuant to
the provisions of the Nonprofit Corporation Act of the State of New Mexico.

Emily Garcia
Emily Garcia
REGISTERED AGENT'S SIGNATURE

BY (1) Emily Garcia
PRESIDENT Emily Garcia

Subscribed and sworn to before me on the day, month, and year
first above set forth

A. Baca
NOTARY PUBLIC, A. Baca, Sr.
Commission Expires: June 7, 1985

(Notarial seal)

NOTE: (1) If the Agent is a Corporation then the affidavit must be executed by the President or Vice-President of the Corporation.

RECEIVED

FEB 20 1985

STATE OF NEW MEXICO



CERTIFICATE OF AMENDMENT

OF

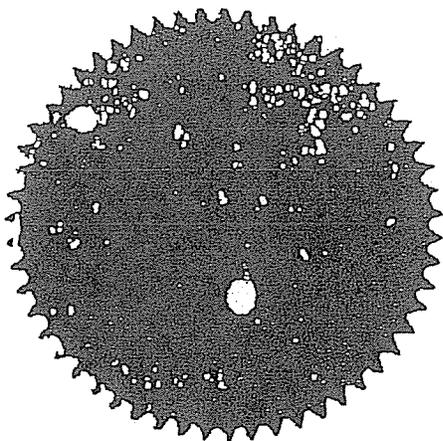
LA VIDA DE VALFNCTA PRESCHOOL, INC.

113659

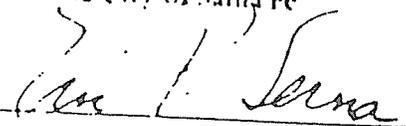
The State Corporation Commission certifies that duplicate originals of the Articles of Amendment attached hereto, duly signed and verified pursuant to the provision of the NONPROFIT Corporation Act, have been received by it and are found to conform to law.

Accordingly, by virtue of the authority vested in it by law, the State Corporation Commission issues this Certificate of Amendment and attaches hereto a duplicate original of the Articles of Amendment.

Dated: MARCH 16, 1987



In Testimony Whereof, the State Corporation Commission of the State of New Mexico has caused this certificate to be signed by its Chairman and the Seal of said Commission to be affixed at the City of Santa Fe



Chairman



Director

113654

ARTICLES OF AMENDMENT

TO THE

ARTICLES OF INCORPORATION

FILED IN OFFICE OF
STATE CORPORATION COMMISSION
OF NEW MEXICO

MAR 16 1987

Pursuant to the provisions of Section 53-8-37 NMSA 1978 of the Nonprofit Corporation Act the undersigned corporation adopts the following Articles of Incorporation of CORPORATION DEPT.

FIRST: The name of the corporation is La Vida de Valencia Preschool, Inc.

SECOND: The following amendment to the Articles of Incorporation was adopted by the corporation on 10/16/86, in the manner prescribed by the New Mexico Nonprofit Corporation Act:

(INSERT AMENDMENT)

See Attached Articles - the third section has been amended.

THIRD (Mark an X by the appropriate action taken):

- A quorum of the members entitled to vote was present and the amendment received at least two-thirds (2/3) of the votes which members present at the meeting or represented by proxy were entitled to cast;
- The amendment was adopted by a consent in writing signed by all members entitled to vote thereto;
- No members are entitled to vote thereon, therefore, the vote of a majority of the board of directors in office voted for adoption of said amendment.

Dated 10/16/86

RECEIVED

FEB 09 1987

N.M. ST CORP COMM.
Corp. of Franchises Tax Dept.

La Vida de Valencia Preschool, Inc.
(Name of Corporation)

By [Signature]
Its President

and [Signature]
Its Secretary

(See cover page for authorized signatures)

PROPOSED AMENDMENT

SECTION III

THIRD: The purpose or purposes for which the corporation is organized are, within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954:

1. To provide comprehensive, coordinated education and treatment services for Valencia County.
2. To solicit, receive, and disburse funds to hire a professional staff to conduct activities and to request, receive, and manage grants from local, state, and federal sources, and to implement, manage, and coordinate preschool education services, intervention and treatment of early childhood problems, parent training and other related services encompassing young children with developmental, mental retardation and other problems present with impacting young children and the families primarily in Valencia County, including the Indian Reservation within the county, in the State of New Mexico.
3. To cooperate with and involve appropriate public, private, and community organizations and professional groups in furtherance of these ends.

501(c) 3 Certification

Internal Revenue Service

Date: May 31, 2006

LA VIDA FELICIDAD INC
PO BOX 2040
LOS LUNAS NM 87031-2040

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Grant Herring, Revenue Agent
31-03110
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
85-0322305

Dear Sir or Madam:

This is in response to your request of May 31, 2006, regarding your organization's tax-exempt status.

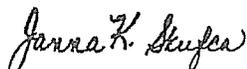
In July 1987 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(ii) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services

District Director

Department of the Treasury

Date: JUL 01 1987

EFN: 750115507

Employer Identification Number:

85-0322305

Case Number:

757103094E0

Person to Contact

EO Technical Assistor

Contact Telephone Number:

(214) 767-3526

Accounting Period Ending:

December 31

Form 990 Required: Yes No

Caveat Applies:

Yes

La Vida De Valencia Preschool, Inc.
555 Don Pasqual NW
Los Lunas, NM 87031

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) & 170(b)(1)(A)(ii).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational documents or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provision of Code sections 2055, 2106, and 2522.

7-9-87
COPY RETAINED IN
PERMANENT TAX
RECORD FILE

Edward Wilson

(over)

District Director, Dallas District

Letter 947(DO) (Rev. 4 86)

The box checked in heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

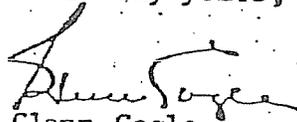
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

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

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Glenn Cagle
District Director

Caveat: Your tax-exempt status under section 501(c)(3) is effective February 20, 1985. For the period beginning July 1, 1983 and ending February 19, 1985, when you were an unincorporated association, you are recognized as exempt under section 501(c)(4) of the Code.

Most Current Audit

LA VIDA FELICIDAD, INC.

**FINANCIAL STATEMENTS
AND
SUPPLEMENTARY INFORMATION**

For the year ended June 30, 2015
with comparative totals for
the year ended June 30, 2014

LA VIDA FELICIDAD, INC.
BOARD OF DIRECTORS
June 30, 2015

President	John Tellez
Vice-President	Jim Schnitzler
Secretary	Michael Ogas
Treasurer	Frank Otero
Director	Jacquelyn Hilliard
Director	Samantha Yancey

TABLE OF CONTENTS

	<u>Page</u>
Introduction	2
Independent Auditor's Report	3
Financial Statements	
Statement of Financial Position	5
Statement of Activities	6
Statement of Functional Expenses	7
Statement of Cash Flows	8
Notes to Financial Statements	9
Additional Information	
Schedule of Expenditures of Federal Awards	19
Notes to Schedule of Expenditures of Federal Awards	20
Supplementary Information	
Schedule of Program Costs- Non- Metro New Mexico Area Agency on Aging	21
Other Reports	
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133	22
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	24
Schedule of Findings and Questioned Costs	26
Summary Schedule of Prior Audit Findings	28

LA VIDA FELICIDAD, INC.
INTRODUCTION
June 30, 2015

La Vida Felicidad, Inc., a non-profit organization was established in 1983 to provide family-centered intervention for young children with special needs in Valencia County. Services were later expanded to include Socorro, San Juan, and Cibola counties. Since that time, La Vida Felicidad, Inc., has expanded its services to include: Medicaid Personal Care, Developmental Disabilities Waiver, Private Pay, and respite care for children and adults, home care to assist adults to live independently, two adult day programs, and a children's day care center. Senior services and intervention services in Cibola County began in November 2013.

La Vida Felicidad, Inc., acknowledges the family as primary educators and advocates for their children and adult family members with special needs. La Vida Felicidad, Inc., works with individuals to utilize their unique strengths and values in enhancing their development and potential.

2920 CARLISLE BLVD. NE
PO BOX 25204
ALBUQUERQUE, NM 87125
TEL: (505) 888-4888
FAX: (505) 861-8248

610 BECKER AVE.
PO BOX 670
BELEN, NM 87002
TEL: (505) 861-1040
FAX: (505) 861-8248

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
La Vida Felicidad, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of La Vida Felicidad, Inc., (a nonprofit organization), which comprise the statement of financial position as of June 30, 2015, and the related statements of activities, functional expenses, and cash flows for the year 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 La Vida Felicidad, Inc., as of June 30, 2015, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited La Vida Felicidad, Inc.'s 2014 financial statements, and our report dated August 12, 2014 expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2014, is consistent, in all material respects, with the audited financial statements from which it has been derived.

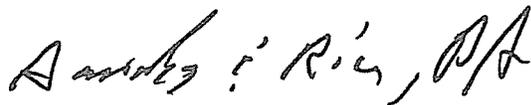
Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and Schedule of Program Expenses Non-Metro New Mexico Area Agency on Aging, Schedule I are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and the other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 20, 2015, on our consideration of La Vida Felicidad, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering La Vida Felicidad, Inc.'s internal control over financial reporting and compliance.



SAAVEDRA AND RICE, PA
Belen, NM
August 20, 2015

LA VIDA FELICIDAD, INC.
STATEMENT OF FINANCIAL POSITION
June 30, 2015 and 2014

	<u>ASSETS</u>	
	<u>2015</u>	2014 (As Restated)
Current assets		
Cash and cash equivalents	\$ 573,061	\$ 666,421
Investments	199,487	198,990
Grants and contracts receivable	534,077	484,846
Other assets	<u>7,866</u>	<u>13,022</u>
Total current assets	<u>1,314,491</u>	<u>1,363,279</u>
Property, building and equipment		
Property, building and equipment, net	<u>1,309,135</u>	<u>1,269,844</u>
Total property, building and equipment	<u>1,309,135</u>	<u>1,269,844</u>
Total assets	<u>\$ 2,623,626</u>	<u>\$ 2,633,123</u>

	<u>LIABILITIES AND NET ASSETS</u>	
Current liabilities		
Accounts payable	\$ 37,631	\$ 52,492
Withheld and accrued taxes	52,701	52,494
Other accrued expenses	7,808	5,229
Accrued compensated absences	69,809	27,741
Accrued payroll	254,000	264,080
Current portion of long term debt	<u>20,399</u>	<u>19,455</u>
Total current liabilities	<u>442,348</u>	<u>421,491</u>
Long term liabilities		
Long term debt	<u>52,859</u>	<u>73,057</u>
Net assets		
Unrestricted	2,101,535	2,135,575
Temporarily restricted	26,884	3,000
Permanently restricted	<u>-</u>	<u>-</u>
Total net assets	<u>2,128,419</u>	<u>2,138,575</u>
Total liabilities and net assets	<u>\$ 2,623,626</u>	<u>\$ 2,633,123</u>

The accompanying notes are an integral part of these financial statements.

LA VIDA FELICIDAD, INC.

STATEMENT OF ACTIVITIES

For the year ended June 30, 2015
with comparative totals for 2014

	2015			2014
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenue and other support				
Department of Health	\$ 547,459	\$ -	\$ -	\$ 547,459
Medicaid	4,027,709	-	-	4,027,709
Children, Youth and Families Department				
Aging Long Term Services Department	417,860	-	-	417,860
Non-Metro Area Agency on Aging	64,961	-	-	64,961
City of Albuquerque- Department of Family & Community Service- AAA	154,793	-	-	154,793
Mia Via	19,119	-	-	19,119
United Way Grant	-	60,440	-	60,440
Anderson Foundation Grant	-	35,000	-	35,000
Private Home Care	49,234	-	-	49,234
Child Care	154,167	-	-	154,167
In-kind income	38,645	-	-	38,645
Interest income	1,205	-	-	1,205
Contributions	10,046	5,846	-	15,892
Other	22,516	-	-	22,516
Fundraising	8,572	-	-	8,572
Video Project Grant	-	22,137	-	22,137
Demonstration Project Grant	-	64,254	-	64,254
NM DOT Grant	-	65,629	-	65,629
Net assets released from restriction	<u>229,422</u>	<u>(229,422)</u>	-	-
Total revenue and other support	<u>5,745,708</u>	<u>23,884</u>	<u>-</u>	<u>5,769,592</u>
Expenses				
Program services				
D & E waiver/ Personal Care	-	-	-	-
Adult activities	565,750	-	-	565,750
Early childhood intervention	1,496,904	-	-	1,496,904
DD waivers and respite care	2,251,820	-	-	2,251,820
Child care program	303,819	-	-	303,819
Home care program	<u>735,421</u>	<u>-</u>	<u>-</u>	<u>735,421</u>
Total program services	<u>5,353,714</u>	<u>-</u>	<u>-</u>	<u>5,353,714</u>
Supporting services				
General and administrative	417,038	-	-	417,038
Fundraising	<u>8,996</u>	<u>-</u>	<u>-</u>	<u>8,996</u>
Total supporting services	<u>426,034</u>	<u>-</u>	<u>-</u>	<u>426,034</u>
Total expenses	<u>5,779,748</u>	<u>-</u>	<u>-</u>	<u>5,779,748</u>
Changes in net assets	<u>(34,040)</u>	<u>23,884</u>	<u>-</u>	<u>(10,156)</u>
Net assets, beginning of year (as restated)	<u>2,135,575</u>	<u>3,000</u>	<u>-</u>	<u>2,138,575</u>
Net assets, end of year	<u>\$ 2,101,535</u>	<u>\$ 26,884</u>	<u>\$ -</u>	<u>\$ 2,128,419</u>

The accompanying notes are an integral part of these financial statements.

LA VIDA FELICIDAD, INC.

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended June 30, 2015
with comparative totals for 2014

	2015								2014	
	Program Expenses					Total Program	General and		Total	
	Adult Activities	Early Childhood Intervention	DD Waivers and Respite Care	Child Care	Homecare Program		Administrative	Fundraising		
Salaries and wages	\$394,300	\$751,312	\$274,839	\$212,354	\$ 499,909	\$2,132,714	\$217,420	\$ -	\$2,350,134	\$2,147,893
Payroll taxes	37,709	67,477	23,660	21,204	48,352	198,402	20,420	-	218,822	182,829
Employee Benefits	9,049	76,298	50,653	15,555	51,451	203,006	86,458	-	289,464	227,301
	441,058	895,087	349,152	249,113	599,712	2,534,122	324,298	-	2,858,420	2,558,023
Advertising	1,566	5,754	1,729	870	2,369	12,288	2,229	-	14,517	40,200
Bad Debt	0	433	10,962	-	8,749	20,144	-	-	20,144	23,097
Bank fees	73	139	51	39	92	394	41	-	435	145
Contract labor	-	352,754	1,814,583	-	3,138	2,170,475	11,066	-	2,181,541	2,336,783
Contributions	-	-	-	-	-	-	1,318	-	1,318	-
Demonstration Grant	0	265	-	-	-	265	17,019	-	17,284	-
Depreciation	15,112	28,794	10,534	8,139	18,886	81,465	8,323	-	89,788	81,276
Dues and subscriptions	894	1,513	554	582	1,951	5,494	437	-	5,931	4,387
Education - staff training	1,963	16,579	6,009	850	1,612	27,013	3,295	-	30,308	31,514
Educational supplies	3,438	2,600	733	7,890	109	14,770	371	-	15,141	16,979
Entertainment	-	-	-	-	-	-	-	-	-	-
Food supplies	2,064	-	-	-	-	2,064	-	-	2,064	2,261
Fundraising costs	-	-	-	-	-	-	-	8,996	8,996	4,765
Insurance	17,263	33,361	12,326	9,350	21,921	94,221	9,850	-	104,071	97,846
Interest	675	1,374	470	363	856	3,738	371	-	4,109	5,129
Legal and professional	5,220	9,948	5,255	2,812	6,619	29,854	14,101	-	43,955	104,746
Fingerprints and bkgrnd chk	367	220	1,231	220	183	2,221	293	-	2,514	3,115
Licenses and taxes	393	76	-	-	-	469	343	-	812	1,834
Medical	-	-	-	-	-	-	-	-	-	-
Office supplies	9,271	21,561	6,988	7,793	8,865	54,478	4,603	-	59,081	53,724
Other	-	16	-	-	-	16	42	-	58	-
Postage	929	1,937	979	500	1,229	5,574	512	-	6,086	6,298
Rent	4,194	18,792	2,924	2,259	5,318	33,487	2,313	-	35,800	35,800
Rent - Equipment	389	742	271	210	493	2,105	214	-	2,319	2,313
Repairs and maintenance	9,188	21,994	7,319	5,517	11,026	55,044	4,796	-	59,840	67,291
Security	807	1,558	562	435	1,024	4,386	445	-	4,831	4,775
Telephone	10,521	18,401	6,663	4,821	10,772	51,178	4,398	-	55,576	47,351
Trash disposal	498	949	347	268	631	2,693	274	-	2,967	2,994
Travel	26,767	53,959	10,077	165	24,638	115,606	4,349	-	119,955	133,729
Utilities	3,014	7,951	2,101	1,623	3,822	18,511	1,662	-	20,173	24,282
Vehicle expenses	10,086	147	-	-	1,406	11,639	75	-	11,714	10,500
	<u>\$565,750</u>	<u>\$1,496,904</u>	<u>\$2,251,820</u>	<u>\$303,819</u>	<u>\$735,421</u>	<u>\$5,353,714</u>	<u>\$417,038</u>	<u>\$8,996</u>	<u>\$5,779,748</u>	<u>\$5,701,157</u>

The accompanying notes are an integral
part of these financial statements

LA VIDA FELICIDAD, INC.

STATEMENT OF CASH FLOWS

For the years ended June 30, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Cash flows from operating activities		
Change in net assets	\$ (10,156)	\$ 46,276
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	89,788	81,276
(Increase) decrease in		
Grants and contracts receivable	(49,231)	1,174
Other assets	5,155	8,922
Increase (decrease) in		
Accounts payable	(14,861)	20,511
Withheld and accrued taxes	207	(1,307)
Other accrued expenses	2,580	(1,342)
Accrued payroll and compensated absences	<u>31,988</u>	<u>(37,354)</u>
Net cash provided (used) by operating activities	<u>55,470</u>	<u>118,156</u>
Cash flows from investing activities		
Purchase of property and equipment	(129,079)	(15,713)
Investment purchases	<u>(497)</u>	<u>(595)</u>
Net cash provided (used) by investing activities	<u>(129,576)</u>	<u>(16,308)</u>
Cash flows from financing activities		
Repayment of principal on notes payable	<u>(19,254)</u>	<u>(18,292)</u>
Net cash provided (used) by financing activities	<u>(19,254)</u>	<u>(18,292)</u>
Net increase (decrease) in cash and cash equivalents	(93,360)	83,556
Cash and cash equivalents, beginning of year	<u>666,421</u>	<u>582,865</u>
Cash and cash equivalents, end of year	\$ <u>573,061</u>	\$ <u>666,421</u>
Other disclosures		
Interest paid	\$ <u>4,109</u>	\$ <u>5,129</u>
Income taxes paid	\$ <u>-</u>	\$ <u>-</u>

The accompanying notes are an integral part of these financial statements.

LA VIDA FELICIDAD, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

Nature of Business

La Vida Felicidad, Inc., a non-profit organization was established in 1983 to provide family-centered intervention for young children with special needs in Valencia county. Services were later expanded to include Socorro, San Juan, and Cibola counties. Since that time, La Vida Felicidad, Inc., has expanded its services to include: Medicaid Personal Care, Developmental Disabilities Waiver, Private Pay, and respite care for children and adults, home care to assist adults to live independently, two adult day programs, and a children's day care center. Senior services and intervention services in Cibola County began in November 2013.

La Vida Felicidad, Inc., acknowledges the family as primary educators and advocates for their children and adult family members with special needs. La Vida Felicidad, Inc., works with individuals to utilize their unique strengths and values in enhancing their development and potential.

1. Summary of significant accounting policies

This summary of significant accounting policies of La Vida Felicidad, Inc., (the Organization) is presented to assist in understanding the Organization's financial statements. The financial statements and notes are representations of the Organization's management, which is responsible for their integrity and objectivity. These accounting policies, which require the use of management's estimates, conform to accounting principles generally accepted in the United States of America, and have been consistently applied in the preparation of the financial statements.

Basis of accounting

The accompanying financial statements have been prepared on the accrual basis of accounting whereby revenue is recognized when earned and expenses are recognized when incurred and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of presentation

The Organization reports 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. There were no permanently restricted net assets held as of June 30, 2015 and 2014.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Functional allocation of expenses

The cost of providing the various programs and supporting services have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

1. Summary of significant accounting policies, continued

Cash and cash equivalents

For the statement of cash flows, the Organization considers cash to include cash on hand, cash with depository institutions and certificates of deposit purchased with a maturity of three months or less.

Property, building and equipment

Purchased property, building and equipment are stated at cost. Depreciation of property, building and equipment is provided over the estimated useful lives of the respective assets using straight-line and accelerated methods and is allocated to the various programs based on time and use studies. Maintenance, repairs and renewals which neither materially add to the value of the property nor appreciably prolong its life are charged to expenses as incurred. Gains or losses on disposition of property and equipment are included as revenue. It is the Organization's policy to capitalize property and equipment over \$500.

Donations of property, building and equipment are recorded as support at their estimated fair value at the date of donation. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Accounts and pledges receivable

Accounts receivable at year-end consist of governmental and private client fees and grant contract reimbursements for expenses incurred during the year. Pledges receivable at year-end consist of unconditional promises to give that will not be received until subsequent periods. All amounts are current. When amounts become uncollectible, they are charged to operations when the determination is made.

Grant and contract revenue

Grant revenue is recognized to the extent of grant expenditures on cost reimbursement contracts. Revenue for unit-of-service contracts is recognized when services are delivered. The government contracts and contract service fees are cost reimbursements, unit cost or fee for service contracts. These contracts are accounted for as exchange transactions and are recognized when earned.

Restricted and unrestricted revenue and support

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, 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 restrictions.

1. Summary of significant accounting policies, continued

Promises to give

Unconditional promises to give are recognized as revenue or gains in the period received and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Income taxes

La Vida Felicidad, Inc., is a non-profit organization and is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. La Vida Felicidad, Inc., has been classified by the Internal Revenue Service as other than a private foundation.

Authoritative guidance relating to the accounting for uncertainty in income taxes, requires the evaluation of tax positions taken or expected to be taken in the course of preparing the Organization's tax returns to determine whether the tax positions are "more-likely-than-not" of being sustained by the applicable tax authority. Tax positions not deemed to meet the "more-likely-than-not" threshold would be recorded as a tax benefit or expense in the current year. In addition, guidance for derecognition, classification, interest and penalties, accounting in interim periods, disclosure and transition was provided in the guidance. As of June 30, 2015 and 2014, the Organization performed comprehensive reviews of its material tax positions in accordance with the authoritative guidance. As a result of these reviews, the Organization did not identify any entity level tax positions that would not meet the "more-likely-than-not" threshold. As of June 30, 2015 and 2014, there are no accruals for uncertain tax positions. Tax years from 2012 through the current year remain open for examination by taxing authorities.

Donated supplies and services

Supplies and services are donated to the Organization by various individuals and organizations. Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would be otherwise purchased by the Organization.

Donated facilities, materials and equipment are recorded as in-kind contributions in the accompanying financial statements at their estimated values at date of receipt. The Organization pays for most services requiring specific expertise. However, many individuals volunteer their time and perform a variety of tasks that assist the Organization in program and support services.

Third party reimbursements

La Vida Felicidad, Inc., receives substantial third party reimbursements from Medicaid programs funded through the State of New Mexico. Medicaid revenue is recognized when billed.

Advertising

Advertising costs are expensed when incurred.

2. Investments

Investments at June 30, 2015 and 2014 consist of certificates of deposit with maturities of three months or more. Investments totaled \$199,487 and \$198,990 respectively with varying interest rates between .20% and .30% maturing through February, 2016. Certificates of deposit are recorded at cost, including interest, which approximates fair value.

2. Investments, continued

Income from investments for the years ended June 30, is as follows:

	<u>2015</u>	<u>2014</u>
Interest income	\$ 1,205	\$ 1,301
Net realized and unrealized gains	-	-
Investment and interest income	\$ <u>1,205</u>	\$ <u>1,301</u>

The Organization values its investments at fair value if the fair value varies significantly from the carrying value in accordance with the Statement of Financial Accounting Standards Codification 820, *Fair Value Measurements*. The guidance established a three-tier fair value hierarchy, which prioritizes the inputs used in measuring fair value as follows:

Level 1: Observable inputs such as quoted prices in active markets for identical assets or liabilities;

Level 2: Inputs, other than the quoted prices in active markets, that are observable either directly or indirectly; and

Level 3: Unobservable inputs in which there is little or no market data, which require the entity to develop its own assumptions.

The fair value of assets as of June 30, 2015 is as follows:

	Carrying Value Total	Fair Value Measurements at Reporting Date Using:	
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)
Certificates of deposit	\$ <u>199,487</u>	\$ -	\$ <u>199,487</u>
Total	\$ <u>199,487</u>	\$ -	\$ <u>199,487</u>

The fair value of assets as of June 30, 2014 is as follows:

	Carrying Value Total	Fair Value Measurements at Reporting Date Using:	
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)
	\$ <u>198,990</u>	\$ -	\$ <u>198,841</u>
	\$ <u>198,990</u>	\$ -	\$ <u>198,841</u>

Level 2 values were developed utilizing the current interest rates for certificates of deposit with similar time to maturity, discounting the future payments to present value at June 30, 2015 and 2014.

3. Grants and contracts receivable

Grants and contracts receivable at June 30, 2015 and 2014 represent requests for reimbursement from governmental funding agencies and others, which are summarized as follows:

	<u>2015</u>	<u>2014</u>
Aging and Long Term Services Department	\$ 41,165	\$ 32,685
AAP Food Program	12,253	4,813
Medicaid	362,534	332,082
New Mexico Department of Health	85,779	73,791
Private Pay	489	5,258
Child Care	1,175	2,173
City of Albuquerque Department of Family & Community Service AAA	23,617	27,328
Non-Metro Area Agency on Aging	5,067	4,840
Other	<u>1,998</u>	<u>1,876</u>
Total grants and contracts receivable	<u>\$ 534,077</u>	<u>\$ 484,846</u>

Management estimates all significant grants, client fees, and contracts receivable at June 30, 2015 and 2014 to be collectible.

4. Property, building and equipment

Property, building and equipment are stated at cost or if donated, at the approximate fair value at the date of donation:

Property, building and equipment consist of the following:

	<u>2015</u>	<u>2014</u>
Land	\$ 216,528	\$ 216,528
Building and leasehold improvements	1,298,354	1,298,354
Furniture and equipment	421,444	381,138
Vehicle	<u>277,896</u>	<u>209,633</u>
	2,214,222	2,105,653
Less accumulated depreciation	<u>905,087</u>	<u>835,809</u>
Total property, building and equipment, net	<u>\$ 1,309,135</u>	<u>\$ 1,269,844</u>

The Organization defines equipment as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$500 or more. Depreciation is provided using the straight line and accelerated methods over the estimated useful life of the asset. Maintenance, repairs, and renewals which neither materially add to the value of the property nor appreciably prolong its life are charged to expenses as incurred. Gains or losses on dispositions of property and equipment are included in revenue. Depreciation expense which is allocated to the various programs based on time and use studies totaled \$89,788 and \$81,276 for the years ended June 30, 2015 and 2014.

4. Property, building and equipment, continued

The New Mexico Department of Transportation, (Department) has a lien on two vans purchased with funds from a grant provided by the Department. The lien is effective for four years or 100,000 miles from October 2014, the date title is issued. The Department may require that the vans be returned to the Department for failure by the Organization to comply with the terms of the grant, (termination for cause). The Department has a reversionary interest in the two vans.

5. Long term debt

Long term debt consist of the following:

	<u>2015</u>	<u>2014</u>
Note payable to a bank dated May 2003, due November 2018, monthly payment of \$1,946 including variable interest at prime plus .5%, (4.75% at June 30, 2015), collateralized by land and building.	\$ <u>73,258</u>	\$ <u>92,512</u>
	73,258	92,512
Less current portion of long term debt	<u>20,399</u>	<u>19,455</u>
	\$ <u>52,859</u>	\$ <u>73,057</u>

Future maturities of long term debt are as follows:

2016	\$ 20,399
2017	21,390
2018	22,428
2019	9,041
Thereafter	<u>-</u>
	\$ <u>73,258</u>

6. Net assets and net assets released from restrictions

Net assets at June 30, 2015 and 2014 consist of the following:

	<u>2015</u>	<u>2014</u>
Nutrition program	\$ -	\$ 3,000
Senior transport/homecare	21,313	-
Socorro adult day care	1,458	-
Video project	<u>4,113</u>	<u>-</u>
	\$ <u>26,884</u>	\$ <u>3,000</u>

Net assets released from restrictions for the year ended June 30, 2015 were as follows:

Early childhood intervention program	\$ 82,810
Homecare services	13,187
Demonstration project	64,254
Adult day program	3,542
Department of Transportation- van purchases	<u>65,629</u>
	\$ <u>229,422</u>

7. Commitments and contingencies

La Vida Felicidad, Inc., receives federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could result in a request for reimbursement by the grantor agencies for expenditures disallowed under the terms and conditions of the appropriate agency agreements. In the opinion of management of the Organization, such disallowances, if any, would not have a significant effect on the financial statements.

The Organization has a lease agreement with the State of New Mexico for office space. The term of the lease is from August 2015 through August 2016 at an annual rent of \$58,080 for 5,808 square feet of office space. The terms of the lease allow for actual expenses incurred by the lessee each year to upgrade and maintain the building to be offset against rent due. The Organization utilizes 5,808 square feet of office space from the State of New Mexico which was donated in 2015 and 2014.

The Organization has a lease with an individual for additional office space in Los Lunas, NM. The term of the lease is from July 2015 through June 2016 at a monthly rent of \$1,500.

The Organization also has a lease agreement with individuals for office space in Grants, NM. The term of the lease is from October 2014 through September 2015 at a monthly rent of \$900.

Rent expense for the years ended June 30, 2015 and 2014 was \$35,800 and \$35,800 including in-kind rent of \$25,000 and \$25,000 respectively. (See Note 10)

Future minimum lease payments under non-cancellable leases is as follows:

2016	\$ 67,546
2017	9,680
Thereafter	-
	\$ <u>77,226</u>

8. Retirement plan

Effective January 1, 2010, the Organization amended the retirement plan it established on July 1, 1991, under Section 403(b) of the Internal Revenue Code. Substantially all full-time salaried employees are eligible to participate in elective deferrals of the Organization's defined contribution retirement plan. The Organization may at its discretion make matching contributions and non-elective contributions to eligible employees. A discretionary contribution was made in 2015 and 2014. Total retirement contributions were \$15,894 and \$23,207 for the years ended June 30, 2015 and 2014 respectively.

9. Compensated absences

The Organization's policy in 2014 is to accumulate all unused leave from year to year, up to a total of forty-five (45) working days as protection against loss of personal income in the event of extended disability absence due to sickness and injury. Vacation is not allowed to accumulate over one year. Any unused vacation at July 31 is lost.

In 2015, the Organization changed its policy. The amount of vacation earned depends on the employee's years of service. The current vacation policy allows salaried employees to carry up to 45 days of vacation leave and after accrual of 45 days, subsequent days will roll into the employee's sick leave. The current sick policy allows employees to accumulate up to 60 days from year to year. Sick leave in excess of 60 days goes into the employee's long term leave bank. Employees do not receive payment for accumulated sick or long term leave upon separation of employment. Sick and long term leave are non-vesting and, therefore are not accrued. Sick and long term leave at June 30, 2015 and June 30, 2014 were \$69,412 and \$63,190 respectively, (See Note 19)

9. Compensated absences, continued

Accrued Compensated Absences for vacation were as follows:

	<u>2015</u>	<u>2014</u> (As Restated)
Accrued vacation	\$ <u>69,809</u>	\$ <u>27,741</u>

10. Donated goods and services

The Organization receives donated office space under a lease agreement from the State of New Mexico. The value of donated materials and services included in corresponding expenses for the years ended June 30, 2015 and 2014 are as follows:

	<u>2015</u>	<u>2014</u>
Revenue		
In-kind income	\$ <u>38,645</u>	\$ <u>96,789</u>
Expense		
In-kind rent (included in rent expense)	\$ 25,000	\$ 25,000
In-kind professional fees (included in legal and professional fees)	11,222	71,789
In-kind advertising & supplies	<u>2,423</u>	<u>-</u>
	\$ <u>38,645</u>	\$ <u>96,789</u>

11. Significant group concentrations of risk

The Organization receives a substantial amount of its revenue (93%) and (91%) for the years ended June 30, 2015 and 2014 from the State of New Mexico and Medicaid. The Organization provides all of its services in Cibola, Valencia, Socorro, San Juan, and Bernalillo counties, within the State of New Mexico.

As of June 30, 2015 and 2014, cash on deposit in banks exceeded FDIC insurance limits of \$250,000 per depositor by approximately \$ 78,911 and \$123,190 respectively.

As of June 30, 2015 and 2014, receivables from government agencies were approximately \$532,000 and \$477,000 respectively.

The above amounts constitute a concentration of risk.

12. Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect certain reported amounts and disclosures such as grants and contracts receivable and estimated collectable amounts. Accordingly, actual results could differ from those estimates in the near term.

13. Advertising

Advertising costs charged to expense were \$14,517 and \$40,200 for the years ended June 30, 2015 and 2014 respectively.

14. Schedule of expenditures of federal awards

The schedule of expenditures of federal awards is prepared using the same significant accounting policies as described in Note 1 - Summary of Significant Accounting Policies. Expenditures are also recognized following the cost principles contained in OMB Circular A-122, *Cost Principles for Non-Profit Organizations*.

15. Comparative totals

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the organization's financial statements for the year ended June 30, 2014, from which the summarized information was derived.

16. Special events

The Organization held a "Dash on the Ditch" as its major special fund-raising event. Financial results from the event are as follows:

	<u>2015</u>	<u>2014</u>
Revenue		
Contributions	\$ <u>7,962</u>	\$ <u>10,110</u>
	<u>7,962</u>	<u>10,110</u>
Expense		
Fundraising expense	<u>7,136</u>	<u>4,765</u>
Net revenue over expenses	\$ <u><u>826</u></u>	\$ <u><u>5,345</u></u>

The Organization also held "Children's Fun Fair" as a fund-raising event. Financial results from event are as follows:

Revenue		
Children's Fun Fair	\$ <u>610</u>	\$ <u>-</u>
	<u>610</u>	<u>-</u>
Expense		
Fundraising expense	<u>691</u>	<u>-</u>
Net expenses over revenue	\$ <u><u>81</u></u>	\$ <u><u>-</u></u>

17. Related party transactions

The Organization paid a family member of one of the Board of Directors as a contractor for speech therapy services. The total amount paid for the years ended June 30, 2015 and 2014 was \$67,476 and \$84,148 respectively.

18. Subsequent events

Management has evaluated subsequent events through August 20, 2015 to determine whether such events should be recorded or disclosed in the financial statements or notes for the year ended June 30, 2015. The date through which events were reviewed represents the date the financial statements were available to be issued.

19. Restatement of net assets and accrued vacation

The Organization changed its policy for compensated absences allowing carryover of vacation beyond July 31 of the fiscal year which was the limitation in the previous policy. The effect was to decrease net assets and increase accrued vacation at June 30, 2014 and 2013 by \$27,741 for accrued vacation applicable to prior periods, (See Note 9).

LA VIDA FELICIDAD, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the year ended June 30, 2015

<u>Federal Grantor/Pass through Grantor/Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass/Through Entity Identifying Number</u>	<u>Federal Expenditures</u>
U.S. Department of Health and Human Services Health Resources and Services Administration – Maternal and Child Health Federal Consolidated Programs Passed through the State of New Mexico State of New Mexico Department of Health Development Disabilities Support Division	93.110	12.2012.665.0007.3854	\$ 4,027,709
U.S. Department of Education Office of Special Education and Rehabilitative Services – Special Education – Grants for Infants and Families Passed through the State of New Mexico Department of Health Developmental Disabilities Support Division	84.181 A	19.DDSD.F1T.15	\$ 245,214
U.S. Department of Education Office of Special Education and Rehabilitative Services – Special Education – Grants for Infants and Families Passed through the State of New Mexico Department of Health Developmental Disabilities Support Division	84.181 A	20.DDSD.SGF.15	\$ 236,817
U.S. Department of Transportation Federal Transit Administration Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	M01265/1	\$ 65,629
U.S. Department of Health and Human Services Administration on Aging - Special Programs for the Aging, Title III, Part B Passed through the State of New Mexico Aging and Long Term Services Department	3.044	2014-15 68044	\$ <u>3,238</u>
Total federal expenditures			\$ <u>4,578,607</u>

LA VIDA FELICIDAD, INC.,
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2015

Note A – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of La Vida Felicidad, Inc. under programs of the federal government for the year ended June 30, 2015. The information in this Schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Government, and Non-Profit Organizations*. Because the Schedule presents only a selected portion of the operations of La Vida Felicidad, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of La Vida Felicidad, Inc.

Note B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICES

(1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-122, *Cost Principles for Non-Profit Organizations*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(2) Pass-through entity identifying numbers are presented where available.

Supplementary Information

La Vida Felicidad, Inc.
Schedule of Program Costs
Non-Metro New Mexico
Area Agency on Aging
Contract #2014-15-68044
For The Year Ended June 30, 2015

Schedule I

Salaries and wages	\$60,902
Payroll taxes	6,063
Employee benefits	3,058
Advertising	219
Bad Debt	784
Bank fees	11
Depreciation	2,334
Dues & subscriptions	123
Insurance	2,676
Interest	104
Legal and professional	806
Office supplies	1,191
Postage	143
Rent	648
Rent - Equipment	60
Repairs and maintenance	1,343
Security	125
Telephone	1,328
Trash disposal	77
Travel	1,647
Utilities	466
Vehicle expenses	<u>176</u>
	84,284
Less Non-Contract Expenses	<u>(20,107)</u>
Contract Expenses	<u>\$64,177</u>
Federal Expenditures from Title III-B	<u>\$3,238</u>
Units of Service Provided	<u>3,563</u>
Number of Persons Served	<u>22</u>

The accompanying notes are an
 integral part of these schedules



2920 CARLISLE BLVD. NE
PO BOX 25204
ALBUQUERQUE, NM 87125
TEL: (505) 888-4888
FAX: (505) 861-8248

610 BECKER AVE.
PO BOX 670
BELEN, NM 87002
TEL: (505) 861-1040
FAX: (505) 861-8248

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE IN REQUIRED BY OMB CIRCULAR A-133**

To the Board of Directors of
La Vida Felicidad, Inc.

Report on Compliance for Each Major Federal Program

We have audited La Vida Felicidad, Inc.'s compliance with the types of compliance requirements described in the OMB Circular A-133 *Compliance Supplement* that could have a direct and material effect on each of La Vida Felicidad, Inc.'s major federal programs for the year ended June 30, 2015. La Vida Felicidad, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of La Vida Felicidad, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about La Vida Felicidad, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of La Vida Felicidad, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, La Vida Felicidad, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2015.

Other Matters

The results of our auditing procedures disclosed no instances of noncompliance, which are required to be reported in accordance with OMB Circular A-133.

Report on Internal Control Over Compliance

Management of La Vida Felicidad, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered La Vida Felicidad, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of La Vida Felicidad, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of the testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.



SAAVEDRA AND RICE, PA
Belen, NM
August 20, 2015

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of
La Vida Felicidad, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of La Vida Felicidad, Inc. (a nonprofit organization) which comprise the statement of financial position as of June 30, 2015, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated August 20, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered La Vida Felicidad, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of La Vida Felicidad, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

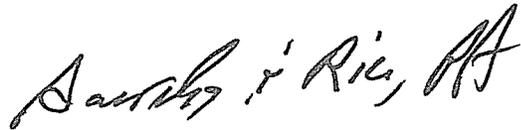
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether La Vida Felicidad, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe that scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink, appearing to read "Saavedra & Rice, PA". The signature is written in a cursive, flowing style.

SAAVEDRA AND RICE, PA
Belen, NM
August 20, 2015

LA VIDA FELICIDAD, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended June 30, 2015

SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of La Vida Felicidad, Inc.
2. No significant deficiencies were disclosed during the audit of the financial statements. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of La Vida Felicidad, Inc. were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs were disclosed during the audit. No material weaknesses are reported.
5. The auditor's report on compliance for the major federal award programs for La Vida Felicidad, Inc. expresses an unmodified opinion on all major federal programs.
6. There are no audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133.
7. The programs tested as major programs were: 93.110 U.S. Department of Health and Human Services-Passed through the State of New Mexico Department of Health-Developmental Disabilities Support Division-Maternal and Child Health Federal Consolidated Programs.
8. The threshold for distinguishing Type A and B programs was \$300,000.
9. La Vida Felicidad, Inc. was determined to be a low-risk auditee.

FINDINGS-FINANCIAL STATEMENTS AUDIT

SIGNIFICANT DEFICIENCIES:

None

MATERIAL WEAKNESSES:

None

FINDING AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

DEPARTMENT OF HEALTH AND HUMAN SERVICES:

Maternal and Child Health Federal Consolidated Programs- CFDA No. 93.110;
Grant No. -12.2014.665.0007.3854; Grant period- year ended June 30, 2015.

	Questioned Costs
None	\$ -
Total – Department of Health and Human Services	-
Total Questioned Costs	\$ <u>-</u>

LA VIDA FELICIDAD, INC.

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

For the year ended June 30, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

There are no prior year audit findings.

MAP of SERVICE AREA

AFFIDAVIT OF PUBLIC NOTICE

AFFIDAVIT of PUBLICATION

Clara Garcia, being first duly sworn, deposes and says that she is Editor of the **Valencia County New-Bulletin**, printed and published each week in the County of Valencia, State of New Mexico, and of general circulation in the city of Belen, County of Valencia, State of New Mexico and elsewhere, and the hereto attached

NOTICE OF INTENT TO APPLY FOR PUBLIC TRANSPORTATION FUNDS
Be it known that La Vida Felicidad, Inc. 530 Sun Ranch Village Road, Los Lunas, NM intends to apply for financial assistance under the Federal Transit Administration's 5310 Program, New Mexico Department of Transportation Transit and Rail Division for the approximate amount of \$00,000. If awarded, this grant will allow the purchase of two accessible passenger vehicles which in turn allows the provision of transportation for adults with disabilities to and from community events / services and increase mobility for seniors at risk. Transportation services will be offered to adult citizens with disabilities in Valencia County who participate in day services through La Vida Felicidad. Transportation services will be offered to senior citizens who are at risk in Socorro County who participate in the day services through La Vida Felicidad.
Federal law and state administration procedures require that all transportation providers servicing the area be given a fair and timely opportunity to participate in the planning and provision of proposed transportation services. Comments on the proposed services will be received by August 11, 2016. Comments should be directed in writing to La Vida Felicidad, Inc., Attn: Kathey Phoenix-Doyle, Executive Director, P. O. Box 2040 Los Lunas, NM 87031. If you would like to request a public hearing on this matter, please contact Kathey Phoenix-Doyle at the address shown above, prior to August 11, 2016.
Published in Valencia County News-Bulletin on August 4, 2016.

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was printed and published correctly in the regular and entire issue of said **VALENCIA COUNTY NEWS-BULLETIN** for 1 issue(s), that the first was made on the 4 day of August 2016, and subsequent publications being:

Request of **VALENCIA COUNTY NEWS-BULLETIN**

By:

Affiant Clara Garcia

Subscribed and sworn to me this 5 day of August, 2016 in the County of VALENCIA, State of New Mexico.

Buller Sany
Notary Public

Notary Public in and for the County of Valencia, State of New Mexico
My Commission Expires: 9.17.18

Seal

Account Number: 1002751/1302310
Price: \$58.28 (Statement to come at end of month)

NOTICE OF INTENT TO APPLY FOR PUBLIC TRANSPORTATION FUNDS

Be it known that La Vida Felicidad, Inc. 530 Sun Ranch Village Road, Los Lunas, NM intends to apply for financial assistance under the Federal Transit Administration's 5310 Program, New Mexico Department of Transportation Transit and Rail Division for the approximate amount of \$00,000. If awarded, this grant will allow the purchase of two accessible passenger vehicles which in turn allows the provision of transportation for adults with disabilities to and from community events / services and increase mobility for seniors at risk. Transportation services will be offered to adult citizens with disabilities in Valencia County who participate in day services through La Vida Felicidad. Transportation services will be offered to senior citizens who are at risk in Socorro County who participate in the day services through La Vida Felicidad.

Federal law and state administration procedures require that all transportation providers servicing the area be given a fair and timely opportunity to participate in the planning and provision of proposed transportation services. Comments on the proposed services will be received by August 11, 2016. Comments should be directed in writing to La Vida Felicidad, Inc., Attn: Kathey Phoenix-Doyle, Executive Director, P. O. Box 2040 Los Lunas, NM 87031. If you would like to request a public hearing on this matter, please contact Kathey Phoenix-Doyle at the address shown above, prior to August 11, 2016.

Published in El Defensor Chieftain on August 4, 2016

AFFIDAVIT of PUBLICATION

Scott Turner, being first duly sworn, deposes and says that he is Managing Editor of the ***El Defensor Chieftain***, printed and published each week in the County of Socorro, State of New Mexico, and of general circulation in the city of Socorro, County of Socorro, State of New Mexico and elsewhere, and the hereto attached

OF NEW MEXICO)

:SS

Y OF SOCORRO)

was printed and published correctly in the regular and entire issue of said ***EL DEFENSOR CHIEFTAIN*** for 1 issue(s), that the first was made on the 4 day of August 2016, and subsequent publications being:

Request of ***EL DEFENSOR CHIEFTAIN***

By:
Affiant

Scott Turner

Subscribed and sworn to me this 4 day of August, 2016 in the County of Socorro, State of New Mexico.

Billie Sang

Notary Public

Notary Public in and for the County of Socorro, State of New Mexico
My Commission Expires: 9.17.18

Seal

Account Number: 1006341 / 0001302311
Price: \$ 53.99 (Statement to come at end of month)

Board of Directors
Resolution of Financial Commitment
LETTERS of SUPPORT



August 4, 2016

Public Transportation Programs
PO Box 1149
Santa Fe, NM 87504-1149

Re: Letter of Support

To whom it may concern,

On behalf of the Board of Directors of La Vida Felicidad Inc., I would like to express my support for the proposal to be submitted to the NM Department of Transportation for the application for Fiscal year (FY) 2018 grant year, Section 5310 Specialized Transportation for the Elderly Persons and Persons with Disabilities.

The proposal's request for capital funding for two vans will be used to transport persons-served by La Vida Felicidad in the Community Inclusion Programs. In the Board of Directors support of the proposal, the Board agrees to commit a 20% required local match of \$25,536 for the purchase of the vans.

The need to update the agency's vehicles is critically important at this juncture as we have some vans/wagons in our vehicle fleet that are older models and have high mileage totals; thus, we earnestly submit this request for capital funds.

If you have any questions regarding this matter, please do not hesitate to contact me at (505) 573-9075. Thank you for your time and consideration in review of La Vida's grant request.

Sincerely,

Jim Schnitzler
Vice President, La Vida Felicidad, Inc. Board of Directors

Mi Vida. My Life

LETTERS of SUPPORT



State of New Mexico
House of Representatives
STATE CAPITOL
Santa Fe

KELLY FAJARDO

R-Valencia
District 7

1125 North Molina
Belen, NM 87002
Home Phone: (505) 573-0471
E-mail: kelly.fajardo@nmlegis.gov

August 9, 2016

Kathey Phoenix-Doyle
Executive Director
La Vida Felicidad, Inc.

COMMITTEES:
Vice-Chair: Health
Government, Elections & Indian Affairs
Rules & Order of Business

INTERIM COMMITTEES:
Legislative Council
Mortgage Finance Authority Act Oversight
Committee

Advisory Member:
New Mexico Finance Authority Oversight
Committee
Science, Technology &
Telecommunications Committee

Re: Letter of Support

Dear Ms. Phoenix-Doyle:

This letter is written in support of La Vida Felicidad's efforts to secure capital funds to purchase vans through the Federal Transit Administration Section 5310 Grant for FY18, to serve persons with developmental disabilities.

As a legislator representing Valencia County, I have had the opportunity to see the commitment your organization has to the community for improving and normalizing the lives of individuals with developmental disabilities. La Vida Felicidad has had a successful history as a community based non-profit serving the most vulnerable segment of our population throughout New Mexico and I appreciate your continued effort of working with those in need.

Approval of the Federal Transit Administration Grant is an important step in helping La Vida Felicidad continues to effectively deliver services to these residents throughout New Mexico. Therefore, I fully support this initiative, with the hope that you will secure the necessary funding to purchase the new vans for your programs.

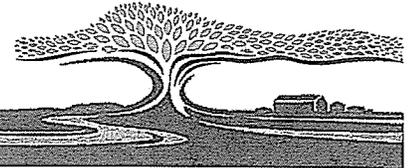
If I can be of further assistance in this matter, please do not hesitate to contact me at (505) 573-0471. I very much appreciate the opportunity to review and support La Vida's grant request.

Sincerely,

Kelly Fajardo



Small Community • Big Possibilities



ADMINISTRATION DEPARTMENT

August 10, 2016

Kathey Phoenix-Doyle, Executive Director
La Vida Felicidad, Inc.
P.O. Box 2040
Los Lunas, New Mexico 87031

Re: Letter of Support

Dear Ms. Phoenix-Doyle:

On behalf of the Mayor and Village Council of the Village of Los Lunas, please accept this letter of support for La Vida Felicidad's efforts to secure capital investment in vans through the Federal Transit Administration's Section 5310 grant program for fiscal year 2018 to serve persons with developmental disabilities. The Village of Los Lunas wholeheartedly supports your organization's mission in the community, and we value the work you do to improve and normalize the lives of individuals with developmental disabilities. The Village understands the critical importance of maintaining transportation resources to the best of your ability to effectively deliver services to highly vulnerable populations. Moreover, we know firsthand that your operation successfully manages and maintains all your vehicles in excellent driving condition, as required by your licensing/governing entities. Therefore, the Village supports this initiative and hopes you will obtain funding to purchase new vans for your programs.

To best serve the residents of Los Lunas and surrounding areas, the Village understands we must work together. We acknowledge the long and successful history of La Vida Felicidad as a community-based non-profit serving vulnerable populations. We look forward to your continued role as a premier social service organization, and we are proud to recommend that your organization be approved for grant funding from the NM Transportation Department.

If I can be of further assistance in this matter, please do not hesitate to contact me at (505) 839-3840.

Sincerely,

Gregory D. Martin
Village Administrator

CHARLES GRIEGO
MAYOR

GINO ROMERO
COUNCILMAN

PAULETTE SANCHEZ-MONTOYA
COUNCILWOMAN

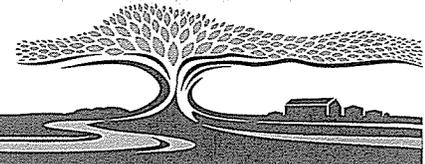
GERARD SAIZ
COUNCILMAN

CHRISTOPHER S. ORTIZ
COUNCILMAN

GREGORY D. MARTIN
VILLAGE ADMINISTRATOR



Small Community • Big Possibilities



ADMINISTRATION DEPARTMENT

August 10, 2016

Kathey Phoenix-Doyle, Executive Director
La Vida Felicidad, Inc.
P.O. Box 2040
Los Lunas, New Mexico 87031

Re: Letter of Support

Dear Ms. Phoenix-Doyle:

On behalf of the Mayor and Village Council of the Village of Los Lunas, please accept this letter of support for La Vida Felicidad's efforts to secure capital investment in vans through the Federal Transit Administration's Section 5310 grant program for fiscal year 2018 to serve persons with developmental disabilities. The Village of Los Lunas wholeheartedly supports your organization's mission in the community, and we value the work you do to improve and normalize the lives of individuals with developmental disabilities. The Village understands the critical importance of maintaining transportation resources to the best of your ability to effectively deliver services to highly vulnerable populations. Moreover, we know firsthand that your operation successfully manages and maintains all your vehicles in excellent driving condition, as required by your licensing/governing entities. Therefore, the Village supports this initiative and hopes you will obtain funding to purchase new vans for your programs.

To best serve the residents of Los Lunas and surrounding areas, the Village understands we must work together. We acknowledge the long and successful history of La Vida Felicidad as a community-based non-profit serving vulnerable populations. We look forward to your continued role as a premier social service organization, and we are proud to recommend that your organization be approved for grant funding from the NM Transportation Department.

If I can be of further assistance in this matter, please do not hesitate to contact me at (505) 839-3840.

Sincerely,

Gregory D. Martin
Village Administrator

CHARLES GRIEGO
MAYOR

GINO ROMERO
COUNCILMAN

PAULETTE SANCHEZ-MONTOYA
COUNCILWOMAN

GERARD SAIZ
COUNCILMAN

CHRISTOPHER S. ORTIZ
COUNCILMAN

GREGORY D. MARTIN
VILLAGE ADMINISTRATOR

August 11, 2016

Kathey Phoenix-Doyle
Executive Director
La Vida Felicidad, Inc.
PO Box 2040 Los Lunas, NM 87031

Re: Letter of Support

Dear Ms. Phoenix-Doyle:

This letter is written in support of La Vida Felicidad's efforts to secure capital investment in vans through the Federal Transit Administration's Section 5310 grant for FY18 to serve at-risk vulnerable adults and seniors.

The El Camino Real Housing Authority wholeheartedly supports your organization's mission in the community and values the work you do to improve and normalize the lives of seniors and adults at risk of social isolation, abuse, neglect, and exploitation. As Director of El Camino Real Housing, I understand the critical importance of maintaining transportation resources to the best of your ability to effectively deliver services to this highly vulnerable population. Moreover, I know firsthand that your operation successfully manages and maintains all your vehicles in excellent driving condition as required by your licensing/governing entities. Therefore, the Housing Authority supports this initiative in hopes you will obtain funding to purchase new vans for your programs.

To best serve the residents of Socorro, and the surrounding areas, we must work together. As Executive Director of the El Camino Real Housing Authority, I acknowledge the long and successful history of La Vida Felicidad as a community based non-profit serving vulnerable populations. I look forward to your continued role as a premier social service community organization, and I am proud to recommend that your organization be approved for funding from the NM Transportation Department.

If I can be of further assistance in this matter, please do not hesitate to contact me at **(575) 835-0196 ext. 401**. Thank you for your time and consideration in review of La Vida's grant request.

Sincerely,



Mary Ann Chavez Lopez
Executive Director, El Camino Real Housing Authority
PO Box 00 301 Otero Ave. Socorro NM 87801

August 5, 2016

Kathey Phoenix-Doyle
Executive Director
La Vida Felicidad, Inc.
PO Box 2040 Los Lunas, NM 87031

Re: Letter of Support

Dear Ms. Phoenix-Doyle:

This letter is written in support of La Vida Felicidad's efforts to secure capital investment in handicap accessible vans through the Federal Transit Administration's Section 5310 grant for FY18 to serve at-risk vulnerable adults and seniors.

As a local Socorro business owner, I wholeheartedly support your organization's mission in the community and value the work you do to improve and normalize the lives of seniors and adults at high risk of social isolation, abuse, neglect, and exploitation. I understand the critical importance of maintaining transportation resources to the best of your ability to effectively deliver services to this highly vulnerable population. Moreover, I believe that La Vida can and will successfully manage and maintain all its vehicles in excellent driving condition as required by your licensing/governing entities. Therefore, as a local owner of Gamble's True Value Hardware, I support this initiative in hopes you will obtain funding to purchase new vans for your programs.

To best serve the residents of Socorro and the surrounding areas, the community must work together. La Vida Felicidad has a long and successful history as a community based non-profit serving vulnerable populations. I look forward to your continued role as a premier social service organization in Socorro, and I am proud to recommend that your organization be approved for funding from the NM Transportation Department.

If I can be of further assistance in this matter, please do not hesitate to contact me at (575) 835-1230. Thank you for your time and consideration in review of La Vida's grant request.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Torres", with a long horizontal flourish extending to the right.

Paul Torres
Gambles True Value Hardware
105 Manzanaras Ave.
Socorro, NM 87801

August 5, 2016

Kathey Phoenix-Doyle
Executive Director
La Vida Felicidad, Inc.
PO Box 2040 Los Lunas, NM 87031

Re: Letter of Support

Dear Ms. Phoenix-Doyle:

This letter is written in support of La Vida Felicidad's efforts to secure capital investment in vans through the Federal Transit Administration's Section 5310 grant for FY18 to serve at-risk vulnerable adults and seniors.

The Socorro County Commission wholeheartedly supports your organization's mission in the community and values the work you do to improve and normalize the lives of seniors and adults at risk of social isolation, abuse, neglect, and exploitation. We, the Socorro County Commission, understand the critical importance of maintaining transportation resources to the best of your ability to effectively deliver services to this highly vulnerable population. Moreover, we know firsthand that your operation successfully manages and maintains all your vehicles in excellent driving condition as required by your licensing/governing entities. Therefore, the Socorro County Commission supports this initiative in hopes you will obtain funding to purchase new vans for your programs.

To best serve the residents of Socorro and the surrounding areas, we must work together. As a County Commissioner, I acknowledge the long and successful history of La Vida Felicidad as a community based non-profit serving vulnerable populations. I look forward to your continued role as a premier social service community organization, and I am proud to recommend that your organization be approved for funding from the NM Transportation Department.

If I can be of further assistance in this matter, please do not hesitate to contact me at cell phone: (575)418-7064 or email: pjaramillo@co.socorro.nm.us

Thank you for your time and consideration in review of La Vida's grant request.

Sincerely,

A handwritten signature in black ink, appearing to read "Pauline Jaramillo". The signature is fluid and cursive, with a large initial "P" and "J".

Pauline Jaramillo
Chair, Socorro County Commission

XI. Operations Profile

(Items to be included)

1. Table of Contents
2. Organizational Structure
3. Mission Statement
4. Brief Description of Transit Program
 - a. Service area
 - b. Route design
 - c. Schedule (days and hours of operation)
 - d. Fare structure (amounts, how set and by whom?)
 - e. Advertising/marketing
5. Administrative Employees
 - a. Title and job description
 - b. Appearance and conduct
 - c. Training plan
6. Qualified Drivers and Dispatchers
 - a. Hiring procedure
 - b. Background check
 - c. Driver record
 - d. Valid drivers license
 - e. Training plan
 - f. Job description
 - g. Appearance and conduct
7. Vehicle fleet
 - a. Number of vehicles with NMDOT lien
 - b. Number of vehicles with no NMDOT lien
 - c. Maintenance schedules
 - d. Inspection procedures
 - e. Vehicle replacement
8. Accident/Incident Reporting Procedures
 - a. Insurance forms in vehicle
 - b. Accident/incident reporting forms in vehicle
9. Passenger policy and procedure

XI. Operations Profile

ATTACHMENTS

1. Table of Contents



Mi Vida · My Life

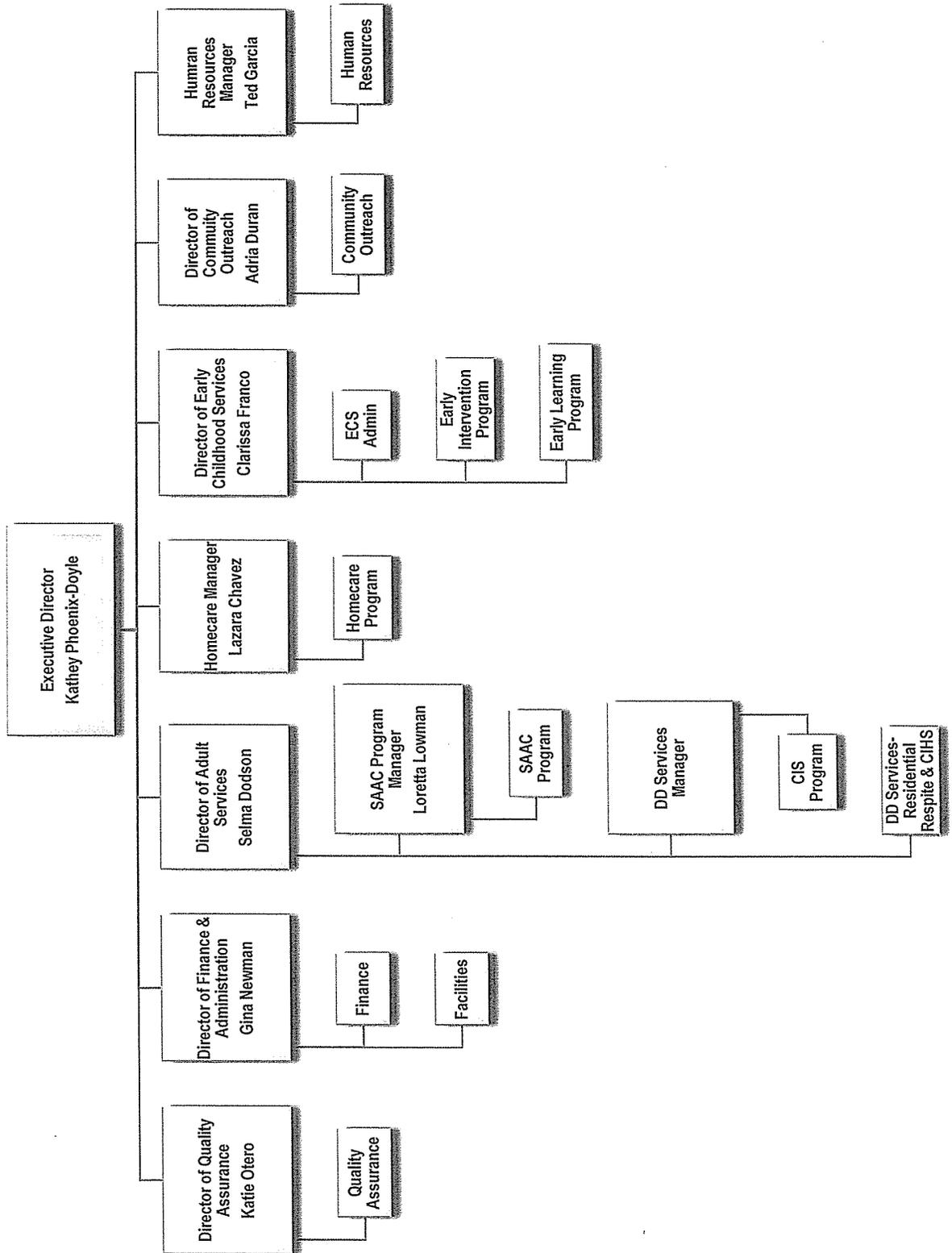
Table of Contents

1. *(This is the Table of Contents)*
2. Organizational Structure
3. Mission Statement
4. Brief Description of Transit Program
 - a. Service area
 - b. Route design
 - c. Schedule (days and hours of operation)
 - d. Fare structure (amounts, how set and by whom?)
 - e. Advertising/marketing
5. Administrative Employees
 - a. Title and job description
 - b. Appearance and conduct
 - c. Training plan
6. Qualified Drivers and Dispatchers
 - a. Hiring procedure
 - b. Background check
 - c. Driver record
 - d. Valid driver's license
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 - b. Accident/incident reporting forms in vehicle
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2. Organizational Structure

La Vida Felicidad

Organizational Chart



3. Mission Statement



Mission Statement

The Mission of La Vida Felicidad, Inc. is Life quality for children and families, adult, and seniors, through advocacy and individual services in collaboration with community partnerships.

4. Brief Description of Transit Program

4 a. Service area



Service area

La Vida Felicidad, Inc. services begin within Valencia County and Socorro Counties. During delivery of services and supports, transportation to other nearby counties such as Bernalillo, Sandoval, Cibola and Torrance Counties are frequent when supporting individuals on community outings. The community outings include leisure, recreational and educational venues such as but are not limited to: Tinker Town Museum, ABO and other local ruins, Museum of Natural History, Museum of Arts, Explora, National Atomic Museum, Albuquerque Bio Park, Movie Theaters, local Bowling Alleys, going out to eat, Nature Trails at State Parks, and the VLA to name a few.

4 b. Route design



Route design

Transportation services in the CIS program in Valencia County begin once individuals arrive at our location at 530 Sun Ranch Village Road, in Los Lunas. During delivery of services and supports, the 'route' is determined by the activities chosen by the individuals served. These routes are specific to the individual's served program plans, goals and their choices throughout their day. La Vida Felicidad vehicles may stay within the Los Lunas area, they may travel to a variety of locations within Valencia County and they may travel to counties close by such as: Socorro, Bernalillo, Cibola, Sandoval and Torrance.

Transportation services in the SAAC program in Socorro County may include picking up individuals from their residence as well as transportation during the delivery of services. The 'route' is based on needs and requests for different community activities. The program has many activities on their calendar that individuals choose to participate in. These activities do include needing transportation to outlying areas such as but not limited to: VLA, Escondido Lake, ABO Ruins, Isleta Pueblo, Albuquerque to attend the ABQ Bio Parks, bowling alleys, movie theaters, local sporting events, etc.

4 c. Schedule

(days and hours of operation)



Schedule (days and hours of operation)

The CIS program which begins in Los Lunas is typically scheduled:

Monday through Friday

8:45 am -3: 00 pm

The SAAC program which begins in Socorro is typically scheduled:

Monday through Friday

8:45 am -3: 00 pm

4 d. Fare structure

(amounts, how set and by whom?)



Fare structure (amounts, how set and by whom?)

There is no Fare for transportation during delivery of service in either of the two programs, CIS in Valencia County or SAAC in Socorro County.

4 e. Advertising/ Marketing



Advertising/marketing

There is no advertising/marketing for transportation during delivery of service in either of the two programs, CIS in Valencia County or SAAC in Socorro County.

5. Administrative Employees



Administrative Employees

Selma Dodson, Director of Adult Services

Juan Rios, Community Inclusion Lead Coordinator

Loretta Lowman, Program Manager of SAAC

5 a. Title and job
Description



DIRECTOR OF ADULT SERVICES

DEPT/PROGRAM: Developmental Disabilities Program

REPORTS TO: Executive Director

FLSA STATUS: Exempt

LAST REVISED: July 2014

POSITION SUMMARY: The Director of Developmental Disabilities (DD) Services will be a strategic thought-partner with La Vida Felicidad's leadership team. The DD Director is responsible for the over-all coordination and day-to-day administration of the DD Department (Community Living, Respite and Community Inclusion Services). Responsible for assuring the provision of quality services in all counties served; keeping with the most current, best practices in the field of developmental/intellectual disabilities and in compliance with funding and monitoring standards

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

1. Supervises and oversees the provision of services in the DD Department in all counties served by LVF. (Bernalillo, Valencia, Socorro, Cibola, and San Juan Counties)
2. Responsible for all operational and management aspects for DD/DOH Services
3. Responsible for all records, including financial data, for the operation of the program.
4. Evaluate Respite & Medicaid Waiver Programs and make necessary modification to the programs under the direction of the Executive Director.
5. Oversight of coordination of home visits/in person visits to DOH/DD Waiver/Respite, Community Inclusion and Community Living consumers on a monthly basis as required by funding agency.
6. Monitor and provide documentation on safety and general physical health and well-being for individuals served
7. Oversight of completion of all reports; annual assessments, and yearly updates that are required by standards; stay in compliance with these reports as required by DOH Standards.
8. Coordinate DOH Respite Care services and Waiver services with other community-based programs and agencies serving persons with developmental disabilities.
9. Present information regarding the DOH Respite Care and Waiver programs to the public and selected groups.
10. Plan, coordinate, and present information necessary to train direct service providers.
11. Coordinate DD services based upon the individuals served needs with other human service programs in the community.
12. Oversight of coordination for provider substitutes for individuals served as needed.
13. Oversight of coordination respite care services based upon individuals and family needs and preferences.
14. Knowledge and compliance with policies and procedures of funding agencies.
15. Provide advocacy for individuals on an as-needed, individual basis.
16. Assist in gathering provider performance evaluations.
17. Attend IDT meetings and assists in developing ISP for DD Waiver individuals as needed.
18. Assist with DOH/DD Waiver Department on call service



Position Description

19. Responsible for oversight of DOH/DD Waiver Department Individual records.
20. Work in collaboration with Human Resources Manager to maintain independent contractor files.
21. Work in collaboration with Human Resources Manager to maintain accurate training records and ensure availability of trainings for all direct care providers/independent contractors.
22. Assist with maintenance system for tracking employee training information and mandatory renewal documentation.
23. Assist with RFP/Grant completion for program funding and related reporting.
24. Responsible for follow up/corrective action needed as a result of Quality Assurance team reviews
25. Complete and evaluate reports, decisions, and results of department in relation to established goals (Focus on Excellence). Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
26. Communicate with Finance Department in monitoring utilization of contract budget(s) on a monthly basis.
27. Make recommendations to hire/fire DD Waiver Department direct care providers.
28. Must maintain confidentiality in accordance with HIPAA, LVF policy and state and federal law.

OTHER JOB RESPONSIBILITIES:

1. Must be creative and flexible in order to respond quickly and positively to shifting demands and opportunities.
2. Requires current knowledge of principles and practices of Non-Profit services.
3. Maintains professional leadership role for clients, families, team and community.
4. Ability to prioritize and complete tasks in timely fashion.
5. Requires effective oral and written communication skills and excellent interpersonal skills.
6. Demonstrable skills in MS Word, Excel, Outlook
7. Perform other duties as requested by Executive Director

SUPERVISORY RESPONSIBILITIES:

DD/DOH Direct Care Providers
DD/DOH Service Coordinator(s)
CIS Lead Coordinator
CIS Staff

ROLE QUALIFICATIONS:

Education Requirements

Bachelor's degree preferred or equivalent in human service field; work experience may be substituted for education and a minimum of two years' experience in related field.

Experience Requirements

Minimum of two years leadership/supervisory experience related to quality assurance required.



Other Knowledge, Skills and Abilities

1. Must maintain training and/or educational requirements per regulations.
2. Accomplished manager of time and stress as well as ability to delegate effectively.
3. English/Spanish bi-lingual a plus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Manual dexterity needed for computer and phone work
- The physical environment requires the employee to work primarily inside, in temperature controlled conditions. Some noise and interruptions are present.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds
- May require need for flexible schedules, including occasional evening and weekend work
- An automobile at his/her disposal; a valid, non-suspended NM driver's license and a current automobile liability policy and continuous coverage
- Must pass a pre-employment background check
- No substantiation or criminal conviction of child abuse or neglect
- Travel within the state and out-of-state may be required

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

Signed By: Executive Director	Date:

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

Signed By: Director of DD Services	Date:



Position Description



COMMUNITY INCLUSION LEAD COORDINATOR

DEPT/PROGRAM: DD Waiver/Community Inclusion Department #2

REPORTS TO: Director of Developmental Disabilities Services

FLSA STATUS: Exempt

LAST REVISED: July 2014

POSITION SUMMARY: Under the supervision/direction of the Director of DD Services: Coordination for 'Inclusion-Day Services' as outlined Developmental Disabilities Waiver Standards, Mi Via Standards and DOH Standards. Maintain individuals' caseload; oversee implementation of programs-completing Teaching and Support Strategies and Outcome tracking. Assist with day-to day operations. Maintain positive/professional interactions with families, guardians, case managers, therapists, nursing, along with other entities within the interdisciplinary teams.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

1. Knowledge and compliance with policies and procedures of all funding agencies.
2. Provide day-to-day implementation of the 'day program', including but not limited to: ensuring adequate daily staffing patterns, assisting to ensure the provision of individual-centered services.
3. Assist with the day-to-day implementation of the CIS-Employment and Community Services.
4. Maintain case files of individuals in all CI Services, ensuring all are in compliance, are accurate and up to date; responsible for follow up/corrective action needed as a result of Quality Assurance team file reviews
5. Attend IDT meetings, assists in the development of ISP's, requests appropriate funding for individual's needs.
6. Complete all semi-annual reports; annual assessments, and yearly updates that are required by standards; stay in compliance with these reports as required by standards.
7. Review daily paperwork to ensure it is in compliance with funding sources.
8. Review and approve all CIS support staff time sheets, mileage logs and documentation
9. Ensure all CIS Support Staff are properly trained on LVF policies, all Therapy Plans and all required trainings from funding source
10. Complete performance evaluations for all CIS Support staff,
11. Work one to one with individuals in programmed activities and other activities to encourage and facilitate participation.
12. Assists with preparation of material, set-up and clean-up of program location.
13. Must maintain CPR, First Aid and other trainings/certifications as required.
14. Must maintain confidentiality in accordance with HIPAA, LVF policy and state and federal law.
15. Make recommendations to hire/fire DOH/DD Waiver Department direct care providers.



Position Description

OTHER JOB RESPONSIBILITIES:

- Provide advocacy for individuals on an as needed individual basis.
- Assist the individuals with daily functioning and activities as needed to encourage optimum participation and in activities including positioning, ambulating, meal time and personal hygiene
- Assist with intakes into the CIS programs and services
- Required to transport clients in agency vehicle.
- Completes and maintains certifications of all DDS required classes for Service Coordinators.
- Monitors all agency vehicles for safety concerns and reports any concerns
- Perform all other duties as assigned by the Director of DD Services or Executive Director

SUPERVISORY RESPONSIBILITIES:

CIS In-House Staff
CIS Substitute Staff
CIS Employment Staff
CIS Community Staff

ROLE QUALIFICATIONS:

Education Requirements

- High school diploma or equivalent; further education in human services or related field a plus

Experience Requirements

- Minimum of one year of Service Coordination experience. Two years' experience in direct service work with individuals receiving funding through the DD waiver preferred.
Knowledge of community activities/events/generic services and places in the community.

Other Knowledge, Skills and Abilities

- Demonstrable organizational skills, including time management.
- Requires effective oral and written communication skills and excellent interpersonal skills, and computer literacy in word and excel
- Requires ability to use a variety of office equipment: Fax, Copier, Mail, Computer, etc.
- English/Spanish and/or English/Native American - bi-lingual a plus.
- Ability to participate as a team member in a flexible and cooperative manner



Position Description

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Manual dexterity needed for computer and phone work
- The physical environment requires the employee work indoors and out, in temperature controlled and uncontrolled with respect to adverse conditions. Noise is to be expected.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 30 pounds
- May require need for flexible schedules, including occasional evening and weekend work
- An automobile at his/her disposal; a valid, non-suspended NM driver's license and a current automobile liability policy and continuous coverage
- Must pass a pre-employment background check
- No substantiation or criminal conviction of child/adult abuse or neglect
- Travel within the state may be required

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

Signed By: Director of DD Services	Date:

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

Signed By: Community Inclusion Lead Coordinator	Date:



La Vida
FELICIDAD

Position Description

SOCORRO ADULT ACTIVITY COOPERATIVE MANAGER

DEPT/PROGRAM: Socorro Adult Activity Cooperative Program

REPORTS TO: Executive Director

FLSA STATUS: Exempt

LAST REVISED: July 2014

POSITION SUMMARY: The Socorro Adult Activity Cooperative Manager will be a strategic thought-partner with La Vida Felicidad's leadership team. Responsible for over-all coordination and day-to-day administration of Socorro Adult Activity Cooperative (SAAC) Program. Including community outreach, referral and intake, coordination of program activities, psychosocial group work and staff schedules.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

1. Provides leadership in program development and oversight for SAAC program services.
2. Coordinates the referral and intake process for the SAAC participants.
3. With family and participant involvement, facilitates the planning and implementation of the Individual Service Plan.
4. Provides a program which is congruent with the participant's culture and lifestyle, learning style, and needs/preferences.
5. Supervises SAAC staff, including but not limited to: Performance evaluations, team building, training and professional development, coordination of leave.
6. Maintains all records, including financial data, for the operation of the SAAC.
7. Plans, coordinates, and presents information necessary to train other SAAC staff.
8. Ensures volunteers who are selected to work in the SAAC program receive sufficient training and supervision to best fulfill the agency's utilization of volunteers.
9. Presents information regarding the SAAC to the public and selected groups.
10. Evaluates the SAAC program on a regular basis and makes necessary modifications as needed.
11. Assist with RFP/Grant completion for program funding.
12. Responsible for follow up/corrective action needed as a result of Quality Assurance team reviews
13. Completes and evaluates reports, decisions, and results of department in relation to established goals (Focus on Excellence). Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
14. Makes modifications to improve and expand services based upon the SAAC's operational data.
15. Supervises hires and terminates department direct care providers and makes recommendations to hire/fire SAAC program staff.
16. Communicate with Finance Department in monitoring utilization of contract budget(s) on a monthly basis
17. Must maintain confidentiality in accordance with HIPAA, LVF policy and state and federal law.



OTHER JOB RESPONSIBILITIES:

1. Assists with maintenance system for tracking employee information e.g., CPR, first aid, training, and evaluations, etc.
2. Assist with filing of provider and client documents.
3. Attends State training, information sessions and public meetings appropriate to the Program.
4. Requires current knowledge of principles and practices of services to the intellectually disabled, mentally ill, persons with Alzheimer's disease and persons with dementia.
5. Identifies and discusses with Executive Director and appropriate staff members, ways to improve work processes, efficiency, and quality of Program.
6. Must be creative and flexible in order to respond quickly and positively to shifting demands and opportunities.
7. Requires current knowledge of principles and practices of Non-profit services.
8. Maintains professional leadership role for clients, families, team and community.
9. Demonstrable skills in MS Word, Excel, Outlook
10. Ability to prioritize and complete tasks in timely fashion.
11. Requires effective oral and written communication skills and excellent interpersonal skills
12. Perform other duties as assigned by supervisor

SUPERVISORY RESPONSIBILITIES:

SAAC Program Assistant(s)

ROLE QUALIFICATIONS:

Education Requirements

Bachelor's degree or equivalent in human service field preferred; work experience may be substituted for education and a minimum of two years' experience in related field.

Experience Requirements

- Minimum two years' leadership/supervisory experience working with adults with mental illness, addiction, developmental delays and abuse issue. Must have experience with case management; group leadership; community outreach; data entry and reports.

Other Knowledge, Skills and Abilities

- Ability to complete essential job duties autonomously in satellite location.
- Flexibility to attend agency meetings as necessary to support overall agency need.
- Must maintain CPR, First Aid and other trainings/certifications as required.
- Accomplished manager of time and stress as well as ability to delegate effectively.
- English/Spanish bi-lingual a plus.



WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Manual dexterity needed for computer and phone work
- The physical environment requires the employee to work primarily inside, in temperature controlled conditions. Some noise and interruptions are present.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 30 pounds
- May require need for flexible schedules, including occasional evening and weekend work
- An automobile at his/her disposal; a valid, non-suspended NM driver's license and a current automobile liability policy and continuous coverage
- Must pass a pre-employment background check
- No substantiation or criminal conviction of child abuse or neglect
- Travel within the state and out-of-state may be required

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

Signed By: Executive Director	Date:

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

Signed By: SAAC Program Manager	Date:

5 b. Appearance and Conduct



Appearance and conduct

“Excerpt from our Employee Handbook”

PERSONAL APPEARANCE AND CONDUCT

Employees’ personal appearance and professional conduct are very important in building a positive and credible public perception and confidence in the agency and its services. Employees are expected to maintain high standards of professional conduct and personal appearance at all times in carrying out job duties and in the preservation of the professional integrity of the work place. Extremes in dress, personal appearance and conduct is offensive to many people receiving services from La Vida and will therefore not be acceptable or tolerated.

5 c. Training plan



Training plan

“Excerpt from our Employee Handbook”

La Vida strongly believes that an important factor in delivering quality services to its program participants is the training and professional development provided for employees. Therefore, La Vida will encourage the professional growth and development of all employees as follows:

- Strive to maintain a library of resources on the premises, which ideally will include books, periodicals, videotapes and DVD’s available to all personnel.
- Training utilizing a variety of techniques, such as employee meetings, webinars, ongoing seminars, guest speakers and review of professional literature.
- Based on the availability of funds and budgetary limitations, La Vida will provide a budget allocation for professional development, pay for relevant educational experiences outside of the agency, such as workshops, conferences and travel to other agencies when the training has been approved by the Executive Director and is in the interest of the agency.
- Encourage employees to affiliate with universities and professional groups to provide internship programs and student training with the goal of training students new to the field as well as developing close and mutually beneficial relationships with the academic and professional community.
- Attempt to share training and expertise with other professionals, as appropriate, through activities such as inclusion in scheduled in-service trainings and presentations at professional conferences.

6. Qualified Drivers and Dispatchers



Qualified Drivers and Dispatchers

CIS In-House Staff
&
SAAC Program Assistant

The direct support professional hired at the day services are required to transport the individuals served in a safe and courteous manner.

Before driving an agency vehicle they must pass the on-line defensive driving course, review the driving manual, signing an acknowledgement form, and then participate in an observation of their driving each vehicle.

6 a. Hiring Procedure



Hiring procedure

“Excerpt from our Employee Handbook”

APPLICATION FOR EMPLOYMENT

Employment applications should be completed in detail and signed by the applicant to verify its accuracy and completeness. La Vida may investigate any information included in an employment application or submitted cover letter and/or resume and may deny or later terminate the employment of anyone providing false or incomplete information. The completed employment application and any other submitted information will be made part of the personnel file of those applicants accepted for employment.

6 b. Background Check



Background check

“Excerpt from our Employee Handbook”

CRIMINAL HISTORY SCREENING

The New Mexico Department Of Health (DOH) and Children, Youth and Families Department (CYFD), prohibits the employment of individuals with a conviction of certain crimes including prior history of child or adult abuse, violent crimes, neglect, or mistreatment.

New Mexico State Law and La Vida require all employees to be fingerprinted and reserve the right to require independent contractors to be fingerprinted if they are contracted to provide direct care services to clients. These employees must undergo a nationwide criminal history screen. The purpose is to determine whether employees are eligible to provide services for the persons we serve.

In addition, La Vida reserves the right to terminate or withdraw an offer of employment based on results of internal criminal background checks conducted through the New Mexico Court System and/or the NM Department of Health’s Criminal Caregivers Screening Registry and in compliance with the Fair Credit Reporting Act (FCRA).

6 c. Driver record



Driver record

“Excerpt from our Employee Handbook”

DRIVING RECORD INVESTIGATION

Many positions at La Vida require the employee to operate a motor vehicle and therefore to have a valid New Mexico Driver’s License. We strive to ensure the safety of individuals served who are provided services at La Vida. Therefore, any employee who will be operating an agency vehicle or operating a vehicle on behalf of La Vida will have his/her driving record checked upon his/her hiring and every year thereafter. Prior to active employment, all employees who are hired to work in positions which require operating an agency vehicle or operating a vehicle on behalf of La Vida must provide La Vida with a copy of the employee's current, valid New Mexico driver's license, and proof of current vehicle liability insurance. (Also see "Use of Vehicles" in Section 7). Driving records will be reviewed on a monthly basis by Human Resources in order to maximize safety.

6 d. Valid drivers
license



Valid driver's license

Many positions at La Vida require that employees are able to drive as an essential function of their position. Employees who work in such positions will be required at the time of their hiring to provide La Vida a current, valid New Mexico driver's license, valid proof of auto insurance and must possess a good driving record for the most recent three year period.

6 e. Training plan



Training plan – for Driving Agency Vehicles

See Attached:

Driving Observation: This observation is completed for each individual staff who will drive an agency vehicle. An Observation Form is completed for each vehicle an employee would routinely drive.

Defensive Driving: The training is provided on-line by our insurance carrier, Philadelphia Insurance Companies. This training is facilitated by our lead coordinator. The lead coordinator facilitates the material on-line in a classroom type setting and then assists in proctoring the test. A copy of the test that must be passed is attached.

Driving Manual: This manual is reviewed and each employee signs an acknowledgement form.

Vehicle Driving Observation

Vehicle Make, Model, Year: _____

License plate Number: _____

Driver: _____

Observer: _____

Date: _____

ACTION	Area's to observe, review, discuss and make comments if needed:	PASS (x)
Before starting vehicle	___ visual check completed ___ mirrors checked ___ Van book completed ___ seat belt on/requested you as well Comment:	
Turning/curves	___ right turn ___ left turn ___ looked both ways before turning ___ began to slow before curve ___ took curve at appropriate speed Comment:	
Stopping/Starting	___ stop slowly and smoothly ___ looked both ways before leaving ___ did not accelerated too fast when exiting stop	
Speed Bumps	___ approached with caution ___ front of vehicle smoothly over bump ___ rear of vehicle smoothly over bump Comment:	
Street Awareness	___ aware of street signs ___ Followed street signs ___ Aware of parks ___ yield appropriately ___ school zones noticed /followed Comments:	
Parking	___ able to identify appropriate location to park ___ parked within lines ___ able to back up vehicle into parking area Comment:	
Speed of vehicle	___ followed all posted speed limits ___ reduced speed smoothly as needed or required Comments:	
Environment in Vehicle	___ discussed radio usage ___ reviewed use of heat and air conditioning ___ reviewed that at end of day all dials should be in off position Comments:	
Upon return of vehicle	___ vehicle was backed into appropriate location ___ all dials turned off ___ Vehicle book completed ___ Vehicle checked for trash/and removed Comments:	
Surveillance	___ checked outside mirrors & back up mirror every 5-10 seconds ___ attentive of surroundings while driving	
Cell Phone Usage <small>(response must include something such as pulling over or asking for help from passenger)</small>	Please ask question: "if you receive a phone call or text while driving, what would you do?" Write down response: _____ _____	
Any additional comments area if needed		

By signing this document, I agree with the above observation and I feel confident and comfortable to drive the above vehicle. I will follow all safety rules as mandated by the State of NM and La Vida Felicidad Driving Policies and Procedures.

LVF staff

Date

I agree that on the day of this observation: _____ did perform the above satisfactorily and appeared to follow all laws, rules and regulations of the road for the State of NM and _____ showed the ability to utilize the company vehicle in accordance with LVF's Policies and Procedures. _____ will also review and be trained using the La Vida Felicidad Driver's Manual.

LVF Observer and Title

Date

Answer Key



PHILADELPHIA
INSURANCE COMPANIES

FOCUS ON THE THINGS THAT MATTER.
WE'LL HANDLE THE RISK.

Defensive Driver Training Exam

The quiz on the following pages provides an opportunity for you to test your knowledge and retention of the material contained in this training program.

Question #1

One of the three types of losses which make up part of the Accident Cause Triangle are Unsafe Acts. Which one of the below choices is considered to be an Unsafe Act?

- A) Tree falls on Vehicle
- B) Brake failure
- C) Excessive speeding
- D) Tire blowout

Question #2

Which of the below will NOT prevent you from being a victim of aggressive driving or road rage?

- A) Avoid talking on your cell phone
- B) Don't tailgate
- C) Speed away from aggressive drivers
- D) Avoid use of drugs and alcohol

Question #3

What are the two driving conditions that we can control when we drive?

- A) Ourselves and our children
- B) Internal and external distractions
- C) Our cushion of safety and our external environment
- D) Ourselves and our vehicle

Question #4

How far ahead should we scan the road when we drive in the city?

AK

- A) 5 seconds ahead
- B) 1 car length
- C) 2 car lengths
- D) 12-15 seconds ahead

Question #5
 You should avoid backing.....

- A) only in dangerous situations.
- B) with children in the car.
- C) whenever possible.
- D) Never

Question #6
 At 50mph how far will you travel in the time it takes you to react to a road hazard?

- A) 10 Feet
- B) 30 Feet
- C) 55 Feet
- D) 100 Feet

Question #7
 With a van your greatest danger is from...

- A) higher center of gravity
- B) greater weight
- C) blind spots
- D) all of the above

Question #8
 You should signal a minimum of _____ feet before making a turn.

- A) 15 Feet
- B) 30 Feet

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- C) 100 Feet
- D) 250 Feet

Question #9

Should you increase your following distance when it is raining?

- A) Yes
- B) No

Question #10

For an average vehicle, the total stopping distance at 55 mph is at least _____ and increases to at least _____ when increased to 70 mph.

- A) 135 feet, 170 feet
- B) 260 feet, 310 feet
- C) 210 feet, 275 feet
- D) 275 feet, 490 feet

Question #11

What factor does NOT affect The Total Stopping Distance of a Vehicle?

- A) Weather conditions
- B) Road conditions
- C) Weight of vehicle
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Question #12

Under peak performance conditions, how many seconds should you be behind the person in front of you?

- A) 1 second
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- C) 3 seconds
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Question #13

If you are driving in the dark and in the rain, how many seconds should you be behind the person in front of you?

- A) 2 seconds
- B) 3 seconds
- C) 4 seconds
- D) 5 seconds

Question #14

Defensive drivers have the following characteristics?

- A) Skill to carry out the action
- B) Knowledge of laws and safe driving actions.
- C) A clean driving record
- D) Is over the age of 21
- E) Both (a) and (b)

Question #15

For every _____ near misses on the road ten minor incidents occur and for every _____ minor incidents, one major loss occurs.?

- A) 25, 5
- B) 100, 35
- C) 300, 100
- D) 75, 10

Question #16

Wearing your seatbelt reduces your chance of injury or death in a collision _____.

- A) 20%-25%
- B) 10%-20%
- C) 30%-40%
- D) 5%-10%

AK

Question #17

The top three most common unsafe driving behaviors in order of frequency are _____, _____, _____.

- A) Following too closely, speeding, cell phone usage.
- B) Speeding, Right of Way Violations, Turning Improperly.
- C) Speeding, Driving left of center, Following too Closely.
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Question #18

Crash forces double with impact with every _____ for every increase in speed above 50MPH. As forces increase, so does your chance of being seriously injured or killed in a crash.

- A) 20 mph
- B) 15 mph
- C) 5 mph
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Question #19

In utilizing the "Collision Prevention Formula", following the rule of R U A Safe Driver means:

- A) Recognize the Hazard, Understand the Defense and Act Correctly in Time.
- B) Reduce Speed, Understand Alternatives, Act Correctly in Time.
- C) Remove the Hazard, Understand vehicle control, Accountability.
- D) Reduce Speed, Utilize Proper Following Distances, Act Professionally.

Question #20

What percentage of auto accident injuries are due to some form of distracted or drowsy driving?

- A) 10%
- B) 13%
- C) 18%
- D) 24%

AK

Submit



PHILADELPHIA
INSURANCE COMPANIES

FOCUS ON THE THINGS THAT MATTER.
WE'LL HANDLE THE RISK.

Defensive Driver Training Exam

The quiz on the following pages provides an opportunity for you to test your knowledge and retention of the material contained in this training program.

Question #1

One of the three types of losses which make up part of the Accident Cause Triangle are Unsafe Acts. Which one of the below choices is considered to be an Unsafe Act?

<input type="radio"/> A) Tree falls on Vehicle
<input type="radio"/> B) Brake failure
<input type="radio"/> C) Excessive speeding
<input type="radio"/> D) Tire blowout

Question #2

Which of the below will NOT prevent you from being a victim of aggressive driving or road rage?

<input type="radio"/> A) Avoid talking on your cell phone
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<input type="radio"/> C) Speed away from aggressive drivers
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La Vida
FELICIDAD

La Vida - A la Vida

La Vida Felicidad Driver's Manual

This manual contains information for utilizing Agency Vehicles by CIS-In House Supports, other hire staff utilizing an agency vehicle and contains information for any one hired and/or contracted by La Vida Felicidad as an Independent Contractor when they are utilizing their own personal vehicle during delivery of service to the Individuals supported in DD Waiver Services – Family Living, CIS-Community, CIS-Employment, CIHS, DD Respite and the State General Funds DOH-Respite. It may also be used for information for other programs within La Vida Felicidad as it is appropriate.

Revision Date: 7/24/08; 9/20/12, 12/15/14

TABLE OF CONTENTS

Introduction	2
Public Relations	2
Vehicles	2
Drivers	3
Policy and Procedure on Transportation and Vehicles	5
1. Use of Program Vehicles.....	5
2. Care and Maintenance of Program Vehicles.....	6
3. Driving Practices.....	6
4. Pickup and Delivery Etiquette.....	9
5. Contingency/Emergency Procedures.....	10
6. Instructions on Securing Wheel Chairs on Vans.....	15

INTRODUCTION

La Vida Felicidad's transportation services are designed to provide transportation to adults/children with developmental disabilities and the disabled and/or elderly adults. The service is intended to transport eligible passengers quickly, courteously, and safely during delivery of the services that are being provided.

The purpose of this manual is to describe your responsibilities as a driver and to provide you with a reference document for consultation and review.

The subject covered by this manual includes:

Public Relations	Receiving and Transmitting Information
The Vehicle	Pick up and Delivery Etiquette
Driving Policy	Contingency/Emergency Procedures
Wheel Chair Tie-Down	

This manual is not intended to cover every eventuality that you as a driver might face.

PUBLIC RELATIONS

The driver plays a significant role in maintaining a positive public relations attitude for the service.

In your role as a driver, it is important to remember the following rules:

- Be neat in appearance and dress
- Be courteous to the consumers (passengers) and their families.
- Always operate the vehicle in a safe and conscientious manner.
- Help to educate the passengers concerning safety, including safety belt use at all times.
- Always provide needed assistance to passengers, ambulatory and non-ambulatory

The attitude which you, as the organization's representative, show and the courtesy you extend to all passengers are crucial to the success of the transportation services.

VEHICLES

Transportation services are critical to consumers' ability to maximize participation in the community. Agency vehicles allow us the ability to provide much needed transportation services to consumers in their community and therefore should be operated with special care and a unique sense of responsibility.

Each agency vehicle is equipped with emergency related equipment that includes:

- First-Aid Kit
- Fire Extinguisher
- Tire Jack
- Blanket
- Ice Scraper
- Seat Belts
- Flash Light
- Tool Kit
- Water

When personal vehicles are being utilized, the above list is not fully required however, it is recommended that you review this list and consider having your vehicle equipped in the same fashion.

This equipment should be checked monthly to make sure it is in proper working order and you as a driver are responsible for making sure this equipment is on board each day that you operate the vehicle. Agency Vehicles are checked routinely by an agency representative.

Maintenance of the vehicles is an important part of keeping the services safe. A properly maintained vehicle is crucial to the daily safety of your passengers and yourself. La Vida Felicidad does have a Vehicle Safety Checklist that is requested to be completed by anyone who utilizes their personal vehicle. Please check with your coordinator whom you work with to ensure you have this document.

The routine maintenance of these vehicles is provided at periodic intervals. This includes regular preventive maintenance tasks designed to keep the vehicles in suitable running order. To a large degree, the success of the preventive maintenance program depends on you and your alertness in seeing that problems are spotted and fixed before they become safety hazards. **For Agency Vehicles, it is important that when you have a concern you immediately inform the Health & Safety Committee and/or the Department Director or your supervisor in order to address the concern with the vehicle.**

Prior to operating the vehicle, please inspect the vehicle for possible mechanical or other defects. Begin each day by giving the vehicle a brief visual inspection.

Examine such items as:

- Lights
- Mirrors
- Tires
- Horn
- Damage (body, windows, door latches)
- Windshield wipers (especially during periods of inclement weather)
- Fuel level

This inspection needn't take long, but can be a major factor in keeping the vehicle safe and operating. The Health & Safety Committee is responsible for ensuring that monthly comprehensive vehicle inspections are performed and that the supporting documentation is then provided to the Health & Safety Committee.

Please report any unusual noises, defect, etc., to **the Health & Safety Committee and/or the Department Director or your supervisor**. Also, as you proceed through your daily vehicle use certain other problems may be discovered that simply weren't apparent during the inspection at the beginning of the day. Major defects should be immediately reported to **the Health & Safety Committee and/or the Department Director who is your supervisor**.

Please show your respect for consumers by providing transportation in clean vehicles. Consider the cleanliness of the vehicle and keep trash cleaned up and in one place. Vehicle should be washed at least monthly. Avoid scattering supplies on the window ledge in front of you, especially something that might obstruct your view.

DRIVERS - Specific for CIS-In House Support Staff who drive Agency Vehicles:

CIS-In House Support Staff must complete a Defensive Driving course approved by la Vida Felicidad. CIS-In house Support staff are required to complete a 'driving observation check list' for each vehicle they will be driving.

CIS-In-House Support Staff must have a valid NM driver's license. A copy is kept in their HR file.

DRIVERS - Specific for all other's hired or contracted by La Vida Felicidad to provide services:

You are required to maintain a safe and reliable vehicle. Maintenance of your personal vehicle is your responsibility and not the responsibility of La Vida Felicidad.

It is REQUIRED that you must provide proof of vehicle liability insurance and a valid NM driver's license. A copy is kept in your personal file, or Independent Contractor file.

DRIVERS – All:

If a citation is received while supporting an individual for services provided by La Vida Felicidad, you MUST be reported immediately to your supervisor or coordinator. There is a

potential that an internal incident report will need to be completed and the individuals guardian may need to be notified. A copy of the citation must be submitted.

DRIVERS – All:

The Drug-Free Workplace Act of 1988 requires that all institutions receiving federal contracts of \$25,000 or more, and all institutions receiving federal grants, provide a drug-free workplace. This requirement is for hired staff as well as independent contractors. La Vida forbids the consumption, possession, sale, purchase of/or being under the influence of alcohol, illegal drugs, or inappropriate use of over the counter/prescriptions drugs at La Vida facilities, in La Vida Felicidad's agency vehicles or while conducting La Vida Felicidad's business at any time in any place. This includes while operating our own personal vehicle. In the event of a motor vehicle accident while supporting services for an individual, a mandatory drug/alcohol screen could be required. All individuals hired or contracted by La Vida Felicidad must report any citation that could be listed as DWI, DUI; staff or contractor's may be on suspension, unable to perform transportation for individuals served, and could lead to disciplinary action up to and including termination and/or non-renewal of contract.

POLICY AND PROCEDURE ON TRANSPORTATION AND VEHICLE USE

POLICY: (the policy and procedure is based on utilization of agency vehicles. For those who utilize their personal vehicles, please review and take on the best practice for your own use. Please note; when you see an (*) this indicates that it could be an appropriate place for a person utilizing their own vehicle to review and follow)

It is the policy of La Vida Felicidad that use of agency vehicles and transportation of persons served ensures the safety of those served, and the safety of staff, and promotes the principles of community integration: **maximized consumer opportunity for full participation in the community.**

PROCEDURE:

1. USE OF PROGRAM VEHICLES

La Vida Felicidad vehicles will be assigned as scheduled by each respective department manager/director. These vehicles will be used for transport of persons served and/or to conduct official business only. Only staff that have a valid New Mexico State Driver's license and automobile insurance will be permitted to drive the vehicles. Drivers must have their valid driver's license on their person any time they operate an agency vehicle. All travel must be logged, on the mileage log kept in the vehicle. Excessive mileage without approval is unacceptable and could merit disciplinary action. Each Department Manager/Director will review mileage logs on a monthly basis.

(*Those who utilize their personal vehicles, you may be allowed to request reimbursement for mileage. Please see coordinator you work with to see if you qualify and to see what is required to be turned in)

2. CARE AND MAINTENANCE OF PROGRAM VEHICLE

The vehicles shall be kept in good operating condition, free of litter and ready to be used at all times.

- A. The vehicles shall be serviced as per vehicle manual recommendations. Maintenance schedule and the requirements outlined in the individual vehicles "Owners" Manual shall be followed as designated. The Health & Safety Committee is responsible for overseeing all maintenance and services and adhering to maintenance schedule and will coordinate with the Office Manager to arrange for regular servicing of the vehicle based on the established service schedule.
 - B. No Smoking, eating, or drinking (Alcohol) is permitted in La Vida Felicidad's vehicles. It is the responsibility of each operator to ensure that the vehicle is free from litter after each use and that the vehicle is locked.
 - C. Vehicles shall always be left with an ample supply of fuel. When a vehicle is shared by programs, or borrowed by one program from another it shall always be returned with a full tank of gas, or at a minimum, at least as much gas as when the vehicle was taken.
 - D. The windshield needs to be kept clean at all times.
 - E. Cell phone use while driving an agency vehicle should be restricted to emergency use only. Driver should use safety precautions when answering calls by pulling over in a safe area.
 - F. The principal operator will report any infractions directly to The Department Manager/Director and/or the Health & Safety Committee.
- (* Those who utilize their personal vehicles, there is a safety checklist to utilize)

3. DRIVING PRACTICES

(* Those utilizing their own personal vehicles should review and reflect for best practices)

Your driving practices should be governed at all times by the safety and comfort of your passengers and by the NM Rules of the Road. **The specific driving techniques expected of you have been (or will be) covered by your supervisor.**

A. Speed

Vehicles must adhere to the legal speed limits at all times. Particular care should be exercised in residential areas. Often times, frail conditions of the passengers make excessive speed intolerable and, therefore, judicious speed is mandatory. Should speeds lower than the posted limit be necessary because of passenger considerations, take care not to unduly impede the normal flow of traffic. Common sense, tempered with professional driving skills, is often the best measure of operating speeds.

B. Adherence to Driving Regulations

Drivers must adhere to all state and city driving rules and regulations at all times while driving agency vehicles. Any traffic violation/citation/accident must be immediately reported to the appropriate Department Director/Manager and/or to the Health & Safety Committee.

C. Following Distance

Vehicles must be operated at a safe distance from the vehicle in front to avoid rear end collisions. Sudden stops caused by following another vehicle too closely are unnecessary and easily avoidable. Such unexpected stops are most disconcerting to persons transported by our agency. Remember to consider prevailing weather conditions when judging following distance. During snow packed or icy conditions extra precaution on distance should be taken.

D. Road Hazards

Considerable care must be exercised when road hazards are encountered that might endanger the passengers or cause undue discomfort. Road hazards include dips, bumps, and potholes, which can be avoided or taken at low speed. Unusually shaped driveway entrances can also qualify as road hazards requiring extra caution. Particular attention to this policy is necessary because the vehicle may be carrying persons with physical disabilities who could be injured by even the slightest unanticipated bump. Drivers must use good judgment during bad weather (muddy

roads, arroyos, ditches). Do not attempt to enter if there is a possibility of getting stuck or of rolling over.

E. Backing up Vehicles

Extreme caution should be exhibited when you are backing up a vehicle. The height and physical design of some vehicles limit the driver's visibility during a backing up maneuver. The added distraction of passengers can make backing-up even more difficult. You may often be required to back up the vehicle from a driveway. Be sure to check (and recheck) for approaching vehicles on the street and pedestrians along the area. Backing vehicles into the flow of traffic should be avoided at all times.

F. Snow Conditions

Driving on icy and snow packed roads should be avoided. If conditions are such that clients will not be transported, you must call all clients and/or their families informing them of no transportation.

G. Flasher Signals

The emergency signals on each vehicle must always be on while the vehicle stops to pick up or deliver passengers.

H. Parking Vehicle

When it is necessary to leave the vehicle, be sure to: (1) place the transmission in the park position; (2) set the hand break so that the vehicle cannot move; (3) turn off the headlights if they are on and make sure the emergency lights are on if passengers are boarding or alighting; (4) turn off the motor and remove the keys. Never leave the vehicle while the motor is running if the hand brake is not engaged. If the vehicle is positioned on an incline, place a wooden block behind a back wheel, or in front of a front wheel to make sure the vehicle will not roll down the hill.

I. Passenger Comfort

The driver will not leave passengers alone. Driver must remain with passengers at all times. Use your cell phone to contact the office and/or the

police for emergency assistance. Periodically check with the passengers to determine if the vehicle is too warm or too cold. Always adjust the temperature controls and the vehicle sound system for maximum passenger comfort. Also remember that smoking by either passengers or the driver is prohibited.

J. Oxygen Tanks

Individuals who need supplemental oxygen may board the van with portable oxygen tanks. In order to be transported safely, oxygen tanks must be kept upright, and must be kept away from heat. Also, because oxygen containers release small amounts of gas periodically, a window must be kept partially open, regardless of weather. Bungee cords will be kept on vans for securing oxygen tanks. The driver will provide a designated space and will utilize bungee cords when necessary to keep oxygen tanks with wheels or on stands, upright and secure.

4. **PICKUP AND DELIVERY ETIQUETTE**

(* Those utilizing their own personal vehicles should review and reflect for best practices)

Passenger pickup and delivery should be handled in a consistently polite fashion. The following describes basic pickup and delivery procedures for transportation service.

A. Pickup Procedures

- a. Park the vehicle so that the passengers can easily board the vehicle. Be sure that the parked vehicle does not block traffic and that it is not hard for oncoming motorists to see. Follow all parking procedures described earlier in the manual.
- b. Always be ready to assist persons to board the vehicle. Use the step stool or running board as an aid for the boarding passenger when applicable. Provide whatever assistance is reasonably required to help

the person board the vehicle. Direct the person to a seat that will allow him/her to remain seated until the destination has been reached.

- c. Individuals in wheelchairs will require special assistance in boarding the vehicle. Make certain that the person and wheelchair are secure when loading the person. Once inside the vehicle, the wheelchair must be securely anchored and the passenger protected by a seat belt.
- d. Always greet passenger as they board the vehicle. Passengers genuinely appreciate a smile and cheerful greeting.

B. Delivery Procedures

- a. Delivery on a residential street will usually be made in front of the passenger's residence. As with pickups, the driveway may be used if appropriate. Provide assistance as required. This may include helping the person to and through the door of his house.
- b. Do not leave the vehicle unattended for any longer than is absolutely necessary. De-board passengers as quickly as possible and proceed to the next stop.
- c. When assisting passengers place gear in park, turn off engine and secure emergency brake.

5. CONTINGENCY/EMERGENCY PROCEDURE

(* Those utilizing their own personal vehicles should review and reflect for best practices. It is required that if an individual you support is with you should you have any of the below challenges, you MUST contact your coordinator to report)

Passenger's safety is our primary consideration. An emergency is defined as any situation affecting service to or the safety of system passengers. Generally, this occurs when any vehicle cannot proceed on its normal route whatever the reason. The following describes the procedure for various emergency situations. These procedures are designed to: (1) inconvenience passengers as little as possible and (2) provide for passenger safety.

1. Vehicle Breakdown

- Driver:
1. Notify appropriate Department Director of breakdown, stating vehicle location and probable cause of breakdown.
 2. Remain with vehicle until relieved or until vehicle is repaired in field.
 3. Enters all times and actions in log.
 4. Request another vehicle already in service to pickup passengers from disabled vehicle.

2. Driver Illness (during route)

- Driver:
1. Notify appropriate Department Director giving location and urgency of needed aid.
 2. If driver must stop, remain with vehicle until aid or relief driver arrives.

Department Director /Manager

1. If deemed necessary, calls ambulance or doctor.
2. Contacts relief driver if necessary.
3. Enter all time and action, re: emergency in log.
4. Assures that proper steps are taken to aid ill driver.
Instruct drivers.
5. Direct another agency vehicle to aid ill driver, if necessary.
6. Assigns vehicle in service to pickup passengers in stopped vehicle, if required.
7. Arranges for another driver, and reassigns vehicle.
8. Provides appropriate report to Health & Safety Committee

3. Passenger Illness

Driver:

1. In all cases should have available name and addresses and emergency contact of passengers plus type of medication being taken (especially out of town trips).
2. Proceeds to the nearest hospital or medical facility as soon as advised of passenger illness.
3. Advises appropriate Department Director/Manager concerning illness and hospital destination as soon as possible.
4. Notify appropriate Department Director/Manager when actions complete. Receive instructions on action to take with other passengers.
5. Calls hospital, doctor, ambulance, police, relative, etc., as required by Director/Manager.
6. Requests instructions from Director/Manager on action regarding other passengers.
7. Enters all times and actions regarding emergency in log.

4. Vehicle Accident

1. Notifies appropriate Department Director of accident, stating location of accident and details of accident.
2. Call Police Department and ambulance if necessary.
3. Remain at the scene of accident until police and ambulance have arrived.
4. Do NOT admit fault – La Vida will contact our insurance agent for guidance
5. Enters all times and actions re: accident in log.
6. If transporting passenger, request instructions from Director/Manager on action regarding passenger.

Department Director /Manager

1. If deemed necessary, calls ambulance and police.
2. Contact family member if necessary.
3. Enters all times and actions re: accident in log.

4. Assures that proper steps are taken to aid the driver and passenger if necessary.
5. Direct another agency vehicle to transport driver, if necessary.
6. Provides appropriate report to Health & Safety Committee.
7. The Health and Safety Coordinator will then notify the insurance carrier.

5. Vehicle Fire

(Driver sees/smells smoke or sees flames)

1. Pull over to the side of the road and immediately bring vehicle power down.
2. Safely evacuate all passengers from the vehicle. Gather passengers in safe area (well away from the vehicle to minimize risk).
3. Call Fire Department/Police Department and/or 911. Driver should remain at the scene of accident until police/fire personnel have arrived.
4. Notify appropriate Department Director of accident, stating location of accident and details of accident.
5. Director and/or Program Manager make determination and decision about which supervisor needs to go to the scene.
6. Driver enters all times and actions re: accident in log and/or incident report.
5. If transporting passenger(s), request instructions from Director/Manager on action regarding passenger.

Department Director /Manager

1. Go to the scene and check in with Driver and emergency personnel to assess the situation and assist passengers as necessary.
2. Conduct on-site accident investigation.
3. Report to agency ED with assessment of accident

4. Send backup vehicle to the scene to transport uninjured passengers to their destination and/or wait with passenger(s) until they are picked-up by a family member.
5. Notify family of Driver about the accident if the Driver is injured.
6. Notify other key offices or stakeholders.
7. Complete required documentation, including post-accident investigation.
8. Ensure counseling is available for employee and/or passenger victims.

6. INSTRUCTION ON SECURING WHEELCHAIRS ON VANS

The instructor will thoroughly cover all the following steps with DD Direct Support Staff during the Wheel Chair Tie-Down physical demonstration:

1. Push the wheelchair onto the wheelchair lift or ramp to enter the van. Make sure that the individual is safe on the ramp by locking the wheelchair's brakes. Ask the individual prior to engaging lift, "Are you ready?" Watch the individual while the lift is operating, and hold on to the arm of the wheelchair as a way to help stabilize the chair.
2. Place the wheelchair facing lift doors (or appropriate to tie-down positioning per the van being utilized). Make sure it is in the most upright position. The wheelchair should never be reclined.
3. Locate all tie-down straps that are mounted onto the vehicle floor. Position the wheelchair in the van as close as possible to the safety straps bolted to the floor.
Check that the wheelchair's locks are in place, as well as ensuring that the seat belt that goes around the person in the wheelchair is secured correctly.
4. Attach the tie-down straps to chassis area on wheelchair. (DO NOT attach tie-downs to removable areas on wheelchair.) Tie-downs should be tightened in a criss-cross pattern (left-back, right-front, right-back, and left-front.)
5. Re-check tension on straps to assure that there is no strap movement.
6. Ask the individual if he/she feels safe and comfortable. If the answer is "no" – investigate what is causing the discomfort and make appropriate correction.

(Please note: Full instruction includes actual simulation and practice of the above steps. All Staff trained will participate as users of the wheelchair to better understand the motion and the movement; and all staff will complete all steps and will demonstrate competence to the instructor. They will have a record of that training in their HR file).

Instruction of Securing Wheelchairs Utilizing Tie-Downs Properly

The instructor will thoroughly cover all the following steps with DD Direct Support Staff before the staff is allowed to transport any individual who requires utilizing Tie-Downs:

1. Push the wheelchair onto the wheelchair lift or ramp to enter the van. Make sure that the individual is safe on the ramp by locking the wheelchair's brakes. Ask the individual prior to engaging lift, "Are you ready?" Watch the individual while the lift is operating, and hold on to the arm of the wheelchair as a way to help stabilize the chair.
2. Place the wheelchair facing lift doors (or appropriate to tie-down positioning per the van being utilized). Make sure it is in the most upright position. The wheelchair should never be reclined.
3. Locate all tie-down straps that are mounted onto the vehicle floor. Position the wheelchair in the van as close as possible to the safety straps bolted to the floor. Check that the wheelchair's locks are in place, as well as ensuring that the seat belt that goes around the person in the wheelchair is secured correctly.
4. Attach the tie-down straps to chassis area on wheelchair. (DO NOT attach tie-downs to removable areas on wheelchair.) Tie-downs should be tightened in a criss-cross patten (left-back, right-front, right-back, and left-front.)
5. Re-check tension on straps to assure that there is no strap movement.
6. Ask the individual if he/she feels safe and comfortable. If the answer is "no" – investigate what is causing the discomfort and make appropriate correction.

(Please note: Instruction includes actual simulation and practice of the above steps. All Staff trained will participate as users of the wheelchair to better understand the motion and the movement; and all staff will complete all steps and will demonstrate competence to the instructor).

I have received the above training. I have been able to practice Wheelchair Tie-Down. I can follow the above procedure and correctly and safely assist individuals in transportation.

CIS-In-House Support

Date: _____

LVF designated trainer for Wheelchair Tie-Down

Date: _____



La Vida Felicidad, Inc. Drivers Manual Acknowledgement Form

La Vida Felicidad has provided me with their Driver's Manual in Transportation and Vehicle use.

I understand that La Vida Felicidad's transportation services are designed to provide transportation to adults/children with developmental disabilities and the disabled and/or elderly adults. The service is intended to transport eligible passengers quickly, courteously, and safely during delivery of the services that are being provided.

I also understand that the purpose of this manual is to describe my responsibilities as a driver and to provide me with a reference document for consultation and review.

I understand that I should consult my immediate supervisor or coordinator regarding any questions not answered in the Driver's Manual.

Furthermore, I hereby acknowledge and confirm that I have carefully reviewed, read and understood the information in the Driver's Manual.

Employee/Independent Contractor
SIGNATURE

DATE

Employee/Independent Contractor
(PRINT OR TYPE)

6 f. Job description



Job description

(Attached)

Direct Service Personnel – CIS In-House Staff

Direct Service Personnel – SAAC Assistants



COMMUNITY INCLUSION SUPPORT- IN HOUSE

DEPT/PROGRAM: DD Waiver/Community Inclusion Department #2

REPORTS TO: Community Inclusion Lead Coordinator

FLSA STATUS: Non Exempt

LAST REVISED: July 2014

POSITION SUMMARY: Supports individuals with developmental disabilities within the community. Works toward attaining planned outcomes and skill development. Ensure the health and safety of individuals served as well as completion of all paperwork required by funding sources.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

1. Implement the program participant's ISP and support participant's needs
2. Work with program participants for skill development
3. Demonstrate appropriate community interactions
4. Assist the program participants with daily functioning and activities as needed to encourage community involvement
5. Work one on one with participants in community based activities to encourage and facilitate participation.
6. Assist participants as needed in all activities including positioning, ambulating and personal hygiene.
7. Daily documentation of outcomes
8. Must be able to drive a company vehicle and maintain a valid NM Drivers License
9. May need to transport client in personal vehicle at times
10. Uphold agency safety, confidentiality and policy standards.
11. Must maintain CPR, First Aid and other trainings/certifications as required.
12. Must maintain confidentiality in accordance with HIPAA, LVF policy and state and federal law

OTHER JOB RESPONSIBILITIES:

- Participant ratio does not exceed 1:6
- Make recommendations to Community Inclusion Lead Coordinator (CILC) &/or Director of DD Services on possible modifications to improve and expand services based on participant's needs and abilities
- Attend agency meetings, state training, information sessions and public meetings applicable to the program.
- Assist in maintaining a clean and safe program area.
- Be prepared to assist participant in their workload
- Perform all other duties as assigned by the CILC



Position Description

SUPERVISORY RESPONSIBILITIES:

The employee is directly responsible for supporting the participants within a community setting. Employee will also create a positive impression of La Vida within the local community. Must be able to handle medical and behavioral problems as they may arise with individuals.

ROLE QUALIFICATIONS:

Education Requirements

- High School Diploma or GED

Experience Requirements

- 6 months to a year experience working with individuals with developmental disabilities in employment services

Other Knowledge, Skills and Abilities

- 18 years of age or older
- Knowledge and understanding of the DD Waiver Standards
- Demonstrable organizational skills, including time management.
- Requires effective oral and written communication skills and excellent interpersonal skills.
- English/Spanish bi-lingual a plus.
- Ability to participate as a team member in a flexible and cooperative manner

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Manual dexterity needed for computer and phone work
- The physical environment requires the employee work indoors and out, in temperature controlled and uncontrolled with respect to adverse conditions. Noise is to be expected.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 30 pounds
- May require need for flexible schedules, including occasional evening and weekend work
- An automobile at his/her disposal; a valid, non-suspended NM driver's license and a current automobile liability policy and continuous coverage
- Must pass a pre-employment background check
- No substantiation or criminal conviction of child/adult abuse or neglect
- Travel within the state may be required



Position Description

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

Signed By: Community Inclusion Lead Coordinator	Date:

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

Signed By: Community Inclusion Support – In House	Date:



La Vida
FELICIDAD

Position Description

SAAC PROGRAM ASSISTANT

DEPT/PROGRAM: Socorro Adult Activity Cooperative

REPORTS TO: Program Manager

FLSA STATUS: Non Exempt

LAST REVISED: July 2014

POSITION SUMMARY: Responsible for supporting clients through their participation in Socorro Adult Activity Cooperative (SAAC) Program. Including development and facilitation of psychosocial group work, making modification/adaptation to include varied skills and cognitive development, and implementation and tracking of service goals and interventions.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

1. Facilitation of psychosocial groups that address specific life areas and outcomes.
2. Provides social modeling, cues, direction, and physical assistance which support each individual with group interaction and participation.
3. Ability to follow schedule and transition clients through daily groups/activities.
4. Implement goals and follow plan of interventions as identified in each clients ISP
5. Write objective documentation and data collection on client progress/ participation level.
6. Transport clients in agency vehicle/s, maintain competency in use of equipment and mobility aids.
7. When needed, assist clients in ADL activities including positioning, ambulating, and personal care.
8. Preparation of materials, set-up, and clean-up of program environment.
9. Communicate client changes and program information between clients, their families, community members and staff.
10. Must maintain CPR, First Aid and other trainings/certifications as required.
11. Must maintain confidentiality in accordance with HIPAA, LVF policy and state and federal law.

OTHER JOB RESPONSIBILITIES:

- Purchasing of program related supplies such as food or art supplies.
- Demonstrate spirit of cooperation while working within agency teams and community collaborations; such as is needed in development of community based group work or agency committees.
- Perform all other duties as assigned by the Program Manager.

SUPERVISORY RESPONSIBILITIES:

Support and supervision of client group.



ROLE QUALIFICATIONS:

Education Requirements

- High School diploma or equivalent.

Experience Requirements

- Experience in working with adults with special needs, including mental illness, addiction, developmental delays and abuse issue.

Other Knowledge, Skills and Abilities

- Communicate within groups and with varied population.
- Follow specific teaching outlines or curriculum for therapeutic outcomes.
- Support positive group interactions through behavioral modeling and respectful verbal direction.
- Understand and demonstrate personal boundaries.
- Teaching skills; one on one and within small groups.
- Time management: ability to maintain schedule and assist groups in transitioning from one activity to another.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Manual dexterity needed for documentation, group and phone work.
- The physical environment requires the employee to work indoors and out, in varied environment within the community. Varied weather condition where noise and interruptions are present.
- Requires ability to lift up to 50 pounds.
- Frequent bending and lifting, sitting and standing. Movement on various surfaces required.
- Driving transport van.
- Requires ability to transfer and physically assist adults with motor impairments.
- Must pass a pre-employment background check.
- No substantiation or criminal conviction of child abuse or neglect.

6 g. Appearance
and conduct



Appearance and Conduct

Excerpt from our Employee Handbook:

PERSONAL APPEARANCE AND CONDUCT

Employees' personal appearance and professional conduct are very important in building a positive and credible public perception and confidence in the agency and its services. Employees are expected to maintain high standards of professional conduct and personal appearance at all times in carrying out job duties and in the preservation of the professional integrity of the work place. Extremes in dress, personal appearance and conduct is offensive to many people receiving services from La Vida and will therefore not be acceptable or tolerated.

7. Vehicle fleet



Vehicle fleet

Dodge Van
Chrysler Town and Country
Ford Freestar
Ford Freestyle
Ford E-350
Chevy Impala
Dodge Caravan
Dodge Caravan
Ford Focus
Ford E-350 Star Trans Bus

7 a. Number of
vehicles with
NMDOT lien



Number of vehicles with NMDOT lien

La Vida Felicidad has
2
Vehicles with NMDOT Lien's

7 b. Number of
vehicles with no
NMDOT lien



Number of vehicles with no NMDOT lien

La Vida Felicidad has
8
Vehicles with no NMDOT Lien's

7 c. Maintenance schedules



Maintenance schedules

Vehicles are maintained by our Facilities Supervisor.

All vehicles in our fleet have mileage forms completed by those that drive them.

These are reviewed by the programs supervisor who then will report to the Facilities Supervisor any issues or concerns.

All vehicles are on schedule to receive an oil change at 3,000 miles.

All vehicles are on schedule to receive tire rotation at 6,000 miles.

Records are kept on each vehicle by the Facilities Supervisor.

7 d. Inspection procedures



Inspection procedures

(Form attached)

The Facilities Supervisor completes the attached Vehicle Inspection Form on a monthly bases for each vehicle.

La Vida Felicidad, Inc.

Preventive Maintenance Vehicle Inspection Form

Department: _____

Vehicle Description:			Odometer Reading:		
Completed by:			Today's Date:		
Check	ENGINE	DESCRIPTION	Check	BODY	DESCRIPTION
<input type="checkbox"/>	Oil Leak	_____	<input type="checkbox"/>	Doors	_____
<input type="checkbox"/>	Using Oil	_____	<input type="checkbox"/>	Emergency Exits or Escape Hatches	_____
<input type="checkbox"/>	Muffler	_____	<input type="checkbox"/>	Windows	_____
COOLING SYSTEM			<input type="checkbox"/>	Floor Boards	_____
<input type="checkbox"/>	Engine Coolant	_____	<input type="checkbox"/>	Fenders	_____
<input type="checkbox"/>	Radiator Leaks	_____	<input type="checkbox"/>	Doors	_____
<input type="checkbox"/>	Heater	_____	<input type="checkbox"/>	Floor	_____
LIGHTS			<input type="checkbox"/>	Roof	_____
<input type="checkbox"/>	Head	_____	<input type="checkbox"/>	Seat Belts	_____
<input type="checkbox"/>	Hi-Beams	_____	STEERING		
<input type="checkbox"/>	Clearance	_____	<input type="checkbox"/>	Tight	_____
<input type="checkbox"/>	Tail/Stop	_____	<input type="checkbox"/>	Loose	_____
<input type="checkbox"/>	Signal	_____	<input type="checkbox"/>	Shimmies	_____
<input type="checkbox"/>	Brake	_____	<input type="checkbox"/>	Pulls Right	_____
ACCESSORIES			<input type="checkbox"/>	Pulls Left	_____
<input type="checkbox"/>	Horn	_____	WHEEL CHAIR LIFT		
<input type="checkbox"/>	Windshield Wipers, Ice Scraper	_____	<input type="checkbox"/>	Inoperable	_____
<input type="checkbox"/>	Windshield Washer	_____	<input type="checkbox"/>	Mechanically Binding	_____
<input type="checkbox"/>	Current Registration Card	_____	<input type="checkbox"/>	Leaks	_____
<input type="checkbox"/>	Current Insurance Card	_____	WHEEL CHAIR SECUREMENTS		
<input type="checkbox"/>	License Plates	_____	<input type="checkbox"/>	Tracking Dirty	_____
<input type="checkbox"/>	Defroster / Fan	_____	<input type="checkbox"/>	Missing	_____
<input type="checkbox"/>	Air Conditioning / Heater	_____	<input type="checkbox"/>	Defective	_____
INSIDE					
<input type="checkbox"/>	First Aid Kit, Blanket, Flashlight	_____			
<input type="checkbox"/>	Reflective Triangles	_____			
<input type="checkbox"/>	Fire Extinguisher	_____			
	Hydraulic jack, jack handle, fire iron	_____			
<input type="checkbox"/>	Tool kit	_____			

Comments: _____

Signature: _____ Date _____

Supervisor Signature: _____ Date _____

7 e. Vehicle replacement



Vehicle replacement

La Vida has a depreciation schedule that is followed. When the agency sees that a vehicle is no longer able to function as it was attended, La Vida will look to replace that specific vehicle.

8. Accident/Incident Reporting Procedures



Accident/Incident Reporting Procedures

1. Notifies appropriate Department Director of accident, stating location of accident and details of accident.
2. Call Police Department and ambulance if necessary.
3. Remain at the scene of accident until police and ambulance have arrived.
4. Do NOT admit fault – La Vida will contact our insurance agent for guidance
5. Enters all times and actions re: accident in log.
6. If transporting passenger, request instructions from Director/Manager on action regarding passenger.

8 a. Insurance forms in vehicle



Insurance forms in vehicle

Our insurance carrier, Philadelphia Insurance Companies, sends an e-mail for proof of insurance.

This is printed and a copy is placed in each vehicle.

8 b. Accident/Incident
reporting forms in
vehicle



Accident/incident reporting forms in vehicle

(Attached)

EXCHANGE OF INFORMATION FORM

COMPLETE AND GIVE TO OTHER PARTIES INVOLVED IN THE ACCIDENT

POLICYHOLDER'S NAME _____

ADDRESS _____

DAYTIME PHONE # _____

INSURANCE AGENT _____

INSURANCE COMPANY _____

INS CO PHONE # _____

POLICY # _____

WITNESS CARD

DATE AND TIME OF ACCIDENT _____
DID YOU SEE THE ACCIDENT? _____
DID ANYONE APPEAR INJURED? _____
WERE YOU A PASSENGER? _____
WHERE WERE YOU AT TIME OF ACCIDENT? _____
HOW DID THE ACCIDENT HAPPEN? _____

YOUR NAME _____
ADDRESS _____
_____ ZIP _____
DAYTIME PHONE NUMBER _____
WHAT WAS YOUR DESTINATION? _____
WHERE DID YOU DEPART FROM? _____

PLEASE COMPLETE THIS CARD AND RETURN IT TO DRIVER - THANK YOU.
USE REVERSE SIDE IF NECESSARY.

La Vida Felicidad
VEHICLE INCIDENT / INJURY REPORT

DATE REPORT COMPLETED: _____ REPORT NO. _____

TIME REPORT COMPLETED: _____ AM _____ PM _____ PERSON COMPLETING REPORT: _____

DATE OF INCIDENT / INJURY: _____ TIME: _____ AM _____ PM _____ VEHICLE NO. _____
LOCATION: _____ (IF ON VEHICLE)

NAME OF INJURED: _____ AGE: _____

DATE OF BIRTH: _____ OCCUPATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER / HOME: _____ TELEPHONE NUMBER / DAY - DURING OFFICE HOURS: _____

WAS INCIDENT / INJURY REPORTED TO:

YES _____ NO _____ DRIVER

YES _____ NO _____ OFFICE STAFF

YES _____ NO _____ SUPERVISOR

YES _____ NO _____ POLICE

YES _____ NO _____ MEDICAL

YES _____ NO _____ OTHER: _____

DESCRIPTION OF ACCIDENT / INCIDENT:

INJURIES: _____

DID INJURED PERSON REQUIRE HOSPITAL TREATMENT?

YES _____ NO _____

IF YES, NAME OF HOSPITAL: _____

HOW WAS INJURED TRANSPORTED? _____

IF AMBULANCE, NAME OF SERVICE: _____

IF HOSPITAL TREATMENT WAS NOT NECESSARY, DID INJURED RECEIVE MEDICAL TREATMENT AT DOCTOR'S OFFICE?

YES _____ NO _____

NAME OF PERSON FILLING OUT REPORT: _____
PRINTED

SIGNATURE OF PERSON FILLING OUT REPORT: _____
SIGNED

9. Passenger policy and procedure 3134



Passenger policy and procedure

(Attached)

LA VIDA FELICIDAD, INC. SERVICES

Policy #17 – Transportation and Vehicle Use

Purpose: It is the policy of La Vida Felicidad that use of agency vehicles and transportation of persons served ensures the safety of those served, and the safety of staff, and promotes the principles of community integration: **maximized individual opportunity for full participation in the community.**

Procedures:

1. USE OF PROGRAM VEHICLES

La Vida Felicidad vehicles will be assigned as scheduled by each respective department manager/director. These vehicles will be used for transport of persons served and/or to conduct official business only. Only staff that have a valid New Mexico State Driver's license and automobile insurance will be permitted to drive the vehicles. Drivers must have their valid driver's license on their person any time they operate an agency vehicle. All travel must be logged, on the mileage log kept in the vehicle. Excessive mileage without approval is unacceptable and ~~could merit~~ will result in disciplinary action. Each Department Manager/Director will review mileage logs on a monthly basis.

2. CARE AND MAINTENANCE OF PROGRAM VEHICLE

The vehicles shall be kept in good operating condition, free of litter and ready to be used at all times.

- A. The vehicles shall be serviced as per vehicle manual recommendations. Maintenance schedule and the requirements outlined in the individual vehicles "Owners" Manual shall be followed as designated. The Health & Safety Committee is responsible for overseeing all maintenance and services and adhering to maintenance schedule and will coordinate with the Office Manager Director of Finance and Administration to arrange for regular servicing of the vehicle based on the established service schedule.
- B. No Smoking, eating, or drinking (Alcohol) is permitted in La Vida Felicidad's vehicles. It is the responsibility of each operator to ensure that the vehicle is free from litter after each use and that the vehicle is locked.
- C. Vehicles shall always be left with an ample supply of fuel. When a vehicle is shared by programs, or borrowed by one program from another it shall always be returned with a full tank of gas, or at a minimum, at least as much gas as when the vehicle was taken.
- D. The windshield needs to be kept clean at all times.

- E. Cell phone use while driving an agency vehicle is not permitted. Driver should use safety precautions when answering calls by pulling over in a safe area and only making calls when the vehicle is parked.
- F. The principal operator will report any infractions directly to The Department Manager/Director and/or the Health & Safety Committee.

3. DRIVING PRACTICES

Your driving practices should be governed at all times by the safety and comfort of your passengers. **The specific driving techniques expected of you have been (or will be) covered by your supervisor.**

A. Speed

Vehicles must adhere to the legal speed limits at all times. Particular care should be exercised in residential areas. The often times frail conditions of the passengers makes excessive speed intolerable and, therefore, judicious speed is mandatory. Should speeds lower than the posted limit be necessary because of passenger considerations, take care not to unduly impede the normal flow of traffic. Common sense, tempered with professional driving skills, is often the best measure of operating speeds.

B. Adherence to Driving Regulations

Drivers must adhere to all state and city driving rules and regulations at all times while driving agency vehicles. Any traffic violation/citation/accident must be immediately reported to the appropriate Department Director/Manager and/or to the Health & Safety Committee.

C. Following Distance

Vehicles must be operated at a safe distance from the vehicle in front to avoid rear end collisions. Sudden stops caused by following another vehicle too closely are unnecessary and easily avoidable. Such unexpected stops are most disconcerting to persons transported by our agency. Remember to consider prevailing weather conditions when judging following distance. During snow packed or icy conditions extra precaution on distance should be taken.

D. Road Hazards

Considerable care must be exercised when road hazards are encountered that might endanger the passengers or cause undue discomfort. Road hazards include dips, bumps, and potholes, which can be avoided or taken at low speed. Unusually shaped driveway entrances can also qualify as road hazards requiring extra caution. Particular attention to this policy is necessary because the vehicle may be carrying persons with physical disabilities who could be injured by even the slightest unanticipated bump. Drivers must use good judgment during bad

weather (muddy roads, arroyos, ditches). Do not attempt to enter if there is a possibility of getting stuck or of rolling over.

E. Backing up Vehicles

Extreme caution should be exhibited when you are backing up a vehicle. The height and physical design of some vehicles limit the driver's visibility during a backing up maneuver. The added distraction of passengers can make backing-up even more difficult. You may often be required to back up the vehicle from a driveway. Be sure to check (and recheck) for approaching vehicles on the street and pedestrians along the area. Backing vehicles into the flow of traffic should be avoided at all times.

F. Snow Conditions

Driving on icy and snow packed roads should be avoided. If conditions are such that clients will not be transported, you must call all clients and/or their families informing them of no transportation.

G. Flasher Conditions

The emergency signals on each vehicle must always be on while the vehicle stops to pick up or deliver passengers.

H. Parking Vehicle

When it is necessary to leave the vehicle, be sure to: (1) place the transmission in the park position; (2) set the hand break so that the vehicle cannot move; (3) turn off the headlights if they are on and make sure the emergency lights are on if passengers are boarding or alighting; (4) turn off the motor and remove the keys. Never leave the vehicle while the motor is running if the hand brake is not engaged. If the vehicle is positioned on an incline, place a wooden block behind a back wheel, or in front of a front wheel to make sure the vehicle will not roll down the hill.

I. Passenger Comfort

The driver will not leave passengers alone. Driver must remain with passengers at all times. Use your cell phone to contact the office and/or the police for emergency assistance. Periodically check with the passengers to determine if the vehicle is too warm or too cold. Always adjust the temperature controls and the vehicle sound system for maximum passenger comfort. Also remember that smoking by either passengers or the driver is prohibited.

J. Oxygen Tanks

Individuals who need supplemental oxygen may board the van with portable oxygen tanks. In order to be transported safely, oxygen tanks must be kept upright, and must be kept away

from heat. Also, because oxygen containers release small amounts of gas periodically, a window must be kept partially open, regardless of weather. Bungee cords will be kept on vans for securing oxygen tanks. The driver will provide a designated space and will utilize bungee cords when necessary to keep oxygen tanks with wheels or on stands, upright and secure.

4. PICKUP AND DELIVERY ETIQUETTE

Passenger pickup and delivery should be handled in a consistently polite fashion. The following describes basic pickup and delivery procedures for transportation service.

A. Pickup Procedures

- a. Park the vehicle so that the passengers can easily board the vehicle. Be sure that the parked vehicle does not block traffic and that it is not hard for oncoming motorist to see. Follow all parking procedures described earlier in the manual.
- b. Always be ready to assist persons to board the vehicle. Use the step stool or running board as an aid for the boarding passenger when applicable. Provide whatever assistance is reasonably required to help the person board the vehicle. Direct the person to a seat that will allow him/her to remain seated until the destination has been reached.
- c. Individuals in wheelchairs will require special assistance in boarding the vehicle. Make certain that the person and wheelchair are secure when loading the person. Once inside the vehicle, the wheelchair must be securely anchored and the passenger protected by a seat belt.
- d. Always greet passenger as they board the vehicle. Passengers genuinely appreciate a smile and cheerful greeting.

B. Delivery Procedures

- a. Delivery on a residential street will usually be made in front of the passenger's residence. As with pickups, the driveway may be used if appropriate. Provide assistance as required. This may include helping the person to and through the door of his house.
- b. Do not leave the vehicle unattended for any longer than is absolutely necessary. De-board passengers as quickly as possible and proceed to the next stop.
- c. When assisting passengers place gear on park, turn off engine and secure emergency brake.

5. CONTINGENCY/EMERGENCY PROCEDURE

Passenger's safety is our primary consideration. An emergency is defined as any situation affecting service to or the safety of system passengers. Generally, this occurs when any vehicle cannot proceed on its normal route whatever the reason. The following describes the procedure for various emergency situations. These procedures are designed to: (1) inconvenience passengers as little as possible and (2) provide for passenger safety.

1. Vehicle Breakdown

Driver

1. Notifies appropriate Department Director of breakdown, stating vehicle location and probable cause of breakdown.
2. Remain with vehicle until relieved or until vehicle is repaired in field.
3. Enters all times and actions in log.
4. Request another vehicle already in service to pickup passengers from disabled vehicle.

2. Driver Illness (during route)

Driver

1. Notifies appropriate Department Director giving location and urgency of needed aid.
2. If driver must stop, remains with vehicle until aid or relief driver arrives.

Department Director /Manager

1. If deemed necessary, calls ambulance or doctor.
2. Contacts relief driver if necessary.
3. Enters all times and actions re: emergency in log.
4. Assures that proper steps are taken to aid ill driver. Instruct drivers.
5. Direct another agency vehicle to aid ill driver, if necessary.
6. Assigns vehicle in service to pickup passengers in stopped vehicle, if required.
7. Arranges for another driver, and reassigns vehicle.
8. Provides appropriate report to Health & Safety Committee

3. Passenger Illness

Driver

1. In all cases should have available name and addresses and emergency contact of passengers plus type of medication being taken (especially out of town trips).
2. Proceeds to the nearest hospital or medical facility as soon as advised of passenger illness.
3. Advises appropriate Department Director/Manager concerning illness and hospital destination as soon as possible.
4. Notifies appropriate Department Director/Manager when actions complete. Receives instructions on action to take with other passengers.

5. Calls hospital, doctor, ambulance, police, relative, etc., as required by Director/Manager.
6. Requests instructions from Director/Manager on action regarding other passengers.
7. Enters all times and actions regarding emergency in log.

4. Vehicle Accident

Driver

1. Notifies appropriate Department Director of accident, stating location of accident and details of accident.
2. Calls Police Department and ambulance if necessary.
3. Remain at the scene of accident until police and ambulance have arrived.
4. Enters all times and actions re: accident in log.
5. If transporting passenger, request instructions from Director/Manager on action regarding passenger.

Department Director /Manager

1. If deemed necessary, calls ambulance and police.
2. Contacts family member if necessary.
3. Enters all times and actions re: accident in log.
4. Assures that proper steps are taken to aid the driver and passenger if necessary.
5. Direct another agency vehicle to transport driver, if necessary.
6. Provides appropriate report to Health & Safety Committee.
7. The Health and Safety Coordinator will then notify the insurance carrier.

5. Vehicle Fire (Driver sees/smells smoke or sees flames)

Driver

1. Pull over to the side of the road and immediately bring vehicle power down.
2. Safely evacuate all passengers from the vehicle. Gather passengers in safe area (well away from the vehicle to minimize risk).
3. Call Fire Department/Police Department and/or 911. Driver should remain at the scene of accident until police/fire personnel have arrived.
4. If the fire is small enough that you can safely use the fire extinguisher, the procedures for use are:
 - a. Pull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.
 - b. Aim at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.
 - c. Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.
 - d. Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire

extinguisher - different fire extinguishers recommend operating them from different distances.

- e. Once the fire is out, don't walk away! Watch the area for a few minutes in case it re-ignites.
5. Notify appropriate Department Director of accident, stating location of accident and details of accident.
6. Director and/or Program Manager make determination and decision about which supervisor needs to go to the scene.
7. Driver enters all times and actions re: accident in log and/or incident report.
8. If transporting passenger(s), request instructions from Director/Manager on action regarding passenger.

Department Director /Manager

1. Go to the scene and check in with Driver and emergency personnel to assess the situation and assist passengers as necessary.
2. Conduct on-site accident investigation.
3. Report to agency Executive Director with assessment of accident
4. Send backup vehicle to the scene to transport uninjured passengers to their destination and/or wait with passenger(s) until they are picked-up by a family member.
5. Notify family of Driver about the accident if the Driver is injured.
6. Notify other key offices or stakeholders.
7. Complete required documentation, including post-accident investigation.
8. Ensure counseling is available for employee and/or passenger victims.
9. Ensure that fire extinguisher is recharged if it was used.

6. INSTRUCTION ON SECURING WHEELCHAIRS ON VANS

The instructor will thoroughly cover all the following steps with DD Direct Support Staff during the Safety Transportation Class:

1. Push the wheelchair onto the wheelchair lift or ramp to enter the van. Make sure that the individual is safe on the ramp by locking the wheelchair's brakes. Ask the individual prior to engaging lift, "Are you ready?" Watch the individual while the lift is operating, and hold on to the arm of the wheelchair as a way to help stabilize the chair.
2. Place the wheelchair facing lift doors (or appropriate to tie-down positioning per the van being utilized). Make sure it is in the most upright position. The wheelchair should never be reclined.
3. Locate all tie-down straps that are mounted onto the vehicle floor. Position the wheelchair in the van as close as possible to the safety straps bolted to the floor.
4. Check that the wheelchair's locks are in place, as well as ensuring that the seat belt that goes around the person in the wheelchair is secured correctly.
5. Attach the tie-down straps to chassis area on wheelchair. (DO NOT attach tie-downs to removable areas on wheelchair.) Tie-downs should be tightened in a criss-cross pattern (left-back, right-front, right-back, and left-front.)
6. Re-check tension on straps to assure that there is no strap movement.

7. Ask the individual if he/she feels safe and comfortable. If the answer is “no” – investigate what is causing the discomfort and make appropriate correction.

(Please note: Instruction includes actual simulation and practice of the above steps. All Staff trained will participate as users of the wheelchair to better understand the motion and the movement; and all staff will complete all steps and will demonstrate competence to the instructor).

Developed and adopted by the Board of Directors: October 2005

Last reviewed and approved by Board of Directors: May 21, 2013

Latest revision approved by Board of Directors: July 25, 2014

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 ✓
I	Applicant Information (signed)	✓
II	Summary of Budget Request	✓
III	Financial Information	✓
	A. - Capital Budget	✓
	B. - Operating Budget	✓
	C. - Provide the following:	✓
	1 - Copy of Articles of Incorporation	✓
	2 - Copy of 501(c)3 Certification	✓
	3 - Copy of most current audit	✓
	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	✓
V	Description of Service Area	✓
	- complete demographic information	✓
	- provide Map of Service Area (on 8 ½ X 11 page)	✓
VI	Ridership and Transit System Statistics	✓
VII	Vehicle Inventory (include all vehicles) and Other Fixed Assets	✓
	- complete all vehicle and transit-related inventory lists	✓
	- signed Inventory Certification	✓
VIII	Civil Rights	✓
IX	Project Coordination	✓
	- Municipal - Board – Council: Signed Resolution of Support	✓
	- Copy of your affidavit of public notice of your intent to apply for federal funds	✓
	<i>If Applicable:</i>	
	- 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	n/a
X	Program Justification	✓
XI	Operations Profile	✓
XII	Checklist	✓

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.