

Mayor
Jeremy Pate



City Clerk
Robin Mitchell

Cordova City Council Regular Meeting

Tuesday, September 8, 2026
6:30 p.m.
Agenda

1. Call to Order
 - Invocation
 - Pledge of Allegiance
 - Roll Call
2. Motion to Rezone Parcel#64-23-02-09-1-000-014.001 R-3-M-2
3. Motion to Rezone Parcel#64-23-02-09-4-000-001.001 R-3-M-2
4. Review Regular Meeting Minutes from August 11, 2026.
5. Review A/P Aging Detail Report & Statement of Financial Position as of August 31, 2026.
6. Motion to Approve Resolution 2026-19-Closeout of CDBG and Deobligation of Funds.
7. Motion to Approve Resolution 2026-20-Adopting a City Transportation Plan/Rebuild Alabama Act
8. Motion to Approve Resolution 2026-21-Authorizing and Requesting a Voluntary Fire Department Donation Program through Cordova Water & Gas.
9. Motion to Approve Memorandum of Agreement between M4A and the City of Cordova.
10. Motion to Approve Hiring Justin Wallace-Sanitation-Part-Time (until CDL is acquired and then moved to Full-Time) \$18.00 per hour.
11. Motion to Approve 9/11 Memorial Flag Folding Ceremony with Military and Fire Department-Boldo Fire Department/Scott Johnson-City Hall September 11, 2026, from 8:30am-10:30am
12. Motion to Approve Use of Park October 4, 2026, Lindsey Tucker-Birthday Party from 2:00pm-4:00pm
13. Motion to Approve Use of Park October 18, 2026, Dooertown Freewill Baptist-Church Service from 10:00am-3:00pm
14. Motion to Approve Use of Park November 21, 2026, Cordova Band Boosters-Car Show from 10:00am-2:00pm
15. Public Works Update
16. Fire Department Update
17. Police Department Update



18. Economic Development Update

- Motion to Send to a Public Hearing-Nick 3 BP-Liquor License-30 days (Oct. Meeting)

19. Planning Commission Update

20. Other Business

- Final Budget Work Session September 14, 2026
- Proposed Budget Approval Work Session September 22, 2026

21. Adjourn

**MINUTES OF THE REGULAR MEETING OF THE MAYOR AND CITY COUNCIL OF
THE CITY OF CORDOVA, ALABAMA, ON AUGUST 11, 2026.**

The Mayor and Council Members of the City of Cordova, Alabama met in a Regular Session at 6:30 p.m. on August 11, 2026, at the Cordova City Hall.

Lawrence Sides delivered the Invocation.

Mayor Pate led the Pledge of Allegiance.

Upon roll call, the following members were present:

Mayor Jeremy Pate, and

Council Members: Brett Dawkins, Larry Sides, Donna McDonald, and Jane Mitchell

Absent Members: Ed Earp

Mayor Pate made a motion to approve the rezoning of Parcel #23-03-08-1-104-0156.0000 from R-2 to B-1. No comment was made by the public. Councilmember Dawkins made a motion to rezone this property, which motion was seconded by Councilmember McDonald. Upon being put to a roll call vote, the following was recorded: yes-5. Motion carried.

Mayor Pate presented the minutes from the Regular Called Meeting on July 14, 2026. Councilmember Mitchell made a motion to approve the minutes, which motion was seconded by Councilmember Dawkins. Upon being put to a roll call vote, the following was recorded: yes-5. Motion carried.

Mayor Pate presented the minutes from the Special Called Meeting on July 23, 2026. Councilmember Dawkins made a motion to approve the minutes, which motion was seconded by Councilmember Sides. Upon being put to a roll call vote, the following was recorded: yes-5. Motion carried.

Mayor Pate presented the A/P Aging Report and Statement of Financial Position Report as of July 31, 2026. Councilmember Mitchell made a motion to approve the accounts payable, and statement of financial position as given, which motion was seconded by Councilmember Dawkins. Upon being put to a roll call vote, the following was recorded: yes-5. Motion carried.

Mayor Pate made a motion to approve the School Security Memorandum of Understanding between the City of Cordova and The Walker County Board of Education for a School Resource Officer Program. Mayor Pate tabled this until next month's Council Meeting.

Mayor Pate read the resignation letter from Ryan Logan resigning from his position as Park Director for the City of Cordova. Mr. Logan served as Park Director for eight years. He went on to say that all the work that was accomplished would not have been possible without the dedication of the coaches, volunteers, families, the City Council and Mayor Pate. Mr. Logan wished the entire community, and the Parks and Recreation Department continued success.

Mayor Pate made a motion to hire Steven Parsons as the AmeriCorps Program Director. This position will be Full-Time with benefits with a salary of \$40,000.00 per year beginning October 1, 2026. Councilmember Mitchell made a motion to approve hiring Steven Parsons as AmeriCorps Program Director, which was seconded by Councilmember Sides. Upon being put to a roll call vote, the following was recorded: yes-5. Motion carried.

Mayor Pate made a motion to approve appointing Ken Rohrig-196 Maple Street to the Zoning Board. Councilmember Dawkins made a motion to approve appointing Ken Rohrig to the Zoning Board, which was seconded by Councilmember Mitchell. Upon being put to a roll call vote, the following was recorded: yes-5. Motion carried.

Mayor Pate made a motion to approve the use of the park to Mission 34 for a 5K/Fitness Challenge on 08/29/2026, from 5:00pm-9:00pm. Councilmember Sides made a motion to approve the use of the park to Mission 34, which motion was seconded by Councilmember Dawkins. Upon being put to a roll call vote, the following was recorded: yes-5. Motion carried.

Mayor Pate gave a public works update.

Dean Harbison gave a Fire Department update.

Chief Harold Cox gave an update for the Police Department. Chief Cox recognized Dispatcher Casey Taylor with a commendation for her role in helping authorities rescue a kidnapping victim traveling through our area last month. Dispatcher Casey Taylor's performance reflects the highest ideals of public safety service and stands as a powerful example of the vital and often unseen role dispatchers play in protecting the lives of both the public and law enforcement.

Mayor Pate made a motion to approve the hiring of Robert Ward as Full-Time Dispatcher with benefits at \$12.50 per hour. Councilmember Sides made a motion to approve hiring Robert Ward as Full-Time Dispatcher, which was seconded by Councilmember McDonald. Upon being put to a roll call vote, the following was recorded: yes-5. Motion carried.

Mayor Pate made a motion to approve Casey Taylor Full-Time Dispatcher with no insurance to single insurance coverage beginning immediately. Councilmember Sides made a motion to approve Casey Taylor for single coverage insurance benefits, which motion was

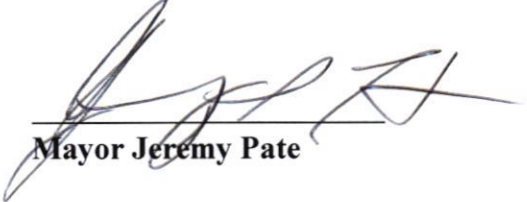
seconded by Councilmember Mitchell. Upon being put to a roll call vote, the following was recorded: yes-5. Motion carried.

Renee Sides, Economic Development Director gave an update on Economic Development.

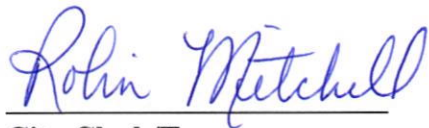
Lawrence Sides, Chairman of Planning Commission gave a Planning Commission update.

In other business, Councilmember Brett Dawkins asked Mayor Pate to formally recognize Cedar Street as a city street. Councilmember Sides made a motion to approve changing Cedar Street to a city street, which motion was seconded by Councilmember Dawkins. Upon being put to a roll call vote, the following was recorded: yes-5. Motion carried.

It was ascertained there was no other business to come before this meeting. Upon motion made and seconded, the meeting was duly adjourned.


Mayor Jeremy Pate

ATTEST:


City Clerk/Treasurer



RESOLUTION NO. 2026-19

**A RESOLUTION AUTHORIZING A LOCAL AMENDMENT TO THE BUDGET FOR
COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT #SM-CM-PF-23-001 AND
DEOBLIGATION OF CDBG FUNDS**

WHEREAS, the City of Cordova, Alabama was awarded Community Development Block Grant (CDBG) Project #SM-CM-PF-23-001, involving the Demolition and Clearance of Unsafe Structures; and

WHEREAS, in the original approved Project budget included Thirty-Seven Thousand Dollars (\$37,000.00) in in-kind local matching funds to be provided by the City; and

WHEREAS, in January 2026 due to circumstances beyond the City's control, the City approved a local amendment converting a portion of its proposed in-kind local match to cash match contribution in the amount of Fifteen Thousand, Two Hundred Fifty-Eight Dollars and Twenty Four Cents (\$15,258.24); and

WHEREAS, the contract costs for demolition of twenty-five (25) properties totaled Three Hundred and Thirty-Two Thousand Dollars (\$332,000), which was Four Thousand Dollars (\$4,000) less than the budgeted amount for Demolition and Clearance, a circumstance beyond the city's control; and

WHEREAS, the City's cash contribution and the construction-cost underrun have resulted in a total of Nineteen Thousand Two Hundred Fifty-Eight Dollars and Twenty-Four Cents (\$19,258.24) in CDBG funds that are no longer required to complete the Project; and

WHEREAS, this amendment will not alter the Project's geography, scope, or beneficiaries;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORDOVA, ALABAMA, as follows:

Section 1. The City Council hereby approves a local amendment to the budget for CDBG Project No. SM-CM-PF-23-001 to deobligate Nineteen Thousand Two Hundred and Fifty-Eight Dollars and Twenty-Four Cents (\$19,258.24) in CDBG funds and return or otherwise release those funds to the Alabama Department of Economic and Community Affairs ("ADECA"); and

ATTEST:

Robin Mitchell

Robin Mitchell, City Clerk

CERTIFICATION OF CLERK

I, Robin Mitchell, City Clerk of the City of Cordova, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of Cordova, Alabama, on the 8th day of September 2026.

Witness my hand and seal of office this 8th day of September 2026.



Robin Mitchell

Robin Mitchell, City Clerk



City of Cordova

September 9, 2026

Kathleen Rasmussen, Ph.D.
Division Chief, Community and Economic Development
Alabama Department of Economic and Community Affairs
401 Adams Avenue, Suite 580
Montgomery, AL 36103

RE: Notification of Local Amendment for City of Cordova Project #SM-CM-PF-23-001

Dear Dr. Rasmussen,

The City of Cordova, Alabama is providing notification of a local amendment to the budget for CDBG Project #SM-CM-PF-23-001. This CDBG grant is for the Demolition and Clearance of Unsafe Structures.

The local amendment, which has been approved by the City Council of Cordova, Alabama, authorizes the deobligation of \$19,258.24 in CDBG funds that are no longer required to complete the project. These deobligated funds are due to the City's conversion of a portion of its in-kind local match to cash match contribution of \$15,258.24 and due to a contract cost for demolition that was \$4,000 less than the budgeted amount of Demolition and Clearance. Both of these events were circumstances beyond the jurisdiction's control.

This amendment will not alter the Project's geography, scope, or number of beneficiaries. The City of Cordova shall maintain all records required in connection with the amended Project budget and the deobligation of funds.

Sincerely,

Jeremy Pate
Mayor, City of Cordova

CITY COUNCIL OF THE CITY OF CORDOVA, ALABAMA

RESOLUTION NO. [REDACTED] 2026-20

**RESOLUTION ADOPTING A CITY TRANSPORTATION
PLAN PURSUANT TO THE REBUILD ALABAMA ACT**

WHEREAS, the Alabama legislature in Act. No. 2019-2 adopted the Rebuild Alabama Act, which has been codified in Section 23-8-8 of the *Code of Alabama* (1975);

WHEREAS, the Rebuild Alabama Act provides for an allocation among the municipalities of the state on the basis of the ratio of the population of each municipality to the total population of all municipalities of the state a portion of the additional taxes levied under the Act to be used for transportation infrastructure, improvement, preservation, and maintenance;

WHEREAS, the Act provides that the municipal governing body of the City of Cordova, Alabama shall adopt an annual Transportation Plan which shall provide a detailed list of projects for which expenditures are intended to be made in the next fiscal year and shall be based upon an estimate of the revenues anticipated from the fund in which the additional revenue is deposited during the next fiscal year; and

WHEREAS, the Act further provides that any such funds shall be used only for the maintenance, improvement, replacement, and construction of roads and bridges maintained by the City of Cordova, Alabama, and such other uses as are defined in the Act;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cordova, Alabama while in regular session on Tuesday, September 8, 2026, at 6:30 p.m. as follows:

1. The City Council of the City of Cordova, Alabama, hereby passes this Resolution to stand as its Transportation Plan to be submitted in compliance with the Rebuild Act, Act No. 2019-2.

2. Pursuant to the Act, the City Council of the City of Cordova, Alabama estimates that its anticipated allocation from the Rebuild Alabama Act fund for the upcoming fiscal year will be approximately \$ 34,800.

3. Pursuant to the Act, the City anticipates expending funds received pursuant to the Act, in part or in whole, to fund any of the following listed projects:

- a. The maintenance, improvement, replacement, and construction of roads and bridges;
- b. Matching funds for federal road or bridge projects;
- c. Debt repayment for road and bridge projects; or
- d. Joint road and bridge projects with one or more municipalities and/or counties.

4. The City Clerk is hereby authorized and instructed to post a copy of this Resolution as its Transportation Plan in a conspicuous place at the County Courthouse, the County Commission Office, the County Highway Department, the City Hall, and also on the website of the City of Cordova, Alabama.

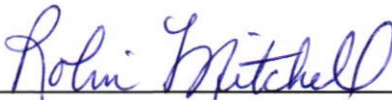
5. The City Clerk has established a separate fund maintained by the City of Cordova, Alabama, for receipt and deposit of funds received pursuant to the Act, the proceeds of which shall be expended solely for the maintenance, improvement, replacement, and construction of roads and bridges maintained by the City and such other uses as are authorized by the Act.

6. This Resolution shall be retroactive to and effective as of August 31, 2026.

ADOPTED this the 8th day of September, 2026.


JEREMY PATE, MAYOR

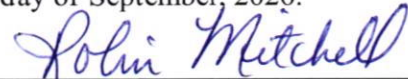
ATTEST:


Robin Mitchell, City Clerk

CERTIFICATION OF CLERK

I, Robin Mitchell, City Clerk of the City of Cordova, Alabama, do hereby certify that the above and forgoing is a true and correct copy of a Resolution duly adopted by the City Council of Cordova, Alabama, on the 8th day of September, 2026.

Witness my hand and seal of office this 8th day of September, 2026.


Robin Mitchell, City Clerk



CITY OF CORDOVA, ALABAMA

RESOLUTION NO. 2026- 21

A RESOLUTION AUTHORIZING AND REQUESTING THE ESTABLISHMENT OF A VOLUNTARY FIRE DEPARTMENT DONATION PROGRAM THROUGH CORDOVA WATER & GAS

WHEREAS, the City Council of the City of Cordova, Alabama, recognizes the Cordova Volunteer Fire Department as an essential public safety service providing fire suppression, rescue, emergency response, fire prevention, training, and related services; and

WHEREAS, the continued operation and readiness of the Cordova Volunteer Fire Department requires funding for new and replacement apparatus and equipment, repairs, preventative maintenance, personal protective equipment, communications, hose, tools, supplies, fuel, insurance, training, station expenses, and other lawful fire and emergency-service costs; and

WHEREAS, Section 11-88-15.1, Code of Alabama 1975, provides a mechanism for qualifying county and municipal water systems to solicit voluntary contributions for local volunteer fire departments through monthly or other periodic water-service billings, subject to the requirements of applicable law; and

WHEREAS, the City Council desires to provide customers of Cordova Water & Gas a convenient opportunity to voluntarily support the Cordova Volunteer Fire Department;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORDOVA, ALABAMA, AS FOLLOWS:

SECTION 1. VOLUNTARY DONATION AMOUNT

The City Council hereby requests that Cordova Water & Gas establish the following voluntary monthly contribution schedule for customers electing to support the Cordova Volunteer Fire Department. Each amount is voluntary and shall not be represented as a tax, mandatory fee, water-service charge, fire-protection assessment, or other compulsory charge:

- Residential / Single-Family Account: \$12.00 per month.
- Multi-Unit Residential Account: \$8.00 per month per unit.
- Schools and Educational Facilities: \$60.00 per month
- Industrial and Manufacturing Accounts: \$120.00 per month
- Commercial and Business Accounts: \$20.00 per month
- Places of Worship / Religious or Charitable Facilities: \$12.00 per month.

The applicable voluntary contribution amount shall be based on the customer classification and election approved by Cordova Water & Gas. A customer may decline participation or discontinue a voluntary contribution in accordance with the administrative procedures established by Cordova Water & Gas.

SECTION 2. REQUEST TO CORDOVA WATER & GAS

The City Council formally requests that the Board of Cordova Water & Gas consider and approve participation in the voluntary fire department contribution program, adopt any resolution required of the water system, and establish the applicable checkoff amount in accordance with Section 11-88-15.1 and other applicable law.

SECTION 3. VOLUNTARY PARTICIPATION

Participation shall be strictly voluntary. A customer's decision not to participate, or to discontinue participation, shall not by itself result in denial or disconnection of utility service, a late fee, penalty, or other adverse utility action. Cordova Water & Gas may establish reasonable enrollment, cancellation, billing, and administrative procedures consistent with law.

SECTION 4. DISTRIBUTION OF CONTRIBUTIONS

Voluntary contributions collected and designated for the Cordova Volunteer Fire Department shall be distributed and accounted for in accordance with Section 11-88-15.1 and applicable Cordova Water & Gas procedures, including any applicable statutory timing requirement.

SECTION 5. USE OF FUNDS

- Purchase and replacement of fire apparatus, emergency vehicles, firefighting and rescue equipment;
- Repairs, preventative maintenance, testing, inspections, tires, batteries, fuel, lubricants, and related apparatus expenses;
- Personal protective equipment, firefighter safety equipment, hose, nozzles, tools, appliances, radios, communications equipment, and technology;
- Training, certifications, continuing education, insurance, station equipment, station maintenance, and operational expenses;
- Emergency medical and rescue supplies where authorized; and
- Other lawful and necessary expenses directly related to the operation, readiness, maintenance, and improvement of the Cordova Volunteer Fire Department.

All expenditures shall comply with applicable state law, municipal budgeting and purchasing requirements, accounting requirements, and City policies.

SECTION 6. ACCOUNTING AND OVERSIGHT

Funds received through the program shall be properly accounted for in the appropriate City fund or account for the Cordova Volunteer Fire Department. Records of revenues and expenditures shall be maintained in accordance with applicable municipal accounting, auditing, and recordkeeping requirements.

SECTION 7. AUTHORITY TO TRANSMIT RESOLUTION

The City Clerk is authorized and directed to provide a certified copy of this Resolution to Cordova Water & Gas as official documentation of the City Council's request for establishment of the voluntary contribution schedule set forth in Section 1. Appropriate City officials may execute administrative documents reasonably necessary to implement the program, subject to applicable law.

SECTION 8. MULTI-UNIT RESIDENTIAL ACCOUNTS

For apartment buildings, duplexes, mobile-home communities, assisted-living facilities, nursing homes, or other properties where more than one dwelling or residential unit is served through a single Cordova Water & Gas account or meter, the voluntary contribution amount shall be the applicable Multi-Unit Residential rate stated in Section 1. The account holder may elect participation on a per-unit basis or master-meter/account basis when that option is administratively available. No contribution shall be imposed automatically based solely on the number of doors, beds, rooms, occupants, or units. Enrollment and cancellation shall remain voluntary.

SECTION 9. SCHOOLS AND EDUCATIONAL FACILITIES

Public schools, private schools, day-care centers, colleges, training facilities, and other educational properties served by Cordova Water & Gas may voluntarily participate at the Schools and Educational Facilities rate stated in Section 1. Unless otherwise affirmatively elected under an administrative option approved by Cordova Water & Gas, a school or educational facility shall be treated as one participating utility account rather than calculated according to the number of students, classrooms, buildings, employees, or occupants.

SECTION 10. INDUSTRIAL AND MANUFACTURING ACCOUNTS

Industrial plants, manufacturing facilities, warehouses, utilities, mines, processing facilities, and similar industrial customers may voluntarily participate at the Industrial and Manufacturing rate stated in Section 1. Cordova Water & Gas may also permit an industrial customer to voluntarily elect a greater recurring contribution when administratively feasible. No contribution shall be calculated or imposed based on acreage, square footage, number of employees, buildings, production capacity, fire-flow demand, or other

operational characteristic unless separately and affirmatively authorized by the participating customer and permitted by applicable law.

SECTION 11. COMMERCIAL AND BUSINESS ACCOUNTS

Retail stores, restaurants, offices, service businesses, lodging establishments, and other commercial customers may voluntarily participate at the Commercial and Business rate stated in Section 1. For shopping centers, multi-tenant commercial buildings, or other properties served by a master meter, participation shall not automatically be multiplied by the number of tenants, suites, businesses, or doors. A master-account holder may elect additional voluntary contributions if such an option is offered by Cordova Water & Gas.

SECTION 12. PLACES OF WORSHIP AND RELIGIOUS OR CHARITABLE FACILITIES

Churches, synagogues, mosques, temples, ministries, religious organizations, and associated charitable or fellowship facilities served by Cordova Water & Gas may voluntarily participate at the Places of Worship / Religious or Charitable Facilities rate stated in Section 1. Unless the account holder affirmatively elects an additional amount, each utility account or meter shall constitute a single opportunity to participate, regardless of the number of buildings, sanctuaries, classrooms, fellowship halls, ministries, occupants, or members located on the property.

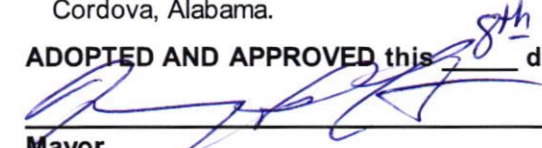
SECTION 13. UNIFORM ADMINISTRATION AND CUSTOMER ELECTION

Cordova Water & Gas is requested to adopt clear administrative procedures for the customer classes described above, including how participation is elected, how multiple voluntary contribution units may be authorized when available, how a customer may discontinue participation, and how contributions are displayed on the utility bill. These classifications are intended solely to provide consistent administrative guidance for voluntary contributions and shall not convert the contribution into a mandatory fee, assessment, tax, or condition of receiving utility service.

SECTION 14. EFFECTIVE DATE

This Resolution shall become effective immediately upon adoption by the City Council of the City of Cordova, Alabama.

ADOPTED AND APPROVED this 8th day of September, 2026.



Mayor

City of Cordova, Alabama

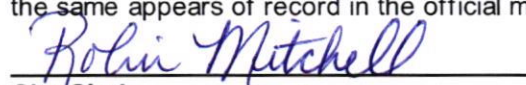
ATTEST:



City Clerk

CERTIFICATION

I, Robin Mitchell, City Clerk of the City of Cordova, Alabama, hereby certify that the foregoing is a true and correct copy of Resolution No. 2026-21, duly adopted by the City Council of the City of Cordova, Alabama, at a meeting held on the 8th day of September, 2026, and that the same appears of record in the official minutes of the City Council.



City Clerk

Date: 09/08/2026

**Memorandum of Agreement Between
Middle Alabama Area Agency on Aging and
The City of Cordova**

Purpose of the Memorandum of Agreement

The purpose of this Agreement is to set forth the essential elements of a cooperative working relationship between Middle Alabama Area Agency on Aging (M4A) and **The City of Cordova** (the Contractor) to enhance the provision of nutrition and other services to eligible seniors.

Background

M4A, by vote of its Board of Directors in Fiscal Year 2007, determined that the seniors in the M4A area (Blount, Chilton, Shelby, St. Clair and Walker counties) and the intent of the Older Americans Act would be better served through direct contract with local communities. As a result, most of M4A's Agreements for Older Americans Act services (nutrition, transportation, information and assistance, recreation, outreach, education, etc.,) is in partnership with municipalities, counties, and nonprofits in the M4A region.

M4A has been awarded grants from the Alabama Department of Senior Services (ADSS) to provide meals and other services to adults 60 years of age and older in the M4A service area. These grants are awarded under authority of Titles III-B, III-C, and III-D of the Older Americans Act of 1965, as amended (or other Authority as appropriate) and subject to pertinent regulations and policies of the U.S. Department of Agriculture, the Department of Health and Human Services and the former Administration on Aging (Administration for Community Living) applicable to the implementation of services under Title III of the Older Americans Act of 1965, as amended – Public Law 93-29, 87, Stat. 36-45.

M4A contracts with local governments and non-profits to operate senior centers in each M4A county. Centers are strategically located so services can be delivered efficiently and targeted to support those seniors with the greatest need for service.

On behalf of the thirteen Area Agencies in the State, including M4A, ADSS bids a statewide food service contract for a provider to prepare meals meeting the state nutrient-planning standard and to deliver these meals to senior centers and clients throughout the state. **Trio Community Meals**, hereafter **Trio** or Vendor, has been awarded the current contract.

TERM OF AGREEMENT

This Agreement shall begin on **October 1, 2026, and end not later than September 30, 2027**, or any time prior if funds for this project are no longer available or other conditions or circumstances should cause this project to be altered, modified, extended or terminated. This Agreement is subject to availability of funds.

All Parties to this Agreement commit themselves to fulfill the terms of this Agreement and to work together to serve older adults compassionately and professionally.

M4A'S RESPONSIBILITIES

1. M4A will develop an Area Plan, in collaboration with local governments, for the implementation and development of programs and services for people 60 or older and residing in the M4A service area.
2. M4A will serve as the advocate, focal point, and planning and development agency for older individuals by monitoring, evaluating, and commenting upon policies, programs, hearings, levies and community actions which will affect older individuals.
3. M4A will identify service gaps and use the information in planning new or expanded partnerships.
4. M4A will work to implement and expand programs.
5. M4A will obtain local, state, and federal financial support for program activities and disseminate funds within the service area.
6. M4A will advocate for more governmental services, funding, and other sources of revenue to support the senior programs in the service area.
7. M4A will:
 - a. Provide management, technical support, and training to personnel and volunteers who provide services to older adults in the congregate and homebound meal program. Training will include M4A programs and services and how to make a referral to M4A; how to complete program reports and forms; proper food handling and homebound meal packaging (frozen meals and the Oliver wrap process); proper meal delivery and meal ordering; donations; and operation of the meal site (as outlined in the *Alabama Elderly Nutrition Program Manual* and Senior Center Assessment Form).
 - b. Provide materials to Center Managers for nutrition education and public education.
 - c. Order all meals from Vendor and ensure compliance with all ADSS Regulations, Rules, Policies, and Procedures.
 - d. Evaluate and monitor nutrition services on a regular basis and provide feedback to ADSS.
8. The M4A Finance Office will monitor Contractor at least one time per fiscal year in compliance with the Older Americans Act assurances and with the requirements of ADSS. In addition, the M4A Finance Office will provide guidance, training, and other technical assistance needed or requested in order to foster understanding, communication, and compliance with financial reporting provision of this Agreement.
9. M4A will provide a toll-free number (1-800-AGELINE or 1-800-243-5463) for information and assistance through the M4A Aging and

Disability Resource Center (ADRC). This system will pre-screen clients for services.

10. M4A will communicate and collaborate with Contractor personnel, ADSS, and the Vendor.
11. M4A agrees to follow all procedures and guidelines as outlined by ADSS's *Alabama Elderly Nutrition Program Manual*.

FOOD SERVICE VENDOR'S RESPONSIBILITIES

The responsibilities of the Vendor are defined in the state contract. For informational purposes only, some of the responsibilities of the Vendor that are pertinent to this agreement are listed here:

1. Provide meals that are safe, acceptable in quality and of sufficient quantity to yield the number of meals ordered for the center. Meals will be nutritionally balanced, comply with Dietary Guidelines, and provide 1/3 RDA for older adults of eight indicator nutrients.
2. Provide hot meals for the noon meal, 5 days per week, except 11 holidays and up to 10 additional non-serving days. Minimum daily order shall be 25 meals.
3. Equip each senior center with the following equipment and supplies:
 - a. Electric Holding Cabinet
 - b. Supplies to Package Hot Homebound Meals
 - c. Supplies to Serve Hot Congregate Meals

All these items are for the exclusive use of the senior center for senior center activities. The Vendor will make all routine repairs without charge. However, center personnel shall make a reasonable effort to safeguard supplies and equipment from abuse or pilferage. Equipment remains the property of the Vendor and shall be returned to the Vendor at the end of the contract.

4. Deliver meals to the senior centers by 10:30 am.
5. Follow all other contract requirements as outlined in bid specifications.

CONTRACTOR'S RESPONSIBILITIES

1. In collaboration with M4A, the Contractor will:
 - a. Develop a plan for providing nutrition and other services for older individuals residing in the community, especially older individuals in the target population as specified by the Older Americans Act Final Rule (2024) and ADSS.
 - b. Give priority for services under this Agreement to those with greatest social and economic need.
 - c. In collaboration with M4A, conduct public hearings and/or needs assessments to give the public an opportunity to express their concerns about existing and needed senior programs.
 - d. Provide on-going social, recreational, and educational activities to older individuals in the community, including homebound older individuals. Activities for homebound older adults and other older adults may include:
 - Nutrition education;
 - Brain health materials (word finds, crossword puzzles);

- Fall and fire safety checks;
 - Friendly visits;
 - Friendly telephone calls;
 - Distribution of goody bags (canned goods, hygiene products); and
 - Other activities that address older adult social isolation.
2. The Contractor will employ or designate a Center Manager capable of carrying out the responsibilities of this Agreement. The Center Manager will be responsible for all aspects of the Nutrition Program for the Elderly. The Center Manager will also be responsible for completing all daily, weekly, and monthly reports as required by M4A and ADSS. Paperwork shall include Weekly logs, Participant Sign-in Sheets, and the **Trio** Food Service or Meal Delivery Ticket. Paperwork may include the **Trio** Food Reimbursement Form, Supply Form, and the Client Enrollment Form. The Center Manager shall be responsible for completing a Client Enrollment Form and Nutrition Risk Assessment on all homebound referrals to the nutrition program and faxing these completed forms to the M4A Nutrition Coordinator. Due to meal budgets, funding, and upon direction of ADSS, no one should be placed on home-delivered meals without the authorization of the M4A Nutrition Coordinator. The Center Manager shall maintain an individual record of each participant on the appropriate ADSS client intake form. The Center Manager will ensure that all new clients complete the appropriate client intake form when services are requested and that all existing client records are updated annually.
 3. The Contractor agrees the Center Manager shall work 5 hours a day for every serving day as established by the Alabama Department of Senior Services and participate in any mandatory ADSS or M4A training. The Contractor agrees to provide any additional staff required for meal delivery and/or other center operations in the absence of the designated Center Manager.
 4. The Contractor agrees to solicit volunteers from the community to deliver homebound meals and to provide other services to meet the needs of the elderly or to enhance the quality of life of the elderly living within the community.
 5. The Contractor agrees to provide space, utilities and other overhead necessary for food service and senior center operations to fulfill the terms of this Agreement. At a minimum, the senior center will have a:
 - a. Refrigerator and thermostat.
 - b. Hand washing sink equipped with hot and cold running water.
 - c. Insulated carriers if required for home-delivered meals.
 6. The Contractor agrees to provide participants of the Nutrition Program for the Elderly the opportunity to make voluntary donations for services rendered. All donations shall be forwarded at least monthly to M4A by money order or by check drawn on the Contractor's account. If the Contractor chooses to send donations using a money order, then M4A will reimburse the cost of the money order if the Contractor attaches a receipt to the money order.
 7. The Contractor agrees:

- a. **The Contractor agrees that no one shall be placed on home-delivered meals without the prior authorization of the M4A Nutrition Coordinator. This applies not only to new meals but also to existing meal slots vacated when someone exits the meal program for any reason (such as death, move outside the service area, etc.).**
 - b. **The Contractor agrees to provide homebound and congregant participants with ADSS approved nutrition education at least monthly and to document this service as required on the appropriate form provided by M4A as required by the Elderly Nutrition Program and this Agreement.**
 - c. **The Contractor agrees to mail or forward to M4A all meal donations at least monthly as required by the Elderly Nutrition Program and this Agreement.**
 - d. The suggested donation shall be \$2.00 per meal.
 - e. All donations shall be confidential.
 - f. No one shall be denied services because of an inability or unwillingness to donate.
 - g. The senior center will have a locked box for donations and individual donation envelopes to help ensure privacy and security of donations. If you need assistance with a locked box or donation envelopes, please follow up with the M4A Nutrition Department or the M4A Finance.
 - h. The Center Manager will forward donations at least monthly to M4A with daily logs of donations and by check or money order. Expense for money orders submitted with receipt will be reimbursed on monthly expense reports.
8. The Contractor agrees to provide local resources to support the senior center and center activities. Local resources may be cash or in-kind. As required by ADSS, all local cash and in-kind expenditures in support of the Title III Program, regardless of source, must be reported by the Contractor to M4A. See below for categories of local support. For additional guidance, Contractor should contact M4A's Finance Office at finance@m4a.org:
- a. Personnel (including volunteer time)
 - b. FICA
 - c. Worker's Comp
 - d. SUI
 - e. Other Employee Benefits
 - f. Travel
 - g. Office Expense
 - h. Postage
 - i. Telephone
 - j. Utilities
 - k. Space
 - l. Training
 - m. Transportation
 - n. Equipment Maintenance
 - o. Insurance
 - p. Other
9. The Contractor agrees to provide M4A with a copy of its most recent audit or financial statement.
10. The Contractor agrees to provide M4A with a Certificate of Insurance showing adequate insurance coverage for General Liability, Workers

Compensation, Property, and Casualty for the senior center.

11. The Contractor agrees to follow all procedures and guidelines as outlined ADSS's *Alabama Elderly Nutrition Program Manual*.
12. The Contractor agrees that all paperwork shall be received by M4A, no later than the 15th of the following month (except the Contractor Time Recap Report which is due on/before the 5th of the following month. Paperwork may be faxed or emailed to the attention of M4A's Finance Office (for municipal or center finance reports) or to the attention of M4A's Nutrition Department (for Center Manager program reports).
13. The Contractor agrees to include the senior center in its emergency or disaster preparedness plan and to provide M4A with a copy of such plan that shows how the safety of senior center staff, volunteers and participants (both congregate and homebound senior citizens) will be addressed in times of inclement weather or other emergency.

ORDERING MEALS AND MAKING REFERRALS

M4A's Nutrition Department will place all orders for frozen meals for homebound older adults served by the Contractor. If the Contractor learns of older adults who need meals or other services, then the Contractor should make a referral to M4A by:

- Accessing and completing M4A's online referral form located at m4a.org;
- Calling M4A's toll free number and asking for an ADRC Specialist: 1-800-243-5463 or 1-866-570-2998;
- Calling M4A's local number and asking for an ADRC Specialist: 205-670-5770; or
- Calling any of the above numbers and requesting an appointment with an ADRC Specialist.

REPORTING

The receipt and distribution of meals under the Elderly Nutrition Program or ENP requires that certain reports be submitted to M4A on a regular basis for both Parties to comply with federal and state guidelines. Financial reports the Contractor shall submit at least monthly include the Unit Recap Report/Individual Employee Report, Meal Contribution form, and the Expenditure forms for the City. See attached. Program reports the Contractor shall submit at least monthly include the client logs which M4A will provide to the Contractor. The client logs will include services, such as meals and nutrition education, that the clients receive plus include space for the Contractor to write-in other services that a client receives such as a friendly visit, a friendly telephone call, educational materials, etc.

The deadline to submit these reports shall be no later than the 15th of the following month (except the Contractor Time Recap Report which is due on/before the 5th of the following month). Failure to submit reports may result in suspension or termination of this Agreement. If the 15th falls on a Saturday,

then all paperwork is due on Friday. If Friday is a holiday, then paperwork is due on Thursday. If the 15th falls on a Sunday, then all paperwork is due on Monday. If Monday is a holiday, then paperwork is due on Tuesday.

PAYMENT AND REPORTING

M4A agrees to pay the Contractor for services provided under the terms of this agreement and as outlined in Exhibit A and contingent upon continued level funding from the local governments which comprise the M4A region. Support to the Contractor shall be made in the amount of 1/12 (one-twelfth) per month within 30 days after receipt of all required reports and provided that all required reports have been received by the M4A Fiscal Office and Nutrition Program on or before the 15th of the following month. The only exception to required reports is that the Contractor Time Recap Report (usually completed by the center manager) shall be faxed to the M4A Fiscal Office no later than the 5th of the following month. Reports from the center manager shall include Weekly Logs, Participant Sign-in Sheets, and the **Trio** Foods Ticket. Reports from the Contractor shall include Monthly Report of Expenditures and Request for Funds, Personnel Cost Recap—Program, Personnel Cost Recap—In-Kind, Contractor Employee Individual Time Report, and the Contractor Time Recap Report.

In order for M4A to comply with the deadlines and guidance as established by the Alabama Department of Senior Services, M4A shall require that all reports be submitted to M4A within a reasonable time after the close of the month but in no instance, any later than the 15th of the following month (except the Contractor Time Recap Report which is due on/before the 5th of the following month). Failure to provide required reports for monthly support under this agreement may, at M4A's discretion, result in forfeiture of support for that month. If the 15th falls on a Saturday, then all paperwork is due on Friday. If Friday is a holiday, then paperwork is due on Thursday. If the 15th falls on a Sunday, then all paperwork is due on Monday. If Monday is a holiday, then paperwork is due on Tuesday.

All reports for the fiscal year shall be due no later than **October 15, 2027**. Failure to provide required paperwork on or before this date shall result in forfeiture of any/all remaining funding from M4A under this agreement.

INELIGIBLE MEALS

The cost of all ineligible meals attributed to the Contractor shall be deducted from the payment amount or support. An ineligible meal is a meal that is ordered by the Contractor's center manager and either not served or served to an ineligible participant. If two meals of the same meal type (i.e., 2 lunches) are served to an eligible participant on the same day, then the second meal (i.e., the second lunch) is ineligible according to guidance from the Alabama Department of Senior Services. For all purposes, the determiner of an ineligible meal shall be the **Trio** Foods Ticket completed by the Contractor's center manager and submitted to M4A. The cost of the ineligible meal or meals shall be determined by the Elderly Nutrition Program policies as specified by the Alabama Department of Senior Services.

CONTINGENCY CLAUSE

It is expressly understood by the Parties and mutually agreed that any commitment of funds herein shall be contingent upon receipt and availability of funds under the program for which this Agreement is made. In the event of the proration of the fund from which payment under which this Agreement is to be made, the Agreement will be subject to termination.

WHISTLEBLOWER

The Contractor is hereby given notice that the 48 CFR §3.908 implementing section of 828, entitled "Pilot Program for Enhancement of Contractor Whistleblower Protections," of the National Defense Authorization Act applies to the Agreement.

CONFIDENTIALITY

The Contractor shall treat all information, and in particular information relating to individuals that is obtained by or through its performance under this Agreement, as confidential information to the extent confidential treatment is provided under state and federal laws and regulations. The Contractor shall not use any information so obtained in any manner except as necessary for the proper discharge of its obligations and rights under this Agreement.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

To the extent Contractor is maintaining Protected Health Information, the Contractor shall ensure that the Center Manager and other center staff implementing the terms of this Agreement are trained in confidentiality and HIPAA. In addition, the Contractor shall enter into a HIPAA Business Associates Agreement with M4A and shall comply with said Business Associates Agreement.

MAINTENANCE OF RECORDS

The Contractor shall maintain such records and accounts to assure a proper accounting for all project funds. Client information will be obtained, processed, and maintained in a manner that assures the confidentiality of the client will not be violated. The Contractor shall maintain financial records, supporting documents, statistical records and all other records pertinent to contract fulfillment for a period of **five-years** from the date of the last payment made by M4A to the Contractor. However, if audit, litigation, or other legal action by or on behalf of M4A or ADSS has begun, but is not completed at the end of the **five-year** period, or if audit findings, litigation, or other legal action has not been resolved at the end of the **five-year** period, the records shall be retained until resolution.

CONFLICTS OF INTEREST

The Contractor covenants that it presently has no interest and shall have no interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement.

The Contractor further covenants that in the performance of this Agreement, no person having such interest shall be employed to perform the requirements of this Agreement. The Contractor further covenants that it shall take reasonable steps to prevent any unlawful benefits from accruing to individuals associated with the Contractor as a result of the Agreement.

AMENDMENTS

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and duly signed by the parties thereto. The Agreement may be amended by written Agreement duly executed by the parties or in the event of program changes by ADSS or the Administration for Community Living after the provision of notice of the same to Contractor. Any such Agreement shall specify the date its provisions shall be effective as agreed to by the parties.

TERMINATION

M4A may terminate this Agreement, in whole or in part, effective immediately upon written notice to the Contractor, if the Agency determines that the Contractor has failed to comply with the terms and conditions of this Agreement. Events constituting cause for termination include, but are not limited to:

- **Breach of Contract:** Failure to comply with material terms of the agreement, such as failing to cure a breach within a specified period after notification.
- **Performance Issues:** Continuous or repeated problems in performing required duties.
- **Non-Compliance with Laws:** Failure to materially comply with applicable federal or state laws related to the Contractor's status or the OAA program.
- **Dishonesty or Moral Turpitude:** Engaging in conduct that involves dishonesty or reflects adversely on the reputation of M4A.
- **Mutual Agreement:** Termination can occur at any time if both parties mutually agree to end the relationship.
- **Safety and Health Violations:** Violation of site rules, food safety standards, or sanitation protocols can lead to immediate suspension or expulsion.
- **Eligibility Changes:** For individuals, service may be terminated if they no longer meet the criteria for being "homebound" or "in greatest social/economic need".

Notice Period: Either party may often terminate the agreement by providing a required written notice (e.g., 30 days) without necessarily citing a specific fault.

Cure Notice: In the event of a default or breach of any provision of this Agreement, M4A shall provide the Contractor with written notice (the 'Cure Notice') specifying the nature of the default.

- **Standard Cure Period:** The Contractor shall have **ten (10) calendar days** from the date of receipt of the Cure Notice to correct the violation or provide a plan of correction acceptable to M4A.
- **Extension of Cure Period:** If the breach is of such a nature that it cannot reasonably be cured within ten (10) days, the Agency may, at its sole discretion, grant a written extension if the Contractor has commenced to cure within the initial period.

- **Failure to Cure:** If the Contractor fails to cure the default within the specified timeframe, the Agency may terminate this Agreement immediately upon the expiration of the cure period.
- **Exception for Immediate Termination:** Notwithstanding the above, the Agency reserves the right to terminate this Agreement **immediately and without a cure period** if the breach involves fraud or places the health, safety, or welfare of program participants in danger.

Transition Services: In the event this Agreement is terminated, M4A and the Contractor will work together to ensure clients/participants of the ENP continue to receive meals unless a participant becomes ineligible for meals. In the event of a transition, M4A cannot guarantee that ENP participants will continue to receive the same meal type (i.e., hot home-delivered) but M4A will ensure that the ENP participants receive meals.

ACCESS TO RECORDS

At any time during normal business hours and as often as M4A may deem reasonably necessary for purposes of monitoring and evaluation, the Contractor shall make available to M4A or any authorized designee all records with respect to matters covered by this Agreement and will permit M4A or those authorized designees to audit, examine, investigate, or extract excerpts from invoices, materials, documents, papers, records or other data relating to matters covered by this Agreement, except and unless such document or other thing would not otherwise be available to M4A under Federal, state, or local law.

TRAFFICKING VICTIMS PROTECTION ACT

This award is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (72 USC 7104). This grant is subject to the requirements set forth in 45 CFR Part 75 (for nonprofit organizations and educational institutions) or 45 CFR Part 75 (for state, local, and federally recognized tribal governments).

MANDATORY DISCLOSURES

The Contractor is required to notify M4A in writing of all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this Agreement.

DEBARMENT AND REGISTRATION

The Contractor, by signing this Agreement, certifies it is not barred from bidding for or entering into this Agreement and the Contractor acknowledges that M4A may declare this Agreement void if the certification completed is false. All organizations receiving federal financial awards or sub-awards must have a DUNS (Data Universal Numbering System) and be registered with the CCR (Central Contractor Registration) as outlined in 2 CFR Part 25, *Financial Assistance Use of Universal Identifier and Central Contractor Registration*.

CIVIL RIGHTS

The Contractor agrees to maintain, for the duration of this Agreement, an assurance of compliance with Title VI of the Civil Rights Act of 1964. The Contractor further assures that activities under this Agreement will make no distinction regarding services, employment, and other service activities on the grounds of race, color, creed, national origin, age, sex, and further agrees to assure that facilities and services of the contracting service Contractor will be reasonably accessible to handicapped citizens.

EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap. The Contractor shall take affirmative action to ensure that these standards are met. Such actions will include but not be limited to the following: employment, upgrading, demotions, transfers, recruitment or recruitment advertising, layoffs, or terminations, selection for training, including apprenticeship and participation in recreational and educational activities. The Contractor agrees to post notices in places available to employees and applicants for employment, setting forth the provisions of this non-discrimination clause. The Contractor will in all solicitations or advertisements for employees placed by or on behalf of the Contractor state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or handicap. The Contractor shall cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials. The Contractor shall keep such records and submit such records concerning the racial and ethnic origin of the applicant for employment and employees as the Secretary of Labor may require. The Contractor agrees to comply with such rules, regulations, or guidelines as the Secretary may issue to implement these requirements.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Contractor hereby agrees that it will comply with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §§12101 *et seq.* (1990) and all requirements imposed by or pursuant to the Regulations issued by the Department of Justice.

DRUG FREE WORKPLACE CERTIFICATION

The Contractor certifies that it will provide a drug-free workplace in accordance with the Drug Free Workplace Act of 1988, 45 CFR Part 76, subpart F.

GRIEVANCE

The Contractor shall have on file a grievance procedure to receive, discuss, and resolve complaints registered by clients under this Agreement. All program participants have access to submit a grievance should a concern/complaint arise.

IMMIGRATION STATUS

By signing this Agreement, the Contractor affirms for the duration of the Agreement that the Contractor will not violate federal immigration law or knowingly employ, hire for employment or continue to employ an unauthorized alien within the State of Alabama. Furthermore, if the Contractor is found to be in violation of this provision it shall be deemed in breach of the Agreement and shall be responsible for all damages resulting therefrom. The Contractor hereby certifies compliance with the requirements of §31-13-9(a) and (b), Code of Alabama 1975, as amended, and has provided proper documentation to M4A.

CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The Contractor certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

HOLD HARMLESS

Expressly subject to and without waving, abrogating, mitigating or otherwise effecting Contractor's statutory limitations on liability or immunities, the Contractor agree to hold the Area Agency on Aging, staff and Board of Directors harmless from any or all claims or loss or damage occasioned to it or any third person or property by reason of an Act(s) or Omission(s) on the part of Contractor, its subcontractors, agents, employees, or persons working directly or indirectly for Contractor in the performance of the Agreement.

Contractor is a local government agency, and accordingly, only agrees to the terms in this Memorandum of Agreement to the extent allowed by law.

IN WITNESS WHEREOF, the Parties hereby execute this Agreement.

For Middle Alabama Area Agency on Aging
Executive Director

For the City of Cordova
Title: Mayor, City of Cordova

Date

Date

09/08/2026

Approved:

Chairperson, M4A Board of Directors

Date

Exhibit A

Total Fiscal Year Financial Support from M4A: **\$7,160.04**

Contractor may use financial support for any of the following services:

- Personal Care
- Homemaker
- Chore
- Home Delivered Meals
- Transportation for Participants
- Transportation for Meal Delivery
- Adult Day Care/Health
- Case Management
- Congregate Meals
- Nutrition Education
- Information and Assistance
- Outreach
- Recreation
- Material Aid
- Public Education
- Telephone Reassurance
- Friendly Visiting
- Disease Prevention and Health Promotion (but only if the person providing this activity is certified)

Exhibit B

ATTESTATION AND DOCUMENTATION AS TO EMPLOYMENT POLICIES REQUIRED BY THE MIDDLE ALABAMA AREA AGENCY ON AGING OF ALL CONTRACTS AND DIRECT VENDORS

Under the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act," the State of Alabama requires all of the Middle Alabama Area Agency's on Aging contractors (including direct vendors) and their subcontractors (including sub-vendors) of any tier to refrain from knowingly employing any unauthorized alien in Alabama and, as a condition for the award of any contract to a contractor or direct vendor, for the Contractor or direct vendor to document participation in the E-Verify program of the U.S. Department of Homeland Security.

ATTESTATION AND DOCUMENTATION AS TO EMPLOYMENT POLICIES REQUIRED BY THE MIDDLE ALABAMA AREA AGENCY ON AGING OF ALL CONTRACTORS AND DIRECT VENDORS

As a condition to the award of any contract, each contractor (including direct vendors) must provide the Middle Alabama Area Agency on Aging with a sworn affidavit attesting that The Contractor or direct vendor will not knowingly employ, hire for employment, or continue to employ any unauthorized alien within the State of Alabama. The Contractor or direct vendor must also provide documentation that the Contractor or direct vendor is enrolled in the E-Verify program. Failure of the Contractor or direct vendor to continue to participate in the E-Verify program system and to verify every employee as required under applicable federal rules and regulations during performance of the contract will be grounds for termination of the contract.

In addition, before entering into any subcontract for the performance of a contract with the Middle Alabama Area Agency on Aging, the Contractor (including direct vendors) and each of its subcontractors (including sub-vendors) of any tier should obtain from each of their direct subcontractors or direct sub-vendors a sworn affidavit of the direct subcontractor or direct sub vendor attesting that the direct subcontractor or direct sub vendor will not knowingly employ, hire for employment, or continue to employ any unauthorized alien within the State of Alabama and attaching documentation establishing that the direct subcontractor or direct sub vendor is enrolled in the E-Verify system. Failure to obtain such an affidavit or knowledge of violation by the direct subcontractor or direct sub vendor of the employment prohibitions of the Act may result in liability for the Contractor or subcontractor as provided in the Act. The affidavit and documentation of subcontractors and sub-vendors need not be filed with the Commission but should be retained by the Contractor or subcontractor obtaining them.

Attached is an affidavit that must be provided to the Middle Alabama Area Agency on Aging at the time of execution of any contract or agreement. Each vendor selling directly to or having a contact with M4A must provide M4A with a sworn affidavit. The affidavit must attach documentation confirming that the vendor participates in the E-Verify System. In the case of vendors with which M4A deals on a repetitive basis, the affidavit can be placed on file with the M4A and refilled by January 15 of each succeeding year.

Please send the affidavit to:

Middle Alabama Area Agency on Aging
Attn: Operations Manager
Post Office Drawer 618
Saginaw, AL 35137

STATE OF ALABAMA

COUNTY OF WALKER

AFFIDAVIT OF VENDOR / CONTRACTOR

Before me, a Notary Public, personally appeared Jeremy Pate (Affiant) who, being duly sworn says as follows:

As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as Mayor (state position) for The City of Cordova (state business entity/employer/ contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program.

(ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM).

[Signature]
Affiant

Sworn to and subscribed before me this the 8th day of Sept., 2026.

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

[Signature]
Signature and Seal of Notary Public

My Commission Expires
9/5/2029

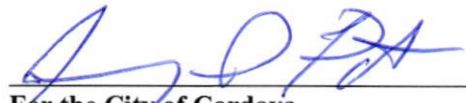


Exhibit C
Approval of Section 212 Agreements
Older Americans Act Final Rule (2024) Risk Factor Assurances

By signing below, you certify that the following risk factors do not apply to your organization:

- Lacks sufficient liability insurance;
- Is not appropriately incorporated, as applicable;
- Is not in good standing with state and/or local licensing boards, as applicable;
- Is under investigation by the Internal Revenue Service and/or state and local tax revenue entities;
- Is under investigation by the State Medicaid agency, Medicaid Fraud Control Unit, State or U.S. Department of Health & Human Services Office of Inspector General (or equivalent), or U.S. Department of Justice;
- Has been recently (within the last five years) sanctioned by the Internal Revenue Service, state and/or local tax revenue entities;
- Has recently (within the last five years) lost its state or local license due to non-compliance with state and/or local law; and
- Has recently (within the last five years) lost its status as a Medicaid provider due to noncompliance with Medicaid law or regulation.

I hereby certify that my organization is free of the above risk factors.

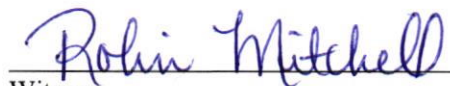


For the City of Cordova

09/08/2026

Date

Title: Mayor, City of Cordova



Witness

09/08/2026

Date

Exhibit D
Senior Center Assessment Tool

INTENTIONALLY LEFT BLANK

CENTER NAME:				Region:	County:
Date:	Menu #:			Time of Visit:	
Meal Order	C1:	C2:		Manager:	
	B'fast	Frozen		Months/Years of service:	
Meals Served:	C1:	C2:		# Participants Present:	
Total Meals Served:				# Participants Signed in:	
Went on homebound route.	yes	no		Health Dept Score:	
Time Meals Arrive:		Central Kitchen:		Name:	
Meals Accepted:				Date:	
A) General Facility				YES	NO
page					COMMENTS
24-26	Outside pathways in good repair, accessible, no obstruction.				
24	Ramps w/ handrails available for entrance.				
24	Restrooms accessible to persons w/ disabilities.				
23	Site, in general provides a clean and welcoming environment.				
23	Temperature of the facility is comfortable.				
30	Screens are on windows and doors, if open.				
24	The senior center site is clearly identified from the outside.				
24	X				
25	2 exits available and not locked.				
B) Informational Items - Chapter 11, page 117 of manual.					
117	Fire / Emergency Exit Plan / Drills/ emergency phone numbers.				
117	Hours of Operation.				
117	Current Menu and Current Activity Calendar.				
117	Contribution Sign.				
117	Sanitizing Procedures.				
117	Handwashing Sign.				
117	Equal employment poster with non discriminatory clause				
C) Volunteers - Chapter 6, pages 67-70 of manual.					
67-70	Volunteerism is encouraged by the center manager.				
67-70	Volunteers are adequately supervised by the center manager.				
D) Contributions - Chapter 2, section 2-G of manual.					
21	Contribution/Donation Box is available / locked.				
21	Contribution is confidential.				
21	Procedures are followed to account for all contributions.				
21	Oral programs encouraging contributions provided periodically.				
E) Files and Forms					
19-20	Attendance log reports are recorded daily and on file.				
34	Weekly meal reports and item delivery tickets on file.				
15	Participant eligibility has been determined. Form revised and on file. Checking 20% of C1 active participants.				
140-143	Nutrition risk assessment: review/complete.				
140-143	Nutrition risk assessment appears accurate.				
16	High risk receives meal 5 days per week.				
F) Center Management					
31	Operating Hours: Days per week:				
23	Adequate staffing during senior center hours.				
23	Overall good atmosphere in center.				
23	Manager and staff are receptive to concerns / suggestions.				

page		YES	NO	COMMENTS
19	Participants in attendance sign in.			
15-16	All persons served are eligible participants.			
15	Nutrition Education provided monthly-C1/quarterly-C2.			
27	Current Alabama ENP manual available & easily accessible?			
23	Manager demonstrates a sincere respect for all attendees, staff			
19	Waiting list of eligible persons used for congregate fill-in days.			
15	Current contact info available on all clients.			
23-24	Basic education and training for center manager.			
23	Plan in place to manage the services if Center Manager is out.			
G) Safety				
24-25	Floor covering, walls, ceiling, doors, windows, etc. are in good condition with no hazardous areas. Kitchen light covers 6-202.11			
25	First Aid supplies are available and stocked adequately.			
24	Center staff are trained in basic first aid and emergency procedures.			
25-26	Yearly fire and severe weather drill provided to participants.			
25-26	Fire Extinguisher is easily accessible, serviced within the past 12 months and can be used by staff.			Date of service:
24	Furniture is arranged safely, aisles and doors are unobstructed.			
27,61	Cleaning supplies and toxic materials stored separate from food and serving items. MSDS available.			
43	Home prepared food items are not used or consumed during nutrition program hours.			
24, 87	Manager & staff aware of illness plan and clean-up procedures.			
H) Kitchen / Sanitation				
36	Hand washing sign is posted in kitchen and restrooms.			
58	Soap, hot water and disposable towels or hand dryer are available for hand washing in kitchen and restrooms.			
36,72	Servers wash hands before and after serving.			
36,72	Servers wash hands in appropriate sink designated for hand washing, not in dish washing sink.			
58	Garbage cans are lined and clean with lid. Trash is disposed of properly.			
27, 51	Refrigerator is clean, holds food at $\leq 41^{\circ}\text{F}$, enough capacity to store cold food items.			
27, 51	Freezer is clean, has thermometer, frozen meals frozen.			
81-84	Tea/coffee urn is clean and sanitized.			
74,77	Sanitizing solution is available, labeled and is appropriate strength.			
37,50,78	Staff able to properly check thermometers in ice bath.			
42	Two properly working food thermometers on hand.			
61	All supplies stored at least 6" off floor and in a contained area.			
30	Adequate pest control.			How often serviced:
77	Wiping cloths are clean and kept in sanitizing solution.			
60	No eating, drinking, smoking or chewing in the kitchen.			

46	Items handed out separate are placed on the table in front of participant.			
page		YES	NO	COMMENTS
47	Milk leftover from the day before is served first.			
36,38	Only those pans being served from are removed from hot/cold storage first.			
57	Kitchen area is appropriately cleaned after service.			
47	Pans washed, utensils cleaned and properly sanitized, supplies returned to storage area.			
26,47, 54	Comments about food are solicited and recorded on Item Delivery Ticket.			
K) C-2 / Home Bound Meals				
20	Current list of Home Delivered Meal Recipients on File.			
15-16	Meals are delivered only to eligible clients.			
19	Homebound waiting list is maintained at center.			
21	C-2 clients are periodically reminded about contributions.			
20	Participant information is maintained at the center for accurate record keeping.			
44-45	3 compartment trays / cup lids are dated.			
22, 38-39	Home delivery meal containers are adequate in size and quantity and properly sealed for cold/hot.			
48	Home delivery containers are clean and sanitized.			
45	Home delivery route is completed in less than 2 hours.			
*5	Vehicle is free of odors, dirt, grime, and pets.			
* Module 5 Course Book of Food Safety on the Go				
L) Observations / Comments				
Menu Served: Menu #				
Estimated Number of Servings left after all meals were served:				
Comments concerning meals in general: Shelf Stable Meals: Picnic:				

Physical Needs of Facility:
Additional Information of Interest:
Equipment Concerns:
Supply Concerns:
Reimbursement Concerns:

Exhibit E
Finance Reporting Forms

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Assessment of Financial Management of Aging Program

Senior Centers – M4A Fiscal Year 2025

County: _____ Senior Center: _____

Manager's Name: _____ Phone: _____

Type of Audit:	Routine: ☐	Requested: ☐	By: _____	Date: _____
Reason for Request: _____				
Period Covered: _____				

1. Name(s) of counter(s) interviewed: _____

2. How many contribution boxes do you have?: 1 2 3 4 5 Other: _____

3. Do all of your boxes lock? Yes _____ No _____ if no, _____

4. Where are boxes when contributions are made? _____

5. Where are the boxes when you leave? _____

6. Where are the keys to the boxes stored and who has access to the keys? _____

7. Please describe the procedure for counting the contributions: _____

8. When/How often are the contributions counted? _____

9. Who gets MO/deposit slip? _____ How Often? _____

10. Is a copy of the Nutrition Manual (Alabama Elderly Nutrition Program: Guide to Meal Services) on file? Y ___ N ___

11. Date of most current authorized counters sheet: _____

12. Were counters listed on sheet? Yes _____ No _____ if no, _____

13. Does the senior center submit their monthly Contractor time recap reports by the 15th of the following month?
Y ___ or N ___

Final Comments: _____

Senior Center Manager Signature

Date

Auditor Signature

Date

Assessment of Financial Management of Aging Program

Contractors – M4A Fiscal Year 2025

County: _____ Contractor: _____ Amt. of Grant Funds: _____

Assessor: _____ Contact Person: _____ Phone: _____

Type of Audit: Routine: ☐ Requested: ☐ By: _____ Date: _____

Reason for Request: _____

Period Covered: _____

Last Independent Audit: _____ By: _____

Monitoring Objectives:

- To determine whether Aging Program Funds are expended for budgeting purposes and properly accounted for.
- To recommend where appropriate action is necessary to promote greater efficiency in fiscal management.

Fiscal Procedures:

I. BANKING:

1. Number of signatures required on checks: _____ Who signs checks? _____

2. Are all bank statements available for year? **Y** **N** Are bank reconciliations done? **Y** **N**

II. DOCUMENTATION:

YES **NO**

1. Does documentation exist to show that financial records are maintained for five years or longer? _____

2. Are you providing supporting documentation with your monthly report? On File? _____

3. Are the monthly reports submitted to M4A within the required number of days following the end of each month? _____

4. Does Contractor have the current declaration of insurance for the senior center? _____

III. ACCOUNTS PAYABLE/RECEIVABLE:

1. Who is responsible for accounts payable? _____

2. Does the Contractor have access to documentation as to receipts and expenditures? _____

3. Are supporting documents marked paid with the check number and date paid noted to prevent duplicate payment? _____

4. Are all reimbursements to Contractor deposited promptly and properly accounted for? _____

5. Are all financial transactions approved by Contractor's authorized individual? _____

6. Who is authorized to approve invoices for payment? _____

V. INVENTORY:

1. Are inventory records for senior center maintained and accurate? _____

Contractor Signature

Date

Auditor Signature

Date

MONTHLY REPORT OF EXPENDITURES AND REQUEST FOR FUNDS

CONTRACTOR: _____ MONTH: _____

	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	YEAR TO DATE
PERSONNEL - PROGRAM													
PERSONNEL - IN KIND													
FICA													
WORKER'S COMP													
SUI													
OTHER EMPLOYEE BENEFITS													
TRAVEL													
OFFICE EXPENSE													
POSTAGE													
TELEPHONE													
UTILITIES													
IN-KIND: Please specify below													
SPACE IN-KIND													
TRAINING													
TRANSPORTATION													
EQUIPMENT MAINT													
INSURANCE													
OTHER -													
OTHER -													
TOTAL PROJECT COST													

IN-KIND—paid or given in goods, commodities, or services instead of money

Please describe: _____

CERTIFICATION: _____

Please return completed form by the 15th day of the following month via email to finance@rm4a.org or faxing to (205) 378-4198

PERSONNEL COST RECAP - PROGRAM

CONTRACTOR: _____
PERIOD ENDING: _____

Employee Name	Position	Rate of Pay	Gross Pay	FICA	W/C	SUI	Other Employee Benefits Amount	Explanation	Total Cost
TOTALS									

CERTIFICATION: _____

PERSONNEL COST RECAP - IN KIND

CONTRACTOR: _____

PERIOD ENDING: _____

Employee Name	Position	Value of In-Kind

CERTIFICATION: _____

CONTRACTOR UNIT RECAP REPORT

Senior Center _____

Month/Year: _____

	Manager	Assistant Manager	Driver(s)	Volunteer(s)	All Others	GRAND TOTALS
Total Time on Congregate Meals Served						
Total Time on Home-Delivered Meals Served						
Total Time of of Participants Transported						
Total Time of Meal Deliveries						
Total Sessions for Nutrition Education- Congregate						
Total Sessions for Nutrition Education- Homebound						
Total of Info & Assistance Contacts (Telephone Calls to Clients)						
Total of Outreach Contacts (Friendly Visits to Clients to Provide Comfort and Assistance)						
Total of Public Education Contacts						
Total of People Served in Recreation (Health Promotion Non-Evidence Based)						
Total # of Marketing Activities						
Total # of People Reached by Marketing Activities						

Complete & submit to M4A no later than the 5th day of the following month to M4A Finance by fax at (205) 378-4198 or Email to finance@m4a.org

CONTRACTOR INDIVIDUAL EMPLOYEE UNIT REPORT

Name of Employee: _____

Job Title: _____

Center: _____

Month/Year: _____

MONTH:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Congregate Meals Served (Hours Spent)																																
Home-Delivered Meals Served (Hours Spent)																																
Transporting Participants (Hours Spent)																																
Transporting Meals (Hours Spent)																																
Nutrition Education Congregate (1 Session = 1 Unit)																																
Nutrition Education Homebound (1 Session = 1 Unit)																																
Info & Assistance (Telephone Calls to Clients) (prev Telephone Reassurance) (1 Contact = 1 Unit)																																
Outreach (Friendly Visits to Clients to Provide Comfort and Assistance) (previously Friendly Visiting) (1 Contact = 1 Unit)																																
Public Education (1 Contact = 1 Unit)																																
Recreation (Health Promotion Non- Evidence Based) (1 Person = 1 Unit)																																
Total # of Marketing Activities (previously Public Information) (1 Activity = 1 Unit)																																
Total # of People Reached by Marketing Activities (previously Public Information) (1 Person = 1 Unit)																																

Certification: _____
Employee Signature

Approved by: _____
Supervisor Signature

Complete and submit to M4A no later than the 5th day of the following month to the attention of "Finance" by fax to (205) 378-4198 or email to finance@m4a.org

MIDDLE ALABAMA AREA AGENCY ON AGING SENIOR CENTER WEEKLY MEAL REPORT

County _____

Week of _____

Center _____

Center Manager's Signature _____

CENTER CONTRIBUTIONS							
	Date	C-1 Congregate	C-2 Home Delivered	C-1 Ineligible Meals	TOTAL	Counted By	Counted in the Presence of
MON							
TUES							
WED							
THU							
FRI							
TOTALS							

For Agency Use Only:

#450.12

#450.13

#820.12

#820.13

Money Order Fee

TOTAL _____ (Checks, Money Order, Cash)

INELIGIBLE MEALS SERVED			
PLEASE COMPLETE THE FOLLOWING INFORMATION FOR EACH INELIGIBLE MEAL SERVED THE WEEK OF THIS REPORT			
Date	Name	Amount	Check #/Cash

For Agency Use Only:	
P.I. #450.12	ADSS #430.12

**Attach
Money Order
Receipt Here**

Exhibit F
Mandatory Business Associates' Agreement

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BUSINESS ASSOCIATE AGREEMENT

This Privacy Agreement ("Agreement") is effective upon signing this Agreement and is entered into by and between **MIDDLE ALABAMA AREA AGENCY ON AGING** ("Covered Entity") and the **City of Cordova** (the "Business Associate").

1. Term. The Term of this Agreement shall be effective as of **October 1, 2026** and shall terminate on the same date as any Contract, Service Agreement, or Memorandum of Understanding with Covered Entity terminates, or on the date Covered Entity terminates for cause as authorized in section (3) of this agreement, whichever is sooner.

2. HIPAA Assurances. In the event Business Associate creates, receives, maintains, or otherwise is exposed to personally identifiable or aggregate patient or other medical information defined as Protected Health Information ("PHI") in the Health Insurance Portability and Accountability Act of 1996 or its relevant regulations ("HIPAA") and otherwise meets the definition of Business Associate as defined in the HIPAA Privacy Standards (45 CFR Parts 160 and 164), Business Associate shall:

(a) Recognize that HITECH (the Health Information Technology for Economic and Clinical Health Act of 2009) and the regulations thereunder (including 45 C.F.R. Sections 164.308, 164.310, 164.312, and 164.316), apply to a business associate of a covered entity in the same manner that such sections apply to the covered entity;

(b) Not use or further disclose the PHI, except as permitted by law;

(c) Not use or further disclose the PHI in a manner that had the Covered Entity done so, would violate the requirements of HIPAA;

(d) Use appropriate safeguards (including implementing administrative, physical, and technical safeguards for electronic PHI) to protect the confidentiality, integrity, and availability of and to prevent the use or disclosure of the PHI other than as provided for by this Agreement;

(e) Comply with each applicable requirement of 45 C.F.R. Part 162 if the Business Associate conducts Standard Transactions for or on behalf of the Covered Entity;

(f) Report as soon as possible, but no later than 10 business days, to the Covered Entity any security incident or other use or disclosure of PHI not provided for by this Agreement of which Business Associate becomes aware;

(g) Enter into a business associate agreement with, and require any subcontractors that create, receive, maintain, or transmit PHI on behalf of the business associate to agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;

(h) Make available PHI in accordance with the individual's rights as required under the HIPAA regulations;

(i) Account for PHI disclosures for up to the past six (6) years as requested by Covered Entity, which shall include:

(1) Dates of disclosure, (2) names of the entities or persons who received the PHI, (3) a brief description of the PHI disclosed, and (4) a brief statement of the purpose and basis of such disclosure;

(j) Make its internal practices, books, and records that relate to the use and disclosure of PHI available to the U.S. Secretary of Health and Human Services for purposes of determining Customer's compliance with HIPAA; and

(k) Incorporate any amendments or corrections to PHI when notified by Customer or enter into a Business Associate Agreement or other necessary Agreements to comply with HIPAA.

(l) indemnify and hold harmless, to the extent allowed by law, the Covered Entity, its officers, employees, and agents (individually and collectively "Indemnitees") against any and all losses, liabilities, judgments, penalties, awards, and costs (including costs of investigations, legal fees, and expenses) arising out of or related to:

- A breach of this Business Associate Agreement relating to the Obligations and Activities required by Business Associate; or
- Any negligent or wrongful acts or omissions of Business Associate or its employees, directors, officers, subcontractors, or agents, relating to their HIPAA Privacy and Security requirements, including failure to perform their Obligations and Activities under this Business Associate Agreement.

3. Termination upon Breach of Provisions. Notwithstanding any other provision of this Agreement, Covered Entity may immediately terminate this Agreement if it determines that Business Associate breaches any term in this Agreement. Alternatively, Covered Entity may give written notice to Business Associate in the event of a breach and give Business Associate five (5) business days to cure such breach. Covered Entity shall also have the option to immediately stop all further disclosures of PHI to Business Associate if Covered Entity reasonably determines that Business Associate has breached its obligations under this Agreement. In the event that termination of this Agreement and the Agreement is not feasible, Business Associate hereby acknowledges that the Covered Entity shall be required to report the breach to the Secretary of the U.S. Department of Health and Human Services, notwithstanding any other provision of this Agreement or Agreement to the contrary.

4. Return or Destruction of Protected Health Information upon Termination. Upon the termination of this Agreement, unless otherwise directed by Covered Entity, Business Associate shall either return or destroy all PHI received from the Covered Entity or created or received by Business Associate on behalf of the Covered Entity in which Business Associate maintains in any form. Business Associate shall not retain any copies of such PHI. Notwithstanding the foregoing, in the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible upon termination of this Agreement, Business Associate shall provide to Covered Entity notification of the condition that makes return or destruction infeasible. To the extent that it is not feasible for Business Associate to return or destroy such PHI, the terms and provisions of this Agreement shall survive such termination or expiration and such PHI shall be used or disclosed solely as permitted by law for so long as Business Associate maintains such Protected Health Information.

5. No Third-Party Beneficiaries. The parties agree that the terms of this Agreement shall apply only to themselves and are not for the benefit of any third-party beneficiaries.

6. De-Identified Data. Notwithstanding the provisions of this Agreement, Business Associate and its subcontractors may disclose non-personally identifiable information provided that the disclosed information does not include a key or other mechanism that would enable the information to be identified.

7. Amendment. Business Associate and Covered Entity agree to amend this Agreement to the extent necessary to allow either party to comply with the Privacy Standards, the Standards for Electronic Transactions, the Security Standards, or other relevant state or federal laws or regulations created or amended to protect the privacy of patient information. All such amendments shall be made in a writing signed by both parties.

8. Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the then most current version of HIPAA and the HIPAA privacy regulations.

9. Definitions. Capitalized terms used in this Agreement shall have the meanings assigned to them as outlined in HIPAA and its related regulations.

10. Survival. The obligations imposed by this Agreement shall survive any expiration or termination of this Agreement.

Covered Entity: Middle Alabama Area Agency on Aging

Covered Entity Address: 209 Cloverdale Circle

City/State/Zip: Alabaster, AL 35007

Signature: _____

Name: Carolyn Fortner

Title: Executive Director

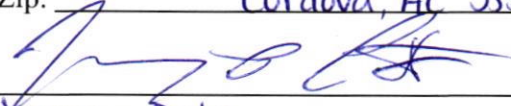
E-mail address of signer: cfortner@m4a.org

Date: _____

Business Associate: City of Cordova

Business Associate Address: 154 Main Street

City/State/Zip: Cordova, AL 35550

Signature: 

Name: Jeremy Pate

Title: Mayer

E-mail address of signer: mayer.pate@cordovacity.com

Date: 09/08/26



Cordova Fire & Rescue



AUGUST 2026 CALLS:

STRUCTURE FIRES - 3

BRUSH / WOODS FIRES - 2

MOTOR VEHICLE ACCIDENTS - 8

VEHICLE FIRES - 0

MEDICAL - 63

RESCUE - (2)

PUBLIC ASSISTANCE - 0

HAZARDOUS - 6

FALSE ALARMS - 1

INSPECTIONS - 0

MUTUAL AID - (4)

Total Calls: 83

Water Usage - Gallons 15,300



Cordova Fire & Rescue



UPDATE:

- **Eng 2 – Out of service, it went for tire replacement Wednesday and has not returned, Eng – 1 Air Dryer was replaced but was returned with a Check Eng Light that needs evaluated, UTV Tires are on order at Southern Tire Mart, was told will be delivered here for the city to install when they come in, Command – Has a weak battery will need to be replaced soon. Ladder Truck – (No change) Waiting for cost estimates and down time to have truck taken to service center or evaluated inhouse.**
- **Trunk R Treat will be on October 31, we are finalizing time and beginning process to set up trunks. It will be at Indian Head Park again, this will be a Saturday.**
-

Planning Commission
Report to City Council
September 8 2026

- The Planning Commission's last regular meeting was August 18 2024
- The Planning Commission held 2 public hearings for requested zoning changes from R3 to M2. They were approved with no public comment or questions to send to the City Council.
- The Planning Commission reviewed 5 building permits. 3 were approved, 1 was tabled pending additional information, 1 was denied.
- The Planning Commission reviewed 1 application for a Zoning Variance. It was denied.
- No further business was discussed and the meeting was adjourned.
- The next Planning Commission meeting is September 15.
- Any questions for the Planning Commission.
- Thank you

Lawrence R. Sider
Planning Commission
Chairman