

Name of Applicant/Agency: **COMMUNITY ACTION PARTNERSHIP OF MID NEBRASKA**

The Nebraska State Unit on Aging is requesting an Annual Plan & Budget for the Senior Volunteer Program for FY 2025. The Annual Plan should include response to the following questions:

1. Designated project director who is directly responsible to the sponsor for the management of the project. **Kyla Martin, SVP Coordinator, under the supervision of Tammy Jeffs, Community Services Director**
2. List the Units of Service Composite (**volunteer hours**):

07/01/23 – 12/31/23 (Actual)	<b>1,916.25</b>
01/01/24 – 06/30/24 (Projected)	<b>1,260</b>
07/01/23 – 06/30/24 (Combined)	<b>3,176.25</b>
07/01/24 – 06/30/25 (Projected)	<b>2,000</b>

**The combined units of service for FY 24 is reported / projected as 3,176.25 hours. The projection for FY 25 is 1,400. Why is the projection for FY 25 less than half of FY 24?**

**Several of the contributing volunteers have left the program after requiring more paperwork to record their volunteer time. I had to make a new projection. I will increase it to 2,000.**

3. Describe how recruitment, assignment, supervision, and support of the senior volunteers is provided. What efforts are being made to recruit and assign persons from minority groups, people with disabilities, and hard-to-reach individuals?  
**Mid uses several methods to recruit new volunteers. The Volunteer Recruiter assists in recruitment by giving presentations to groups throughout Buffalo County. Technology is used for recruitment through the Community Action Partnership of Mid-Nebraska agency website and Facebook page. Our recent movie events followed by recruitment presentations increased our volunteer numbers greatly. Word of mouth recruitment continues to be used for both volunteers and participants.**

**To provide accommodations to volunteers with physical limitations, we are able to assist with transportation through public transit throughout Buffalo County. The Recruiter is also reaching out to Hispanic Churches to folks who may want to volunteer and may have bilingual skills to visit with underserved populations.**

**Two additional volunteers are the goal for the upcoming grant cycle. Once they are accepted and background checks are completed, they will be provided with training on the program which includes policies, procedures, how to track timesheets and expectations.**

**Ongoing training will occur via newsletters and in-person to update needed forms at least one time annually.**

**Last July we were able to share a resource table with attendees of the Nebraska Commission on Latino-Americans conference. We provided our brochures and Spanish handouts.**

4. Describe the assignments and activities volunteers are generally involved in.  
**The goal for the SVP volunteers is to seek out clients over 60 years of age to assist them in staying active and independent wherever they are living. This is a partial listing of how volunteers will do that:**
  - A. Visiting them personally or over the phone one-to-one;
  - B. Assisting them with everyday living tasks one-to-one;
  - C. Transporting them to appointments or shopping areas one-to-one;
  - D. Help them down-size their belongings to prepare for a move one-to-one;
  - E. Encouraging them to take proper care of themselves; and
  - F. Being their friend.
  - G. Attending meals with them at Senior Center or restaurant.
  
5. What financial and in-kind support is provided to fulfill the project's local share commitment (equal to or greater than 10% of the grant amount)?  
**Volunteer hours are used as a match as well as cash match from local sources. Volunteer hours are assigned the value of \$27.20 per hour to figure in-kind match.**
  
6. Outline how the senior volunteers are provided with not less than the minimum accident, personal liability, and excess auto liability insurance. Submit a Certificate of Insurance with this application.  
**Volunteers are covered in the blanket insurance policy from Acrisure (CIMA) while volunteering with the Community Action Partnership of Mid Nebraska's Senior Volunteer Program. This is a Blanket Accidental Death and Dismemberment and Accident Medical Expense Coverage.**
  
7. Outline the background checks on senior volunteers being conducted currently. (include background checks required in Program Instruction SUA-22-PI-06).  
**Upon applying to become a volunteer, a background check is sent through the Human Resource Department to Essential Screens and DHHS for any criminal history that may be an ineligibility factor. Applications are reviewed by the Coordinator for eligibility, including names and dates of previous employers, work experience, education, accidents, licensure, credit disclosures public record information such as, but not limited to: driving records, workers' compensation claims, judgments, bankruptcy proceedings, evictions, criminal records, etc., from federal, state, and other agencies that maintain such records. In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers or landlords, past or current neighbors and associates of mine, etc.) to gather information regarding their work performance, character, general reputation and personal characteristics may be obtained.**

Title 15 NAC 5 003.01(C)

<input checked="" type="checkbox"/> APS/CPS	<input checked="" type="checkbox"/> Criminal Background Check (State Patrol)
<input checked="" type="checkbox"/> Department of Motor Vehicles	<input checked="" type="checkbox"/> Sex Offender Registry
  
8. Describe the types of appropriate recognition of the senior volunteers and their activities.

**The volunteers receive regular encouragement from the Coordinator and the Recruiter by ways of personal connection, via emails or thru the mail. At meetings volunteers receive small tokens of appreciation and refreshments. At the annual recognition activity volunteers receive more substantial gifts.**

9. Provide personnel practices and service policies for senior volunteers, including grievance and appeal procedures for volunteers.

**Grievance procedures for volunteers fall under Mid's Staff Policy and Procedures. Volunteers may report an issue to the Coordinator. If this does not resolve the issue, it passes to the volunteer's immediate supervisor, the Director of Community Services. The volunteer will be given the opportunity to discuss the issue and if it is not satisfactorily resolved, they may fill out a grievance. Upon receiving the grievance, it goes to the Director of Human Resources. A committee is convened to review the situation. A determination is made and those involved are notified of the decision, as is Mid's Board of Directors, being provided information on how project records are maintained in accordance with generally accepted accounting principles and for accurate and timely preparation and submission of reports required by the State Unit on Aging. A copy of our Grievance Procedure is included in this application, and in our volunteer and recruiter's notebook so everyone has it. This procedure is gone over at their first training. Attached are the Volunteer Procedures, Program Participant Grievance Procedures/Complaint Form, and Appropriate and Inappropriate Volunteer Activities**

10. Provide information on how project records are maintained in accordance with generally accepted accounting principles and provide for accurate and timely preparation and submission of reports required by the State Unit on Aging.

**Volunteers are given a due date when their timesheets are expected to be turned in. It is normally 5 days after the last day of the preceding month to allow time if they need to mail their timesheet in. Volunteer timesheets are processed monthly upon receipt and mileage reimbursements are calculated and paid at that time when applicable. The vouchers for payment of mileage as well as in-kind donations are processed and forwarded to our fiscal department where they are verified for accuracy and processed if no corrections are needed. If corrections are needed they are returned to the volunteer coordinator to be corrected and returned to fiscal for final verification to ensure correctness and accuracy for our records. An Excel spreadsheet is kept for all volunteer hours accrued and in-kind donations and is submitted to fiscal each month for verification and reporting purposes. State Unit on Aging Quarterly Reports are emailed to Ben Stromberg after completion every quarter (four times a year).**

11. Describe how necessary training is provided prior to the volunteers at the start of service and quarterly training thereafter.

**Training prior to the start of service is conducted on a one-on-one basis to make sure each volunteer understands how the program works and what their duties will be once they begin. The one-on-one training may be with the Coordinator, the Recruiter or a combination of both. Quarterly staff meetings and trainings are conducted, and a newsletter is mailed, one month prior to a scheduled staff**

meeting/training session. This is to give them time to prepare questions or voice concerns. If it is necessary to get important information to our volunteers before either of these functions occur, a special newsletter is sent out to each person. With these special newsletters, they are required to sign and date a sheet to return and verify that they did read and understand the new information. Self-addressed stamped envelopes are enclosed with the sheets to insure that they get returned. Open communications thru phone is also encouraged. In the case of signing up several volunteers at the same time, a meeting is scheduled and we work thru it together.

12. Describe the arrangement of direct benefits (transportation, meals, physical examination and insurance) provided to volunteers.

**Volunteers record volunteer time on their timesheets and turn them in monthly. This is also a record for how many clients they assist, how long they assist them, and how many miles were driven in order to assist them. Mileage information expenses are recorded on a Payment Voucher which is processed by the fiscal department. Within a week or so, the volunteer is reimbursed their mileage.**

**Volunteers have their annual physical examination and return the authorization to participate in the program to the Coordinator. If there is an expense that needs reimbursed, it will be done by the Coordinator working with the fiscal department. The same goal for the need of accidental, personal liability, or access to auto insurance. The Coordinator will fill out the proper forms and work with the fiscal department and administration to get them completed.**

**If a volunteer doesn't drive and uses public transportation to go to volunteer, he/she may request reimbursement for those expenses with the Coordinator. The Coordinator will go thru the payment vouchering process and the volunteer will be reimbursed within about 10 days. SVP does reimburse meals during volunteer visits by recording them on a Payment Voucher which is processed by the fiscal department. Within about 10 days, the volunteer is reimbursed their meal expense.**

13. Provide assurance that appropriate liability insurance is maintained for owned, non-owned, or hired vehicles used in the project.

**Mid collects a copy of auto insurance yearly in February on each volunteer or employee who is reimbursed for mileage. If they are unable to furnish this information, they are not allowed to transport clients or get the mileage reimbursement. A copy of the Proof of Insurance card is now kept in the Volunteer's file as well.**

14. What is the realistic transportation plan for the project based on the lowest cost transportation modes?

**Mid reimburses mileage for volunteers at a rate of .50 per mile. If a volunteer transports a client to an appointment or an errand, they are reimbursed for the total mileage for the trip. After the elimination of stipends, all mileage is now reimbursed which is a change from previous years when mileage was capped at forty miles per month. If a volunteer doesn't drive and uses public transportation to go to volunteer, he/she may request reimbursement for those expenses with the Coordinator. The Coordinator will go thru the payment vouchering process and the volunteer will be reimbursed within about 10 days.**

15. How is an annual appraisal of the volunteers' performance and annual review of volunteers' driver's record and liability insurance conducted?

**Volunteers are given a yearly performance evaluation. This is done in written form as well as person-to-person. They are furnished a copy of their evaluation at the end of the evaluation meeting. At evaluation time, the Volunteers are also asked to complete an evaluation on the performance of the SVP Coordinator and send it back anonymously so more input can be received on how things are going from the perspective of the Volunteer. Forms are furnished to them along with a self-addressed stamped envelope. If changes can be accommodated they are made. The Human Resource Manager takes care of the volunteers' driver's record review. This is done with a calendar reminder set up for the last Monday in June so we gather the info to run them on July 1. Currently we have the previous group and the new group so eventually they will cycle to all be ran at the same time.**

A Service Narrative(s), Budget Form and Budget Narrative must be submitted along with this annual plan.

COMMUNITY ACTION PARTNERSHIP OF MID NEBRASKA

**Category: Personnel**

Kyla: \$31.06 hr x 4 hrs week x 52 weeks=**\$6,460**

Joye: \$12.00 hr x 10 hrs week x 26 weeks=**\$3,120** \$13.50 x 10 hrs week x 26 weeks=**\$3,510 Total \$6,630**

Total Salary: **\$13,090**

Fringe/WC 26%=**\$3,403**

**Total of all personnel: \$16,493**

**Category: Travel**

The travel is mostly within our immediate service area of Buffalo County. This travel is done for recruiting activities. (staff)

This is estimated to be 200 miles x .585 per mile = **\$117**

**Category: Printing and Supplies**

Ink, paper, postage = **\$500**

**Category: Equipment N/A**

**Category: Building Space N/A**

**Category: Communications & Utilities N/A**

**Total of Program Costs: \$617**

**Category: Other**

Insurance: CIMA **\$306 (vol)**

Funds for recognition **\$1,140 (vol)**

Physical and background checks needed for volunteers are estimated to be **\$300. (vol)** (5x\$60)

Advertising and promotional **\$3,144(admin)**

Volunteer mileage: 6,000 x .50=**\$3,000 (vol)**

**Total of Other: \$7,890**

Total grant funds requested: **\$25,000**

Match amount: **\$2,500**

**FY 2025**

**NEBRASKA SENIOR VOLUNTEER PROGRAM APPLICATION FOR FUNDING**

Applicant	COMMUNITY ACTION PARTNERSHIP OF MID NEBRASKA		
Address	16 WEST 11TH STREET		
City	KEARNEY, NE		ZIP Code
Contact Person	KYL A MARTIN, SVP COORDINATOR		
			68847

**Budget**

	Grant	Local Cash	Local In-Kind
Administration	\$0.00	\$0.00	\$2,500.00
Personnel	16,493		
Travel	117		
Insurance	306		
Office Costs	500		
Other(list & breakout)			
Volunteer Costs	\$0.00	\$0.00	\$0.00
Travel	3000		
Meals			
Physical Exams	300		
Recogniti on	1140		
Advertisi ng/Prom otional	3144		
<b>Total Cost</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>

Please attach a Budget Justification describing the costs in each category.

Service Area	BUFFALO COUNTY
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Special Emphasis (optional)	
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**FY 2025**