

Name of Applicant/Agency: __Neighbor To Neighbor_____

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. Laura Osborne
2. List the Units of Service Composite (**volunteer hours**):

07/01/23 – 12/31/23 (Actual)
01/01/24 – 06/30/24 (Projected)
07/01/23 – 06/30/24 (Combined)
07/01/24 – 06/30/25 (Projected)
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? NO CHANGE
4. Describe the assignments and activities volunteers are generally involved in. NO CHANGE
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)? NO CHANGE
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. SEE ATTACHED
7. Outline the background checks on senior volunteers being conducted currently. (include background checks required in Program Instruction SUA-22-PI-06). NO CHANGE
8. Describe the types of appropriate recognition of the senior volunteers and their activities. We recognize volunteers annually during national volunteer month (April) with a luncheon and an appreciation gift. We also send them holiday cards thanking them for their service during that calendar year.
9. Provide personnel practices and service policies for senior volunteers, including grievance and appeal procedures for volunteers. NO CHANGE
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. NO CHANGE
11. Describe how necessary training is provided prior to the volunteers at the start of service and quarterly training thereafter. NO CHANGE
12. Describe the arrangement of direct benefits (transportation, meals, physical examination and insurance) provided to volunteers. NO CHANGE
13. Provide assurance that appropriate liability insurance is maintained for owned, non-owned, or hired vehicles used in the project. SEE ATTACHED
14. What is the realistic transportation plan for the project based on the lowest cost transportation modes? NO CHANGE
15. How is an annual appraisal of the volunteers' performance and annual review of volunteers' driver's record and liability insurance conducted? NO CHANGE

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

Neighbor To Neighbor

Category: Personnel

For 2023-2024, we will pay the part-time Program Director \$1,100 per month for 12 months totaling \$13,200. The FICA of .0765 is then \$1,010 for the year.

We anticipate having volunteers donate an average of 31 hours per month at a value of \$29.95 per hour for an in-kind total of \$11,141.

Category: Travel

We are budgeting 100 miles for the Program Director at the current federal rate of .625/mile for a total of \$63. We are also budgeting an average of 400 miles per month also at the current federal rate of .625/miles for a total of \$3,000. We anticipate an in-kind contribution of donated volunteer miles of 40 miles per month x .625/mile for a total value of \$300.

Category: Printing and Supplies

The breakdown of our budget for this category is as follows:

Insurance - \$3,000

Envelopes - \$148

Copier Maintenance Contract (including ink cartridges) - \$750

Office supplies - \$150

Postage - \$300

Physical Exams for Volunteers (\$71 x 15 volunteers) = \$1,065

Background checks (\$13 x 15 volunteers) = \$195

Meals - \$35

Category: Equipment

In this category, we have an in-kind match of donation of the Director's computer at a value of \$25 per month = \$300

Category: Building Space

In this category, we have an in-kind match of donation of office space and storage space at a value of \$65 per month = \$780

Category: Communications & Utilities

The breakdown of our budget for this category is as follows:

Advertising (phone book listing in larger/bold print, promotional brochures/print/radio/theater advertising, Chamber of Commerce dues, fair booth fees, other promotional expenses - \$833

Telephone line - \$83/month x 12 months = \$996/year

In kind match – provision of utilities (internet, electricity, water, sewer and garbage - \$1,320

Category: Other

AAA/Contractor:
Senior Volunteer Program

Budget Narrative

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N/A

Total grant funds requested: __\$25,000_____

Match amount: **__\$13,481**_____

FY 2025

NEBRASKA SENIOR VOLUNTEER PROGRAM APPLICATION FOR FUNDING

Applicant	Neighbor To Neighbor		
Address	PO Box 82		
City	Auburn		NE
		ZIP Code	68305
Contact Person	Laura Osborne, Program Director		

Budget

	Grant	Local Cash	Local In-Kind
Administration	\$0.00	\$0.00	\$0.00
Personnel	14,210	-	11,141
Travel	67	-	0
Insurance	3,000	-	0
Office Costs	3,212	-	2,460
Other(list & breakout)			
Volunteer Costs	\$0.00	\$0.00	\$0.00
Travel	3,216	-	322
Meals	35	-	0
Physical Exams	1,065	-	0
Background Other (list & checks breakout)	195	-	0
Total Cost	\$25,000.00	\$0.00	\$13,923.00

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

Service Area	Nemaha County, NE
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Special Emphasis (optional)	
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FY 2025



Nebraska Senior Volunteer Program Grantee Application

DATE: 10/14/2022

TO: Public agencies and private non-profit organizations that have the capacity to accept and to administer the Nebraska Senior Volunteer Program.

FROM: Cynthia Brammeier, Administrator
State Unit on Aging, Division of Medicaid & Long-Term Care

BY: Ben Stromberg, Program Manager
Gene Hogan, Fiscal Program Manager

SUBJECT: Nebraska Senior Volunteer Program Grantee Application

CONTENT: The Nebraska State Unit on Aging is requesting a Grantee Application for the Senior Volunteer Program for FY 2024. Grant applicants whose proposals provide the best potential for serving the purpose of this program may be awarded available funds. Applications are due 11/30/2022. The Grantee Application should include a response to the following questions:

Part I Applicant Information

Organization Name: Neighbor To Neighbor	Date of Application: 11/17/2022
Name – Contact Person: Laura Osborne, Program Director	Phone Number: 402-274-4277
Address (Street, City, State, Zip): P.O. Box 82, Auburn, NE 68305	
Email Address: NemahaNeighborToNeighbor@gmail.com	
Signature – Authorized Representative 	Date Signed: 11/17/2022

Attach the following to the completed application form:

- A. Authorized organizational representative approval SVP application. **Attached**
- B. Letters of support (optional).
- C. Provide an organizational chart for the existing SVP program or a proposed organization chart for a newly proposed program with position titles and staff names (if staff names are available).
Neighbor To Neighbor has only one employee, the Program Director who answers to the Board of Directors.
- D. Other attachments (optional).

Part II – Executive Summary, 1 page (10 Points)

Provide your response to the State Unit on Aging Request for Information in this portion which has addressed the following:

- A. Planned service area,
- B. Organizational structure,
- C. Office location(s),
- D. The approach to providing SVP services, and
- E. Any significant challenges faced by the proposed SVP.

Part III – Project Proposal, 5 pages (60 Points)

Address the following in the space provided below:

1. Name a designated project director who is directly responsible to the sponsor for the management of the project.
Laura Osborne

2. List the Units of Service Composite (**volunteer hours**):

07/01/23 – 06/30/24 (Projected) 150 hours (note: this is a difficult number to project this far in advance as many factors can affect this number)

3. Describe how recruitment, assignment, supervision, and support of the senior volunteers will be provided. What efforts will be made to recruit and assign persons from minority groups, people with disabilities, and hard-to-reach individuals?

Volunteers are recruited in a variety of ways including, but not limited to, advertising at the local movie theater, a booth at the annual county fair, word of mouth by current volunteers and Board Members and direct recruitment by the Program Director. The Program Director is responsible for assignment of duties. Support to the volunteers is provided primarily by the Program Director as well through direct conversations on an as-needed basis. Recruitment is across all demographics of individuals age 60 and older. Information about our program is posted at low-income senior housing in the area.

4. Describe the assignments and activities volunteers will be involved in.

Volunteers choose which services they are able and comfortable providing when they sign up and those options are reviewed annually as a part of their performance review process. The options include transportation (both local and out-of-county), friendly visits, telephone reassurance, temporary meal preparation, light housekeeping, minor home repair, seasonal yard clean up, laundry and respite care.

5. What financial and in-kind support will be provided to fulfill the project's local share commitment (equal to or greater than 10% of the grant amount)?

Local match is provided through the donation of volunteer hours, donation of volunteer mileage, donation of office and storage space, donation of utilities and office equipment.

6. Outline how the senior volunteers will be provided with not less than the minimum accident, personal liability, and excess auto liability insurance.

Neighbor To Neighbor purchases an annual insurance policy for this purpose.

7. Please describe how you will provide the background checks on senior volunteers as required by SUA-22-PI-06 and attached to this application.

When a volunteer signs up, the Program Director completes all required background checks. Annual checks on each volunteer are completed as required. The costs of these checks are included in our application budget.

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

Attached.

9. Provide information on how project records will be 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 complete monthly forms that include information needed for the Program Director to provide mileage and meal reimbursement. The forms also include all information the Director

needs to submit monthly and quarterly reports. The volunteer forms are due to the Program Director by the 5th of each month to ensure compliance with monthly and quarterly reporting deadlines. The forms are maintained within each grant year's file for at least 5 years.

10. Describe how necessary training will be provided prior to the volunteers at the start of service and quarterly training thereafter.
At the start of service, the Program Director meets in person with the new volunteer for initial training. Thereafter, quarterly training is provided to all volunteers either via printed material (distributed by U.S. Mail) or in person.
11. Describe the arrangement of direct benefits (transportation, meals, physical examination and insurance) provided to volunteers.
The reimbursement of mileage and meals to volunteers is provided based on the monthly volunteer forms submitted to the Program Director. Physical exams are provided at no cost to the volunteers through a partnership with the local physicians' office (they provide direct billing for the exams to Neighbor To Neighbor). Insurance is available for volunteers should the need arise through the purchase of an annual policy by Neighbor To Neighbor as described in #6 above.
12. Provide assurance that appropriate liability insurance is maintained for owned, non-owned, or hired vehicles used in the project.
See attached.
13. What will the transportation plan for the project be based on the lowest cost transportation modes?
Volunteers utilize their own vehicles to provides transportation to clients. The local Handi-Bus by Blue Rivers Area Agency on Aging is not always available when clients needs transportation. That is especially true regarding out-of-county medical transportation needs. Some clients on fixed incomes are not able to utilize the Handi-Bus locally due to the cost to ride. Therefore, in our rural area, utilizing volunteers' vehicles is the lowest cost option available to assist our clients.
14. How will an annual appraisal of the volunteers' performance and annual review of volunteers' driver's record and liability insurance conducted?
In the spring, we hold an in-person training and volunteer appreciation luncheon. At that time, we conduct the annual performance review and receive a copy of the volunteers' liability insurance cards and current drivers' licenses. Also in the spring, the Program Director utilizes the Nebraska DMV website to conduct an annual driver's record check.

Part IV – SVP Budget (30 Points)

The Budget Form and Budget Narrative must be submitted with this application. See the attached documents as described below:

- Budget Form
- Budget Narrative

Please respond to all questions and submit responses and requested documents via email to: DHHS.Aging@nebraska.gov by 11/30/2022.