

The Nebraska State Unit on Aging is requesting an Annual Plan & Budget for the Senior Volunteer Program for FY 2021. 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?

Theresa Engelhardt, Executive Director; Daisy Sperling, Program Manager.

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

07/01/19 – 12/31/19 (Actual): 669

01/01/20 – 06/30/20 (Projected) thru March: 315

07/01/19 – 06/30/20 (Combined): 984

07/01/20 – 06/30/21 (Projected): 1,000

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?

Volunteers are recruited through outreach programs, presentations within the Senior Citizens Center community. Efforts are made to encourage minorities and disabled individuals through Goodwill, Salvation Army and Health department. The program coordinator is available Monday-Friday for volunteer support. Monthly or bi-monthly In-services are scheduled to review activities, update fraud information or learn about other services available in the community.

4. 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)?

Hall County Senior Citizens provides "In-Kind" support to Senior Volunteers by contributing office space and equipment, utilities, phone, internet, an RN to conduct physicals and administration wage support.

5. 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.

Excess Liability Coverage is provided by CIMA. Renewal notices for 2021 have not yet been received, but are expected to be available in May.

6. Outline the background checks on senior volunteers being conducted currently.

We have been using One Source to complete security checks. Volunteers submit background information annually for CPS/APS and Criminal checks. Vehicle registration and insurance are checked.

7. Describe the types of appropriate recognition of the senior volunteers and their activities.

Special luncheons to honor volunteers, small gift or token of appreciation in the form of gift cards to local grocers.

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

Volunteers receive written evaluations and are provided an opportunity to comment (or object) to policies. A Grievance Form has been made available. Volunteers (and staff) have to ability to address any situation with project manager, Senior Center executive director or our governing board of directors.

9. 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.

Program records are stored in locked files in the project managers' office with all personal information protected. Monthly service and mileage reports are submitted by volunteers and reported to the state Office on Aging. Quarterly reports track types of services provided.

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

New volunteers interact with the program coordinator and cover accepted practices, policies and expectations as well as any specific information they may need for their assignment. All volunteers attend regular in-service meetings.

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

Annual physical exams are offered by a licensed register nurse. Mileage reimbursement paid monthly or volunteers provided with bus pass. CIMA Excess Liability provides benefits in the event of an accident

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

Copy of registration, and insurance in volunteer file.

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

Privately owned vehicles. Bus passes are available.

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

**Performance review with opportunity for volunteer comment conducted yearly.
Update of all background information completed annually.**

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