



SUA-21-PI-12

Program Instruction

1/12/2021

To: Subrecipients of the State Unit on Aging

From: Cynthia Brammeier, Administrator
and State Unit on Aging Team

Subject: FY2022 Senior Volunteer Program Application and Instructions

State FY2022 applications and budgets for the Senior Volunteer Program are due on or before Monday, May 3, 2021.

The instructions for the Senior Volunteer Program are enclosed. Word and excel templates will be published on the website. Word and Excel files are required for most items, please use pdfs sparingly. Please contact the State Unit on Aging by April 15, 2021 if you will be unable to meet this date. An approved plan update and FY2022 budget is required prior to subaward issuance and payment processing in FY 2022.

Resources:

State governance:

- ✓ State Statutes: Senior Volunteer Program: 81-2210 – 81-2283
- ✓ Nebraska Administrative Code, Title 15 NAC 1; NAC 5

If you have questions, please email Madhavi Bhadbhade at madhavi.bhadbhade@nebraska.gov.

Attachments: SVP Annual Plan Instructions
SVP Budget Narrative
SVP Application
SVP Reservation Table

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

Name of Applicant/Agency: _____

The Nebraska State Unit on Aging is requesting an Annual Plan & Budget for the Senior Volunteer Program for FY 2022. 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.
2. List the Units of Service Composite (**volunteer hours**):

07/01/20 – 12/31/20 (Actual)
01/01/21 – 06/30/21 (Projected)
07/01/20 – 06/30/21 (Combined)
07/01/21 – 06/30/22 (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?
4. Describe the assignments and activities volunteers are generally involved in.
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)?
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.
7. Outline the background checks on senior volunteers being conducted currently. (include background checks required in Program Instruction SUA-21-PI-07 dated 10/1/2020).
8. Describe the types of appropriate recognition of the senior volunteers and their activities.
9. Provide personnel practices and service policies for senior volunteers, including grievance and appeal procedures for volunteers.
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.
11. Describe how necessary training is provided prior to the volunteers at the start of service and quarterly training thereafter.
12. Describe the arrangement of direct benefits (transportation, meals, physical examination and insurance) provided to volunteers.
13. Provide assurance that appropriate liability insurance is maintained for owned, non-owned, or hired vehicles used in the project.
14. What is the realistic transportation plan for the project based on the lowest cost transportation modes?
15. How is an annual appraisal of the volunteers' performance and annual review of volunteers' driver's record and liability insurance conducted?

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

Category: Personnel

Category: Travel

Category: Printing and Supplies

Category: Equipment

Category: Building Space

Category: Communications & Utilities

Category: Other

Total grant funds requested: _____

Match amount: _____

FY 2022

NEBRASKA SENIOR VOLUNTEER PROGRAM APPLICATION FOR FUNDING

Applicant		
Address		
City		
	ZIP Code	
Contact Person		

Budget

	Grant	Local Cash	Local In-Kind
Administration	\$0.00	\$0.00	\$0.00
Personnel			
Travel			
Insurance			
Office Costs			
Other(list & breakout)			
Volunteer Costs	\$0.00	\$0.00	\$0.00
Travel			
Meals			
Physical Exams			
Other (list & breakout)			
Total Cost	\$0.00	\$0.00	\$0.00

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

Service Area	
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Special Emphasis (optional)	
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FY 2022

SENIOR VOLUNTEER PROGRAM FY 2022 RESERVATION TABLE
July 1, 2021 to June 30, 2022

PLEASE DO NOT FILL IN THIS FORM. The Reservation amount listed is your funding level for FY 2022

	AOWN	NEIGHBOR- TO-NEIGHBOR	MID NE CAP	SR. CITIZEN INDUSTRIES
Personnel				
Travel				
Printing & Supplies				
Equipment				
Building Space				
Communication & Utilities				
Other				
Contractual Services				
In-Kind Match				
RESERVATION	\$25,000	\$25,000	\$25,000	\$25,000
TOTAL				