

PART I – FACESHEET

OMB No. 3045-0035 Expiration Date 3/31/05

APPLICATION FOR FEDERAL ASSISTANCE		1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Non-Construction <input checked="" type="checkbox"/>											
2. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):		3. a. DATE RECEIVED BY STATE:	3.b. STATE APPLICATION IDENTIFIER:										
		4. a. DATE RECEIVED BY CNCS:	4.b. CNCS GRANT NUMBER: 10SRWKS002										
5. APPLICANT INFORMATION													
LEGAL NAME: Sedgwick County ORGANIZATIONAL UNIT: ADDRESS (give street address, city, county, state and zip code): 2622 W Central, Ste 500 Wichita, KS 67203-4974		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Teresa Hatfield TELEPHONE NUMBER: (316) 660 - 5136 FAX NUMBER: (316) 660 - 1936 INTERNET E-MAIL ADDRESS: thatfiel@sedgwick.gov											
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <table border="1" style="width:100%; text-align: center;"><tr><td>4</td><td>8</td><td>-</td><td>6</td><td>0</td><td>0</td><td>0</td><td>7</td><td>9</td><td>8</td></tr></table>		4	8	-	6	0	0	0	7	9	8	6A. DUNS Number: 056577166	
4	8	-	6	0	0	0	7	9	8				
8. TYPE OF APPLICATION (Check appropriate box): <input type="checkbox"/> NEW <input checked="" type="checkbox"/> CONTINUATION <input type="checkbox"/> REVISION If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award: <input type="checkbox"/> B. Decrease Award: <input type="checkbox"/> C. Increase Duration: <input type="checkbox"/> to (enter date) D. Decrease Duration: <input type="checkbox"/> to (enter date) E. OTHER (specify): <input type="checkbox"/> _____		7.a. TYPE OF APPLICANT: (enter appropriate letter in box) <input checked="" type="checkbox"/> B A. State H. Independent School District B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization G. Special District N. Private Non-Profit Organization O. Other (specify) 7.b. CNCS APPLICANT CHARACTERISTICS Enter appropriate code in each blank: _____											
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <table border="1" style="width:100%; text-align: center;"><tr><td>9</td><td>4</td><td>0</td><td>0</td><td>2</td></tr></table> Name of Program ___ Retired and Senior Volunteer Program ___		9	4	0	0	2	9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service						
9	4	0	0	2									
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc.): Sedgwick County, Kansas		11. a. TITLE OF APPLICANT'S PROJECT: Sedgwick County RSVP Volunteer Program											
13. PROPOSED PROJECT: START DATE: _____ END DATE: _____		14. PERFORMANCE PERIOD: Start Date 4/01/2012 End Date: 3/31/2013											
15. ESTIMATED FUNDING: Check applicable box: Yr 1: <input type="checkbox"/> Yr 2: <input type="checkbox"/> or Yr 3: <input checked="" type="checkbox"/>		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?											
a. FEDERAL	\$47,379.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____											
b. APPLICANT	\$20,306.00	b. NO. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW											
c. STATE	\$ 0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES If "Yes," attach an explanation. <input type="checkbox"/> NO											
d. LOCAL	\$ 0												
e. OTHER	\$0												
f. TOTAL	\$ 67,685.00												
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.													
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Teresa Hatfield		b. TITLE: Program Manager	c. TELEPHONE NUMBER: 316-660-5136										
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED:											

Modified Standard Form 424-NSSC (Rev. 3/03 to conform to the CNCS eGrants system)

Executive Summary

Sponsoring Organization: Sedgwick County Department on Aging (SCDoA).

Mission: *To be the recognized leader in a collaborative effort towards assisting diverse populations of older adults and persons with physical disabilities to maintain their choice of lifestyle through education, advocacy and services.* SCDoA is the local agency that administers federal, state and local funds, provides programs and services to older adults enabling them access benefits they need and deserve.

Volunteers: 420

Funding Request: \$47,379

Healthy Futures-Keeping Seniors Independent

Community Need: Mental health and financial assistance

Outcome: Older adults will report increased social ties/perceived social support and independent living

Research Method: Annual client survey or pre/post assessment

Transportation

Community Need: Transportation in rural areas for medical and non-medical appointments

Outcomes: Seniors are able continue living independently.

Research Methods: Survey

Volunteers Serving Veterans and Military Family Members

Community Need: Access to veterans benefits

Outcomes: Volunteers help Veterans access benefits

Research Method: VA report

Disaster Preparedness

Community Need: Blood and blood products for hospitals and community are fulfilled

Outcome: The American Red Cross (ARC) will provide blood/blood products to hospitals/community in an emergency or disaster

Research Method: ARC report

We look forward to continuing the relationship with the Corporation for National and Community Service.

Personnel Expense

	Expense	CNCS Share	Sedg. Co. Share	Change
RSVP Coordinator	35,552.00	35,552.00		
Subtotal	35,552.00	35,552.00		

Personnel Fringe Benefits

		CNCS	Sedg. Co.	
Unemployment Insurance				
FICA	2,720.00	2,720.00		
Health Insurance	300.00	300.00		
Retirement	2,538.00	2,538.00		
Life Insurance	40.00	40.00		
Subtotal	5,598.00	5,598.00		

Long Distance Travel

	Expense	CNCS Share	Sedg. Co. Share	Change
Conference	2,000.00		2,000.00	
Subtotal	2,000.00		2,000.00	

Supplies

	Expense	CNCS Share	Sedg. Co Share	Change
Program Supplies	2,000.00		2,000.00	
Subtotal	2,000.00		2,000.00	

Other Volunteer Support

	Expense	CNCS Share	Sedg. Co. Share	Change
Background Checks	600.00	400.00	200.00	
Other	619.00	513.00	106.00	
Subtotal	1,219.00	913.00	306.00	

Other Volunteer Costs

	Expense	CNCS Share	Sedg. Co	Change
Insurance	1,316.00	1,316.00		
Recognition	8,000.00		8,000.00	
Vol. Travel	12,000	4,000.00	8,000.00	
Subtotal	21,316.00	5,316.00	16,000.00	

Total: \$67,685.00

Federal Share: \$47,379.00

Sedgwick Co. Share: \$20,306.00

Narratives

Strengthening Communities

The Sedgwick County Department (SCDoA) RSVP Volunteer Program serves Sedgwick County Kansas. Sedgwick County is located in south-central Kansas, and has a population of approximately 498,000 residents, and is mostly urban. Most Sedgwick County residents reside in Wichita the main municipality. Wichita is home to a number of industries, with aviation as its principle employer and healthcare as second. Those ages 65 and older make up 11.4% of the population. Seventy-six percent of the population is white, 9.6% African American, 4 % Asian, 13% are of Hispanic descent, and 1.2 % American Indian/Native American. Eighty-eight percent of the Sedgwick County population have received their high school diploma/GED, 27% have earned degrees in higher education. The median income in this service area is \$48,071, with 13.5% in poverty. The Sedgwick County is surrounded by Butler, Harvey, Kingman, and Sumner counties. The area is flat in terrain with the Arkansas River running through the county and the city of Wichita. The city is surrounded by farm and pasture land. Wichita is also the home to several universities including, Wichita State, Friends, and Newman Universities.

SCDoA RSVP Volunteer Program obtains local input through its sponsor SCDoA, Central Plains Area Agency on Aging (CPAAA), SCDoA RSVP Advisory Council, and the Sedgwick County Board of County Commissioners. SCDoA RSVP is also supported by local universities which provide opportunities for intern students to further their education, through real life experience. In 2011 a KU School of Public Health graduate student is working on a survey on volunteer recruitment for her master's level capstone project. The information gathered from this survey will support volunteer recruitment efforts of those aged 55 to 65. Advisory council members are made up community and business leaders, non-profit agencies, volunteers, college professors and retired professionals. Advisory Council members are considered ambassadors of the program and provide outreach and information about the program. Feedback is also obtained from volunteer site surveys and advisory council volunteer site visits. CPAAA conducts needs assessment surveys on a periodic basis by sampling the older adults in the community. In 2008 CPAAA included volunteer specific questions in the survey to inquire about volunteering. SCDoA RSVP also utilizes the latest needs assessment report from The United Way of the Plains.

SCDoA receives support from several community partners. Emprise Bank staff participate on the Advisory Council, volunteer at the annual recognition banquet, and help to promote the RSVP Program. Emprise Bank is a local bank and selected as a community partner for their strong support of the program and their commitment to the older adults in the community. They are involved with the local TRIAD that works to educate against and prevent elder abuse. Other partners contribute by donating materials that are used to make items for other non-profit organizations, including, HC Ayers Upholstery, and Shammerhorn

Upholstery. Other companies contribute to RSVP by donating door prizes for volunteers, materials for craft projects, and supply in-kind donations, including; Spangles restaurant, KPTS public television, Active Aging newspaper, Humana Health Insurance, Tangible Advertising, Bank of the West and many others. Partners are selected by their ability to provide support by promoting the program to others, sharing their time and talent, and commitment to advocating for the needs of older adults and the betterment of the Sedgwick county community and the aging population. The local community supports RSVP with county mill levy funding specifically designated for older adult programs.

Public awareness for the program is promoted by the publication of printed materials including, brochures, handbooks, flyers, presentations, articles in local newsletters, magazines, and newspapers. Outreach is also provided to organizations, and populations known to attract older adults, care-givers, aging network providers, and social organizations. The RSVP program manager attends meetings and groups that allows her to network with a wide variety of non-profit and business leaders in the community, including, Aging Network meeting, Visioneering Wichita Mentoring Alliance, VA quarterly volunteer meeting and TRIAD. CPAAA hosts a Senior Expo every year which attracts approximately 3,000 attendees. It provides older adults and caregivers the chance to learn about available services in the area and RSVP. RSVP provides information to local businesses through CPAAA's Working Caregivers Program and to CPAAA's information and assistance program. RSVP places ads in the Active Aging newspaper which is distributed to over 90,000 adults over the age 55 in south-central Kansas. The program has provided articles on volunteering for local magazines that are distributed in the local area. All community churches in the area are provided with RSVP brochures. The RSVP program manager makes presentations to local churches, civic groups, senior housing groups, local universities, and many others. RSVP posters, and brochures are distributed to all senior centers in the Sedgwick county area. The CPAAA website offers a section on "getting involved" which contains a current copy of the SCDoA RSVP newsletter, current volunteer opportunities, and volunteer registration form. Information about the program is also available on the Sedgwick County government website. RSVP is has an entire page in the Explore Your Options handbook produced by the Kansas Department on Aging for Planning in service area 2 of Kansas. CPAAA incorporates RSVP on Facebook which includes information on volunteer recruitment and updates. Press releases are distributed periodically throughout the year to highlight the contributions volunteers make, promote National Volunteer month and new volunteer opportunities as they arise.

Efforts are made to target older adult minority populations, those with the greatest economic and social need, and those at risk for nursing home placement. RSVP serves this population by reaching out to older adults at senior centers, low income senior focused HUD housing, health and wellness fairs (Senior Expo, Mayor's Health Initiative, Derby Health Fair, and the Via Christi

Senior Fair) church health fairs, state and local community fairs and other community events.

RSVP's reach in the community extends to all sectors of our coverage area. RSVP serves rural areas with the RSVP rural transportation program in four different rural communities (Garden Plain, Bentley, Clearwater, and Mt. Hope). The Peer Support Program serves older adults with minor mental health issues and who are isolated in their homes, with the majority of whom fall below the poverty line. RSVP brings together diverse individuals in our workroom setting. Workroom volunteers complete projects exclusively for other non-profit organizations. Many of these volunteers would not otherwise have the opportunity to serve their community and would be socially isolated if it were not for the RSVP program. Some of these volunteers experience social and physical disabilities that would limit their ability to serve with other outside organizations. Through this opportunity they find social support and the chance to contribute to their community.

RSVP mobilizes community resources by combining outreach efforts with partners and using the influence of advisory council members, and aging network connections including, home health agencies, hospices, aging service providers, and community organizations. Go Wichita (Wichita Travelers and Visitors Bureau) provides free hospitality training for RSVP volunteers working at Mid-Continent Airport. The Kansas Department on Aging (KDOA) provides free Medicare training to RSVP volunteers working with the local SHIP program as Medicare Counselors. The KU School of Social Welfare and CPAAA/SCDoA RSVP collaborated on an evidence based program model for the Peer Support Program that provides the training resources to prepare volunteers for working one on one with other older adults. This program encourages participants and volunteers to work toward a specific goal that will improve well-being and the ability to remain independent in their own homes.

Volunteers are given the opportunity to participate in projects that contribute to the strengthening of their community. Many RSVP volunteers provide services to the senior population, these programs include, the Peer Support Program, Kansas Support Services for Elders (KSSE), Medicare Counseling, and the RSVP Rural Transportation Program, working with veterans and military families. Volunteers also have the opportunity to participate in many special events or short term volunteer opportunities that serve the community, such as, Senior Expo, Give Kids a Smile Day, The Laid Off Workers Center, CMS sponsored Medicare events, Veteran's Appreciation Day, Riverfest, Operation Holiday, and Orpheum Theatre events.

RSVP is responsive to the needs of the local non-profit agencies, organizations and is continuing its efforts to meet the needs of the community and the goals of the 2011-2015 CNCS Strategic Plan. Agencies and community organizations that are served by Sedgwick County RSVP volunteers benefit from their unique

set of skills, talents, and experience. RSVP uses various methods of recruitment to fill the need of local non-profit organizations (see recruitment section). Volunteers are able to provide organizations with resources they would not otherwise have. Volunteers provide a wide variety of services to their community including, information specialists, Senior Health Insurance Counselors for Kansas (SHICK), retirement coaches, blood donation volunteers, Veterans Administration hospital volunteers, hospice volunteers, mentor/tutors, peer support volunteers, and countless others.

Recruitment and Development of Volunteers

RSVP consistently strives to provide high quality experiences to volunteers by providing rewarding volunteer opportunities that enable them to build new skills, and develop leadership potential and enhance the quality of their own lives. Volunteer positions that connect volunteers one on one with others in the community are a good example of positions that impact the community in a positive way. The KSSE program allows clients the opportunity to continue living independently in their own home through the support of RSVP volunteers who provide help with personal finances. Volunteers help older adults balance their checkbooks, sort through mail, organize and offer strategies to manage personal finances. The KSSE volunteers attend quarterly trainings to provide skill building and ensure that their financial management techniques are appropriate. Other RSVP Volunteers are also trained to act as Medicare counselors through the local Senior Health Insurance Program (SHIP). Training is provided by the Kansas Department on Aging (KDOA) and develops skills for Medicare successful counseling. All volunteers that are recruited through RSVP are offered the opportunity to participate in volunteer positions that directly impact individuals in the community. They are offered many opportunities to participate in high quality experiences, which allow them to develop their volunteer and leadership potential. Each volunteer chooses an opportunity that fits their skills and interests.

Prior to placement at a volunteer site, potential volunteers complete an application which surveys their skills, interests, the type of work, and the amount of time they would like to contribute. Volunteers are interviewed by RSVP staff before initial placement. All RSVP volunteers receive information about potential volunteer assignments, including job descriptions, information about the site they will be working for, information on volunteer insurance, and other volunteer benefits. Volunteers are also provided with a volunteer handbook which covers all aspects of the volunteer program.

Volunteers are called one month after placement to assess volunteer satisfaction. Volunteers are contacted once a year and asked about their volunteer experience, and whether or not they are satisfied with their position, or if they need to make any needed changes to their volunteer status. Volunteers are also contacted if RSVP has not received any correspondence from the

volunteer in three months. Volunteers are surveyed each year regarding their satisfaction with their volunteer assignment, and whether they find their placement meaningful. Surveys are distributed through the mail, completed by the RSVP volunteer, and returned to the RSVP office.

Volunteers are recruited by various methods throughout the Sedgwick County area. These methods of recruitment utilize the following sources:

- Presentations to groups of potential volunteers through retiree and civic organizations (provide at least 20 per year)
- Various articles/ads circulated through local newspapers, newsletters and phone book
- Maintaining volunteer opportunities and information on the CPAAA website
- Listing volunteer opportunities on Volunteer Match website (all new volunteer opportunities will be posted)
- Referrals made through SCDoA case management team, information and assistance specialists, and service coordinators, and other social service organizations
- Other RSVP volunteers recruited by the rural transportation program volunteers
- RSVP booths at health fairs, volunteer fairs, and other community events (attend at least 5 health fairs per year)
- Press releases on important information pertaining to RSVP
- CPAAA Facebook page

Retention of volunteers is key for the success of RSVP. From 2008 to 2009 the percentage of active volunteers grew 6%, with a 90% retention rate. Recognition of our volunteers is an important aspect of our program. The SCDoA RSVP provide many opportunities throughout the year to express gratitude.

- A recognition event committee plan and provide the annual recognition event. The committee is made up of SCDoA staff and Advisory Council members who choose to participate. The 2011 event was held at a local church. The theme of the event was "Volunteers are Magical". Approximately 300 volunteers and volunteer site representatives attended the event. Two-hundred nine volunteers were presented with the Presidents' Volunteer Service award. Volunteers were welcomed and thanked for their service by County Commissioner David Unruh, and Executive Director of the Central Plains Area Agency on Aging, Annette Graham. Volunteers enjoyed a live magic show, a buffet lunch, and door prizes provided by local businesses
- A volunteer of the quarter is highlighted in the RSVP newsletter
- Birthday greetings are sent to all volunteers

- Recognition awards and certificates are given out at the recognition event
- Volunteer Thanksgiving lunch
- Volunteer holiday party
- Prizes and drawings throughout the year

Volunteers who are adequately prepared for their volunteer assignment have a more successful volunteer experience. Volunteer stations provide training for volunteers on their specific assignment. If additional training is needed to the volunteer station or the RSVP Volunteer Program sees that the training is provided. For example, volunteers who work with Medicare are provided training through. KDOA offers training on Medicare Part A, B, C, and D, as well as opportunities for continuing education. SCDoA staff will then provide additional on-the-job training. KSSE provides trainings throughout the year. Training from "Providing Independent Living Support: Training for Senior Corps Volunteers" is a program module that is used for continuing education. Peer Support volunteers are trained by viewing a training DVD designed and produced by the University Of Kansas School Of Social Welfare with the collaboration of KDOA. Go Wichita (Wichita Visitors Bureau) offers hospitality training to all volunteers who work at Mid-Continent Airport. The RSVP program manager participates in any trainings offered though the Sedgwick County employee training register, training options include; Microsoft office systems (Word, Excel, PowerPoint, Access), CPR, Program Management, Managing Generation in the Workforce, Straight Talk for Supervisors, various supervisory topics, wellness classes, and diversity training. Staff participate in webinars offered by Volunteer Match, CNCS National conference, and other trainings that provide important information to improve the performance of RSVP.

Program Management

Through the SCDoA RSVP strives to achieve a high level of program management. SCDoA is aware of the importance of performance measures. Many of the organizations and providers that SCDoA work with are required to provide and achieve program goals in their contracts through the department. RSVP is no exception. RSVP is committed to focusing its efforts toward the promotion of the new strategic work plans set by CNCS (Corporation for National and Community Service).

All volunteer stations complete a memorandum of understanding (MOU) that is updated every three years, which includes a volunteer job description. Volunteer stations are monitored on a regular and ongoing basis. The RSVP Advisory Council visits each volunteer station annually. Advisory council members talk with each station about their volunteer needs, different and challenging ways to use RSVP volunteers, and up-date volunteer station information. Volunteer

stations receive the quarterly newsletters, e-mails, and participate in an annual survey. Surveys monitor performance measures, the needs of volunteer stations, and the awareness of the RSVP Volunteer Program in the community. Representatives from each volunteer station are invited to the annual volunteer recognition event.

Project performance is monitored on a continual basis. SCDoA conducts a self assessment of the project on an annual basis. RSVP volunteers are surveyed annually, along with all current volunteer stations. Surveys are sent out by the department Quality Assurance (QA) Manager. The QA manager gathers, and tabulates the results and submits them to the RSVP program manager. SCDoA gathers information from these surveys to improve the program; the annual assessment includes demographic data, current needs in the community, and a cost analysis. Project performance measurements will be conducted in a timely manner, these could include, surveys, or data and statistics gathered from other sources to ensure that performance measurements are monitored. Each assessment encompasses one grant period.

Sedgwick County RSVP tracks all volunteer and volunteer station information through Microsoft Access. Volunteer data is submitted in a variety of ways. All RSVP volunteers are required to fill out and submit a volunteer registration form. Volunteer hours can be submitted by the individual (individual timesheet), by the volunteer station (station timesheet) or by a group representative (group timesheet). Volunteer hours and mileage reports are recorded by staff on Microsoft Excel spreadsheets.

As a county agency SCDoA is required to administer and manage local, state and federal funds and is held accountable as indicated in the Sedgwick County Customer Service Guiding Principles. All resources provided to the SCDoA RSVP Volunteer Program are utilized efficiently to ensure effective programming. Resources are utilized as proposed in the budget provided. SCDoA monitors funds and provides financial reports to CNCS as required. The RSVP program manager, SCDoA Director of Finance and an accountant monitor funding sources and budget for RSVP.

All in-kind donations received are used to make projects for community partners in which the program has a signed Memorandum of Understanding. To sustain and expand the program SCDoA continues to look for additional grants, with a focus on those that will support the CNCS 2011-2015 strategic plan. Currently SCDoA RSVP program uses Sedgwick County Mill Levy funds for the entire grantee match.

Organizational Capacity

Our commitment to this program is longstanding. The SCDoA has managed the RSVP Volunteer Program for eight years. The mission of SCDoA is "to be the

recognized leader in a collaborative effort toward assisting diverse populations of older adults and persons with physical disabilities to maintain their choice of lifestyle through education, advocacy and services". SCDoA believes its mission fits well with the RSVP Volunteer Program. The RSVP volunteer program seeks to strengthen those over the age of 55 by providing them with rewarding volunteer opportunities that not only will strengthen the community but preserve the mental and physical well-being of volunteers. SCDoA is the single point of entry for aging services in the community. With this distinction, we provide adults 55+ with information to all aging services including volunteer opportunities. Volunteers benefit from SCDoA sponsoring RSVP, by allowing them to access aging services, through a trusted relationship with SCDoA staff. Prior to SCDoA taking on this program, SCDoA funded the in-home RSVP initiative through Sedgwick County Aging Mill Levy funds. Over the last eight years SCDoA RSVP program has expanded to include out reach to the boomer population, and expand the types of volunteer opportunities available to volunteers. We have made considerable efforts engaging baby boomers in volunteering and educating volunteer sites about the unique considerations of this age group.

The Director of Housing and Community Services provides personnel management and administrative support for RSVP. This position directly supervises the RSVP program manager, and provides guidance and performance reviews. This supervisor provides technical assistance, and training opportunities. This position is directly responsible for the submission of the three year grant. This position does not receive any funding from the grant award.

The program manager is responsible for program development, community education, marketing, and program growth. The RSVP program manager's job description includes the requirement to be active and visible within the local community, monitor established grant, write and submit accurate progress reports to CNCS, monitor program budget, participate in community initiatives representing the RSVP Volunteer Program, recruit new volunteers, conduct interviews of new potential volunteers, and place volunteers in appropriate volunteer position in accordance with their skills, experience and interest. The RSVP program manager's position requires a bachelor's degree in social service, gerontology, or other related field. The current program manager has a master's degree in gerontology and has been an employee of Sedgwick County Department on Aging for the last five and a half years working directly with older adults. She has been in this position for four years.

SCDoA/CPAAA's experience successfully managing federal grants is extensive. SCDoA/CPAAA has managed federal contracts through the Older Americans Act since 1973. SCDoA/CPAAA has administered the Medicaid Home and Community Based/Frail Elderly waiver program in Butler, Harvey and Sedgwick counties since 1997. All providers who receive federal, state, or mill levy dollars are monitored annually by program managers and SCDoA/CPAAA accountants. SCDoA serves more than 36,000 older adults and their families through

programs funded through the SCDoA/CPAAA programs which provides for in-home and community services and senior centers. This organization provides funding and technical assistance to aging service providers in the community. SCDoA provides direct services through SCDoA/CPAAA including, case management, minor home repair, information and assistance, community service coordination, and transportation.

The Sedgwick County government and SCDoA/CPAAA continue to focus on the importance of impact-based programs. This agency works toward meeting and exceeding the goal of the standard benchmarks set by other states and national aging service providers. Quality assurance studies are conducted yearly of all SCDoA programs, which include surveys and analysis of the RSVP Volunteer Program.

The RSVP program manager is supplied with a personal work space which includes; computer with access to the internet and county intranet, access to printer, fax machine, and copy machine, and multi-lined telephone. The program manager is provided work space which includes private cubicle space. RSVP has a workroom for volunteers to coordinate and complete special projects for non-profit agencies. This room seats approximately 12 volunteers and includes storage space for projects, refrigerator, microwave oven, sink, and a stove. Staff are reimbursed for all travel expenses relate to business travel, including local and out of state mileage reimbursement for the use of their personal vehicles. All Sedgwick County offices meet the current federal, state, and local ordinances, codes, laws, and regulations as well as ADA guidelines. All purchases are made through SCDoA based on the need of the program. Requests for office supplies and equipment are made to the unit director; requests for food purchases for volunteer recognition are made to the department director. The program manager is required to adhere to all SCDoA policies.

SCDoA provide adequate equipment and supplies to the RSVP program. All employees must have prior written approval by the Department Director for any purchases that exceed \$50. All purchases that exceed \$50 require Department Director's approval. All office supply orders, regardless of dollar amount, will have prior written approval by the Department Director. Any purchase request that exceed \$1,500 must be processed following the Sedgwick County purchasing department guidelines. Tracking of allowed purchases is the Unit Director's responsibility; original receipts are required. Any contracted outside services need to be approved by the Department Director

Travel requests must be submitted to the administrative specialist at least two weeks in advance if travel is not overnight, one month in advance if travel is overnight and within the state, and two months in advance if travel is to out of state training/conference. Requests for travel advances must be submitted to the administrative specialist at least 15 days prior to day of trip departure. Reconciliation of travel expenditures must be done the first business day upon

return. Travel requests will not be accepted without Department Director approval.

All conferences/workshops require prior approval by the Department Director. In addition, all out of town training requiring overnight travel must have approval by the Human Services Division Director and County Manager. The administrative specialist completes the on-line travel request form that is reviewed by the Division Director and County Manager. A "Training Report" form must be completed within ten business days upon return.

The RSVP program manager receives the same benefits offered to other Sedgwick County employees, including, paid sick leave and vacation, and holiday pay. The program manager is given the option of participating in health insurance, dental insurance and deferred compensation programs. The program manager is encouraged to participate in training that supports their role in the RSVP Volunteer Program. For example this past year the program director as attended the following trainings; Sedgwick County Mentoring Program, Kansas Leadership Center training, Elder Abuse Awareness conference, Volunteer Recruitment Workshop, and the Kansas Volunteer Commission Conference.

Other

This RSVP is committed to expanding its commitment to the 2011-2015 Strategic Plan. Currently this RSVP utilizes volunteers at the American Red Cross who support disaster preparation through blood services. RSVP volunteers work with older adults to help maintain independence through the Peer Support Program and the KSSE program. Volunteers also support older adult independence through the rural transportation program which provides rides to seniors for medical appointments, grocery shopping, and social visits. Currently over 20 volunteers are working with veterans and military families in the Veterans Administration hospital, The Robert Dole Medical Center. RSVP volunteers are helping people gain access to food service through their work with the Good Neighbor Nutrition Program and The Lord's Diner. RSVP workroom volunteers help to reduce the amount of waste in local landfills by recycling plastic newspaper bags into pillow stuffing to be used by students in local schools. One environmental magnet school has used the finished product to teach children the value of caring for our environment and reducing waste. We plan to continue and expand our commitment to the strategic plan by intensifying our efforts in volunteer recruitment, involvement with local partners, and getting the word out about the need in our community for volunteer engagement.

Harnessing Baby Boomers—SCDoA RSVP has made strides for successfully engaging individuals between the age of 55 and 65. This group makes presentations on Medicare, supports other older adults as peers in their community, helps with personal finances, supports local special events, and helps install smoke detectors in the homes of older adults. These types of

opportunities give Baby Boomers the opportunity for flexible and creative experiences to use their skills, talents and experience.

Work Plan: Disaster Preparedness

Total Number of volunteers: 25

Total Number of workstations: 1

Community Need: Disaster preparedness is one the goals in the 2011-2012 CNCS Strategic Plan. By supporting the continuous need for blood donation, RSVP volunteers help the American Red Cross maintain a high level of readiness in response to disaster. The American Red Cross provides a vital service to the Sedgwick County area, by providing the area with the necessity of life, blood. According to the American Red Cross 38,000 units of red blood cells are needed for hospital patients across the U.S. One in ten people entering a hospital will need blood. Blood is often needed for trauma, heart surgeries, joint-replacement surgeries, organ transplants, premature babies, leukemia, cancer treatments, and many other needs. RSVP volunteers play an important role in enabling the American Red Cross to continue its mission to provide blood and blood products to hospitals, and communities in times of emergencies or disaster. Red Cross South Central division serves nearly 350 hospitals in the south central U.S.

Service Activities: RSVP volunteers will provide direct and support services to the American Red Cross for the purpose of ensuring an adequate supply of blood and blood products, increase community awareness for the importance of blood donations. RSVP volunteer activities and duties may include the following:

- Donor escort: Assist staff and blood donors in donation area and escort donors to the refreshment area after they have donated blood
- Driver: Transport tested and processed blood to hospitals in the metro-Wichita area and throughout Kansas and Northern Oklahoma
- Refreshment Aide: Set up refreshment area, serve refreshments and assist blood donors during the 15 minute wait after their blood donation
- Donor Receptionist: Greet blood donors as they come into the Red Cross Donor Center and provide them with required pre-donation information
- Clerical: Assist office staff in a wide-variety of clerical tasks
- Donor Room volunteer: provide support to staff during the blood donation process

Anticipated Input: 25 RSVP volunteers will provide the American Red Cross-Midway Chapter with volunteer hours contributing to the collecting, and distribution of blood to hospitals, and the local community in a time of emergency or disaster. Volunteers will be reimbursed for mileage per their request as long. Volunteers reporting hours will be eligible for the volunteer recognition banquet, timesheet drawings, and any other incentives that may be offered to active volunteers. Volunteer training will be provided by the American Red Cross Midway Chapter.

Anticipated Accomplishment/Outputs: RSVP volunteers will provide support service to promote the donation of blood and blood products to maintain an ongoing blood supply in the area.

Indicator: RSVP volunteers will provide support services to the American Red Cross-Midway Chapter

Target: 25

How Measured: Individual or Site timesheets

Intermediate Input: RSVP volunteers will provide the American Red Cross-Midway Chapter with an adequate number of volunteer hours to support the collection and distribution of blood products.

Indicator: Number of hours provided by RSVP volunteers to the American Red Cross-Midway Chapter in support of disaster relief in the local community

Target: 7875 hours of service

How Measured: Individual or Site timesheets will indicate number of volunteers and the number of hours volunteered

Anticipated End Outcome: The American Red Cross-Midway Chapter will be able to provide blood and blood products to hospitals, and the local community in a time of emergency of disaster, and meet their blood donation needs. The American Red Cross Mid-way chapter will report satisfactory levels of blood donation and number of units donated

Indicator: Percentage of success of the American Red Cross fulfilling its mission of providing blood and blood products to hospitals and the local community

Target: The American Red Cross-Midway Chapter will indicate on an annual survey that they have successfully met their blood collection needs by at least 80%

How Measured: Annual report for the American Red Cross Volunteer Services

Work Plan: Healthy Futures

Total Number of Volunteers: 25

Total Number of workstations: 1

Total Number of People Served: 25

Community Need

CNCS has identified homebound or older adults and individuals with disabilities as a population in need of community service. As the number of older adults continues to grow, so does the need for programs that are capable of delivering services that help older adults maintain their freedom and live independently. Because of state funding reductions many of older adults may face reduced hours of services from paid providers, or the potential for long waiting lists to receive services. The Peer Support Program (PSP) and the Kansas Support Service for Elders (KSSE) seek to provide support that many older adults do not have. KSSE provides help to older adults who are facing difficulties with day-to-day money management difficulties and PSP provides support to older adults facing minor mental health issues, anxiety, or social isolation. Both programs strive to keep seniors independent in their own homes.

Service Activities

RSVP volunteers will provide peer support, and help with personal financial management to participants who have been referred to RSVP by SCDoA/CPAAA staff, social workers, case managers, hospice worker and others working with older adults. Participants will be screened to assess their suitability for PSP and KSSE.

RSVP volunteers will work to provide personal financial management or peer support to seniors. Volunteers will provide help for one or more of the following:

- Sorting Mail
- Check writing
- Bank statement reconciliation
- Checkbook balancing
- Budget assistance
- Assistance completing forms
- Assist with personal goal setting
- Mentoring/Coaching

RSVP volunteers will be assigned clients through the RSVP program.

Anticipated Input: Volunteers will each provide 12 hours of service a year per volunteer, per client for KSSE clients, and 10 hours of service for each PSP client. Initial training, along with periodic update trainings will be provided by Central Plains Area Agency on Aging. Volunteers reporting time with KSSE and PSP will be eligible

for the volunteer recognition Banquet, timesheet drawings, volunteer mileage, and any other incentives that may be offered to active volunteers.

Anticipated Accomplishments/Outputs: Seniors will receive financial guidance about the personal finances.

Indicator: Number of seniors who receive financial guidance about their personal finances.

Target: 15

How Measured: KSSE visitation and financial reports, volunteer timesheets

Anticipated Intermediate Impact/Outcome: Clients will learn options about managing their personal finances, or develop strategies for improving health, quality of life, and increased social interaction.

Indicator: Percent of clients who report they have are more secure with their personal finances, or have improved scores on the quality of life and geriatric depression screening.

Target: 70

How Measured: Annual Client Survey, or pre/post survey scores

Anticipated End Impact/Outcome: Homebound or older adults and individuals with disabilities will reported having increased social ties/perceived social support and are more capable of living independently

Indicator: Percent of clients who report increase social ties/perceived social support and are more capable of living independently than before the program was started

Target: 70

How Measured: Annual client survey or pre/post assessment surveys

Work Plan: Other Human Services

Total # of volunteers: 125

Total # of workstations: 12

Community Need: According to agency evaluations, many non-profit agencies indicate that the services and items produced and provided by RSVP volunteers help to lower operating costs, and provide comfort to individuals in need. Homemade items such as bibs, blankets, and reading pillows, book bags, and walker bags are greatly needed in the community for lower income families, and in our public schools. According to the U.S. Census Bureau Sedgwick County currently has a poverty rate of 13.5 % for the general population, and 18% poverty level for children under 18. Non-profit agencies greatly rely on volunteers to help them meet the needs of the surrounding community. Sedgwick county Department on Aging RSVP volunteers greatly contribute to this community need.

Service Activities: RSVP volunteers from group, home, workroom, and spot volunteers will work on various volunteer projects from different non-profit agencies, public schools, and governmental agencies. Specific volunteer work duties may include but are not limited to:

- Packaging festival button packets
- Assembling items for special events
- Assembling mailings and newsletters
- Making special request items
- Making homemade items, such as:
 - Blankets or quilts
 - Reading pillows
 - Lap blankets
 - Walker bags
 - Book bags with books and bears
 - Flash cards

Anticipated Input: RSVP volunteers from group, home, workroom, and spot volunteers will provide service assembling, or making products for local non-profit agencies, public schools, or governmental agencies. Volunteers reporting hours worked will be eligible for the volunteer recognition banquet, timesheet drawings, and any other incentives that may be offered to active volunteers. Home volunteers will not be eligible for mileage reimbursement. All materials to complete projects will be provided by the organization requesting the project, or made from donated materials.

Anticipated Accomplishment/Outputs: Volunteers will provide hours services preparing items that are needed by local non-profit organizations.

Indicator: Number of volunteers and number of hours served

Target: 125 RSVP volunteers, and 25,000 hours

How Measured: Individual, group, or site timesheets

Intermediate Input: RSVP volunteers will produce 60,00 (including Riverfest Buttons) items for local non-profit, public school, or governmental agencies.

Indicator: Number of items produced for local non-profit, public schools, or governmental agencies

Target: 60,000

How Measured: Number of items donated to local non-profit agencies determined by receipt from agency

Anticipated End Outcome: Local non-profit agencies, public schools, and governmental agencies who receive items will report that RSVP volunteers helped them to achieve their mission and goals.

Indicator: Local non-profit agencies, public schools, and governmental agencies will report that RSVP volunteers helped their agencies lower the cost of delivering services, and helped their agency meet their goals

Target: 75

How Measured: Annual agency survey

Work Plan: Other Human Services

Total Number of Volunteers: 115

Total Number of Workstations: 25

Community Need: According to the annual agency survey, many agencies indicate the need for permanent volunteers in their organizations. There is an ongoing struggle to keep permanent volunteers engaged in volunteer service at local non-profit organizations. RSVP volunteers add to the stability of the organization, and help non-profit organizations lower operating costs, add to the quality of programming, improve services, and help organizations meet their goals and mission.

Service Activities: RSVP volunteers will provide support services to non-profit organizations by completing various assignments, some of which may include but is not limited to; clerical, sorting items, serving or delivering meals, reading to children, skilled and unskilled labor, tour guides, gardening, social service related activities

Anticipated Input: Non-profit agencies and organizations will receive support services from RSVP volunteers. These volunteers providing services will allow them to lower operating costs, add to the quality of their programming, improve services to their clients, and help organizations meet their goals. Volunteers reporting hours worked will be eligible for the volunteer recognition banquet, timesheet drawings, eligible for mileage reimbursement, and any other incentives that may be offered to active volunteers.

Anticipated Accomplishment/Outputs: Volunteers will provide service to local non-profits

Indicator: Number of non-profit organizations served

Target: 25

How Measured: Individual, or site timesheets verifying that the volunteer is serving at the organization

Intermediate Input: RSVP volunteers will serve local non-profit organizations in regular, ongoing support positions. These services will allow them to lower operating costs, add to the quality of programming, improve services to clients, and help organizations meet their goals.

Indicator: Hours of volunteer service at local non-profit organizations

Target: 800

How Measured: Individual, and site timesheets

Anticipated End Outcome: Local non-profit organizations will benefit from RSVP volunteers serving in regular ongoing support roles in their organizations. Agencies served by RSVP volunteers will report that their organizations has lowered operating costs, added to the quality of programming, improved services to clients, and helped their organization meet their goals.

Indicator: Percentage of local non-profit organizations reporting that they have lowered operating costs, added to the quality of programming, improved services to clients, and helped their organization meet its goals.

Target: 75

How Measured: Annual Agency Survey

Work Plan: Transportation Services

Total Number of Work Stations: 4

Total Number of Volunteers: 45

Total Number of People to be served: 75

Community Need

U.S. Census data from 2010 indicates that approximately 29% of adults over the age of 65 in Sedgwick County live alone. The ability to find transportation to medical appointments, take care of errands, or arrange a social visit is often limited. According to the 2008 Sedgwick County Department on Aging Senior Survey, 51% of older adults indicated that transportation to places like doctor appointments, senior centers, shopping centers is a concern. Older adults in rural areas are more likely to suffer from a lack of transportation options than are their urban counterparts. Offering a variety of options in the community allows older adults another alternative to maintain their current level of independence. One transportation option is the RSVP Rural Transportation Program through the Sedgwick County Transportation which is offered in rural senior centers, and can help older adults to maintain or improve their independence through the availability of transportation services.

Service Activity:

RSVP volunteers will serve as drivers and transportation coordinators through rural senior centers. RSVP volunteers serving as coordinators will take transportation requests for clients who are age 60 and over. The coordinator will be responsible for the recruitment of volunteer drivers. RSVP drivers will transport and escort clients to medical appointments, shopping trips, or social visits within Sedgwick County. Drivers will remain with the client for the duration of the trip. This service will be offered throughout the year, as drivers are available for service.

Anticipated Input:

A total of 35 RSVP volunteers will provide transportation to 75 unduplicated clients who need transportation to medical, shopping, or social visits. RSVP volunteers will receive an orientation from the RSVP transportation coordinator, and receive a driver's handbook, and a job description. During the orientation drivers will have the opportunity to discuss any issues or questions they might have pertaining to their volunteer position. Drivers will be required to keep auto liability greater than or equal to the laws governing the State of Kansas. RSVP volunteers will use their own vehicles to transport ride recipients. Participating senior centers will be reimbursed at a rate of \$7.00 per ride by Sedgwick County Transportation. Volunteers reporting hours worked will be eligible for the volunteer recognition banquet, timesheet drawings, eligible for mileage reimbursement, and any other incentives that may be offered to active volunteers.

Anticipated Accomplishment/Outputs: RSVP volunteers will provide transportation rides to older adults.

Indicator: Hours of service by RSVP volunteers providing rides for medical, social, and shopping to older adults.

Target: 2,400

How measured: Monthly transportation reports from Senior Center sites participating in the RSVP Rural Transportation Program, and individual volunteer timesheets.

Anticipated Intermediate Accomplishment: Older adults will receive transportation to medical, shopping or social appointments.

Indicator: Number of unduplicated clients who receive transportation to medical, shopping, or social appointments.

Target: 75

How Measured: Senior center monthly transportation reports

Anticipated End Impact: Seniors are able to continue living independently, in part, because the transportation service helps them to take care of needs outside the household.

Indicator: Percentage of clients who report transportation service has helped them take care of needs outside the household, and that they are able to live independently with their current transportation options.

Target: 70

How Measured: Transportation Survey to recipients of the RSVP Rural Transportation Program.

Work Plan: Veterans and Military Families

Total Number of Volunteers: 25

Total Number of workstations: 1

Total Number of People Served: 100

Community Need

One of the goals of the 2011-2012 CNCS Strategic Plan is to help provide for the unmet needs of veterans, members of the armed forces, and family members of deployed military personnel. Sedgwick County Department on Aging RSVP Volunteer Program has worked with the veteran's hospital in Wichita, the Robert Dole Medical Center for many years. With the new influx of younger veterans and the changing needs of these veterans, the need for volunteers has grown. The Robert Dole Medical Center seeks to positively impact the quality of life of veterans and improve military family strength. Through the efforts of RSVP volunteers can help meet these needs.

Service Activities

RSVP volunteers will help provide supportive services to the Robert Dole Medical Center. Volunteers may be assigned to the following activities; van drivers to get veterans to medical appointments, information desk to direct and assist veterans and their families in locating services, office assistant, patient call reminder, patient escorts, and hospitality volunteers to help veterans and their families feel more comfortable during their visit.

Anticipated Input: Volunteers will each provide at least a total of 9,000 hours of service annually. Initial training, along with periodic update trainings will be provided by the Robert Dole Medical Center. Volunteers or the Volunteer Coordinator at the VA will report volunteer hours with RSVP time sheets. RSVP volunteers who work at the VA will be eligible for the volunteer recognition Banquet, volunteer mileage, and any other incentives that may be offered to active volunteers.

Anticipated Accomplishments/Outputs: RSVP will be placed in volunteer positions at the Robert Dole Medical Center in order to provide services that will allow easier accessibility to earned benefits.

Indicator: Number of RSVP volunteers working at the Robert Dole Medical Center

Target: 25

How Measured: RSVP time sheets submit by volunteers or the volunteer coordinator at the Robert Dole Medical Center

Anticipated Intermediate Impact/Outcome: Number of veterans receiving services

Indicator: Number of veterans receiving services assisted by RSVP volunteers

Target: 100

How Measured: Report from volunteer coordinator from the Robert Dole Medical Center

Anticipated End Impact/Outcome: Veterans will have easier access to earned benefits and services.

Indicator: Veterans receiving VA benefits and services who feel real or perceived that volunteer contributions helped to them to gain easier access to services.

Target: 70%

How Measured: Report from volunteer coordinator from the Robert Dole Medical Center

David M. Unruh, Chairman
Sedgwick County Board of County Commissioners
1st District

Date

ATTEST:

Kelly B. Arnold
County Clerk

Date

APPROVED AS TO FORM:



Bill Raymond
Assistant County Counselor

1-3-2012

Date

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