

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction	
Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)			
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 05/11/12	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:	
2b. APPLICATION ID: 12SR140834	4. DATE RECEIVED BY FEDERAL AGENCY: 05/11/12	FEDERAL IDENTIFIER:	
5. APPLICATION INFORMATION			
LEGAL NAME: District III Area Agency on Aging DUNS NUMBER: 164343162		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Diana S. Hoemann TELEPHONE NUMBER: (660) 747-3107 FAX NUMBER: (660) 747-3100 INTERNET E-MAIL ADDRESS: dhoemann@goaging.org	
ADDRESS (give street address, city, state, zip code and county): PO Box 1078 106 West Young Warrensburg MO 64093 - 1078 County: Johnson			
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 431015585		7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Area Agency on Aging	
8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):		9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service	
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program		11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Care Connection RSVP	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Benton, Cedar, Henry, Hickory, and St. Clair counties in Missouri.		11.b. CNCS PROGRAM INITIATIVE (IF ANY):	
13. PROPOSED PROJECT: START DATE: 10/01/12 END DATE: 10/01/15		14. CONGRESSIONAL DISTRICT OF: a.Applicant <u>MO 004</u> b.Program <u>MO 004</u>	
15. ESTIMATED FUNDING: Year #: 1		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372	
a. FEDERAL	\$ 96,250.00		
b. APPLICANT	\$ 11,000.00		
c. STATE	\$ 0.00		
d. LOCAL	\$ 0.00		
e. OTHER	\$ 11,000.00		
f. PROGRAM INCOME	\$ 0.00		
g. TOTAL	\$ 107,250.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
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: Diana S. Hoemann		b. TITLE:	c. TELEPHONE NUMBER: (660) 747-3107
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:			e. DATE SIGNED: 05/11/12

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Executive Summary

Legal name: District III Area Agency on Aging

Agency description: District III is a not for profit that was founded in 1973 under amendments to the Older American's Act of 1965. The mission is to assure that older Missourians residing in the area we serve live with maximum independence and dignity. District III sponsors 23 senior centers in a thirteen county area of west central Missouri. Services include information and assistance, congregate and home delivered meals, caregiver and in-home services, Medicare education and outreach, public benefits counseling, transportation, long-term care ombudsman program, recreational and volunteer opportunities and health and wellness programs. In 2011, District III provided documented services to approximately 12,028 unduplicated individuals.

Proposed number of volunteers: District III proposes to recruit 275 volunteers in a three year period.

Funding: District III's budget proposal is for \$96,250.

Service category: Human Needs

Community needs: Senior center programs, transportation services, companionship/outreach, health education, and community-based volunteer programs.

Research-based methods: These are defined in the work plans.

Anticipated outcomes: To impact positively on the lives of those 55+.

Strengthening Communities

The five counties listed are predominately retirement/vacation areas and are very rural. According to the 2010 Census, the total population of Benton County is 19,056 with ages 55 and up 44.1% of the total. Cedar County has a total population of 13,982 with 36.4% being 55 and up. Henry County's total population is 22,272 with the 55+ age group being 33.2%. The 55 and up group in Hickory County is 47.3% of the total population of 9,627. Finally St. Clair County has a population of 9,805 with 38.7% being in the 55+ age group. Hickory, Benton, Cedar and St. Clair Counties are in the top ten Missouri counties with the highest percentage of population age 65+. The average poverty level of the five

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counties is 11.1%

Local input on program design and evaluation will be received from local senior center staff, Care Managers and other support staff. Input will be received from the Senior Center Services Advisory Boards that represent each senior center. Counties will host informational volunteer recruitment meetings to educate the communities on the program and gather input for future expansion. The RSVP Director will be responsible for compiling this information.

District III Area Agency on Aging provides a rich variety of programs and activities which foster fellowship and support healthy independent living for older adults 60+. Programs such as on-site meals, home-delivered meals, recreation, educational programs, wellness and exercise programs, assistance with tax preparation, information and assistance, case management services and transportation make it possible for seniors to remain in their own homes for as long as possible. Keeping older adults in their homes has a significant impact on the local economy and gives family members peace of mind.

District III selects community partners by determining how their programs and services can enhance these senior based programs and services. For instance, Pathways Behavioral Healthcare provides valuable mental health services, especially in counties like Benton which has a high suicide rate among older adults. OATS Public Transportation performs a vital role in meeting the transportation needs of seniors. In-Home service providers can be the eyes and ears for situations that may arise with home-bound participants, where further services may be needed. Local county health departments, FQHC's (Federally Qualified Health Centers), and local hospitals all provide referrals to needed services.

In order to build public awareness and support of the program, the RSVP Project Director and local staff in these five counties will host community meetings to provide information about the program and recruitment of volunteers. Information will be available at the senior centers in the five county area to raise awareness. Literature will be provided to churches and civic groups. Local newspapers and radio stations will be utilized to spread the word.

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Community resources will be mobilized through the efforts of the RSVP Director and local staff in a variety of ways including; health fairs, community meetings, healthcare coalition meetings, speaking engagements with local civic groups and by District III's Outreach Coordinator. The local Senior Center Services Advisory Boards are instrumental in locating possible community resources and providing input. The RSVP Project Director will attend community aging network meetings (i.e., CHART, County Resource Councils) to learn about community needs and volunteer opportunities. Through participation in these meetings, the RSVP Project Director will build the partnerships necessary to develop Volunteer Work Stations to meet needs in each community. The RSVP Project Director will work directly with the Care Managers to ensure volunteers have access to all programs as needed.

Recruitment and Development

RSVP staff will include a full-time RSVP Project Director who will focus on volunteer recruitment, screening, training and risk management. The RSVP Project Director will develop cooperative agreements with Volunteer Work Stations and collaborate with the Work Stations to develop written volunteer position descriptions outlining the goals, responsibilities and expectations for each volunteer position. Focus will be placed on developing a variety of volunteer positions to meet the differing skill levels and interests of volunteers. Training plans will also be developed to ensure that volunteers are provided with the skills and information necessary to successfully complete their volunteer tasks. The RSVP Project Director will work with Volunteer Work Stations to actively recruit, screen, train and manage qualified volunteers.

Potential RSVP volunteers will be screened to facilitate the appropriate placement for each volunteer. The screening process will include an assessment of the applicants' current skills and interests and will include a criminal background check when necessary. This information will be utilized to place volunteers in positions that are appropriate to their current skills or will provide them with training to develop a new skill.

Once appropriate screening has been successfully completed, the RSVP Director will place the

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volunteer with the appropriate Volunteer Work Station and will ensure that each volunteer receives the necessary training to be able to successfully perform the duties assigned. Trainees will complete a post-training evaluation which will be used to determine that volunteers have an accurate understanding of the training materials and the expectations of the position.

Volunteers will receive monthly newsletters from the RSVP Project Director containing update information, reminders to submit reports, helpful links, suggested activity for the month, and volunteer appreciation. Volunteer Work Stations will also provide local, face-to-face support as needed.

The RSVP Project Director will monitor the Project activities, working collaboratively with the Volunteer Work Stations to ensure that volunteers are completing assigned tasks and to determine whether volunteers demonstrate skills for more involved volunteer roles in order to enhance their volunteer service. Volunteer time sheets will be monitored to ensure that volunteers are actively engaged. The RSVP Project Director will share data regarding the volunteers' activities with the Advisory Council on a quarterly basis to obtain feedback on suggested improvements or expansion of the project activities.

The Volunteer Work Stations will collaborate with the RSVP Project Director semiannually to ensure that volunteer recognition activities are occurring.

Program Management

The over-all project will be led and managed by District III Area Agency on Aging (District III). (See Part III: Section E. Organizational Capacity). An Advisory Council, comprised of representatives from Volunteer Work Stations, ministerial alliances, hospital auxiliaries, community action agencies, etc, will provide direction, technical expertise, and support to the project that is critical to its success and sustainability. Through the Council's commitment, dedication, and participation in the RSVP Program, volunteers and community organizations will be ensured the maximum benefit from the Project's activities.

The RSVP Project Director will attend community aging network meetings (i.e., CHART, County

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Resource Councils) to learn about community needs and volunteer opportunities. Through participation in these meetings, the RSVP Project Director will build the partnerships necessary to develop additional Volunteer Work Stations to meet needs in each community.

The activities and resources provided by each volunteer and Volunteer Work Station will be reported to the RSVP Project Director on a monthly basis. This information will be placed in NAPIS, a database District III utilizes to track the activities and performance of each of the programs it manages. The RSVP Project Director will monitor the data provided by NAPIS on a quarterly basis to ensure that volunteers are actively engaged and the project goals are on target. Also, in-kind and matching resources provided by the volunteers and Volunteer Work Stations will be reported to the RSVP Project Director and forwarded to the District III Accounting Department for entry into the accounting system. The RSVP Project's progress will be shared with the RSVP Advisory Council quarterly for possible suggestions for project improvements and/or enhancements to help ensure that the project's goals are met and that the volunteers are fulfilling a meaningful community need.

Program financial activity summaries are produced by the District III Accounting Department on a monthly basis. The RSVP Project Director will monitor those reports to ensure that the project is utilizing the program funds effectively, is within the budget and that the necessary match is received and recorded.

Organizational Capability

District III Area Agency on Aging is the lead agency for the RSVP Project. District III is a not-for-profit organization, governed by a Board of Directors elected by eligible participants (those aged 60+) throughout 13 rural counties in West-Central Missouri. 82% of District III's reported revenue is received as a result of federal and state funding sources. District III currently utilizes financial management software for non-profit organizations to accurately manage multiple funding sources. Annual program audits occur by an independent auditor, following the Government Auditing Standards.

Diana Hoemann, Executive Director of District III, has been with the agency for 28 years. She has an

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extensive background in management and information systems. She serves as a member of the Missouri Association of Area Agencies on Aging and has been a representative on statewide and regional organizations. As a leader in the aging network, Ms. Hoemann currently holds positions on statewide initiatives in the aging network.

District III has successfully implemented several federal grants. The SMP (Senior Medicare Patrol) program is one of five Administration on Aging (AoA) discretionary grants District III AAA has successfully implemented, utilizing a statewide volunteer workforce. As a recipient of one of the first 12 Medicare patrol projects awarded, District III developed successful techniques for recruiting, training and supporting volunteers. The materials developed by the Missouri SMP were used as examples nationwide. The subsequent awards of four additional three-year grants were also very successful. SMP Program funds are currently administered through the Payment Management System.

An SMP Capacity Building grant was awarded to District III in September 2011 to focus on increasing volunteer recruitment and management, as well as providing outreach and education to an increased number of individuals. The nationally recognized volunteer expert team of Linda Graff and Steve McCurley has developed a Volunteer Risk and Program Management policy guide which the SMPs are using to strengthen the ability of the SMPs to more effectively and safely manage the volunteer workforce.

District III also received a federal grant to implement a Rural Transportation Coordination Project, resulting in a net increase of over 70% in rides with only a 2% increase in costs. That effort remains in place to this day, with revenues from the project supporting a Transportation Director for District III. Programs which require the collection and analysis of data regarding the effectiveness of the programs, such as health and wellness, the Missouri SMP, nutrition, and case management are administered through District III. The NAPIS database are utilized to collect information regarding program activities and results. District III staff rely on reports produced by the database when determining project success or whether modifications to project plans are necessary to ensure project success.

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District III maintains fully equipped office space within each senior center in its service region. RSVP staff will be located within the District III facilities. Desks, computers, printer and phone lines will be provided for the RSVP Administrative Assistant and Project Director through the budgeted allotment. RSVP staff will be provided access to copiers, fax machines, etc. that are already on site for program use.

A Personnel Policy manual has been developed by District III and approved by the governing Executive Board of Directors that contains specific job descriptions for each employee and policies regarding paid time off, purchasing, travel, employee conduct, etc.

Other

Not applicable.

PNS Amendment (if applicable)

Not applicable.