

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): 10/17/12	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID: 13SR142862	4. DATE RECEIVED BY FEDERAL AGENCY: 10/17/12	FEDERAL IDENTIFIER:														
5. APPLICATION INFORMATION																
LEGAL NAME: Sedgwick County DUNS NUMBER: 056577166	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Teresa Hatfield															
ADDRESS (give street address, city, state, zip code and county): 2622 W. Central Ste. 500 Wichita KS 67203 - 4974 County:	TELEPHONE NUMBER: (316) 660-5136 FAX NUMBER: INTERNET E-MAIL ADDRESS: thatfiel@cpaaa.org															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 486000798	7. TYPE OF APPLICANT: 7a. Local Government - County 7b. Area Agency on Aging Local Government, Municipal															
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: Sedgwick County RSVP Volunteer Program															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Kansas Opportunity #2, Sedgwick County	11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
13. PROPOSED PROJECT: START DATE: 04/01/13 END DATE: 04/01/16	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="KS 004"/> b.Program <input type="text" value="KS 004"/>															
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															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: none;">a. FEDERAL</td> <td style="border: none; text-align: right;">\$ 47,932.00</td> </tr> <tr> <td style="border: none;">b. APPLICANT</td> <td style="border: none; text-align: right;">\$ 20,543.00</td> </tr> <tr> <td style="border: none;">c. STATE</td> <td style="border: none; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border: none;">d. LOCAL</td> <td style="border: none; text-align: right;">\$ 20,543.00</td> </tr> <tr> <td style="border: none;">e. OTHER</td> <td style="border: none; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border: none;">f. PROGRAM INCOME</td> <td style="border: none; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border: none;">g. TOTAL</td> <td style="border: none; text-align: right;">\$ 68,475.00</td> </tr> </table>	a. FEDERAL	\$ 47,932.00	b. APPLICANT	\$ 20,543.00	c. STATE	\$ 0.00	d. LOCAL	\$ 20,543.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 68,475.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
a. FEDERAL	\$ 47,932.00															
b. APPLICANT	\$ 20,543.00															
c. STATE	\$ 0.00															
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f. PROGRAM INCOME	\$ 0.00															
g. TOTAL	\$ 68,475.00															
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: Monica Cissell	b. TITLE:	c. TELEPHONE NUMBER: (316) 660-5229														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/17/12														

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Executive Summary

Sedgwick County Department on Aging (SCDoA), requests \$47,932 for Kansas opportunity #2 in Sedgwick County Kansas to support 293 unduplicated volunteers with a sponsor match of \$20,543. The Sedgwick County Department on Aging has been proud to have been the sponsor of the RSVP Volunteer program since 2004, looks forward to supporting this program once again in our community. The mission of SCDoA is to be the recognized leader in a collaborative assisting diverse populations of older adults and persons with physical disabilities to maintain their choice of lifestyle through education, advocacy and services. The SCDoA RSVP Volunteer Program will seek to primarily serve the older adult population. The SCDoA RSVP Volunteer Program will also continue to serve veterans and military families, and those who are economically disadvantaged.

Volunteers will help SCDoA address the primary focus area of healthy futures. The majority of volunteers in this focus area will provide older adults with independent living support. Outcomes will reflect increased social ties and improved social supports allowing recipients of volunteer services the ability to continue to live independently. Volunteers in this focus area will precipitate independent living by providing companionship, financial literacy, access to transportation, and food delivery. Volunteers will also provide information on health insurance and health benefits through the state SHIP (Senior Health Insurance Assistance Program). Volunteer activities will take place in partnership with local non-profit agencies that provide in home meal delivery service, Medicare counseling, and in cooperation with the local Area Agency on Aging.

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

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 498,000, and is

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mostly urban. Wichita is the main municipality in this urban area. Aviation is Wichita's principle employer with healthcare second. Those ages 65 and older make up 11.7% of the population. Eighty-one percent of the population are white, 9% African American, 4% Asian, 13% are of Hispanic, and 1% American Indian/Native American. Eighty-eight percent have received their high school diploma/GED, and 27% degrees in higher education. The median income is \$47,848, with a 14% poverty rate. 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 Wichita State, Friends, and Newman Universities.

The Sedgwick County Department on Aging (SCDOA) provides services for seniors and individuals with disabilities in Sedgwick County to assist them in maintaining their independence and reduce institutionalization. The Sedgwick County Department on Aging is also a part of the Central Plains Area Agency on Aging (CPAAA). CPAAA is one of eleven Area Agencies on Aging (AAAs) in Kansas. CPAAA's area includes Butler, Harvey and Sedgwick Counties. Central Plains has the highest number of older people of any AAA in the state: approximately 83,000 people aged 60 and over.

The Sedgwick County Department on Aging, if awarded this grant, will concentrate effort on the Primary Focus area of Healthy Futures. According to the United Way of the Plains 2010 Needs Assessment, senior programs that focus on independence are a level-one need in this community. A level-one need is one in which areas that are critical in nature may affect a growing population of people, and where monies may have a greater impact. Many of these areas involve basic life necessities, may mean prolonged independent lifestyles or are preventive in nature. This RSVP will provide older adults who are homebound or those with disabilities the option of receiving food, transportation, companionship or financial literacy support. Recipients of volunteer services that promote independent living in the Healthy Futures focus area will report having increased social ties

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or perceived social support.

The Primary focus area of Healthy Futures will be supported by promoting programs in our community that support independent living. Kansas Support Services for Elders (KSSE) is a personal financial assistance program for adults age 65 and older in Sedgwick County that provides help with household finances. Volunteers will provide assistance in sorting mail, filing, check writing, bank reconciliation, consumer issues, record keeping, budgeting assistance and completing forms. There is no charge for participation and there are no income guidelines for the service. The Peer Support Program (PSP) is another program that strives to improve independence for seniors. PSP is a volunteer program that seeks to improve mental and physical health of older adults in the community. Participants work with a peer partner to set self-defined goals, and take hopeful steps toward good mental health and become active members of their community. PSP is a ten week program where volunteers and participants get together once a week to work toward positive outcomes. The RSVP Rural Transportation Program provides access to transportation in rural areas of Sedgwick County. RSVP Volunteers provide transportation for older adults in rural areas that may not have access to transportation otherwise. Rides are coordinated through a local RSVP volunteer at participating senior centers. Ride participant are therefore better able to access services and have a reliable means of transportation for shopping, banking, and other personal business. SCDOA believes that by providing these services to the local community through volunteer support older adults will be able to maintain independence longer in their communities.

Sedgwick County RSVP will provide volunteer services to our veterans and military families. RSVP will continue its partnership with the Robert Dole Medical Center, which is the Veteran's Administration Hospital in Wichita, Kansas. RSVP volunteers currently provide support to all veterans that use the facility. Presently over 20 RSVP volunteers are serving our veterans and military families to help improve the quality of service they receive from the VA hospital. Volunteers

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help with various tasks including: helping remind veterans of their appointments at the center, escorting patients to their appointments, providing transportation to appointments, providing information at the information desk, and helping to transport patients from the parking lot into the facility. RSVP volunteers help make the VA hospital a more easily accessible and customer friendly. SCDOA RSVP Volunteer Program obtains local input through its sponsor SCDOA, the Central Plains Area Agency on Aging (CPAAA), SCDOA RSVP Advisory Council, and the Sedgwick County Board of County Commissioners. The Sedgwick County Board of County Commissioners is the governing body of Sedgwick County. The Board of Sedgwick County Commissioners is vested by Kansas state statute with both legislative and administrative powers and duties. Some of these powers and duties include: supervision of county property, organization of townships following statutory procedures, control of the financial affairs of the county, approval of the annual budget, levying of county taxes, issuance of bonds, awarding of contracts, setting of salaries of all county officials, providing a jail, courthouse, office space, and supplies for all county officers and the district court, appointment of members of various boards and commissions, serving as the local board of health. RSVP Advisory council members provided direct feedback about the program and serve as representatives of the program in the local community. Advisory council members are made up of community and business leaders, non-profit agencies, volunteers, college professors and retired professionals. Advisory Council members are ambassadors for the program and provide outreach and information to the community. Local universities also provide interns to support RSVP. Feedback is also obtained from volunteer site surveys and advisory council volunteer site visits. CPAAA conducts a needs assessment survey on a periodic basis. SCDOA RSVP also utilizes the latest needs assessment report from The United Way of the Plains.

SCDOA RSVP receives continued support from several community partners since the program's inception in 2004. Sedgwick County commissioners support the program by approving the use of

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Sedgwick County Aging Mill Levy funds for the RSVP grantee match. They offer their time and support during the volunteer recognition banquet by their acknowledgment of volunteers and their efforts. Longtime community partners include Emprise Bank which allows staff to participate on the Advisory Council. Emprise Bank was selected as a community partner for its support of the program and its commitment to older adults. Local businesses contribute by donating door prizes for the annual banquet, and supply in-kind donations, including: Spangles Restaurant, KPTS Public Television, Active Aging newspaper, Freddy's Frozen Custard, Botanica, The Wichita Gardens, Tangible Advertising, Exploration Place, Tall Grass Film Festival, Wichita Art Museum, Tanganyika Wildlife Park, Alzheimer's Association, and The Wichita Symphony. Partners are selected based on their interest in senior programming and their willing to serve by sharing their time and talent, and advocating for older adults.

Awareness for the program is built in the community by using various publications and printed materials including: brochures, handbooks, flyers, presentations, articles and ads in local newsletters, magazines, newspapers, and the VolunteerMatch website. Outreach is provided to organizations, caregivers, aging network providers, and social organizations. The RSVP program manager attends community meetings that allow networking with a wide variety of non-profit and business leaders, including, Aging Network, Veteran's Administration quarterly volunteer meeting, and TRIAD (a group that promotes awareness of elder abuse). CPAAA hosts Senior Expo event every year which attracts approximately 3,000 attendees. It provides older adults the chance to learn about available services in the area including RSVP. RSVP provides information to local businesses through CPAAA's Working Caregivers Program and CPAAA's information and assistance program. RSVP places ads in the Active Aging newspaper which is distributed to over 90,000 in south-central Kansas. Articles on volunteering have been written for local magazines. Churches and doctors' offices in the area are provided with RSVP brochures. Presentations are made to local churches, civic groups, senior housing

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groups, and local universities. RSVP posters and brochures are distributed to local senior centers. The CPAAA website offers an RSVP page which provides various volunteer opportunities. Information about the program is also available on the Sedgwick County government website. RSVP is listed in the Explore Your Options a resource guide for CPAAA's planning and service area. CPAAA incorporates RSVP on their Facebook page. Press releases are distributed throughout the year to highlight Senior Corps week and National Volunteer month.

Efforts are made to target older adult minority populations, those with the greatest economic and social need. RSVP serves this population by reaching out to older adults at senior centers, low income senior focused and Housing and Urban Development housing, health and wellness fairs, church health fairs, state and local community fairs, and other community events.

RSVP mobilizes community resources by combining outreach efforts with partners, advisory council members, and aging network connections. Go Wichita provides free hospitality training for RSVP volunteers working at Mid-Continent Airport. The Kansas Department of Aging and Disability Services (KDADS) provides Medicare training to RSVP volunteers working as Medicare Counselors. The University Of Kansas School Of Social Welfare and the Office of Aging and Long Term Care and CPAAA collaborated on a pilot program that is currently finalizing the process to become an evidence based program, which is the Peer Support Program. The Peer Support Program provides the training resources to prepare volunteers for working one on one with other older adults.

Through RSVP volunteers are given the opportunity to participate in a variety of projects that contribute to the strengthening of their community. Many RSVP volunteers provide services to the senior population through, the Peer Support Program, Kansas Support Services for Elders (KSSE), Medicare counseling, and the RSVP Rural Transportation Program. Volunteers also have the opportunity to participate in many special events or short term volunteer opportunities such as Senior Expo, Give Kids a Smile Day, The Laid Off Workers Center, Centers for Medicare and Medicaid

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Services(CMS) sponsored Medicare events, Veteran's Appreciation Day, Wichita 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 to the goals of the 2011-2015 CNCS Strategic Plan. Volunteers provide organizations and the community 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, peer support volunteers, and countless others.

Recruitment and Development

RSVP strives to provide high quality volunteer experiences by providing rewarding opportunities that enable volunteers to build new skills, develop leadership, and enhance the quality of their lives. Positions that connect volunteers one on one with others in the community are good examples. All volunteers that are recruited through RVSP are offered the opportunity to participate in volunteer positions that directly impact individuals in the community. They are offered opportunities to participate in high quality experiences, which allow them to develop volunteer leadership skills. Each volunteer chooses an opportunity that fits their skills and interests. These types of volunteer positions also support the primary focus area of Healthy Futures. The KSSE program allows clients the opportunity to continue living independently in their own homes through the support of RSVP volunteers who provide help with personal finances. Volunteers build leadership skills by mentoring others, providing feedback to clients, and advocating for the frail elderly in our community. Volunteers are recruited by various methods throughout the Sedgwick County area. Recruitment of volunteers by word of mouth or by a personal invitation are the most successful. Other methods of recruitment are also used such as, presentations to groups through retiree and civic organizations

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(provide at least 20 per year), articles, ads circulated through local newspapers, newsletters, phone book, the CPAAA website, Facebook, Volunteer Match website, referrals made through SCDOA case management team, information and assistance specialists, service coordinators, other social service organizations, recruitment by the rural transportation program, booths at health fairs, volunteer fairs, other community events (attend at least 5 health fairs per year), and press releases on important information pertaining to RSVP.

RSVP will seek to recruit volunteers from all races, ethnicities, and groups. Volunteer information will be provided to 22 local senior centers which include various demographic groups. Volunteer opportunities will be provided to all low income senior housing facilities in Sedgwick County. In order to recruit veterans and military families, RSVP brochures and information will be provided to family support organizations, and local veterans groups such as the Veterans of Foreign Wars and American Legion chapters.

Before volunteers are placed 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 commit. Volunteers are interviewed by RSVP staff before placement. All RSVP volunteers receive job descriptions, information about the site they will be working for, information on volunteer insurance, and other volunteer benefits. Volunteers are provided with a volunteer handbook describing policies and procedures of the RSVP Volunteer Program.

Volunteers are called one month after placement to assess satisfaction. Volunteers are contacted once a year and asked about their volunteer experience and if they need to make any changes. Volunteers are also contacted if RSVP has not received any correspondence from them in three months.

Volunteers are surveyed each year regarding their satisfaction with their volunteer experience.

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Volunteers who are well 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, RSVP sees that the training is provided. Volunteers are not allowed to begin assignments until all training and orientations are completed. For example, volunteers who work with Medicare are provided training through KDADS. Volunteers must complete the training and evaluation in order to volunteer as a Medicare counselor. Medicare volunteers are also required to complete additional training throughout the year which may be either completed in person or an on-line testing format. Volunteers working with Medicare also participate in any staff held trainings pertaining to Medicare. SCDOA provides trainings throughout the year to KSSE and Peer Support volunteers, which includes training from "Providing Independent Living Support: Training for Senior Corps Volunteers". 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 KDADS. Go Wichita (Wichita Visitors Bureau) offers hospitality training to all volunteers who work at Mid-Continent Airport.

Recognition of our volunteers is an important aspect of our program. The SCDOA RSVP provides many opportunities throughout the year to express gratitude. A recognition event committee plans and provides an annual recognition event. The 2012 event was held at a local church. The theme of the event was "Volunteers enrich our lives". Approximately 275 volunteers and volunteer site representatives attended the event. One hundred and ninety-two volunteers were presented with the Presidents' Volunteer Service award. Volunteers were welcomed and thanked for their service by Sedgwick County Commissioner Tim Norton, and Executive Director of CPAAA/SCDOA, Annette Graham. Volunteers enjoyed a buffet lunch, gifts, and door prizes. Other recognition includes:

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birthday greetings, Thanksgiving lunch, Holiday party, and a volunteer is highlighted each quarter in the RSVP newsletter.

Training for staff include participation in webinars offered by VolunteerMatch, CNCS National conference, and other trainings that provide important information to improve the performance of RSVP

The RSVP program manager participates in trainings offered through the Sedgwick County employee training register. Training options include; Microsoft office systems, CPR, Program Management, leadership, various supervisory topics, wellness classes, and diversity training.

Program Management

The program management for RSVP is overseen by an experienced program manager who has monitored RSVP for the last six years. High level program management is a standard expected of all program managers for Sedgwick County Department on Aging, including the RSVP Program Manager/Director. These standards are based on the primary job duties and for this position include grant monitoring, managing internal and external programs/sites, budget oversight, and leadership. The RSVP Program Manager/Director will manage volunteers and volunteer stations, closely monitor program quality, ensure compliance with national performance measures, and manage funds and resources within set budget.

SCDOA is very familiar with the importance of performance measures and experienced in managing multiple grants and adhering to performance standards as a grantee of multiple state, federal, and local organizations. As a grantor of Sedgwick County Mill Levy funds, SCDOA also has experience monitoring other agencies who receive Mill Levy funding. Therefore we have familiarity and expertise in site reviews, establishing and reviewing performance measures, monitoring outputs and outcomes and ensuring the program meets community need. All of this experience in program management translates to a well-managed RSVP program.

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To adequately oversee the multiple volunteer stations within the RSVP program the stations must meet RSVP program regulations and standards. First they must complete a memorandum of understanding (MOU) every three years and include a current volunteer job description. Second, volunteer stations will be asked to provide outcome and output results that coincide with their station's work plan and the national performance measures. Third, an annual safety assessment will be conducted each year to assure program compliance. Each station's performance measures will be monitored closely to maintain the RSVP program goals and objectives and meet the national performance standards. Project performance at each station is monitored on a continual basis by the RSVP Program Manager/Director by conducting an assessment of the project on an annual basis to ensure compliance.

As a result of the grant fund decrease that took place in 2011, SCDOA was forced to lay off a full time Volunteer Coordinator. However, it is apparent that with the enhanced national performance standards the RSVP Program Manager will need support to recruit and manage volunteers. Though a partnership with Wichita State Coop Program, RSVP will access a Coop student who will be paid a stipend. The Coop student will focus on recruitment of those volunteers to be placed in the primary focus area, Health Futures. Within this focus area we will coordinate volunteers to work one on one in various programs that support individuals maintaining health and independence. As volunteer sites are adjusted as needed to meet the new standards some volunteers may have to be reassigned to other volunteer sites or referred to volunteer programs that may meet their needs or better match their skills. This responsibility will be primarily the Program Manager/Director's but the Coop student will likely assist with this as needed. Whether the volunteer is reassigned or referred to an outside volunteer agency we will work to minimize disruption of the volunteer work at the stations and maintain a supportive environment when assisting volunteers and volunteer stations in the transition to National Performance Measures. RSVP will seek support those who are graduated by thanking

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them for their participation and dedication to the program throughout the years.

RSVP volunteers will be surveyed annually, along with all current volunteer stations. In addition, each station coordinator will know and understand the data that must be collected to measure performance prior to beginning the grant year. Volunteer and station will be sent out by the department Quality Assurance (QA) Manager. The QA manager gathers, and compiles the results and submits them to the RSVP Program Manager/Director. SCDOA gathers information from these surveys to improve the program. The annual assessment will be completed in the 3rd quarter of the grant year and includes demographic data, current needs in the community, and a cost analysis. Each assessment encompasses one grant year.

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.

Program oversight will be offered by an unbiased entity, the RSVP Advisory Council. Advisory Council members will help to conduct annual assessment of the volunteer stations. Members talk with each station about their volunteer needs, different and challenging ways to use RSVP volunteers, and update volunteer station information. To maintain good communication and encourage continual program improvements volunteer stations will receive the quarterly newsletters, e-mails, and participate in an annual survey. Recognition of each volunteer site is also an important piece to maintain positive relationships and continued partnership. Representatives from each volunteer station are invited to and recognized annually at the annual volunteer recognition event.

As a county agency SCDOA administers and manages multiple resources including local, state and

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federal funds and SCDOA 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 using internal software called Enterprise Resource Planning (ERP). This is a business management software along with internal spreadsheets are used to monitor spending on salary and benefits and oversee the details of the grant's budget.

In-kind donations are often received from volunteer sites or other agencies and are re-used to make projects for community partners (fabric, craft supplies...) or offered as part of the volunteer recognition (tees, coffee mugs, pens...). To sustain and expand the program SCDOA continues to look for additional grants, with a focus on those that will support the CNCS strategic plan. Currently SCDOA RSVP program uses Sedgwick County Mill Levy funds for the entire grantee match.

Organizational Capability

Sedgwick County Department on Aging is a department within Sedgwick County Government located in Wichita, Kansas. This department oversees programs and services for adults 55 and over who are residents of Sedgwick County. There are currently 39 staff within this department. The SCDOA has managed the RSVP Volunteer Program since 2004 and has provided programmatic and fiscal oversight of the highest quality per Sedgwick County contract monitoring policies and those standards/policies this agency adheres to for the federal and state funders we are held accountable to. Our commitment to this program is longstanding and our interest in seeing it remain in this community is steadfast.

The mission of SCDOA is "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

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lifestyle through education, advocacy and services." RSVP supports those age 55 and older by providing rewarding volunteer opportunities that strengthen the community and preserve the mental and physical well-being. In addition, SCDOA provides information on aging services to support and help the volunteer maintain a quality life in their location of choice. Volunteers benefit from this connection, by having access to aging services, Medicare support/education, advocates for seniors and resources. Over the last eight years SCDOA RSVP program has expanded to include outreach to the boomer population and increased partnerships with agencies/organizations that promote volunteering.

Plans and infrastructure are currently in place for providing sound programmatic fiscal oversight. This RSVP program has been sponsored by SCDOA since 2004. In 2003 grant/contract monitoring policies were established to assist departments within Human Services to oversee local programs funded through local Mill Levy. These policies are also adhered to for other grant funded programs unless the grant exceeds or has more restrictive standards than the current policy. Financial monitoring is included in this policy. Each department designates a staff person responsible for general financial oversight. In the case of RSVP, the Finance Director is designated to oversee the overall RSVP budget including salaries and benefits, mileage, recognition and match. The department accountant assists with this, mileage and any payments necessary for the program. The RSVP Director/Program Manager oversees the day to day expenses, reviews mileage requests, requests payments for services as needed. The RSVP Director/Program Manager has a regularly scheduled meeting with the Finance Director where they review the program budget and address any issues or concerns.

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

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training opportunities. This position is directly responsible for the submission of the RSVP grant. This position does not receive funding from the grant award.

The Director of Finance and Support Services oversees the funding of programs for the Sedgwick County Department on Aging and the Central Plains Area Agency on Aging. This person coordinates and directs the financial planning, budgeting, and reporting for all Federal, Local, and State funding sources. As well as develop internal control policies, guidelines, and procedures for activities such as budget administration, and accounting. As needed this person conducts/coordinates audits of provider accounts and financial transactions to ensure compliance with state and federal requirements and statutes. This position requires a bachelor's degree in public or business administration, finance, accounting, or a related field, plus five years of progressive experience in financial administration including at least three years of supervisory experience, experience working with multiple funding sources and reporting requirements. The current Director of Finance meets all criteria and has been in his position for 13 years.

The RSVP program manager is responsible for program development, community education, marketing, and program growth. This 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, recruit new volunteers, interview and place volunteers in appropriate volunteer positions. She also oversees the day to day operations of the program, data collection from the volunteer stations and manages the volunteers. Per the Human Services Contract Monitoring policy a staff member will be designated (Director/Program Manager) to monitor service delivery and terms of the contract and will be responsible for receiving and reviewing program reports for accuracy/compliance; identifying and resolving discrepancies; forwarding complete/accurate reports to designated person or agency; approving payments and reviewing outcomes prior to renewing our agreement with the participating agency. The RSVP

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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 six and a half years working directly with older adults. She has been in this position for five years and has gained great experience on recruitment, recognition, boomer recruitment and sustaining volunteers.

A new addition to the RSVP team will be a Wichita State University Coop student who will fill the role of Volunteer Coordinator in lieu of a full time Volunteer Coordinator. Through a partnership with Wichita State Coop Program, RSVP will access a Coop student who will be paid a stipend. The Coop student will focus on recruitment of volunteers placed in the primary focus area, Healthy Futures and will assist the RSVP Director/Program Manager as needed. The Coop student will be working toward a bachelor's degree or have at least two years of experience working in Human Services, Marketing or education and outreach. This position will monitor the activities and assignments of volunteers. This includes recruiting, interviewing, placement and follow-up with volunteers. Promotion of the RSVP Volunteer Program by promoting volunteerism, public speaking presentations, and regular and continuous education and communication with partnering agencies and volunteers. Assist in record keeping of statistics, outcomes, goals, community impact. Assist in development of project plans, which are designed to meet the requirements of the grant, the volunteers, the agencies and the community.

SCDOA/CPAAA's experience with programmatic and fiscal oversight of federal grants is extensive.

SCDOA/CPAAA has managed federal grants 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 and the Kansas Senior Care Act in-home services program funded by Kansas Department on Aging and Disability Services. All providers who receive federal, state, or County Aging Mill Levy dollars administered by this agency are monitored by

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program managers and SCDOA/CPAAA Finance Department. Program Managers also provide technical support as needed to those receiving funding through this agency or those agreeing to provide particular services such as the RSVP Volunteer Stations.

SCDOA serves more than 36,000 older adults and their families through various services. SCDOA provides direct services through case management, minor home repair, information and assistance, community service coordination, and transportation.

The organizational track record in the primary focus area of healthy futures is extensive. RSVP has managed over 350 volunteers who are currently working in these areas through programs such as Kansas Support Services for Elders (assistance with bill pay), Peer Support (mental health intervention using trained volunteers), Senior Health Insurance Counseling of Kansas (the local SHIP office providing Medicare counseling utilizing volunteers), and Volunteer Rural Transportation (providing medical and social transportation). Overseeing performance measures is an area that SCDOA has had much experience. We set standards for all of our Senior Centers in Sedgwick County in 2004 and have since required minimum performance standards for senior centers and the other providers receiving Sedgwick County Mill Levy funding. All program managers are trained to monitor with performance measurements and expected to follow the contract monitoring policies for Human Services. This includes the RSVP Director/Program Manager.

The organizational infrastructure is established by Sedgwick County Commissioners and the County Manager. Policies established by Sedgwick County are set and employees adhere to those policies regarding all assets, purchasing, personnel management, and finance policies. These policies are established by Sedgwick County and comply with all state and federal requirements and standards. All Sedgwick County facilities are ADA accessible and each department off site (not within the Sedgwick County complex) such as SCDOA, must meet Sedgwick County facilities standards and policies. Policies for purchasing equipment and supplies are set by Sedgwick County and overseen by

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the purchasing department and the internal Department Director. The Financial Management system that is utilized is Systems Applications and Products (SAP) accounting software. It is a financial accounting and reporting system that helps record transactions and report operating data at the end of a quarter or month. The software also helps analyze financial data.

RSVP personnel workspace meets the Sedgwick County standard criteria and includes the basic office space - cubicle: 8.5'x7', computer with internet and county intranet, access to printer, fax, copy machines, and multi-lined telephone. SCDOA RSVP has a workroom available for volunteers at least three times a week for Medicare counseling, group volunteer work, meetings and the like. Mileage reimbursement and purchasing process is completed per Sedgwick County policies and must be approved by the Department Director or designated staff.

Other

None

PNS Amendment (if applicable)

N/A