

**South Alabama Regional Planning Commission  
Area Agency on Aging  
Application for Title III Funding  
Fiscal Year 2020  
October 1, 2020 to September 30, 2021**

<b>Agency/Contractor Name</b>	Baldwin County Commission/Council on Aging
<b>Street Address</b>	22251 Palmer Street
<b>Mailing Address</b>	22251 Palmer Street
<b>City, State, Zip Code</b>	Robertsdale, Al 36567
<b>Contact Person</b>	Kelly Childress, Council on Aging Coordinator
<b>Telephone</b>	251-972-8506
<b>Email Address</b>	kchildress@baldwincountyal.gov

**Please provide the following information in a narrative form:**

**1. Describe your agency and administrative capacity.**

The Baldwin County Council on Aging (BCCOA) serves the seniors of Baldwin County by offering one-on-one personal service tailored to address the individual needs. We serve clients from a diverse income base, providing programs ranging from the homebound meal program to Insurance Counseling and all services in between. If a client has a need beyond programs we offer, we attempt to locate additional resources to meet their needs. BCCOA staff has over 95 years of dedicated personal service to the growing senior population of Baldwin County. We provide services most all Area Agencies on Aging and Councils on Aging provide, with a strong emphasis on individualized personal service. The BCCOA is comprised of 1 – Coordinator, 1- Administrative Support Specialist IV, 2 – Case Managers, 2 – Case Workers, 1 – Center Manager/Activities Coordinators, 1 – Office Assistant IV, 1 – Part time homebound meal driver, 1 – Program Support Specialist and 1 – Part time Senior Aide. In addition to serving in their area of expertise, the Coordinator, Case Managers and Case Workers are cross trained to better serve citizens. We provide resource referrals, locate housing, legal referrals, insurance counseling, prescription assistance, telephone assistance, tax aid, solid waste exemption referrals, property tax exemption referrals, telephone reassurance and in any capacity needed to assist clients. We do not draw the line where our programs stop; If a need is there, we work diligently to address it. The BCCOA is housed in the heart of Baldwin County located in the Central Annex in Robertsdale.

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**2. Is your agency a minority organization\*?**

Yes	X	No	
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\*(1) Private, non-profit with at least 50.1% minority staff, or (2) private, for profit that must have at least 50.1% of their stock owned by minorities; or in a partnership with at least 50% controlled by a minority individual.

**3. Describe the services you propose to provide under this contract and how these services address priority needs and target populations of Title III of the Older Americans Act.**

Priority Title III services include nutrition, senior centers, recreation, health promotion, transportation, outreach, information and assistance, caregiver support and respite, in-home services, and legal assistance.

Title III services are restricted to persons age 60 and older or their caregivers. Title III Services are targeted to individuals with greatest economic and social need. This includes low-income individuals, particularly low income minority individuals; older individuals living in rural areas, older individuals with limited English proficiency, and older individuals at risk of institutionalization, particularly those with severe disabilities and those with Alzheimer's Disease and related disorders and their family caregivers.

The BCCOA operates one nutrition center in a rural area of the County. The center is in the Ellisville Community West of the Town of Loxley. This community is comprised mostly of low-income minority residents. Two vital homebound meal routes are operated out of this center. The first serves the Ellisville Community and Town of Loxley area. The second route provides homebound meals in the Robertsedale area, with several clients residing in the low-income senior apartments in addition to those in private residences. We typically have a waiting list for both homebound meal routes. The Ellisville Center hosts a variety of recreational activities for participants, and occasional guest speakers provide informative health information, screenings, and resources. Center managers are strongly encouraged to refer any concerns or questions regarding participants to the BCOA staff. BCCOA staff visits ALL S.A.I.L. Centers, located in Baldwin County, as well as Senior Centers, promoting senior programs and evaluating the needs of participants.

We target the Bay Minette and North Baldwin areas for citizens that could benefit from our services. We have increased outreach in the area to reach those who may not be aware of the benefits available to them.

The BCCOA office hosts two weekly sessions of ceramic classes. Many participants have entered their creations in the County Fair, claiming first place finishes. In addition, we offer knitting/crocheting classes twice a month. The knitting/crocheting classes offer lessons for beginners or those with more experience. Many projects from this class are donated to area

nursing homes, ARC transition homes, USA Women's and Children's Hospital and the VA home in Bay Minette. Recreational activities abound at the S.A.I.L. Centers, ranging from the always popular Bingo to gardening and more. The seniors also have access to a wealth of information on programs and services available.

The BCCOA staff find it important to get out into the community via health fairs, promotional presentations to civic and church groups as well as networking with service agencies including public, private, profit and not-profit.

The BCCOA contracts with BRATS transportation service to provide transportation for seniors to the S.A.I.L. Centers. This will provide services to those in the most rural areas of Baldwin County. In addition, BRATS provide transportation of seniors to the Older Americans Day Picnic held in May during Older Americans month. This event is held at the Baldwin County Coliseum in Robertsedale each year.

S.A.I.N.T.S. is a program operated out of the BCCOA office, providing one on one assisted transportation service to frail elderly, who cannot ride public transportation, due to mobility of dementia issues. This service is vital in maintaining the independence of these seniors. It provides one on one transportation service to grocery stores and drug stores.

Seniors who are not able to physically come to our office are evaluated in their home by BCCOA staff. Their needs are reviewed, and a case plan developed; the same as if they had made an office visit.

Another vital service the BCCOA provides is the Telephone Reassurance program. This program is designed for the frailest seniors who desire to remain at home. A BCCOA staff member calls each client every weekday morning to check on their wellbeing. We have emergency contacts for each participant in the event our calls go unanswered.

We assist families and individuals when help is needed for caregiver support/respite care. Individuals and families receive case management and guidance through this transitional period.

- 4. Estimate the number of older persons to be served.** Provide estimated numbers of targeted populations listed in #2 above that you plan to serve. Describe how you plan to comply with the targeting requirement.

From May 2019 thru April 2020, the COA has provided over 3,100 units of Case Management. This number does not include the number of requests for Information and Assistance which exceeded 34,000 contacts. Our goal is to make all Seniors and their families aware of the programs that could potentially benefit them. Especially targeting the low-income minority seniors by getting out in the communities, attending health fairs, distributing literature, and seeking opportunities to speak about our programs. Hosting SAIL centers in the rural areas of the county provides a means of getting information out to those citizens most at-risk. The Northern area of Baldwin County has the greatest potential of low-income seniors. The BCCOA staff visits the Northern end of the County monthly, targeting medical offices, senior centers, civic groups, SAIL centers and public avenues to educate potential clients. We have contacted food pantries in the county and provided our program literature for their clients. The BCCOA is represented at health fairs across the County. We have a close working relationship with the local Social Security office. The SS Office makes referrals and distributes our literature to clients. BCCOA also make referrals to Adult Protective Services to DHR and attends intervention meetings on occasion. In addition, COA is represented at the Prodisce Pantry twice a month reaching out to potential clients.

- 5. Describe your agency's experience in proposed service area, how you will deliver quality services, and the degree of partnerships and pooling of resources and services utilized to deliver the proposed service.**

Baldwin County is generally a rural county of over 1,600 square miles. BCCOA strives to serve all areas of the county, especially those areas with inherently limited access to elderly support services. The proportion of elderly in Baldwin County is greater than and is increasing at a rate faster than the national average. Approximately 90% of BCCOA's target clients are rural dwellers, 80% are high risk frail elderly, 50% are minorities, and 1% are Indian American.

The BCCOA is well represented at the local Social Security office. SSA staff screen their clients for services offered by BCCOA and referrals are made. In addition, we value strong networking relationships with service agencies, local municipalities and county departments servicing the public. We have reached out within the Departments of the Commission to educate other departments of what we do. Our own Citizen Service Center staff, BRATS, Revenue, Solid Waste and EMA department have interceded in the course of their own work and will refer a citizen in need to us. We place a strong emphasis in networking and will continue to do so to reach potential clients.

The BCCOA continues to serve as a host site for the AARP Tax-Aide program. In addition to the tax prep service, this provides the opportunity of exposing BCCOA services and programs to potential clients.

6. **Give a narrative description of what federal funds are being requested, how these funds will be used, and provide a justification if you are requesting increased funding.** Describe the in-kind and non-Federal cash match being provided. A detailed explanation of in-kind services MUST be provided. Discuss the cost of services, and unit cost if available. Provide a detailed explanation for every item of proposed expenditure listed in your TOTAL column on the attached Budget Summary Sheet. This section can include a description of needs that are not being met because of budget or staff restrictions.

This proposal requests continued Title III funding of \$164,523 for fiscal year 2020-2021.

Personnel costs of \$82,752 will provide two case managers, one administrative support specialist, two case workers, office assistant IV, PT homebound meal driver and one center manager. The Center Manager will continue to ensure congregate meals are served; homebound meals are delivered, and informative programs and activities are developed and provided in a nurturing environment for the rural elderly of Baldwin County. The administrative support specialist will continue to provide support for both central office, centers and help in information/referral, support and development of new programs. The Baldwin County SenioRx/Prescription assistance program is currently marketing to area doctor's offices, senior centers, activity groups and the public as to the lower age requirement of 55 years or anyone on disability or applying for disability. This targeted group is growing at a steady rate replacing those lost to Medicare Part D.

Transportation costs of \$78,146 will continue providing services targeted to support the rural elderly of Baldwin County. The Vaughn Center generates the bulk of the costs for transportation and meal delivery. Vaughn sits in the rural northern part of County. Baldwin County is the largest county in the State and BRATS will transport any senior that calls in to a S.A.I.L. Center for lunch. Transportation services are contracted with the Baldwin Rural Area Transportation System (BRATS). BRATS will continue to provide access to nutrition/activity centers, special events.

Travel costs of \$2,625 supports the continued delivery of homebound meals to the elderly from two nutrition centers.

Postage costs of \$1,000 to assist with the expense incurred on behalf of the SenioRx/Wellness program.

OTHER FUNDING FOR OUR PROGRAM

SOURCE	AMOUNT
<u>PUBLIC</u>	
LOCAL	
COUNTY	\$ 490,847
STATE	
FEDERAL	\$ 164,523

<u>PRIVATE</u>	
OTHER DONATIONS	ON FILE

7. Complete budget form below.

Category	Title III Funds	<u>Local Resources</u>		Total
		Local Cash	In-Kind	
Personnel *	82,752	426,617		509,369
Personnel Travel	2,625	1,000		3,625
Space				
Utilities		6,800		6,800
Postage & Telephone	1,000	12,300		13,300
Supplies		12,200		12,200
Training		300		300
Transportation	78,146	4,053		82,199
Insurance		9,539		9,539
Office Furniture & Other Equipment				
Other Costs **		18,038		18,038
<b>TOTAL</b>	<b>164,523</b>	<b>490,847</b>		<b>655,370</b>

Job Description	Title III Funds	<u>Local Resources</u>		Total
		Local Cash	In-Kind	
COA Coordinator		95,654		95,654
Admin. Support Spec.	12,748	57,610		70,358
Case Manager CR	10,000	49,801		59,801
Case Manager CB	10,000	34,483		44,483
Case Worker K	10,000	48,609		58,609
Case Worker S	13,500	41,883		55,383
Office Assist IV	10,000	31,232		41,232
Center Manager/Activities Coordinator	11,504	29,598		41,102
PT Homebound Meals Driver	5,000	16,928		21,928
PT SAINTS Driver		20,819		20,819
<b>TOTAL (must equal personnel total above)</b>	<b>82,752</b>	<b>426,617</b>		<b>509,369</b>

**\*\*Breakdown of Other Costs**

<b>Description</b>	<b>Title III Funds</b>	<b><u>Local Resources</u></b>		<b>Total</b>
		<b>Local Cash</b>	<b>In-Kind</b>	
<b>Copy Machine</b>		2,000		
<b>Computer &amp; Software Maintenance</b>		900		
<b>Computer Support Services</b>		6,384		
<b>Pest Control</b>		300		
<b>Drug Test</b>		200		
<b>Bank Fees</b>		400		
<b>Advertising</b>		2,000		
<b>Contract Services</b>		3,854		
<b>Building Repairs &amp; Maint.</b>		2,000		
<b>TOTAL (must equal personnel total above)</b>		18,038		

**Applications must be submitted no later than Friday, June 12, 2020. If this is your first time to apply, please submit the following with your application: current certificate of insurance, W-9, business license, and if appropriate your letter from the IRS for non-profit status.**

**The budget portion of this application must be filled out completely, listing job titles for any personnel. All “other” expenses must be listed in detail.**

If you plan on submitting this form via email, please name it using your organization’s name. Email applications should be submitted to: [rthompson@sarpc.org](mailto:rthompson@sarpc.org)

Mailed applications must be submitted to Julie McGee, Director, Area Agency on Aging at the following address:

South Alabama Regional Planning Commission  
ATTN: Ms. Julie McGee, Director  
Area Agency on Aging  
P.O. Box 1665  
Mobile, AL 36633

Please feel free to call Rita Thompson, Grants Manager, at (251) 433-6541 with any questions, concerns, to request technical assistance or if you would like copies of the form mailed to you.