



COMMONWEALTH of VIRGINIA
Department for the Aging

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December 18, 2007

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Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Directors
Area Agencies on Aging

FROM: Bill Peterson

DATE: December 18, 2007

SUBJECT: Transportation and Housing Alliance (THA) Toolkit

Working through the Virginia Association of Planning District Commissions (VAPDC), and with grant funding from the Virginia Board for People with Disabilities, the **Virginia Transportation and Housing Alliance** has developed a toolkit to 1) assess the housing and transportation needs of communities with a focus on disabled and aging citizens, 2) to project future needs, 3) and to identify overlapping issues and opportunities. The THA Toolkit is best used as part of a planning effort for a region, community, or neighborhood. It gives planners and policy developers tools to analyze the needs of people with disabilities, the aging, and other special populations through data analysis and mapping. It also includes a checklist to assess the study area in a variety of dimensions in order to evaluate livability and the efficiency of its transportation systems, housing stock, and services.

Although these toolkits have been distributed to local Planning District Commissions, I wanted to be sure that each of you have access to the materials. You may want to consult with your local PDC to see if they have plans to implement the toolkit. For more information, or to download a copy of the toolkit, go to:

<http://www.tjpd.org/housing/THAtoolkit.asp>

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Director of Administrative Services

DATE: December 18, 2007

SUBJECT: NIH Tip Sheet "Making Your Printed Health Materials Senior Friendly"

Making Your Printed Health Materials Senior Friendly is a new publication from the National Institute on Aging, part of the National Institutes of Health. The tip sheet offers suggestions for how to write and design health information to accommodate cognitive and physical changes that often accompany old age. It provides specific examples and includes resources for more information. Print copies of Making Your Printed Health Materials Senior Friendly are free and available in bulk while supplies last. It is also available online.

To preview, download or print Making Your Printed Health Materials Senior Friendly go to: <http://www.nia.nih.gov/HealthInformation/Publications/srfriendly.htm>

You can also order a free print copy:

* Order online at:

<http://www.nia.nih.gov/HealthInformation/Publications/srfriendly.htm>

* Call the NIA Information Center at 1-800-222-2225, OR

* E-mail us at NIAIC@nia.nih.gov



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen Nau, Human Services Program Coordinator
Elaine Smith, Human Services Program Coordinator

DATE: December 18, 2007

SUBJECT: Traumatic Brain Injuries in the Elderly

“Help Seniors Live Better, Longer: Prevent Brain Injury” Initiative

The Virginia Department of Health (VDH) is leading the Commonwealth of Virginia’s participation in “Help Seniors Live Better, Longer: Prevent Brain Injury” project, a national initiative from the Centers for Disease Control and Prevention (CDC), National Center for Injury Prevention and Control, Division of Injury Response. The Virginia Caregiver Coalition will feature Mr. Lenny Recupero, Community Injury Prevention Coordinator at VDH, at its January 10, 2008 meeting. Mr. Recupero will describe the initiative as it is evolving in Virginia and opportunities for participation in the project. All AAA staff, including disease prevention / health promotion coordinators, and professional and family caregivers are invited to attend Mr. Recupero’s presentation.

Falls are the leading cause of traumatic brain injury (TBI), and people ages 75 and older have the highest rates of TBI-related hospitalizations and death. The goal of the CDC initiative is to promote fall prevention awareness among caregivers and the children of older adults to prevent TBI. In addition, the initiative will teach caregivers and others to recognize and respond appropriately to an elder’s TBI incident. The initiative will be formally launched by CDC in March 2008 during Brain Injury Awareness Month. Organizations are encouraged to promote and conduct activities in support of the

initiative. CDC has event planning and media access guides available at:
www.cdc.gov/BrainInjuryInSeniors.

The January 10 Virginia Caregiver Coalition meeting will be held in the Conference Room of the Virginia Department for the Aging at 1610 Forest Avenue in Richmond, Virginia and can be accessed through video conferencing. Mountain Empire Older Citizens, Inc. will be a video conferencing site for this meeting. Local Virginia Department of Health sites can be reserved by your organization for this purpose. After checking for the availability of video conferencing at your local health department, request to reserve the room for 9:30 A.M. on January 10. After reserving the room, please send Ellen Nau, at Ellen.Nau@vda.virginia.gov or 804-662-9349, the name, address and phone number of the local health department site as well as a site contact person. The entire Virginia Caregiver Coalition meeting is scheduled to last until 12:30 P.M.

This initiative will offer AAA's an opportunity to collaborate with other social service organizations on a great project to aid caregivers and their loved ones. We encourage you to participate in the January 10 meeting!

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: All Directors
Area Agencies on Aging

FROM: Bill Peterson
Policy Analyst

DATE: December 18, 2007

SUBJECT: **Rural Transportation Technical Assistance Available from the
Community Transportation Association of America (CTAA)**

CTAA's **Rural Passenger Transportation Technical Assistance Program** helps rural communities enhance economic growth and development by improving passenger transportation services and facilities. Technical assistance is limited to planning and may support transit service improvements and expansion, system start-up, facility development, development of marketing plans and materials, transportation coordination, training and other public transit problem solving activities.

Please note that the TA program provides assistance, not funds, through CTAA staff and consultants. There is no local match, and projects would be initiated after June 1, 2008. **Applications are due at CTAA by January 9, 2008.** Projects will be selected competitively, by January 30th. The application form is attached but can also be found at the CTAA website at www.ctaa.org.

Attachment

COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA

RURAL PASSENGER TRANSPORTATION TECHNICAL ASSISTANCE PROGRAM

Application For Long Term Technical Assistance

INSTRUCTIONS: The Rural Passenger Transportation Technical Assistance Program helps rural communities enhance economic growth and development by improving passenger transportation services and facilities. Technical assistance is limited to planning and may support transit service improvements and expansion, system start-up, facility development, development of marketing plans and materials, transportation coordination, training and other public transit problem solving activities. Technical Assistance is provided by CTAA staff and consultants and involves on-site and off-site work conducted over a period of five to ten months. No local match is required, but recipients should be prepared to provide in-kind support for the project if possible.

*Applications for the Technical Assistance Program **must be submitted to CTAA by January 9, 2008.** Applications received after this deadline will be considered for inclusion in subsequent years of the Program, for inclusion in the current year of the program if a project is withdrawn, or for participation in the short term technical assistance program at a lower level of effort.*

Selection of projects is made competitively according to the following criteria:

- ❑ Number of new jobs to be created.*
- ❑ Potential economic impact resulting from implementation of project.*
- ❑ Level of economic distress in the community.*
- ❑ Potential for implementation after technical assistance phase of project is completed.*
- ❑ Demonstrated consensus and support in the community.*
- ❑ Potential for development of unique or innovative strategies, techniques, or approaches in solving identified problems.*
- ❑ Potential for replication of the project elsewhere.*

Provision of technical assistance is contingent upon availability of funds. Funding for the Rural Passenger Transportation Technical Assistance Program is provided through the Rural Business-Cooperative Service of the United States Department of Agriculture.

**The Rural Passenger Transportation Technical Assistance Program is an
Equal Opportunity Program**

APPLICANT: _____
ADDRESS: _____
PHONE: () _____ FAX: () _____ E-Mail: _____
CONTACT PERSON: _____ TITLE: _____
DATE: _____

1. **ORGANIZATIONAL CHARACTERISTICS**

- A. Type of Organization:
- | | |
|-------------------------------------|-----------|
| _____ Nonprofit corporation * | _____ WBE |
| _____ Government agency | _____ MBE |
| _____ For profit public corporation | _____ DBE |
| _____ For profit private business | |
| _____ Native American organization | |
| _____ Other (Specify) | |

* Please attach your Articles of Incorporation and Bylaws.

Please complete Sections B-E below on a separate sheet.

- B. List the activities in which your organization is involved.
- C. Provide a history of your organization's business activities related to transportation. Please document the growth or expansion of your transportation activities over the past three years. Please quantify this growth by providing data on ridership, number of vehicles, level of service, area of service, etc. If you do **not** currently operate transportation service but are seeking assistance for a new service or facility, check here: _____.
- D. What additional areas will be served as a result of the project?
- E. If you provide public transportation services, how does your organization establish its fare structure?
- F. Do you provide transportation that is open to the general public?
Yes: _____ No: _____
- G. Does your organization develop its own budgets? Yes: _____ No: _____
- H. At least 51% of the interest in the organization has membership or is owned by those who are either U.S. citizens or reside in the U.S. after being legally admitted for permanent residence: Yes: _____ No: _____

2. **TECHNICAL ASSISTANCE REQUEST** (Please complete on separate sheet)

- A. Summarize the project for which the technical assistance is being sought.
- B. What are the goals of the project, short and long term?
- C. Identify specific technical assistance tasks.
- D. What are the crucial dates for project completion and implementation?
- E. Upon completion of the technical assistance, what steps will the Applicant take to implement the recommendations and manage and/or operate the finished project?
- F. Describe the Federal, State, local and private sector resources that might be utilized to implement recommendations. Please note that a financing plan can be developed as part of the technical assistance project.
- G. It is important that State, regional and local officials, as well as other transit operators, be aware of the proposed technical assistance project. Their involvement and support may be critical to later implementation of the project. Please feel free to attach letters of support for the project from local officials and the business community. In addition, please list all other public transit operators in your service area and indicate if they are aware of your proposed project.

<u>OPERATOR/AGENCY</u>	<u>AWARE OF PROJECT?</u>	
	YES	NO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
State Department of Transportation	_____	_____

3. ECONOMIC BENEFITS (Please complete on separate sheet)

A. Describe in specific terms how the proposed technical assistance will benefit the following:

- 1) Applicant.
- 2) Transportation Services.
- 3) Local Community.
- 4) Small Businesses.

B. Estimated economic benefits resulting from proposed technical assistance project:

1) Number of new employees generated by proposed technical assistance project:

2) Number of new jobs created in community: _____
(excluding short-term construction jobs)

3) Anticipated annual increase in earnings/revenue as result of technical assistance: \$ _____

4) Anticipated annual savings resulting from project:
\$ _____

4. TRANSPORTATION SERVICE CHARACTERISTICS

If you do not currently operate transportation service, please check here and proceed to Section 5. _____

A. Ridership by Service Type:
(Each boarding is counted as a one-way trip)

	Annual # of Vehicle Miles	Annual # of Passenger Trips
Demand Response	_____	_____
Fixed Route	_____	_____
Subscription/Contract	_____	_____
Other	_____	_____
Total System	_____	_____

B. Categorical Ridership Breakdown:

Social service agency passengers: _____%

General public passengers: _____%

C. Number of vehicles operated: _____

D. Staffing

Number of Drivers: Full time _____ Part time _____

Other positions: Dispatcher _____ Manager _____

Operations Director: _____ Mechanic/Maintenance Director: _____

Other positions (specify) _____

Total number of paid staff: _____ Number of volunteers: _____

E. Financial Information

Operating Revenue Sources:

Title III Aging \$ _____

Section XIX Medicaid \$ _____

Section 5311 FTA \$ _____

State \$ _____

Passenger Fares \$ _____

Local (specify) _____

_____ \$ _____

_____ \$ _____

Other (specify) _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Operating Revenue \$ _____

5. **SERVICE AREA CHARACTERISTICS**

A. Population of Applicant's service area:

City/town: _____ Population: _____

County: _____ Population: _____

B. What is the closest urbanized area to the Applicant's service area:

Urbanized area: _____ Population: _____

C. Is service area immediately adjacent to an urbanized area?

Yes _____ No _____

D. For each area shown in the Applicant's service area, provide the following data. Please indicate sources and dates of information. Use additional sheets if necessary.

	County	City/Town*	State
POPULATION			
POPULATION DENSITY (persons per sq. mi.)			
MEDIAN HOUSEHOLD INCOME			
UNEMPLOYMENT RATE			

* Provide data for the municipality where you are located.

6. **EQUAL OPPORTUNITY**

The following information is requested by the Federal Government for certain types of grants, in order to monitor the grantee's compliance with equal opportunity laws. You are not required to furnish this information, but are encouraged to do so. The law requires that a grantee may neither discriminate on the basis of this information nor on whether you choose to furnish it. However if you choose not furnish it, this grantee is required to note race/ethnicity on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below. _____

Note: "Population" refers to the service area population, and "Participants" refers to the number of persons utilizing your organization's services.

ETHNICITY	POPULATION		PARTICIPANTS	
	No.	%	No.	%
Hispanic or Latino				
Not Hispanic or Latino				
Total				
Male				
Female				

RACE	POPULATION		PARTICIPANTS	
	No.	%	No.	%
American Indian/ Alaskan Native				
Asian				
Black or African American				
Native Hawaiian or other Pacific Islander				
White				
Total				
Male				
Female				

This is an Equal Opportunity Program. Discrimination is prohibited by Federal law. Complaints of discrimination may be filed with USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., SW, Washington DC 20250-9410

Return completed application to:
COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
10th Floor 1341 G Street, NW
Washington, D.C. 20005

Attention: Charles A. Rutkowski, Assistant Director

(202) 299.6593
FAX: (202) 737-9197
E-Mail rutkowski@ctaa.org