

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: 13SR143249	4. DATE RECEIVED BY FEDERAL AGENCY: 10/17/12	FEDERAL IDENTIFIER:														
5. APPLICATION INFORMATION																
LEGAL NAME: Harvey County DUNS NUMBER: 135907124	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Mary Spires															
ADDRESS (give street address, city, state, zip code and county): PO Box 687 800 N Main St Newton KS 67114 - 0687 County: Harvey	TELEPHONE NUMBER: (316) 284-6881 FAX NUMBER: INTERNET E-MAIL ADDRESS: mspires@harveycounty.com															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 486004400	7. TYPE OF APPLICANT: 7a. Local Government - County 7b. Service/Civic Organization Local Government, Municipal Volunteer Management Organization															
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: Harvey County RSVP															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Kansas Opportunity #4, Burrton, Halstead, Hesston, Newton, North Newton, Walton and Harvey County, KS	11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
13. PROPOSED PROJECT: START DATE: 04/01/13 END DATE: 03/31/16	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 border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><td style="width: 20%;">a. FEDERAL</td><td style="text-align: right;">\$ 23,261.00</td></tr> <tr><td>b. APPLICANT</td><td style="text-align: right;">\$ 26,203.00</td></tr> <tr><td>c. STATE</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>d. LOCAL</td><td style="text-align: right;">\$ 26,203.00</td></tr> <tr><td>e. OTHER</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>f. PROGRAM INCOME</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>g. TOTAL</td><td style="text-align: right;">\$ 49,464.00</td></tr> </table>	a. FEDERAL	\$ 23,261.00	b. APPLICANT	\$ 26,203.00	c. STATE	\$ 0.00	d. LOCAL	\$ 26,203.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 49,464.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
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g. TOTAL	\$ 49,464.00															
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: Rich Hanley	b. TITLE: Dept. Aging Director	c. TELEPHONE NUMBER: (316) 284-6880														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/17/12														

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Executive Summary

Harvey County RSVP currently supports more than 350 volunteers. This number will be right-sized over the next three years so that 320 volunteers will be serving in 2016. RSVP volunteers serve people of many generations and with many needs, including children through 4-H and through schools as tutors and crossing guards; persons with food and dietary needs including the frail, elderly, and homebound through the Salvation Army Food Pantry, Meals on Wheels, and the Good Neighbor Nutrition Program; and those with economic needs through Peace Connections and MidCap.

For purposes of this grant, the primary focus area to be addressed is Healthy Futures. RSVP volunteers will meet needs in this focus area by serving hot meals and delivering groceries to homebound, frail, and disabled individuals; stocking and distributing food through the Salvation Army's food pantry in Newton; performing regular blood pressure checks at churches and senior centers; teaching exercise and relaxation classes; organizing health fairs and health luncheons at local senior centers at which safety and health questions are answered and health checks are done; and assisting with transportation needs of homebound elderly individuals. These services will continue to be performed throughout Harvey County, specifically through key organizations such as the area Senior Centers (Hesston and Newton Senior Centers, Hesston Resource Center, Halstead and Burrton Good Neighbor Nutrition Programs), Hesston Resource Center, senior housing areas (in which seniors live independently but in apartments or homes where they can build community), Salvation Army, churches, and through the Harvey County Department on Aging and RSVP.

The results or outcomes of the volunteers' services will be that individuals can continue to live independently as they age and that those of all ages will be more educated about proper diets and health and have the food they need in emergency or crisis situations.

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Sixty stations will participate in RSVP in 2016. Federal funds in the amount of \$23,261 and local (county government) funds in the amount of \$58,000 will support the program each year.

Strengthening Communities

Harvey County, Kansas, is a semi-urban county with an estimated population of 34,684 people (census.gov). The 539.75 square mile area of the county located 20 minutes north of the largest city in Kansas is home to 64 persons per square mile, well above the state average of 35.

Harvey County is considered part of the Wichita Metropolitan Statistical Area. According to Kansas University's 2011 Institute for Political and Social Research (IPSR), though the median age in Harvey County is 38.9, 29% of the population is aged 55 and over, and 9.4% are over the age of 75. Only 586 people (less than 2%) lived in nursing homes or care facilities (city-data.com). According to annual surveys, this is due in part to the ongoing support of RSVP volunteers. There are 5265 retirees living in the area, and 29.1% of all households in the county house a resident over the age of 65.

Per capita income was \$23,023 in 2010, compared to \$25,522 at the state level (findthedata.org). The unemployment rate for the county in June, 2012, was 6%. According to census.gov, 8.6 percent of county residents lived below the poverty line from 2006-2010. For those over the age of 65, the number living in poverty was 5.7% for the same period. (kansashealthmatters.org) According to kidscount.org, 49.17 percent of school students in Harvey County qualified for free or reduced school lunch programs in 2011.

Harvey County Department on Aging is an information and referral site for persons over 60. RSVP, sponsored in part and located within the Harvey County Department on Aging, has access to the

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community resources available through the Department on Aging. Working with retired persons over 55 in a volunteer capacity allows the program to share information with them as well.

The RSVP program of Harvey County has maintained a connection with the community it serves through an advisory council which represents at least 70% of the county communities: Sedgwick, Halstead, Hesston, Burrton, Newton, North Newton, and Walton. RSVP volunteers serve on boards of many local non-profits. Needs assessments done by agency boards are requested regularly. The project sponsor, Harvey County, is also asked for input about how best to serve local communities. In addition, the council searches out minority members and leadership of the various organizations it supports. Two advisory council members assist with (one leads) a meals program for homebound and frail individuals. One is deeply involved in health fairs and activities at Hesston Area Senior Center. Another, a retired nurse, serves as the community volunteer coordinator for Red Cross activities and leads a class on relaxation for those being held in the county detention facility. Others are involved with larger stations partnered with RSVP such as Senior Patrol (doing safety checks on homebound individuals) and Schowalter Villa (providing senior housing/independent living facilities for seniors).

Harvey County RSVP's primary focus area for this grant cycle will be healthy futures. Service activities that will lead to National Performance Measure outputs or outcomes will include Meals on Wheels, Good Neighbor Nutrition, Harvey County Senior Patrol, the Salvation Army's food pantry, and RSVP's Store to Door program. Meals on Wheels and Good Neighbor Nutrition both provide hot meals to homebound seniors, and Store to Door provides groceries to homebound frail, elderly, and/or disabled individuals who cannot leave their homes to shop but are capable of preparing meals for themselves. Harvey County Senior patrol does security/safety checks on homebound individuals. Salvation Army provides food in emergency or crisis situations, including the ongoing crises of

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unemployment and poverty.

Twenty nine percent of Harvey County's population is over the age of 55. By 2016 over one third of Harvey County residents will be seniors. With this, support of seniors through the primary focus area of healthy futures will continue to be a great community need. By supplying food and safety checks that lessen concern of individuals and their families for aged individuals seeking to remain independent, these individuals will be able to age in place. This will in turn create the outcomes of increased food security and perceived social support/social ties by the homebound, older adults, and those with disabilities.

Recruitment and Development

A number of Harvey County RSVP volunteers have traditionally recognized community needs and suggested their own unique, quality volunteer assignments. RSVP will continue to accept these suggestions and work with volunteers to develop these new, innovative programs. These include the inception of the Hesston Health Fair (begun in 1998) which is attended by at least 300 people per year and emphasizes 18 screenings including blood pressure checks (PADs), blood work (CMP), eye and ear screenings, skin cancer screening, body mass index, heart risk, and video audioscopes, as well as colon cancer kits and lessons on how to use fire extinguishers. Volunteers plan the health fair, arrange for 50 workers to organize the fair, and recruit certified volunteers to do the screenings free of charge.

Other volunteers have organized relaxation classes for those residing in the county detention center, exercise classes taught by seniors for seniors at local senior centers, and coordinate Newton Red Cross blood drives. Harvey County RSVP also actively seeks new, high quality opportunities within the community by attending a variety of community partnership meetings, discussing potential needs with stations and volunteers, and then recommending innovative ways that RSVP volunteers can

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meet these needs. Through these meetings and discussions, the need for mentoring programs with youth has recently been identified and a program is being investigated which will allow RSVP members to recruit, place, train, and mentor younger members of the community within volunteer programs throughout the county. This program, along with the others named above and many more, give volunteers the opportunity to share their experiences, abilities, and skills while improving their communities and themselves.

According to census.gov, in 2011 the county was 84.5 percent white, 1.8 percent black and 10.9 percent Hispanic. Persons of Hispanic descent represent the largest minority population -- 86.1 percent of minorities in the county are Hispanic. RSVP will, in 2013, seek renewed partnership with the Hispanic community through newly appointed advisory council member Rosa Camargo. Further, RSVP will seek partnerships with school districts and community programs that have a high community impact but may not be as well known to younger volunteers, or which may not fit the traditional Harvey County RSVP perspective. These new partnerships will draw renewed interest and will attract the interest of Baby Boomers who have expressed their concern that "RSVP is for old people." Another new council member, Barrick Wilson, has studied the gap between the Greatest Generation and the Boomers, and has promised support and input in reaching his generation for the volunteer community, as well. He also has a special interest in Alzheimer's patients and their needs, as well as age-related disabilities. His knowledge in these areas will be drawn on to discover new ways of including those with disabilities and special needs in the RSVP program. (Approximately 15% of volunteers currently have a disability or limiting health situation of some type.)

Only 6% of Harvey County residents are veterans. RSVP members who are veterans are currently being identified and in 2013-2016 new relationships with local veterans' associations will be sought

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through these members. Though never in the military herself, Mary Spires, the Harvey County RSVP coordinator, served seven years as a contractor on Fort Riley, an Army installation, 4.5 years of that time working in close association with Army Community Services. During that time she recruited and hired more than 100 veterans, as well as a number of military family members, as well. Her knowledge of the military, military families, and their needs, will be used in recruiting these members into RSVP and in discovering ways of serving military and their families as well.

Volunteers will receive training from station supervisors and current volunteers to perform their volunteer jobs. Both of these have been highly effective in the past for training. Current volunteers, especially, have proven good trainers as they relate most readily to new volunteers and are intimately aware of the volunteer opportunities within the agencies and organizations they serve. For policy issues and changes, volunteers may refer to quarterly newsletters, Facebook and website updates, and/or receive information through meetings with volunteers at their stations, the annual banquet and potluck, and through informal "town hall meetings" being arranged to coincide with breakfasts and luncheons at local area senior centers.

In 2013, project staff will attempt to meet one-on-one with station supervisors to answer their questions about the program. The RSVP coordinator is involved in the Harvey County Community Partnership and United Way. She also schedules at least one presentation or speaking engagement a month in which RSVP is promoted, new partnerships are developed, and connections established and reestablished within the community. Discussions after these presentations allow for informal time with station supervisors and staff who are interested in developing new opportunities for volunteers. Staff also make phone calls to discuss station needs to station supervisors, as well as connecting through e-mail and on Facebook. Each year the project advisory council performs evaluations of each

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station -- another opportunity for station supervisors to learn about the RSVP program.

With the adoption of a Bethel College intern, additional workshops are being planned for both volunteers and stations. Interns will assist with the inception of a recruitment and mentorship project in which RSVP members will promote community volunteerism, recruit younger generations for their stations, and mentor these individuals by training them in volunteer duties at their stations and also by demonstrating proper volunteer and work ethics. Interns will also be given a focus group of stations to maintain contact with during the internship, and will develop a presentation for younger members of the community who may be interested in volunteerism.

Retention and recognition have been difficult on the limited budget of RSVP. New methods of retention and recognition will continue to be a priority in the new grant cycle. Volunteers will be brought into the planning of recognitions in new ways, including surveys which will allow them to voice what types of recognition are most meaningful to them. The most recent survey, done in mid September, 2012, suggests that many volunteers are more interested in informal potlucks than more formal banquets.

Volunteers were also given the opportunity to discuss what types of recognition gifts or items they preferred, and it was discovered that the majority prefer certificates with hours and years of service listed clearly on them, plus one or two small, inexpensive items with RSVP's contact information on them to larger or more costly recognition gifts. By incorporating these types of suggestions, RSVP can decrease costs while still providing meaningful recognition of volunteers. Plans are also in place to begin holding informal monthly or quarterly "town hall meetings" in which the coordinator will be scheduled to attend a breakfast, luncheon, or dinner gathering at each local senior center, answering

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questions and meeting with those interested in the program as well as with those currently in it. This "face to face time" is another recommendation of seniors noted on the recent survey. Phone calls will be made to those who have not turned in time sheets for three months consecutively, and follow-up will be done with those starting new volunteer positions to ensure that they have meaningful, quality experiences or can be moved to areas more fitting to their skills and needs if need be.

Program Management

By May 2012, in her second month of hire, the new Coordinator, Mary Spires, recognized that several stations no longer fit the goals and priorities of Harvey County RSVP. She noted that there were no volunteers serving at several stations and contacted those stations to determine whether their needs were being met. Of those that responded, many stated that they no longer used volunteers, or had been volunteer stations for one or two volunteers that had since retired from volunteering and were not interested in new volunteers. Most of these were faith based organizations that preferred to have a volunteer within their membership serve in these capacities. Several other stations did not respond, even after several attempts at contact through various means. These stations were retired with no impact to current volunteers long before the new CNCS Performance Measures were announced.

Of the 55 remaining stations, several did not respond or renew their MOUs when requested, even after multiple contact attempts. Volunteers serving at these stations were given the opportunity to continue with their station as community volunteers, but were also offered opportunities to serve through RSVP in different capacities. Most continued to volunteer on a limited basis as community volunteers, while shifting their main focus to new RSVP opportunities.

This graduation of stations was done prior to the publication of the new Performance Measures, under the advisement of CNCS representatives. A slight shift in recruiting and placements among new

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volunteers and stations will meet changing community needs without disruption to current volunteers.

The new coordinator also noted that several organizations had previously been broken into several stations. For ease of reporting, tracking, and communication, these are being recombined into the single organizations that they truly are, with jobs to reflect types of opportunities. This will be reflected on the work plans.

Harvey County RSVP is actively seeking renewed partnerships with area schools, including a high school completion program for adults, to meet the educational Performance Measure of K-12 success and meet the community needs for additional volunteers to read to children, assist students with homework, and maintain a presence in and around the schools. Plans are in place to develop new relationships with local veterans' associations to meet Performance Measure V1, serving veterans, and to meet the needs of the veterans in the community. Capacity building will also be enhanced by the development of a volunteer-driven community volunteer program supported in a minor way by Harvey County RSVP, in a larger role by a social work intern from Bethel College in Newton, Kansas, and through volunteers who recruit, place, and mentor younger volunteers. This will not only engage RSVP volunteers in new ways, but will also draw more Baby Boomers into the program, as has already been proven: three new Baby Boomers joined RSVP within two weeks of announcing this new program, and five additional Baby Boomers are considering joining. At the same time, community needs are met through a larger volunteer base and a means of promoting volunteerism and placing younger volunteers. High School graduation requirements include 20 hours of volunteer time. Too many of these students have not found quality volunteer placements in the past, but now will not only have more volunteer opportunities but also mentors to teach them stronger work ethics and job skills

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they would otherwise have not developed until later in life.

To ensure that National Performance Measure outcomes and outputs are measured and collected, volunteers and advisory council members will assist with the collection of data in the new grant cycle. RSVP will work cooperatively with Good Neighbor Nutrition and Meals on Wheels to coordinate agency surveys, so that one survey can serve for both the station and RSVP. A college intern or volunteers will assist with the collection of data from sites. Surveys will be distributed at potlucks and banquets and timesheets will contain suggestions of short survey questions that can be turned in with timesheets each month. Survey questions will be derived from those recommended by CNCS.

Harvey County RSVP has sought to ensure that management of volunteer stations has been compliant with RSVP program regulations and applicable laws. Recent updates have done even more to ensure that compliance is strictly followed. Accessibility and safety checklists were added to the required MOUs, rather than being distributed separately at various times of the year. All stations filled out required safety checklists in June, and will continue to follow this schedule in the future to ensure records are updated annually. A schedule of in-house compliance checks was developed so that all files are reviewed annually, with a different type of check performed every quarter.

Additionally, County regulations are followed with regard to compliance both of files and of project resources. The County maintains financial records which must match the records of Harvey County RSVP. Monthly expense sheets are printed by the County, and RSVP records are checked against these.

Organizational Capability

Harvey County, Kansas, is the sponsor of the Harvey County RSVP project. The county has sponsored

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the project for more than 25 years. The program has grown to having more than 90 workstations which offer a wide range of volunteer opportunities.

John Waltner is the county administrator. He and Rich Hanley, Director of the Department on Aging, oversee the program, with a combined experience of 7 years with RSVP. Prior to taking the position as the Harvey County Director of the Department on Aging, Rich Hanley administrated federal grants at Interfaith Ministries in Wichita, Kansas, for four years. He now oversees all federal and local grants for the Department on Aging. The current director, Mary Spires, began the position March 26, 2012, following 9 years of management background, most with a government contracting agency which comprised 500 local employees, of which she had direct supervision of 70. An RSVP volunteer contributes approximately 14 hours a month, supporting the program with data entry and filing.

An intern was recently identified to assist RSVP in support of a new program, the Harvey County Volunteer Program (HCVP), which will place volunteers under the age of 55. This new program will be volunteer-driven, with volunteers doing most of the recruitment for the program. HCVP has breathed new life into the RSVP program due to increased advertising of the programs and a new interest in RSVP among Baby Boomers. The RSVP coordinator will spend less than 20% of her time working with this new program. This time will not detract from current RSVP support, but rather has already been proven to enhance it.

The program advisory council uses a staggered term system, ensuring there are always experienced members. The advisory council meets on a monthly basis to give guidance to the program coordinator. This council includes a retired nurse, an individual with journalism and marketing experience, a licensed social worker, a director of volunteer services at a nursing home and

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independent living facility, the director of the Newton Meals on Wheels program, a volunteer for Harvey County Senior Patrol, a retired real estate abstractor and volunteer at several large local stations, a member and strong recruiter at the Hesston Area Senior Center, and a member of one of the largest Hispanic churches in town who will be assisting with RSVP's efforts to reach more minorities.

Harvey County RSVP has recruited, placed, and assisted volunteers older than 55 for 30 years. Currently, there are 350 volunteers active within the program. RSVP's primary focus area in 2013-2016 will remain Healthy Futures, as it has in the past. Currently 22% of Harvey County RSVP members are involved in an activity within the Healthy Futures Primary Focus Area. More will be recruited in the near future for Meals on Wheels. The Store to Door program is also anticipated to grow within the next three years.

As a county sponsored agency, Harvey County RSVP is granted use of office space, utilities, office furniture, and some office equipment, free of charge. Smaller items such as paper and printer cartridges are provided through the RSVP budget.

Harvey County RSVP, as a county sponsored agency, is required to use the county financial system. All purchases are approved by the county administrator and the county commissioners.

The RSVP budget is part of the Harvey County Senior Services budget, funded through a senior services mill levy. The county currently funds more than 50% of the budget for RSVP through this mill levy. The budget is approved after being submitted by the Department on Aging director to the county administrator, who in turn submits the budget to the county commission for final approval.

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The county commission has final authority in budget matters, including the creation of purchasing policy and approval of warrant checks. All check requests are submitted to the county treasurer, who submits those requests to the commission for final approval. The creation of cuff records and responsibility to ensure the program remains within budget limits lies with the project director. The county and all county funds are audited on an annual basis.

Other

N/A

PNS Amendment (if applicable)

N/A