

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): 10/18/12 | 3. DATE RECEIVED BY STATE: | STATE APPLICATION IDENTIFIER: | | | | | | | | | | | | | | |
| 2b. APPLICATION ID: 13SR143443 | 4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12 | FEDERAL IDENTIFIER: | | | | | | | | | | | | | | |
| 5. APPLICATION INFORMATION | | | | | | | | | | | | | | | | |
| LEGAL NAME: United Way of East Mississippi DUNS NUMBER: 939874046 | NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Diana Glover TELEPHONE NUMBER: (601) 482-0512 FAX NUMBER: INTERNET E-MAIL ADDRESS: dsglover5@msn.com | | | | | | | | | | | | | | | |
| ADDRESS (give street address, city, state, zip code and county): PO Box 5376 Meridian MS 39302 - 5376 County: | | | | | | | | | | | | | | | | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN): 640387703 | 7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Community Action Agency/Community Action Program Local Affiliate of National Organization 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: RSVP Meridian/Lauderdale County 11.b. CNCS PROGRAM INITIATIVE (IF ANY): | | | | | | | | | | | | | | | |
| 12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Meridian, Mississippi and Lauderdale County Mississippi | | | | | | | | | | | | | | | | |
| 13. PROPOSED PROJECT: START DATE: 04/01/13 END DATE: 03/31/16 | 14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="MS003"/> b.Program <input type="text" value="MS003"/> | | | | | | | | | | | | | | | |
| 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;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="text-align: right;">\$ 67,690.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 45,006.00</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;">\$ 45,006.00</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;">\$ 112,696.00</td> </tr> </table> | a. FEDERAL | \$ 67,690.00 | b. APPLICANT | \$ 45,006.00 | c. STATE | \$ 0.00 | d. LOCAL | \$ 45,006.00 | e. OTHER | \$ 0.00 | f. PROGRAM INCOME | \$ 0.00 | g. TOTAL | \$ 112,696.00 | 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 | \$ 67,690.00 | | | | | | | | | | | | | | | |
| b. APPLICANT | \$ 45,006.00 | | | | | | | | | | | | | | | |
| c. STATE | \$ 0.00 | | | | | | | | | | | | | | | |
| d. LOCAL | \$ 45,006.00 | | | | | | | | | | | | | | | |
| e. OTHER | \$ 0.00 | | | | | | | | | | | | | | | |
| f. PROGRAM INCOME | \$ 0.00 | | | | | | | | | | | | | | | |
| g. TOTAL | \$ 112,696.00 | | | | | | | | | | | | | | | |
| 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: Thad Quarles | b. TITLE: Executive Director | c. TELEPHONE NUMBER: (601) 693-2732 | | | | | | | | | | | | | | |
| d. SIGNATURE OF AUTHORIZED REPRESENTATIVE: | | e. DATE SIGNED: 10/18/12 | | | | | | | | | | | | | | |

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Executive Summary

Our legal name is The United Way of East Mississippi. Established in Meridian, Mississippi in 1960 by local business and church leaders, our organization is now a funding source for 14 local non-profits as well as several in-house community impact programs. The mission of the United Way is to improve lives by mobilizing the caring power of the community through giving, advocating and volunteering. The United Way of East Mississippi has been a proud sponsor of and has enjoyed a fruitful partnership with The Retired & Senior Volunteer Program for 40 years. We are seeking a funding request in the amount of \$67,690 per year for the life of this grant. The service categories that RSVP will address include: crisis intervention; disaster assistance and preparedness; assisting service organizations such as scouting; the Boys & Girls Club; local shelters; food pantries/mass feeding agencies; health/nutrition; financial empowerment programs; and other human needs. The needs in this community that our project will address are defined in these service categories, specifically in the focus areas of education, income, and health.

Our research methodology will be based on 2010 Census data and the sharing of information gleaned by collaboration with United Way's 14 Community Partners. The anticipated measurable outcome for this project is to provide 30,000 documented hours of community service per year by approximately 225 senior volunteers.

Strengthening Communities

Meridian is located in East Central Mississippi and lies just west of the Alabama border along I-20. It derived its original moniker the "Queen City" because it was the state's second largest city next to Jackson--the "King City" (Mississippi's capital). Today Meridian has been eclipsed in size by Hattiesburg and Gulfport.

According to 2010 data from the United States Census Bureau, key demographic and economic

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indicators point to a unique population mix:

| | United States | Mississippi | Meridian |
|-------------------------------|-------------------|-----------------|--------------|
| Median | | | |
| Income | \$50,046 | \$37,881 | \$29,708 |
| Population | 308,745,538 | 2,967,290 | 41,148 |
| White | 223,553,265 (72%) | 1,727,536 (58%) | 14,660 (35%) |
| African- | | | |
| American | 38,929,319 (13%) | 1,102,060 (37%) | 25,751 (62%) |
| Native Am/ Hispanic /Asian | 46,262,954 (15%) | 148,900 (5%) | 1,723 (3%) |

United Way of East Mississippi has been a proud sponsor of the Retired and Senior Volunteer Program (RSVP) for 40 years. United Way understands that volunteers have critical roles in strengthening community development. Because of United Way's collaborative reach, this mutually beneficial sponsor relationship has allowed RSVP partners to serve a broad spectrum of interdependent nonprofits and to greatly expand service capacity.

In a report prepared by Dr. Barbara Jones, President of Educational and Grant Seeking Consultants, the Meridian Micropolitan area has more non-profits per capita than any region in the state. Because of the sheer numbers of non-profits, the demand for volunteers is very high.

A diverse 15 member Community Advisory Group (CAG) is involved in RSVP's planning, steering, program implementation, station placement, and project activity. It is composed of retired business

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leaders, medical professionals, educators and trade-skilled individuals. United Way and the RSVP Director ensure that the composition of the CAG conforms to the same unique economic and demographic diversity that Meridian enjoys today.

Organizations that requests volunteer support are vetted through a site visit. An interview is conducted to determine the feasibility of station assignment and to gain an understanding of the skills required of the volunteers. This information is shared with the CAG for approval and then a Memorandum of Understanding (MOU) that identifies mutual expectations and responsibilities is signed by the RSVP Director and the participating agency's Executive Director.

RSVP has partnerships with non-profit agencies that assist individuals with unmet needs in times of crisis. For example, RSVP has MOUs with the Salvation Army, the American Red Cross and the Baptist Crisis Center to provide volunteers to assist in responding to community disasters--thus allowing these relief agencies to expeditiously expand capacity.

Some partnerships are with agencies that provide meals to the hungry. Examples are: LOVE's Kitchen; Meals on Wheels; Feed by Faith; and the ,St. Andrews Food Gleaning Network (fresh picked produce).

RSVP Volunteers support agencies in an array of activities such as: mentoring and tutoring youth; office assistants; book-keepers; assisting in the distribution of mass mailings; answering telephones; docents; and, other miscellaneous administrative duties.

RSVP collaborates with AARP and a community service agency to assist the low-income population prepare tax returns. RSVP has volunteers at a local hospital and cancer center to enhance the quality of patient experience at these health care locations.

In general, partner agencies most often provide training to our volunteers as needed to meet their organizational requirements. Thus, RSVP volunteers continue to make a difference in strengthening

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Meridian by allowing community partners to expand capacity in specifically trained areas--thus greatly improving service.

Public awareness for RSVP is garnered through various local media outlets. The Director regularly appears as a guest on two popular radio talk shows. Local television stations have videoed segments that spotlight the work of RSVP in the community and the Director provides a regular column in our newspaper, The Meridian Star. RSVP members speak about their experiences at church/social events. United Way's 14 partnership agencies often extol RSVP's meaningful role to their non-profit through the organization's respective communication network. United Way mentions RSVP as a Community Impact Program on our website and in campaign material.

The United Way of East Mississippi assists in mobilizing resources for RSVP through the annual workplace and leadership campaign wherein contributions are budgeted and allocated to cover annual expenses. A real estate executive provides an outstanding office space location as a gift-in-kind.

Recruitment and Development

RSVP is adding program opportunities that are geared toward recruiting the largest demographic cohort in our nation's history, the "baby-boomers." This technically knowledgeable generation will be an outstanding human resource as RSVP develops collaborative partnerships that take advantage of these skills. One such project is the IRS's Volunteer Income Tax Assistance Program (VITA) that assists low-income individuals and families in preparing tax returns. RSVP members will be trained to provide this tax filing assistance service in 2013.

United Way will provide training this fall for selected RSVP members to hone their customer service and leadership skills. A strategic goal is to enhance the volunteer training experience for as many members as possible. In some cases, volunteers will be trained to proficiency on software required as a part of the VITA program.

Station development is targeted toward meeting the community's unmet needs. RSVP matches the

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volunteers' level of knowledge, interests and skills with that of the partner stations' unmet needs--this is an opportunity for RSVP Staff to introduce skills and learning opportunities for new members. This matchup is best accomplished through an application process that helps to ascertain the volunteers' experiences, interests, and passions. Additionally, the RSVP Director interviews station supervisors to help define their specific and urgent needs. Station supervisors provide the necessary on-site training for RSVP volunteers. Station training completes the orientation given to each volunteer upon his or her commitment to serve as a RSVP member.

RSVP volunteers are recruited through word-of-mouth contact among active members, by newsletters, in presentations to retiree groups at the Meridian Senior Citizens Center, and through presentations at churches and other senior social events. The RSVP Director also has a regularly published column in The Meridian Star (the local newspaper) and monthly appearances on two talk radio programs. This media coverage has been our best recruitment tool. When new recruits fill out their applications, they are furnished a "Volunteer Packet" containing a handbook, a list of stations, behavior guidelines, general expectations, and time/mileage sheets. Each volunteer must report to the RSVP office changes in contact information and updates on any additional educational development (courses taken at local colleges, etc.).

RSVP volunteer recognition is a priority for our Project Director. A "Volunteer of the Month" is published in The Meridian Star, (with a picture of the volunteer and a brief history of service); plaques are given to every "Volunteer of the Month." A "Volunteer of the Year" is announced at RSVP's Annual Meeting. Quarterly newsletters inform members of up-coming events and frequent pot-luck luncheons bring together volunteers. Volunteers are given the opportunity to share their personal experiences at these luncheons.

RSVP of Meridian is in a growth mode as the office has added new volunteers, new stations, and exciting new programs. For instance, volunteers assist in hosting an AARP Driver's Safety Class for

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the community's senior citizens. This course awards a "Certification of Completion" so that seniors may lower automobile insurance premiums. The course is offered free of charge to military personnel, both active and retired.

RSVP is currently collaborating with the East Mississippi Prosperity Coalition in an initiative called "BankOn United Way." This initiative is being driven by a consortium of local financial institutions, the IRS, AARP, city government, local community service agency and RSVP. The new program will focus on financial empowerment and economic development issues for low income families.

RSVP Staff is trained as necessary on the latest software program advancements to improve management skills and to enhance program effectiveness. The Director attends weekly staff meetings with United Way and makes monthly reports at the Board of Directors meeting. The Director attends national conferences and receives training on items necessary to enhance the program. Information gleaned from these conferences is shared with the RSVP Community Advisory Group to inform them of changes in the grant requirements and/or program enhancements. Any promulgated changes to RSVP's "Memorandum of Understanding" are discussed with, and adopted by, station supervisors.

Program Management

A. The RSVP Director develops volunteers and manages stations by evaluating the needs of stations by on-site interviews and follow-up questionnaires. The Director then "pairs-up" the skill sets of member volunteers with the needs of the stations to ensure specific requirements are met. This "pairing up" promotes a more meaningful experience for the volunteer and the station.

If the RSVP Director becomes aware through partnerships that a community need is not being met, the Director will then assist (and sometimes network) to help alleviate the need. An example of this was when a local mass feeding agency became low on food, RSVP held a drive to collect food items. With the help of the St. Andrews Network, RSVP marshaled volunteers to harvest over 1,000 pounds of potatoes, 100 plants of strawberries and 50 bushes of peaches for the agency.

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B. The RSVP Director attends weekly staff meetings and makes a detailed report to the United Way Board of Directors at monthly meetings. The Director's management skills are reviewed by the Board and the CEO of United Way--a yearly performance review is conducted that includes a self evaluation. An annual assessment of the program is conducted through surveys that are distributed randomly throughout the community. These surveys coupled with comprehensive performance reviews ensure that the Director continuously meets the needs of the community stations and provides meaningful service opportunities for the volunteers.

RSVP supports activities that benefit the community. Examples are: pairs young students with home bound seniors at local retirement homes (Mississippi Angels); provides AARP driver education courses for seniors; provides templates for living wills and powers of attorney; and provides a Notary Public service.

These activities have promoted a new understanding to the public about the opportunities inherent in the Senior Corps and the meaningful work senior volunteers can do for their community.

C. The Director works closely with station personnel to document all volunteer hours and to garner impact data. Information is stored electronically in the Volunteer Reporter Program and by hard copy in a secure location. Quarterly, semi-annual, and annual figures are shared with the United Way CEO. Information is kept on a spreadsheet that is backed-up daily and up-dated monthly.

D. United Way is the fiscal agent for RSVP-Meridian. Program operation is managed by the RSVP Director and an assistant. The Community Advisory Group (CAG) provides guidance and support for daily program operations. The budget is comprised of cash and in-kind resources. The most significant in-kind contribution is provided by a local real estate firm in the form of office space. The cash match portion of the budget is provided by United Way.

Quarterly, semi-annual, and annual reports are submitted to CNCS. United Way's Financial Administrator manages financial activities and oversight responsibilities for the grant. The

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Administrator's role is to monitor RSVP's expenditures for both the federal and non-federal portions of the account to ensure compliance with Generally Accepted Accounting Principles, state, and federal laws. The United Way complies with Standards of Excellence in Accounting and Reporting which require an annual independent audit by a Certified Public Accounting firm.

As required by United Way's CPA firm and RSVP, the CEO will acknowledge review of monthly balanced bank statements and concomitant reconciliations for accuracy. Only the Director and CEO of United Way are authorized to request funds from the Payment Management System for deposit into the local federal bank account. Before funds are disbursed from this account, staff must fill out a requisition form indicating the payee and amounts owed. Receipts must accompany reimbursement requests. The request must be signed and dated by the Director. These internal controls are in place to monitor all accounts to ensure that funds are spent correctly and that there are no misappropriations.

E. Securing resources for RSVP is a joint effort of the sponsor, the sponsor's board, the Director and the CAG. The Director researches and applies for other funding possibilities.

United Way recently acquired a new location for RSVP at 721 Front Street Extension, Suite 760 in Meridian, MS. This location (in a downtown shopping plaza) provides increased and safer parking. It is handicap accessible and a more suitable location for the seniors. This office was a gift-in-kind by a real estate firm and will allow RSVP to greatly expand capacity because of its sheer size and its physical location in a high traffic/visibility area.

Organizational Capability

A. United Way of East Mississippi has enthusiastically sponsored RSVP since 1972. We are especially gratified with the program's performance in the past grant cycle and are very excited about the vision Senior Corps Administrators have set for the organization's future.

United Way views RSVP as an integral part of our community partnerships--and because of our

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sponsorship, RSVP has much greater collaborative opportunities with these agencies. In keeping with United Way's strategic mission of promoting volunteer work, we designated RSVP as one of our "Community Impact Programs." This serves to increase awareness of the program's importance of mobilizing seniors for volunteer service.

B. Ms. Diana Glover is the Project Director for RSVP and is in charge of daily operations. She has extensive experience managing volunteers because of her previous position as a Salvation Army State Liaison Officer in Indiana. She views volunteer recognition as a priority of maintaining and recruiting volunteers. Diana recently received well deserved recognition as she was appointed to serve on the National Senior Corps Association Board.

Ms. Sharlee Reynolds is our Financial Administrator and supports all of our grant management activities. She oversees financial functions of our office to ensure compliance with Generally Accepted Accounting Principles whilst adhering to state and federal laws and regulations. Ms. Reynolds previously served as the Business Manager for the Weyerhaeuser Corporation and has a MBA.

Ms. Nora Irby, a 20 year veteran with RSVP, serves as the Administrative Assistant. Her duties are to document volunteer hours, up-date volunteer records, track expenditures, write checks, reconcile accounts, and assist the Director as needed.

C. United Way complies with United Way Worldwide's Standards of Excellence in Accounting which requires an annual independent audit by a CPA firm. We conscientiously account for all money spent under the grant and monitor our record-keeping system to adhere to changes in federal tax laws and program enhancements. United Way has accounted for all money spent under the grant and maintains our record keeping system to adhere to federal, state, and local accounting standards. United Way manages several foundation grants such as the Dolly Parton "Imagination Library" Program, and an endowment building collaboration with three local foundations. Each grant is maintained in a separate bank account and tracked individually. The same rigorous financial controls

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and reporting criteria apply to all grants. United Way has previously managed AmeriCorps Grants and administers the National Emergency Food and Shelter Program in our area.

D. United Way's strategic plan mobilizes volunteers to assist in meeting the needs of the community.

Aside from sponsoring RSVP, United Way is a principal funding source for Foster Grandparents, another Senior Corps Program. In addition, we mobilize community businesses and organizations to raise funds for 12 other non-profit organizations, many of which involve the senior population.

Combined, these agencies provide 75 impact based programs that support: disaster assistance; mass feeding; community service; youth programs; shelters; foster children; educational programs; and crisis intervention. This array of impact programs provides fertile ground for RSVP partnerships.

E. United Way secured office space for RSVP as a gift in kind from a real estate company. United Way provides funding as necessary to RSVP permitting the purchase of equipment, supplies, and volunteer travel reimbursement. The Director complies with United Way's Personnel Policy and Procedures Manual (PPM) for employees; the travel policy is defined by the current federal grant and reimbursed for mileage.

The Director is reimbursed for attending conferences as stated in the grant budget and/or as directed by the sponsor. Expenditures, whether they are reimbursable or direct payments to vendors, must have supporting documentation and approval by the RSVP Director and the CEO of United Way.

Copies of the check and documentation are maintained for the duration of the grant period plus two years. United Way offers management support and technical assistance when needed; we clearly define roles for staff and administrators as stated in the PPM.

F. United Way uses a comprehensive self-evaluation tool for staff members. This tool assigns values to job performance and the results are reviewed annually by the CEO. Deficient areas are identified as opportunities for improvement; additional support and/or training to proficiency will be provided to ensure quality performance.