

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): 10/16/12	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID: 13SR143586	4. DATE RECEIVED BY FEDERAL AGENCY: 10/16/12	FEDERAL IDENTIFIER:														
5. APPLICATION INFORMATION																
LEGAL NAME: Athens-Limestone County RSVP Board of Directors Incorporated DUNS NUMBER: 034132696	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Betty M. Ruth TELEPHONE NUMBER: (256) 232-7207 FAX NUMBER: (256) 232-8842 INTERNET E-MAIL ADDRESS: bruth@al-rsvp.com															
ADDRESS (give street address, city, state, zip code and county): POST OFFICE BOX 852 409 WEST WASHINGTON STREET Athens AL 35611 - 2535 County: Limestone																
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 631149675	7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Self-Incorporated Senior Corps Project															
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: Athens-Limestone County RSVP, Inc. 11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Alabama Opportunity 9 Cities: Athens, Elkmont, Madison, Huntsville, Ardmore, Decatur																
13. PROPOSED PROJECT: START DATE: 04/01/13 END DATE: 03/31/16	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="AL 005"/> b.Program <input type="text" value="AL 005"/>															
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;">\$ 132,514.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 70,220.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 20,000.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 35,065.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 15,155.00</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;">\$ 202,734.00</td> </tr> </table>	a. FEDERAL	\$ 132,514.00	b. APPLICANT	\$ 70,220.00	c. STATE	\$ 20,000.00	d. LOCAL	\$ 35,065.00	e. OTHER	\$ 15,155.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 202,734.00	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	\$ 202,734.00															
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: Henry White	b. TITLE: Chair	c. TELEPHONE NUMBER: (256) 232-7207														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/15/12														

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Executive Summary

Athens-Limestone County RSVP provides high quality volunteer opportunities for 375 individuals to develop leadership roles, reflect on the meaning of service to the community and gain new skills. RSVP volunteers will serve frail, disabled and homebound seniors, children/students, and veterans. Healthy Futures is the Primary Focus area that will be addressed by 136 RSVP vols. 25 volunteers will provide transportation to 240 homebound, disabled/older adults and individuals with disabilities including veterans assisting with health/household management 47 volunteers will deliver meals to 100 homebound. 52 vols. will serve as friendly visitors/companionship to 300 individuals to insure a caring quality of life. 7 Volunteers will serve at the food bank to alleviate long-term hunger. Respite services provided by 5 RSVP volunteers will result in 25 caregivers' increased social ties and support. Volunteers will offer respite care, transportation, food security, and monthly activities to the 6720 local veterans/family members. 30 RSVP volunteers will serve as classroom tutors in grades K-8 in areas of math and reading to 250 students. RSVP maintains community partnerships and 55 volunteer stations with local school systems, law enforcement, Health Department, DHR, Hospital, Red Cross, United Way, Boys and Girls Clubs, Veteran Organizations, Council on Aging, Emergency Management Agency, Athens State University, City and County Governments, Senior Housing, Faith-Based Organizations, and local non-profits. RSVP will meet health needs within the service area by increasing access to care and promoting aging in place initiatives for 640 individuals. 4000 households receiving food from the food bank will report increased food security for their household. RSVP anticipates that more retired persons will remain healthy and active in the community longer if they are engaged with a program like RSVP. RSVP is a 501© 3 organization sponsored by A/L RSVP, Inc. Board of Directors. The CNCS federal investment of \$132,514.00 will be supplemented by \$70,220.00. The non-federal funding is from the State of Alabama General Fund Budget and United Way of Limestone County.

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Strengthening Communities

There is a significant elderly community in Limestone County as 23% of residents are 55 years of age and older. The fact that 14.6% of the elderly are living below the poverty level translates into a large portion of the community that cannot afford services that help them age in place. To compound this issue, many seniors do not have adequate family support due to the fact that unemployment rates of 8.3% has either driven their families to leave to find work in other cities or placed great financial burden on those who have stayed.

Athens-Limestone County is classified as a rural community and therefore has the challenges most rural communities have with assuring the elderly are properly cared for. One of these challenges is the lack of public transportation. 12,000 seniors request transportation assistance annually. Over 6000 of these individuals were provided transportation by RSVP volunteers. Without this service, many seniors would have been left without means of reliable transportation which impacts their ability to access timely medical care, social activities, or other necessary services that contribute to successful aging in place. Because the community is small, there are limited numbers of volunteer/service agencies. While 63% of the elderly are single and live alone, no other agencies promote elder, veteran, or homebound companionship, or respite care initiatives. Services such as companionship or respite care must be arranged and paid for by clients or their families. This is difficult for the 14.5% that live below the poverty level.

Achieving food security is a constant challenge for Athens-Limestone County. Currently, RSVP has played a critical role in meeting the need. In 2011, there were 29,100 meals delivered to homebound, disabled seniors, or disabled veterans by RSVP volunteers. There is a continual waiting list. 38,292 meals were served in senior centers solely by RSVP volunteers. In 2011, 4337 households received emergency food assistance from the RSVP managed food bank. In the first six months of 2012, 3884 households have been provided with this assistance. Clearly, there is a great need for an agency to

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promote food security, and RSVP has led the way.

There are over 6,000 veterans living in the Limestone County service area. Due to increasing demands on the VA Health System, there is an increasing need for veterans in the needs mentioned above. The DAV has limited resources and depends on transportation programs provided by RSVP to augment their transportation services. Without these services, homebound veterans would need to be institutionalized much sooner than necessary.

It is important to recognize that Athens-Limestone County, Alabama has been classified as an agricultural rural county since its existence in 1819. Athens-Limestone County is still an agricultural rural county according to the Athens City Planner with 66% of the land mass classified as agricultural. Limestone County has a low density in development with an average household covering one acre of land. According to the City of Athens Planning Department and U. S. Census Bureau, they have indicated that an estimated 24,234 people live in Athens and approximately 82,782 people live in Limestone County. In recent years, Limestone County has attracted diversified industry to help balance the economy. The largest employer is TVA, a nuclear power plant; followed by Steelcase, a manufacturer of office furniture; and Federal-Mogul with 470 employees that manufacture original equipment for passenger vehicles and heavy-duty vehicles. Smaller industries located in the area manufacture agriculture products, automotive, construction materials, and military supplies. Nevertheless, Limestone County has an unemployment rate of 8.3% that contributes too many unmet needs.

Limestone County covers a radius of 560 square miles bordered by the Tennessee State line north of the county line. The three smaller municipalities within the county are Ardmore (1158 population), Elkmont (402 population), and Mooresville (52 population). The project service area includes all of Limestone County, the southern most rural portion of Madison (incorporated Limestone County land into the city of Huntsville) and provides limited volunteer services in Morgan County. RSVP has

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placed volunteers with every available agency, organization and proprietary health care facility in the county that is willing to place volunteers. Volunteers are presently serving in national performance measures focus areas as identified by the Corporation for National and Community Service -- Healthy Futures, Economic Opportunities, Veterans and Military Families, Education, Capacity Building and Community Priorities as identified by Athens-Limestone RSVP (AL RSVP). Volunteers will offer services to the veterans (6720), veterans' family members and military service members/families through respite care, transportation, food security, and monthly educational/benefits activities. RSVP volunteers will increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; help seniors access needed benefits and services, provide home delivered meals and companionship, will improve access to primary and preventive health care by providing transportation to the homebound, elderly, disabled, and veterans. Volunteers will serve at the local food bank to reduce long term hunger for households with very low and low food security. The RSVP project will promote partnerships with other CNCS programs where possible including: State Commission, AmeriCorps VISTA, and AmeriCorps. RSVP leverages on-going open relationships with a variety of non-profit agencies and connector organizations to mobilize resources and enhance capacity. Partnerships will continue to be developed with all agencies involved in Veterans and Military Families, Disaster Preparedness, Boys and Girls Club, Schools, community and Faith-Based organizations, Environmental efforts, Habitat for Humanity, Department of Human Resources, Department of Public Health, Judicial System, Council on Aging, and other local and regional organizations in the area. RSVP holds an integral position within many collaborations including the Inter-Agency Council, TRIAD/S.A.L.T. Council, Chamber Ambassadors, Keep Athens-Limestone Beautification Board, Athens State University Alumni Board, Voluntary Agencies Active in Disaster (VOAD), National Association of Active and Retired Federal Employees (NARFE), City of Athens Quality of Life Team, and Senior Housing Board.

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RSVP continues to be a key player in helping to meet community needs. Fifty-five community partners/volunteer stations have identified needs and requested RSVP volunteer services. Through this wide range of community partners we are able to attract volunteers from a very diverse population. Volunteers come from many different backgrounds with various talents and interests making RSVP a dynamic pool of volunteers willing and able to serve our communities in many and varied ways.

Partnering organizations/volunteer stations will assist in recruitment, referral and placement of volunteers, evaluation of the project, provide in-kind resources as needed, recognition of volunteers and public relations of the program. The RSVP Director created a partnership with the Internal Revenue Service to provide training for RSVP volunteers to become certified trained tax assistants that assist in economic opportunities. The RSVP director is a SERVE ALABAMA State Commissioner (appointed by the Governor).

As stated before, RSVP volunteers provide transportation to over 6000 individuals, who would not have a means of connecting with local services, medical care, or social activities due to their disabilities and lack of a public transportation since Athens is a low density rural community.

Independent living services will promote aging in place by decreasing reports of isolation, increasing quality relationships, and decreasing feelings of depression. Volunteers play a critical role by driving individuals, communicating with individuals, and making personal contact which builds lasting companionship. Since Athens is a small community there are limited resources for caregivers support and those that are available pose great financial burden to the members of the community with low incomes. Respite care services will promote companionship by providing increased opportunities to participate in enjoyable activities, decrease feelings of caregiving related stress, and increase opportunities to engage in social interactions without concern. This respite service is the only faith based partnership available to all individuals regardless of financial status. Emergency food services

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will provide food security for households/families through the maintenance and management of the local food bank. Because Athens is a rural community, the food bank recipients depend on this established resource in time of food insecurity.

Athens-Limestone County is not racially or ethnically diverse, nor do we have a population struggling with English proficiency. The county is 83.4% white, 13.1% black/African American and 3.5% other. The RSVP Project is 80.76% white, 18.86% black/African American and .38% other. The project will work to increase the male and younger volunteer pool by targeting retirees in service organizations (i.e. Lions Club, Optimist, Civitan, Retired Teachers, etc.), educational institutions, and the general population. Our efforts will be to have a diverse group of volunteers: males and females, younger seniors, middle aged seniors, disabled and representing all major communities. RSVP is the perfect vehicle to engage individuals within our communities who have an ethic of service and are aging in place.

The scope of activities in this proposal creates diverse opportunities for senior volunteers of Limestone County, Alabama to participate more fully in the life of their community while addressing priority community needs as defined by the agencies, organizations, and proprietary health care facilities of each community within our project service area. 375 volunteers will serve approximately 90,000 hours through 55 agencies/volunteer stations annually that will contribute significantly toward strengthening our communities and healthy futures of our seniors, disabled, homebound and veterans. Our 55+ population is a dynamic resource utilized to help meet community needs through RSVP.

In many ways smaller rural communities are in more need of RSVP than the larger communities with large agencies and organizations and a broader funding base available to them. Small communities have little available assistance and less chance for attaining grant monies and other types of assistance than larger communities. Rural senior citizens have fewer activities available to

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them than those in larger more urbanized and metropolitan areas. Rural seniors suffer from isolation, lack of transportation, depression and other medical conditions. Rural programs have both challenges and opportunities uniquely different than those of more urbanized and/or metropolitan areas. It is vital that during the grant review these unique differences and opportunities are recognized and that funding and guidance suited to both areas are given consideration.

Nonprofits are straining under the burden of increased needs, limited finances, and reduced human resources. RSVP is needed to recruit volunteers of all ages for nonprofit organizations, health care facilities and schools. Volunteers will recruit volunteers to build capacity and strengthen nonprofit capabilities to meet missions and to serve clients.

The continued development of the RSVP programs and its benefits will be the responsibility of the sponsor, project staff, RSVP volunteers, and recipients of the services. Community partner evaluations and/or volunteer evaluations of the program will be conducted annually (one or the other each year). These evaluations will help to focus the program on Healthy Futures and other community needs. We know that investments in quality of life will improve the prerequisites for economic growth, common policies/interests, communication and cooperation in order to tackle local problems and common interests.

Information was taken from 2010 Census and State and County Quick Facts including data from 2010 by county - Narrative Profiles and the Bureau of Economic Analysis.

Recruitment and Development

Athens-Limestone County RSVP will offer high quality experiences for volunteers to have the opportunity to share their experiences and abilities to improve their community and themselves. Volunteers will have the opportunity to share their experiences and use their abilities by establishing a variety of volunteer assignments across diverse interest, assuring we identify volunteer's specific interests, skills and experiences, and then matching volunteers to appropriate positions. Volunteers

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will improve their communities most effectively because AL RSVP will work closely with community partners/stations to develop and manage volunteer assignments that address specified community needs and provide meaningful placements for the volunteers. This will be accomplished by continuing to work with volunteer stations in the areas of home-delivered meals, tutoring elementary school students, respite care, companionship outreach and general support, and indirect services of various community service organizations/agencies to enhance volunteer activities associated with each area of critical community need. We will continue to work with community partners in the areas of adult literacy, assisted living, financial counseling, hospitals and health care to enhance volunteer activities in each area and develop performance measures as appropriate. RSVP will give volunteers the opportunity to improve themselves by encouraging community partners/volunteer stations to provide age-appropriate, but challenging assignments for volunteer engagement. Partners that provide leadership opportunities for volunteers will receive priority placements in an effort to encourage all partners to identify new ways to give volunteers engaging leadership roles. Volunteers will be acquainted with the staff of partner agencies/volunteer stations, RSVP staff and other RSVP volunteers. The volunteer stations supervisors will provide training and orientation to the volunteer agency/organization itself and the specific volunteer activities/responsibilities. To assure volunteers are receiving appropriate training to be effective in their assignments, the volunteers will be provided a pre-service orientation, information on project policies, timesheets, handbooks, and appeals/grievance procedures by the RSVP staff.

To insure diverse recruitment RSVP uses Volunteer Match, RSVP website, news/social media, and volunteer stations. AL RSVP will be representative of the Limestone County diverse population. RSVP Board of Directors is reflective of the diverse population and will help insure recruitment initiatives reach all populations. A diverse population will include race, ethnicities, sexual orientation, degree of English language proficiency of senior volunteers by working with a variety of

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partners/volunteer stations. Finally, all volunteer station supervisors must sign a memorandum of understanding which includes the terms of diversity acceptance.

Priority will be given to the continued development of programs for veterans and serving military families. A volunteer pool of 35 veteran RSVP volunteers will be recruited, trained and placed to work with Veteran Organizations (i.e. American Legion, Veterans of Foreign Wars, Vietnam Veterans, Auxiliaries, DAV, etc.) to support veterans and families. Volunteers will provide respite, companionship, in home services, transportation, available benefits/counseling for veterans and military families.

Special consideration will be given for stations that develop assignments that allow volunteers with physical limitations to participate. RSVP will identify stations that are ADA approved to allow individuals with special needs the opportunity to serve their communities. The volunteers will enjoy the satisfaction of knowing they have had positive impacts on their communities through better neighborhood services and that they received more than they have given.

A high quality experience for volunteers would include training, reflection of service, visibility, recognition, providing resourceful and meaningful service assignments such as working with the tutoring program in the schools. This population also enjoys fund raising campaigns so this activity will be an ongoing opportunity that serves to retain volunteers. RSVP will offer incentive programs throughout the year for volunteers recruiting other volunteers (i.e. gift cards). Our recruitment efforts will include but not be limited to: formal and informal presentations to community groups/community connectors (i.e. service clubs, retiree organizations, chamber events), newsletter articles, news articles, brochures, and word of mouth from satisfied RSVP volunteers and agencies in need of volunteers. In the past, retention has not posed a problem. RSVP volunteers find ways to volunteer however they can until they become incapacitated.

Program Management

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The director of RSVP personally interviews each new station supervisor before an agreement to send volunteers is established. During the interview, the director will communicate expectations for the volunteer station. The supervisor will also fill out a questionnaire which will be used to identify which community needs will be addressed at this volunteer station. The director will also evaluate what key skills and experiences are needed by the station. In order to assure the stations are constantly in compliance with RSVP program regulations, station supervisors will be trained annually on RSVP program regulations. These regulations will also be distributed to station supervisors in the form of a handbook. If a station is found to be in violation of program regulations or does not meet expectations, volunteer services will be terminated. RSVP volunteers will be trained by RSVP staff upon the beginning of new volunteer assignments. This training will include information on RSVP program regulations and how to report violations. Volunteers are also expected to have monthly contact with RSVP staff and report any conflicts. Areas of increased emphasis include the following: insuring that equal opportunity in programmatic and personnel decision and equitable in protecting the rights of employees, volunteers, and beneficiaries; notify RSVP volunteers, program participants and other program beneficiaries, and the public of their rights not to be subjected to discrimination because of their: race, color, creed, belief or religion, sexual orientation, national origin, age, mental or physical handicap, political affiliation, or past participation in the discrimination complaint process, explaining Grievance Procedures and volunteer rights to serve. Other emphasized policies include: Non-displacement of employed worker, shall not request or receive any compensation from RSVP volunteers or from beneficiaries for services of RSVP volunteers. A RSVP volunteer station may contribute to the financial support of the RSVP Program. However, this support shall not be a required precondition for a potential station to obtain RSVP volunteers. If a volunteer station agrees to provide funds to support additional volunteers or pay for other volunteer support costs, the agreement shall be stated in a written Memorandum of Understanding. The sponsor shall withdraw services if the

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station's inability to provide monetary or in-kind support to the project under the Memorandum of Understanding diminishes or jeopardizes the project's financial capabilities to fulfill its obligations.

Under no circumstances shall a RSVP volunteer receive a fee for service from service recipients, their legal guardian, members of their family, or friends. The sponsor shall not use grant funds directly or indirectly to finance labor or anti-labor organization or political activities . A RSVP volunteer or a member of the project staff funded by the Corporation shall not give religious instruction, conduct worship services or engage in any form of proselytization as part of his/her duties.

Information regarding application for volunteers will be available on the local RSVP website. The RSVP staff will also accept referrals. Needs that arise outside the primary focus area will be evaluated for significance and validity. Once these characteristics are identified, the RSVP staff will evaluate whether there is opportunity for volunteers to share their experiences, skills or abilities within these areas. If RSVP staff determines these placements provide opportunities to carry out the mission of RSVP, the potential station supervisors will be required to meet with the director of RSVP. If the supervisor understands the policies and goals of the program, and is able to explain how he or she will ensure training and leadership opportunities, the supervisor will follow the same procedures as those within the Primary Focus Area with monthly re-evaluations by the RSVP staff.

Volunteers associated with a graduated station will be provided other service opportunities through other volunteer stations or may continue to volunteer outside of the RSVP program. Efforts will be made to support the needs of the volunteer while providing a community service need. A graduated station could be transformed into a capacity building service activities where volunteers will recruit, and/or manage community volunteers. A graduated station will no longer be an active volunteer station.

AL RSVP will manage information and data to demonstrate the concrete impacts of the project and volunteers. This will be accomplished by, but not limited to, the following: All relevant data regarding

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volunteer assignments, volunteers, impact programming and volunteer hours will be entered into the RSVP computer databank. We will work with stations to seek pre-and post- information or other relevant information they may produce as needed to document impact. Our data systems are sophisticated and can track a variety of information. RSVP, in conjunction with the Board of Directors and in response to CNCS guidelines, developed a volunteer hours reporting policy to clarify the policies used as it related to the following: the system used for accepting volunteer hour reports; the tools to be used; authentication methods used; specified location of official records; and record storage and retrieval methods.

Community partner/volunteer station evaluations and/or volunteer evaluations of the program will be conducted annually (one or the other each year). These evaluations will help to focus the program on community needs and/or volunteer population as well as to assure our transparency and attention to detail with regard to volunteer management. An annual assessment of project accomplishments will be conducted by the Board of Directors. AL RSVP will conduct an annual assessment of project accomplishments. This will be accomplished by, but not limited to the use of the following techniques as may be appropriate: Community Stakeholders Assessment, RSVP/Project Self-Assessment, Survey of volunteers, Survey of station site supervisors, Community Partners Survey, Review of impact statistics, Review of volunteer statistics to discern trends, Focus groups of volunteers on specific topics of interest, Focus groups of station site supervisors on specific topics of interests, Board of Directors review of project goals. The results will help the project to make course corrections, pay attention to areas lacking and move forward in a positive direction.

AL RSVP will secure resources as cash and in-kind contributions to sustain and expand the project. This will be accomplished by, but not limited to, the following: Continue to apply for Corporation for National and Community Service RSVP program grant funding as well as PNS support for initiatives meeting critical community needs as appropriate. Advocate for and support the Alabama Association

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of RSVP Directors' state funding for senior corps programs. We will continue to seek and accept financial support from United Way, the local funder. RSVP will continue to develop in-kind gift donations to be used for recognition of RSVP volunteers and office supplies (i.e. gift cards, Staples, Wal-Mart). Continue to accept community support both in-kind and cash (i.e. Pepsi, City of Athens Parks and Recreation, Law Enforcement, Faith Based Organizations, school supplies).

The Accounting Services of AL RSVP is outsourced to an independent Accounting Services (CDPA, PC) that maintains an appropriate system of processing financial documents regarding grant expenditures including project use of grant funds, total projects costs, cost sharing from various sources, in-kind, bank reconciliation and other records to facilitate an effective audit. Each year the Board of Directors contracts with a certified public accounting firm to conduct a fiscal audit of RSVP funds. RSVP records are audited and findings reported in accordance with the Single Audit Act, Circular A-122.

Organizational Capability

Athens-Limestone County RSVP Board of Directors is dedicated to the mission to coordinate efforts that create and promote meaningful opportunities for persons of retirement age and community volunteers to participate more fully in the life of their communities or nearby communities through volunteer service, in order that such persons may be productive and needed members of society. In the course of human growth, it is essential for a person to develop his/her potential to the fullest possible extent. AL RSVP Board of Directors is committed to the idea that the needs of the community and the individual are the highest concern in developing programs. AL BOD is dedicated to citizen empowerment through education and civic involvement. Through its sponsorship of RSVP, the board of directors encourages citizen involvement, civic responsibility and volunteer opportunities for all residents, but more specifically persons 55 years of age and older. The Board of Directors challenges RSVP to engage and place older volunteers and community volunteers wishing to serve the community. The Board is made up of individuals with experience overseeing projects related to

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priority areas of Disaster Services, Economic Opportunity, Education, Healthy Futures, Building Capacity, Veterans and Military Families. RSVP partners recognize the vital importance of services of senior volunteers, for in many cases these services are essential to the ongoing day-to-day operations of the stations that could not otherwise be accomplished. We believe that senior volunteers gain a feeling of self-worth through rewarding volunteer experiences. Senior volunteers maintain and improve their physical, emotional and mental health as they assume responsibility for helping others, as they make decisions for alternative courses of action, and as they continue to learn and expand their experiences. The stated purpose of RSVP is to coordinate efforts to create and promote meaningful opportunities for persons 55 and over to participate more fully in the life of the community through volunteer service, in order that such persons may again be, and continue to be, productive and needed members of society. The RSVP initiatives touch all age groups, population segments as well as social and economic strata. The community relies on RSVP to engage and place volunteers 55 and over wishing to serve. RSVP volunteers will meet needs in Healthy Futures, Education, Economic Opportunities, Disaster Preparedness/Services, Veterans and Military Families. The RSVP Board of Directors is dedicated to the success of youth in all areas of life. The Board is committed to the welfare and well-being of children. The Board recognizes educational achievement as a key building block of life success, and participates in a number of special projects and initiatives targeting children in education (i.e. spelling bees, after school programming, reading enrichment and summer programs).

Data Collection is provided by the volunteers and volunteer stations. Volunteers are responsible for recording their own hours by signing in at their volunteer stations. Each reporting period, the station supervisor signs off on the volunteer's reported hours of service. These files are then collected and maintained at the RSVP office. Meals delivered to homebound are recorded in coordination with the Area Council on Aging. Food-bank distribution is recorded daily at the local food bank along with

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paperwork associated with food assistance eligibility. The Transportation service is recorded by RSVP in coordination with volunteer stations such as the veteran organizations, faith-based organizations, and mental health care partners. AL RSVP will manage information and data to demonstrate the concrete impacts of the project and volunteers. This will be accomplished by, but not limited to, the following: all relevant data regarding volunteer assignments, volunteers, impact programming and volunteer hours will be entered into the computer software. Work with stations to seek pre- and post-information or other relevant information they may produce as needed to document impact. RSVP in conjunction with the Board of Directors/Advisory Council and in response to CNCS guidelines developed a Reporting Policy to clarify the policies used as it related to the following: the system used for accepting volunteer hour reports; the tools to be used; authentication methods used; specified location of official records; record storage and retrieval methods. An evaluation of the program is conducted by the Board of Directors. The Board of Directors also serves in an Advisory capacity to the staff. Input from volunteers, volunteer partners/volunteer stations, community leaders, and board of directors are included in the evaluation. The focus of the evaluation is to insure all goals and objectives are being met and a high quality program is being accomplished in Athens-Limestone County, Alabama RSVP. The evaluation helps determine the needs of the community and annual programming. AL RSVP has an experienced RSVP staff with clearly defined roles and responsibilities. The RSVP project director will have principle responsibility for the project. The director has served as the RSVP director for the past 34 years for three sponsors (Athens State University 1973-1995; United Way 1995-2000; RSVP Board of Directors 2000-Present). She is a community leader and is well known on the local, state, and national level in the areas of volunteer administration, community service, community planning, and leadership ability. She has a BS in Business Administration and holds a Masters in Business Administration (M.B.A.).

The director will be a 100 percent RSVP project manager. The project will have six part time

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specialized employees. The project will have one sixty percent time Administrative Assistant who oversees the office, newsletter, data entry and coordinates with community organizations and special events in the area of volunteer recruitment and placement. One forty percent time Education Coordinator will be responsible for recruitment, placement and coordination of school tutors in two school systems. One fifty percent and one thirty percent Volunteer Coordinators will recruit, train and place volunteers in appropriate volunteer stations/assignments and will be responsible for data collection/entry and one forty percent volunteer/special events coordinator will recruit, train and place volunteers in appropriate volunteer stations/assignments and will be responsible for data collection/entry, special projects and community events coordination. One fifty percent time Transportation Coordinator will be responsible for driving volunteers to and from their volunteer assignments and transportation reports. The staff will be sustained by CNCS federal grant, the local funder, United Way, and the State of Alabama General Fund Budget Grant. These employees have worked for RSVP from one to thirty-four years. This consistency in project leadership and support has built a strong foundation for continued service to the community, which is both of high quality and responsive to local needs.

The project director attends state, cluster and national trainings as coordinated by the Corporation for National and Community Service and other trainings as budget allows and is appropriate and beneficial to the operations of the program. She is a member of the Athens State University National Alumni Board of Directors coordinating recognition of the alumnus and is President-Elect.

The Board of Directors has hired an experienced RSVP staff, provides training, encourages staff participation in management decisions and maintains open dialogue. The Board works diligently to assure they provide the highest quality program in all areas. RSVP is considered a vital community component.

Volunteers currently work in 16 volunteer stations that promote the Healthy Futures Focus Area.

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There are 136 unduplicated volunteers placed in these stations. Transportation consists of 25 unduplicated volunteers. This station provides transportation to disabled, elderly and economically disadvantaged populations. Transportation is coordinated out of the RSVP office by the staff who will notify volunteers of service opportunities. The independent living station consists of 52 unduplicated volunteers. Volunteers telephone, visit, assess needs, build friendships, and interact with individuals referred to RSVP by community partners such as the Council on Aging and Faith-based organizations. The Meal Delivery Station/Food Security station consists of 54 unduplicated volunteers who provide meals to homebound and elderly. Respite services provided by 5 RSVP volunteers will result in 25 caregivers' increased social ties and support. In 2011, over 29,000 meals were served to the elderly and homebound. The RSVP office maintains files for each volunteer which identifies personal information relevant to their service such as insurance information, driver's license number, education level, work history, service history, and interest. Monthly contact with volunteers assures that files are updated if volunteer capabilities change.

AL RSVP has been serving seniors 55 years of age and older for the past thirty-nine years. Currently RSVP has 375 active volunteer serving more than 90,000 hours of service in 55 plus volunteer stations annually in the areas of healthy futures, disaster preparedness/services, economic opportunities, education, capacity building, veterans and military families. Each year the RSVP office sends in a PRS report to the Corporation to record where volunteers have served, volunteer demographics, and the total number of volunteer hours. These records are maintained for 6 years and are used to track changes in organizational performance and assure primary focus areas measures are met by volunteer service. AL RSVP has 39 years of experience in managing senior/community volunteers and helping to meet community needs through the services of its participants. RSVP has strong and productive collaborations with many local community service programs. RSVP continues to increase efforts to place volunteers in service opportunities programmed to demonstrate

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accomplishments and impacts. RSVP has a history of building partnerships in the communities it serves. This leads to numerous opportunities to network with community leaders who can bring expertise to our efforts.

RSVP has a proven track record in federal grants management during our 39 years history, including successful management of PNS grants.

The AL RSVP Board of Directors has sponsored RSVP since 2000. This 12-year experience along with the previous 27- year history of the project provides for a senior volunteer program that is well integrated into the educational, faith based and community service organization structure of the service area. As a result, volunteer recruitment, training and placement processes are well established. RSVP is depended upon by numerous organizations to provide both essential and enriching services to area residents of all ages. The RSVP handbook was updated in 2012.

The AL RSVP Board of Directors assures that RSVP has adequate facilities, equipment, and supplies. Administrative support is provided to the staff through the RSVP Board of Directors. The office space is located one block off of the town center, easily visible and accessible to the public. It is leased by the Board of Directors annually. The board of directors owns the necessary office equipment including computers, printers, fax, copiers, telephones, and office furniture. Supplies are acquisitioned as needed with approval of the Board. Utilities and telecommunication services are maintained by the Board. The Board in partnership with the Alabama Department of Transportation maintains a van used to transport volunteers to volunteer station assignments. The Board also maintains insurance on the facilities and van. Athens State University facilities are available to project staff and participants to conduct workshops and trainings. City of Athens buildings and park facilities are available at all times for events and trainings.

The Board of Directors maintains an appropriate system of processing financial documents regarding grant expenditures including grant budget, project use of grant funds, total project cost, cost sharing

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from various sources, bank reconciliation, and other records to facilitate an audit. Record-keeping and financial management of the project is coordinated with project director and board of directors (sponsor). The accounting service is contracted with an independent certified public accountant. Annually, the Board of Directors will contract with another certified public accounting firm to conduct a fiscal audit of RSVP funds. RSVP records will be reviewed and findings reported in accordance with the Single Audit Act, Circular A-122. No audit findings including material weaknesses, reportable conditions or noncompliance have ever been noted concerning RSVP funding accounts, transactions, income accounts, methods, etc. Further, no audit findings, significant deficiencies in administering Federal Awards or compliance findings have ever occurred.

The project director will monitor employee time cards for accuracy and authorize, in writing, payment of employee wages. The RSVP Board of Directors will monitor the project director's time cards for accuracy and authorize in writing, payment of employee wages. All RSVP signed staff timesheets are submitted to CPA for payment. The project director will authorize all other expenditures in writing. The CPA will forward computer generated expenditure summaries to the project director each month, quarterly, and annually. The project director will be responsible for reconciling these expenditure reports with detailed expenditure records kept in the RSVP office.

The Board of Directors meets quarterly, while the executive committee meets weekly/monthly with the project director. Project staff receives daily assessment of the project from volunteers, community partners, and the board of directors/advisory council. Project staff maintains monthly contact with every volunteer enrolled in the program.

The Board of Directors has all procedures for purchasing, personnel management and internal policies available to staff in writing. The Board has written travel and reimbursement policies, code of ethics, and fiscal policies.

The RSVP Board of Directors has a reputation for providing programming of the highest possible

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quality. The RSVP BOD provides an environment that will encourage quality service to volunteers and the community. The goals and objectives of this RSVP project contribute in an appropriate and significant manner to the fulfillment of the mission and goals of the RSVP Board of Directors. The RSVP program is well integrated in the community service and faith based organizations. As a result, volunteer recruitment, training and placement processes are well established. RSVP is depended upon by numerous organizations to provide both essential and enrichment services to area residents of all ages. The board of directors has an experienced RSVP staff, providing training, and encouraging staff participation in management decisions. The board works diligently to assure they provide the highest quality program in all areas.

In addition to the role in development and organizational capacity, the Athens-Limestone County Board of Directors also serves in an advisory capacity operating as an Advisory Council as well. The advisory council is representative of the demographics of Athens and Limestone County. It is made up of one city councilman, one county commissioner, an educator, one retired federal employee (NASA), one law enforcement officer, one retired county school superintendent, one non-profit community volunteer, one business owner, one engineer, one community service coordinator, one RSVP volunteer, and a circuit judge.

Each year RSVP will request funding from the United Way of Limestone County and the State of Alabama General Fund Budget to sustain the non-federal financial share of the Corporation for National and Community Service federal grant. Quarterly reports are sent to the State of Alabama financial department documenting state fund expenditures. Quarterly reports are sent to the United Way documenting expenditures for the funds received. Quarterly reports are sent to the Alabama Department of Transportation documenting use of the van for stated purposes as prescribed in the agreement with ALDOT and RSVP Board of Directors. RSVP volunteers actively communicate with the elected state officials that represent Limestone County. They share their experience of having the

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opportunity to serve their community through RSVP and the benefits of the RSVP program funded in their community.

other

n/a

PNS Amendment (if applicable)

n/a