PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:
Application [X] Non-Construction

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:
13SR143743

4. DATE RECEIVED BY FEDERAL AGENCY:
10/17/12

FEDERAL IDENTIFIER:

5. APPLICATION INFORMATION

LEGAL NAME: Neosho County Community College

DUNS NUMBER: 073056467

ADDRESS (give street address, city, state, zip code and county):
800 West 14th Street
Chanute KS 66720 - 2639
County: Neosho

NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):
NAME: Patty Allen
TELEPHONE NUMBER: (620) 431-2820 637
FAX NUMBER: (620) 431-0082
INTERNET E-MAIL ADDRESS: pallen@neosho.edu

6. EMPLOYER IDENTIFICATION NUMBER (EIN):
480698341

7. TYPE OF APPLICANT:
7a. Other
7b. Community College

8. TYPE OF APPLICATION (Check appropriate box).
[X] NEW [ ] NEW/PREVIOUS GRANTEE
[ ] CONTINUATION [ ] AMENDMENT
If Amendment, enter appropriate letter(s) in box(es): [ ] [ ]
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:
NCCC RSVP

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):
Kansas Opportunity # 12 This project will serve Neosho, Woodson, Allen, Bourbon Counties in southeast Kansas.

13. PROPOSED PROJECT: START DATE: 04/01/13 END DATE: 03/31/14

14. CONGRESSIONAL DISTRICT OF: a.Applicant KS 002 b.Program KS 002

15. ESTIMATED FUNDING: Year #: 1

a. FEDERAL	$ 51,488.00
b. APPLICANT	$ 25,416.00
c. STATE	$ 0.00
d. LOCAL	$ 0.00
e. OTHER	$ 22,055.00
f. PROGRAM INCOME	$ 3,361.00
g. TOTAL	$ 76,904.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
[ ] YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE:
[X] NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
[ ] YES if "Yes," attach an explanation. [X] NO

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:
Brenda Krumm

b. TITLE:
Project Lead

c. TELEPHONE NUMBER:
(620) 431-2820 234

d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

e. DATE SIGNED:
10/17/12

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Executive Summary

The Southeast Kansas RSVP program, sponsored by Neosho County Community College, will engage 140 RSVP volunteers to address a broad range of community and regional needs, including support for those needing emergency food, assistance with blood drive needs, service to a homeless shelter, clothing assistance for veterans and families, and intergenerational projects as well as conducting capacity building activities. The primary focus area of this project will be Healthy Futures. Individuals requiring emergency food, including low income families and children, the unemployed, homeless, veterans and elderly on fixed incomes will be served by 50 volunteers in 4 stations in Bourbon, Allen and Neosho counties in Kansas. Expansion of volunteers to a food pantry is also planned for Yates Center in Woodson County. Volunteers will collect donations, shop for or receive and sort food items brought to the pantry, prepare food bags for recipients, and assist in record keeping and data collection related to these services. Volunteers will provide Food Security Program Information in order that household members increase active, healthy living strategies through access to nutritionally adequate and safe foods acquired through acceptable means. Additionally, volunteers will support fund-raising efforts of these food banks, conduct routine building maintenance and assist in scheduling volunteers. These services will occur through a network of 4 volunteer stations at local food pantries operated by the Beacon, a nonprofit resource center in Fort Scott, a ministerial alliance church in Iola, and two churches in Chanute. At the end of the 12-month performance period, 42% will report increased food security for themselves and their children as a result of the food pantry services. The program will place 37 volunteers in one station to provide veterans and families affordable clothing; 8 volunteers at a homeless shelter to assist homeless in finding permanent housing, 9 volunteers in 8 stations to support capacity building via blood drives and intergenerational activities; and 36 volunteers in 10 stations to support the community priority via the school greeter program. The CNCS federal investment of $ 51,488 will be supplemented by $ 25,744 in local resources.

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Strengthening Communities

The service area for SEK RSVP is comprised of Allen, Bourbon, Neosho and Woodson counties in southeast Kansas. The service area is primarily rural and covers 2,210 square miles with a total population of approximately 48,057. Predominately farm and grazing land, the region also offers a variety of recreational activities such as camping and fishing in the area's lakes and streams. The major communities in the service area include Chanute, Fort Scott, Iola, Erie and Yates Center. According to the US Census, generally speaking, the ethnic make-up of the counties is changing with a slight decrease in white and black populations and an increase in citizens reporting Hispanic ethnicity. Whites make up 87.4% of the state's population, compared to 93.9% in Allen County, 93.2% in Bourbon County, 95% in Neosho County and 96% in Woodson County. While Blacks make up 6.1% of the Kansas population, they comprise 2.1%, 3.1%, 1.4% and .5% in Allen, Bourbon, Neosho and Woodson, respectively. Hispanics make up 10.8% of the Kansas population but only 3% in Allen, 2.3% in Bourbon and Woodson Counties and 4.4% in Neosho. With the exception of Woodson County whose under-18 population is 21%, the remaining counties have similar proportions as the state rate of 25.2%. However, the per cent of residents over the age of 65 is significantly above the state level of 13.3% with the figures for Allen at 18.2%, Bourbon and Neosho, 17.4% and Woodson, 21.7%.

Allen County has a population of 13,331 people. The population of the county is spread out over 500 square miles, with Iola being the largest community in the county. From 2000 to 2011, the population has decreased by 7%. The per capita income is $20,195 per person and the median household income is $41,546, 77.9% and 84% of the state average, respectively. Employment and poverty remains a challenge for the entire region. Bourbon County has a population of 14,985 people. The population of the county is spread out over 636 square miles, with Fort Scott being the largest community in the county. From 2000 to 2011, the population has decreased by 2.5%. The per capita income is $18,596 per person and the median household income is $38,045, 71.7% and 76.9% of the

state average, respectively. Neosho County has a population of 16,449 people. The population of the county is spread out over 576 square miles, with Chanute being the largest community in the county. From 2000 to 2011, the population has decreased by 3%. The per capita income is $18,683 per person and the median household income is $36,702, 72.1% and 74.2% of the state average, respectively. Woodson County has a population of 3,292 people. The population of the county is spread out over 498 square miles, with Yates Center being the largest community in the county. From 2000 to 2011, the population has decreased by 13%. The per capita income is $23,986 per person and the median household income is $30,385, 92.5% and 61.5% of the state average, respectively.

The unemployment rate for the state is at 7%; Allen County unemployment is 7.6%, Bourbon is 7.5%, Neosho is 8.6% and Woodson County is 8%. The County Economic Vitality and Distress Report, released in 2009 by Kansas, Inc. ranked these four counties among the lowest in the state at 86th, 97th, 99th and 103rd, respectively. This report grouped eight social and economic variables into three categories: wealth, growth and dependent population. According to The 2012 County Health Rankings (http://www.countyhealthrankings.org/#app/kansas/2012) funded by the Robert Wood Johnson Foundation, in Kansas the rate of children in poverty is 18% while Allen and Bourbon County are both at 26% with Neosho County slightly below that rate at 24% and Woodson county is at 28%. While 7% of Kansas children have limited access to healthy foods, 9% of Neosho County children have limited access to healthy foods. Similarly, of the 105 Kansas counties, counties in this service region rank among the least healthy counties in the state with Neosho ranking 83rd, Bourbon 92nd, Allen 93rd and Woodson 100th.

This data supports the need for food security services. The two existing food banks in Chanute report over 2,162 unduplicated families have received food since January 1, 2012. These food banks provide services 2 to 5 days per week. Otis Babcock supervises the First Christian Church Community Food bank in Chanute, an anticipated volunteer station over the next three years. He expressed great

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concern with the growing cost of living due to increases in food, gas and rent. He purchases approximately $2,000 worth of food for the hungry that visit the pantry weekly with monetary donations. These purchased goods are in addition to food donations volunteers garner from community organizations such as the Boy Scouts, the Postal Service Food Drive, the American Legion, Veterans of Foreign Wars, restaurants, grocery stores and other churches. Two existing volunteer stations at food pantries support Chanute residents where Dr. Jim Hardy, Superintendent of Schools, reports that 69% of their elementary students are on free and reduced lunches. The number of emergency food recipients by October, 2012 is 30% higher than the 3,690 total recipients in 2011 of according to representatives of the Otterbein Methodist Church. Military veteran and supervisor Charlie Follmer is concerned about the impact of the recent droughts in SE Kansas on food prices. "Just Another Tuesday" provides a free (donation based) meal from September through May, sponsored by Chanute area churches. One hundred and fifty citizens are receiving this meal compared to 120 the same time last year according to Rev. Shelly Holle, a Ministerial Alliance member. In Fort Scott the average rate of students on free or reduced lunches in the two elementary schools is 71%. Bob Eckles is the Manager of the Beacon Resource Center that includes a food pantry with approximately 1,000 visits monthly. September visits were reported at the highest rates ever at 1,267. Woodson County is sparsely populated with only 6.6 persons per mile, making establishment of a food pantry and volunteerism among retired seniors challenging. At the same time, 28% of the county's children live in poverty, 63% of the students in the elementary school receive free or reduced meals and the median income is the lowest of the four counties in this service area, at $30,385. Over the next three years, SEK RSVP will seek to support the establishment of a volunteer station in Yates Center to address the needs associated with food security in this community.

RSVP volunteers and stations have oversight by the RSVP Director and Station Supervisor. Additional support from the sponsor institution is available as needed. Memorandums of Understanding clearly

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describe the responsibilities of both the volunteer and the station served. A safety check is also completed at the stations to insure volunteers are placed in appropriate settings. Job descriptions at each station are completed and volunteers clearly know their service responsibilities and have means to complete their tasks. Training will be provided by either the station supervisor or the RSVP director. Detailed records are maintained on volunteer placements, activities and comments. This information is organized and presented to the Advisory Council, where items are discussed and rated for effectiveness in serving to address identified needs. Suggestions for improvement are implemented and evaluated.

The four counties in the service area all report high numbers of students, particularly elementary students, receiving free and reduced meals; use of food banks is increasing at existing sites; and free meals are provided in at least one community for those in need. The need for emergency food and the sharing of educational tools and food information to increase food security is the challenge in the Primary Focus Area work plan.

To address these needs, volunteers will pick up donations of food, purchase food or receive and sort food donations brought to the pantry. Volunteers will prepare food bags for recipients and assist in record keeping and data collection for those receiving the service in alignment with the food banks' requirements. In addition, volunteers will assist with any educational support as noted in the work plan. This will be achieved by collaborating with the Kansas State extension personnel and volunteers services at the four selected food pantries is a foundation to achieve the desired outcome--increased food security for themselves and their children.

It is anticipated that at the end of the 12-month period, 42% of recipients receiving services at food pantries supported by RSVP volunteers will report increased food security for themselves and their children.

Recruitment and Development

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SEK RSVP ensures volunteers have a quality experience through effective placement, training, and recognition of service. Interviews occur with both volunteer stations, to determine their needs, and with volunteers to assess interests, skills and experiences. Training, shadowing and increased leadership opportunity within volunteer activities is integrated into the experience to ensure new skill development. Volunteers may begin accepting or sorting donations, move to logging donations, purchasing food items or managing data. Volunteers increase leadership potential by being asked to oversee a project or take charge of specific assignments within a project such as participation in project planning committees, oversight of other volunteers or organizing fund-raising activities. Volunteers reflect upon the meaning of service and how it enhances the quality of their own lives via conversations with volunteer station managers and other volunteers as well as through recognition events.

The comprehensive training process, conducted primarily by Volunteer Station Coordinators, ensures volunteers have the training necessary to be effective in their assignments. This training provides volunteers with support, technical assistance and specific discussion regarding the health benefits of volunteerism. A Volunteer Station Coordinator registers each volunteer, connects them with a volunteer station based upon aptitude and interest as well as community need, and provides orientation that includes how the community benefits from the volunteer. In addition, the importance of confidentiality to station participants is stressed. Many volunteers gain skills through a "shadowing" experience. Job descriptions offer a clear understanding of the services volunteers are to provide. The program director answers volunteer questions and assists in developing schedules for volunteer activities. On-site visits are made to work stations in order to provide technical support for volunteers and agencies.

Recruitment is conducted by the Director, Advisory Council members, other volunteers, and volunteer stations using CNCS support materials. As the demographic data reflects, the average for this region is

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94% White an average of 4.4% total Black and Hispanic ethnicities. Currently, Hispanic and Black volunteers make up 8% of the volunteer population. As in the past several years, Hispanics will continue to be recruited to provide translation services to students and hospital or other medical patients and to give assistance completing job applications. Additional efforts will be made, as needed, to recruit Hispanics as that population continues to increase in the SEK RSVP service area. Presentations about the program to senior groups where Hispanics are present such as at church organizations will be a focus. RSVP provides information along with pictures in newsletters and the media showing volunteers in service which exposes ethnicities to the program opportunities.

Veterans groups will be included in recruitment efforts for this project through presentations or personal contact by the coordinator. Veteran Charlie Follmer is a station coordinator who is able to serve as a role model in recruitment of veterans. Veterans and military families who receive services from Volunteer Stations are also among the pool of potential volunteers for recruitment. In addition, veterans attend several community activities where RSVP volunteers commit their time. This serves as a recruitment opportunity as well. Existing relationships and collaboration with the Veterans of Foreign Wars organization and the American Legion will be utilized.

Targeted recruiting occurs with various age groups. Free NCCC classes to senior community members serves as one avenue for recruitment. Recruitment of male volunteers is accomplished through spouses or male friends who are currently volunteers. New volunteers are recruited by current volunteers during RSVP supported activities such as Senior Expos, Red Hat groups, and special projects involving nursing facilities and their residents.

Retention is increased by effectively matching volunteers to work stations, training as noted above, through technical support by the program coordinator, recognition events and a quarterly newsletter to all volunteers. To support a feeling of belonging among volunteers in work stations, managers may provide them with additional training, smocks, name tags or shirts identified with the organization.

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Volunteers serve, as well as benefit from, educational programs provided by regional professionals on aging at an "Aging with Attitude Expo." A presentation by the SEK-RSVP Director included the benefits of volunteering and 30 new volunteers were recruited.

Publicity regarding RSVP volunteer services not only provides recognition, but serves as a recruiting and retention tool. Many organizations serving as work stations provide annual recognition to their RSVP volunteers for their time and service. In addition, a volunteer reception is held annually to celebrate the volunteers for their hours of service. Volunteers are honored as "The Heart of the Community," receiving recognition and certificates. This reception provides time to consider the value of volunteer contribution to organizations and individuals. Keynote speakers discuss the importance of volunteer service to the community, and the volunteers are given the opportunity to reflect upon how their lives have been enhanced since they began volunteering. The annual themed celebration includes food, entertainment and gifts donated by Hallmark.

Program Management

Effective management of volunteer stations takes place via support from the Program Director. The Director works with each station to develop a schedule for volunteer activities and works with Volunteer Station Coordinators to answer questions volunteers may have. As key provider of technical assistance, the Director provides program orientation and training. Throughout the year on-site visits are made to the various work stations to provide technical support for the volunteers and the work station coordinators. A quarterly newsletter is also sent to each volunteer to inform them of other volunteer activities, programs for improvement and community needs.

In order to develop capacity to recruit and manage volunteer stations that address specified unmet community needs outside the Primary Focus Area, SEK RSVP will focus on three strategies: peer recruitment, information dissemination through the newsletter, and targeted promotion of the

program to specific age groups. Peer recruitment has been a very successful recruitment tool for the SEK-RSVP program. For example, the volunteers share the impact they make on youth in schools. The mentoring, tutoring and greeting programs are some of the volunteer activities that are valued by Volunteer Stations in the community. The often-shared enthusiasm and satisfaction of both the Volunteer Station Coordinators and the RSVP volunteers who work in the school setting serves as a means to promote recruitment of additional volunteers for the schools. Information provided to Volunteer Stations will remind Coordinators to encourage volunteers to share information about RSVP and how volunteerism has impacted both volunteer and recipients' lives as a means of recruiting additional volunteers for programs. Also, the SEK-RSVP quarterly newsletter will serve as a tool to recruit volunteers in addition to sharing information about the opportunities available to them. New targeted recruiting methods will focus on baby boomers as they enter the retirement sector and volunteerism for the first time. Speaking to non-profit organizations provides exposure for SEK RSVP and allows the program to share the need to recruit baby boomers for the special skills they offer. Also, on-going publicity about volunteers is an important tool in educating the general public about the importance of the SEK-RSVP program and promoting volunteerism.

Graduation of stations is not anticipated over the next 3 years. The SEK-RSVP sponsorship was transferred from Tri-Valley Developmental Services to the Neosho County Community College in 2010. Budget cuts at that time required graduating stations and the number of volunteers associated with the RSVP grant in Bourbon, Allen, and Woodson counties. This graduation was done through Program Director visits to the stations, media information about the status of the program, announcement at receptions honoring volunteers, and newsletters. Over 30 stations were graduated to become non RSVP stations. This grant will be reaching out in a very limited way to re-establish stations in the three counties that are aligned with the Primary Focus Area of Healthy Futures through increased food security for recipients and their children.

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The National Performance Measures output for Healthy Futures is related to the number of low economic citizens who receive emergency food for one year at four food pantries. The output goal is to serve 2,312 individuals. A tracking form has been developed for use at the four food pantries allowing volunteers to record individual and family names, and the date of the visit. The USDA Household Food Security in the United States pre- and post-surveys, administered by volunteers, will be the instrument used to measure outcomes. The goal is that 42% of clients will report having increased Food Security as a result of food pantry services and the educational support provided by volunteers and Kansas State Extension Services regarding community gardens, selection of healthy foods, healthy recipes, and safe food preparation.

Neosho County Community College provides financial management support to the SEK-RSVP Director. All resources both financial and in-kind resources will be maintained and tracked through the NCCC financial services department. All financial resources are submitted directly to the Chief Financial Officer who will deposit them into the appropriate accounts. The software used by NCCC, Jenzebar EX, allows for immediate viewing and monitoring of accounts. Purchasing procedures covered within the policy manual specify the use of purchase requisitions (obtained electronically) to request the purchase of supplies or services for the college. The chief financial officer will verify the availability of funds, the accuracy of account information and adherence to college policies. (Board of Trustees Handbook, 2012) Upon approval by the chief financial officer, the purchase order is processed. The budgets are updated monthly and provided to the RSVP Director after all program expenditures have been processed.

When an in-kind item is received, it is signed for, inventoried and given a value. As it is expended, program staff will track all in-kind expended and update the spreadsheets monthly. A formal review of in-kind resources is conducted every six months and a record is maintained in the financial services office. This inventory list assists the Director to be aware of existing non-federal share for the grant

and enables her to plan additional fund-raising activities as necessary. All donated materials are retained in a donated, secured, off-site storage facility.

Organizational Capability

In 2010 the Board of Trustees approved the College making application as sponsor for the Retired Senior Volunteer Program believing this program assists in meeting the mission to improve students' lives and our communities. This program falls under the oversight of the Dean of Outreach and Workforce Development who serves as NCCC's liaison to workforce investment activities throughout the region. She provides sound programmatic and fiscal oversight and supports day-to-day operational activities following internal policies outlined in the Board of Trustees Policy Handbook. Internal processes are described in greater detail below. The Dean has over twenty years of experience in managing federal and state grants and budgets, ensuring accurate record keeping. She holds an M.S. in higher education administration.

Neosho County Community College provides financial management support to the SEK-RSVP Director in numerous ways. First, the project supervisor works with the SEK-RSVP Director in establishing the annual budget. The budget is presented to the Chief Financial Officer for inclusion in the institutional budget. Once approved the budget is available for programmatic expenditures. The software used by NCCC, Jenzabar EX, allows for immediate viewing and monitoring of accounts. Newly implemented electronic requisition processes have been implemented at NCCC. Training is provided to the RSVP Director for ease in viewing the budget screens and in processing purchase requisitions. Once the Project Director submits an electronic requisition it is forwarded for approval by the Project Supervisor, the institutional Vice President, and the Chief Financial Officer. The requisition process provides color-coded identifiers for expenditures that gives immediate feedback for the project director and allows easy monitoring of funds. A complete business office including accounts receivable, accounts payable, Accounting Specialist, and a Chief Financial Officer (CFO) is available

for the project director's use. The CFO will provide advice, guidance, and report preparation services for the Project Director. The CFO will conduct the draw downs on grant funds and provide the Project Director with reports. In addition to the business office support, NCCC provides grant-writing assistance services, a Human Resource Director and a Public Relations Director who will work with the RSVP Director.

Purchasing procedures covered within the policy manual specify the use of purchase requisitions (obtained electronically) to request the purchase of supplies or services for the college. "After the employee initiating the requisition completes the form, it is sent to the division chair, who will approve or disapprove the expenditure and consult the budget to determine the availability of funds. The requisition is forwarded to the chief academic officer for approval and then to the chief financial officer. The chief financial officer will verify the availability of funds, the accuracy of account information and adherence to college policies." (Board of Trustees Handbook, 2012) Upon approval by the chief financial officer, the purchase order is processed.

An employee wishing to travel on business on behalf of NCCC must first complete a travel request form before making any commitment to travel or before any traveling is done. Travel request forms may be completed and approved online. The travel request form must be complete and must be accompanied by appropriate registration forms or brochures. If travel has been approved, the employee will receive email notification, along with his/her information needed. At this point, the employee may proceed to make any necessary arrangements.

Personnel management is overseen by the Director of Human Resources who deals with salary, fringe benefits, leave policies and related personnel matters.

Significant supplies for RSVP activities are donated from Hallmark, Inc. in Kansas City, Mo. Products

are entered into the inventory list upon receipt, signed for, inventoried and given a value. A formal review of in-kind resources is conducted every six months and a record is maintained in the financial services office. This inventory list assists the Director to be aware of existing non-federal share for the grant and enables her to plan additional fund-raising activities as necessary.

Under the direction of the Dean of Outreach and Workforce Development, the SEK-RSVP Director, Patty Allen, is responsible for the total administration of the RSVP program. The position of RSVP Director is funded solely through the RSVP grant; limited clerical functions are provided by volunteers on an as needed basis. The Director works cooperatively with the sponsor staff, Community Advisory Group members and volunteer stations as well as other state RSVP Directors and officials of the Corporation for National and Community Service in program planning and implementation. She is responsible for completing the annual federal grant reporting requirements in a timely manner. She is responsible for maintaining all required program records and will work with NCCC to develop and complete renewal applications for the RSVP program. The Director's current Job Description is on file with CNCS. Further, the Director is responsible to recruit volunteer stations and support volunteer station coordinators in conducting recruitment and training for volunteers in addition to assisting with placement of volunteers. The Director assists Station Coordinators in developing a monitoring system for volunteers and serves as a liaison between the program and the volunteer stations. She assists in resolving any conflicts between volunteers and the station or others. Station Coordinators assist with creating and maintaining databases for potential and current volunteers. She monitors the department budget, develops correspondence and helps to design and create event announcements/brochures and processes department publicity mailings, organizes and distributes program materials, maintains a filing and record keeping system. Under the direction of the RSVP Director, volunteers who serve at the NCCC RSVP Volunteer Station assist in maintaining an

inventory of office and event supplies, preparing orders as necessary. Finally they assist in event preparation, registration/enrollment, and post event follow up, and perform other duties as assigned by the Director.

SEK RSVP has extensive experience working in the Primary Focus Area. Over the last 10 years, over 235 volunteers have served in food pantries in 4 communities. Budget constraints necessitated a reduction in food pantries associated with the SEK RSVP program in 2010; however, as a result of the establishment of Healthy Futures as a Primary Focus Area, RSVP will be recruiting a total of 3 additional food pantries with Memorandums of Understanding in this grant. The RSVP network includes churches, veterans groups, Kansas State Extension Offices and other valuable ties to support Healthy Futures and assist individuals in making safe and healthy food choices.

NCCC has extensive experience managing volunteers; the college's involvement with volunteer programs is not limited to the RSVP program alone. The college has adopted service requirements in many academic programs and grant-funded projects. All three TRIO grant projects sponsored by NCCC have a significant service component requiring students to log up to 120 hours of approved volunteer work each year. Additionally, all campus athletic programs require participants to provide service to the community. Examples of service include helping in after-school programs; cleaning and painting the local homeless shelter, Faith House; tutoring in the elementary school; participating in community clean-up days; and serving meals to senior citizens at the annual RSVP banquets. Each college student participating in a program that contains a service requirement is matched with a community senior citizen who "adopts" the student. The adoptive grandparent provides special treats like cookies to the student, joins the student for lunch in the cafeteria, and attends college events, such as athletic, musical, or theatrical events, to support the student. Parents of many students live too far

from campus to attend these events regularly and the adoptive grandparent plays a supportive role. Faculty members require community volunteer hours in college-sponsored clubs and courses. A system that includes documentation by the organization served is in place in order for volunteerism to be validated toward club and/or course requirements.

The College utilizes numerous measurement tools to evaluate program success. Both qualitative and quantitative evaluation tools are used. The college has significant experience in measuring success of grant programs. All Federal programs utilize quantitative quarterly report and annual reports that indicate the status of attainment of project objectives. For the purposes of this grant, internally, the RSVP Director will review performance quarterly with the Dean of Outreach and Workforce Development to review successes and areas of improvement, determining the needed course of action to ensure that outcomes are met for this grant.

The annual assessment of project performance is a critical task shared by the Advisory Council, staff and sponsors. Assessment of the Primary Focus Area involves two key elements including customer pre- and post- surveys using the CPS Food Security Survey from the USDA, and a review of the Program Progress Report. Surveys of volunteers, board members and work stations determine customer satisfaction and the impact of volunteer services directly on the customer, as well as on the work station and the community. These surveys are distributed at the annual recognition event to enable the program to inexpensively distribute the surveys and receive a significant response. Volunteer satisfaction surveys are reviewed for level of satisfaction, areas that have shown improvement and those that need change. Survey data is compiled and analyzed, providing needed program direction to be incorporated into future annual plans. Results of the annual progress report and surveys are evaluated to ensure a high level of project performance.

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Established in 1936, Neosho Community College has a well-established organizational infrastructure to support administrative functions and programmatic activities associated with the RSVP grant. NCCC is a full-service community college with 10 buildings on the main campus in Chanute, in addition to a building completed in 2010 at Ottawa, Kansas in Franklin County. Local buildings are available for use by the SEK-RSVP staff and program participants, in accordance with the Board of Trustees Policy Handbook which outlines who may use the facilities, priority use and the procedure for requesting facilities (Board of Trustees Policy Handbook, 2012, pp.101-102). The SEK-RSVP is located in Sanders Hall, the administrative building. A newly-built drive and parking lot provides accessible parking close to Sanders Hall. This site provides adequate office space and easy access to a personal desk printer as well as a high-capacity color printer in the building. Other equipment available includes a desk, file cabinets, shelves and telephone. Program staff computers are serviced by the NCCC technology staff. Supplies are available through the central supply unit at a contracted discount cost.

NCCC is governed by a Board of Trustees consisting of 6 board members who serve 4-year terms. Internal policies that cover topics such as fiscal control, employee policies, academic and student personnel policies and miscellaneous policies such as tobacco use or use of school property are provided to all newly hired employees via the Board of Trustees Policy Handbook; additionally, employees receive training on key elements of policies.

Purchasing procedures covered within the policy manual specify the use of purchase requisitions (obtained electronically) to request the purchase of supplies or services for the college. "After the employee initiating the requisition completes the form, it is sent to the division chair, who will approve

or disapprove the expenditure and consult the budget to determine the availability of funds. The requisition is forwarded to the chief academic officer for approval and then to the chief financial officer. The chief financial officer will verify the availability of funds, the accuracy of account information and adherence to college policies." (Board of Trustees Handbook, 2012) Upon approval by the chief financial officer, the purchase order is processed.

An employee wishing to travel on business on behalf of NCCC must first complete a travel request form before making any commitment to travel or before any traveling is done. Travel request forms may be secured from either the division chair or the business office. The travel request form must be complete and must have appropriate registration forms or brochures attached. The employee must secure all required signatures. If travel has been approved, the employee will receive a copy of the travel request form from the dean of finance, along with his/her information needed. At this point, the employee may proceed to make any necessary arrangements.

Personnel management is overseen by the Director of Human Resources who deals with salary, fringe benefits, leave and related personnel matters.

Prior to 2010, the RSVP Advisory Council was comprised of community members across the 4-county region that collaborate to serve each county's needs in direct relationship to the RSVP program's overall success in attaining goals and assisting individuals. Over the past 2 years, the Advisory Council has been comprised primarily of Neosho County citizens. In order to ensure the members of the council bring diverse viewpoints together to expand the success of each venture, the 2013 Advisory Council will be comprised of individuals from all four counties in the region. This expanded Council will meet quarterly via conference call in order to ensure participation from communities across the entire region. Additional programmatic planning meetings may be scheduled as needed. This Council

will provide assistance in analysis of the annual surveys, guide program direction and assist in fund-raising to support program activities.

NCCC has vast experience administering federal grant programs and complying with federal rules and regulations. NCCC administers six federal grants totaling $2,942,448 and $711,101 in state and local grants. NCCC met and/or exceeded the performance outcomes of each grant. As noted, this program falls under the oversight of the Dean of Outreach and Workforce Development who serves as NCCC's liaison to workforce investment activities throughout the region. The Dean has over twenty years of experience in managing federal and state grants and budgets, ensuring accurate record keeping.

Volunteer Works data collection software is used to track volunteer hours on impact based projects. On-site forms, processed monthly, provide attendance with hours volunteered. Data is correlated monthly to determine levels of effectiveness, success rates, and unmet needs. This information is shared with the Advisory Board, volunteer sites, and volunteers and recommendations are discussed, processed and result directly in changes.

Financial and in-kind resources are maintained and tracked through NCCC's financial services department per the Fiscal Requirements Compliance Policy, Section III of the Board of Trustees Handbook. Program income through fundraisers is submitted directly to the Chief Financial Officer for deposit into the established fund-raising accounts. Program expenditures are processed and submitted monthly to the RSVP Director via reports. In-kind expenditures are tracked and spreadsheets are updated monthly. Supervisory staff has access to real-time financial data for the Director's information. In-kind products are entered into the inventory list upon receipt, signed for, inventoried and given a value. A formal review of in-kind resources is conducted every six months and

Narratives

a record is maintained in the financial services office.

In addition to the business office support, NCCC provides a Human Resource Director and a Public Relations Director who will work with the RSVP Director.

In order to sustain the proposed require non-federal share, the Advisory Board has placed emphasis on fundraising activities including a Big Twelve basketball ticket raffle, dinner theaters, newsletter and reception sponsorship, accessing local grants, trips to Branson, Missouri and poinsettia and petunia sales fundraisers. Existing fund-raising activities will be expanded in the upcoming year. In addition, SEK RSVP has been successful in securing grantee match by utilizing in-kind donations from Hallmark Inc. valued at $7,500 to $10,000 annually. Products are entered into the inventory list upon receipt, signed for, inventoried and given a value. A formal review of in-kind resources is conducted every six months and a record is maintained in the financial services office. This inventory list assists the Director to be aware of existing non-federal share for the grant and enables her to plan additional fund-raising activities as necessary.

Other

not applicable

PNS Amendment (if applicable)

not applicable