

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction	
Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)			
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 10/18/12	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:	
2b. APPLICATION ID: 13SR143792	4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12	FEDERAL IDENTIFIER:	
5. APPLICATION INFORMATION			
LEGAL NAME: LBJ&C Development Corporation DUNS NUMBER: 058128489		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Cheryl L. Pack	
ADDRESS (give street address, city, state, zip code and county): 240 Carlen Drive Cookeville TN 38501 - 4557 County: Overton		TELEPHONE NUMBER: (931) 528-6488 FAX NUMBER: (931) 528-6488 INTERNET E-MAIL ADDRESS: fgprsvp51@gmail.com	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 620724384		7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Community Action Agency/Community Action Program	
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: East Central Tn RSVP	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Tennessee Opportunity #4 -Crossville, Cumberland County; Livingston, Overton County; Byrdstown, Pickett County;Cookeville, Putnam County; Sparta, White Co		11.b. CNCS PROGRAM INITIATIVE (IF ANY):	
13. PROPOSED PROJECT: START DATE: 04/01/13 END DATE: 03/31/16		14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="TN 006"/> b.Program <input type="text" value="TN 006"/>	
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	
a. FEDERAL	\$ 71,774.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
b. APPLICANT	\$ 48,259.00		
c. STATE	\$ 0.00		
d. LOCAL	\$ 47,181.00		
e. OTHER	\$ 1,078.00		
f. PROGRAM INCOME	\$ 0.00		
g. TOTAL	\$ 120,033.00		
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: B J. Hanaway		b. TITLE:	c. TELEPHONE NUMBER: (931) 526-8015
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:			e. DATE SIGNED: 10/18/12

Narratives

Executive Summary

Out of 374 volunteers approximately 150 unduplicated RSVP volunteers will serve their community. They will; provide assistance in getting food to families who are under employed, unemployed or on a fixed income; provide meals and food to those who are homebound, aged or disabled; and provide companionship and social support to those who are homebound, aged or disabled. They will work through at least fourteen stations, including but not limited to: food pantries, commodity sites, and RSVP organizations. The primary focus area of this project is Healthy Futures. At the end of the three year grant we anticipate having an outcome of at least two thousand people who report a higher level of food security because of the services received. The CNCS federal investment of \$71,774 will be supplemented by approximately \$47,181 of non-federal resources, both cash and in-kind.

Strengthening Communities

The primary focus area for this program is Healthy Futures with the objective of helping seniors and disabled adults remain in their homes and enjoy an improved quality of life. This Retired and Senior Volunteer Program (RSVP) serves Cumberland, Overton, Pickett, Putnam, and White counties which are located in a mountainous, isolated, and very rural area of East Central Tennessee with a total population of 170,705. Almost 18% (30,043) of the population are 65 years or older, while the national average sits at 12.4%. With the exception of Putnam County, the area has less than half the population density of the state average of 152.8 persons/sq. mi. The area's religious make-up is primarily Christian, with several denominations represented.

According to the 2010 Hunger Study, hunger is a reality for one in six Tennesseans. The unemployment rate for each Tennessee county (as of July 2012) was higher than the national average of 8.2%, with two of the counties in our service area, White and Pickett, showing the highest rates at 12.1% and 13.0% respectively. According to Feeding America, between 15% and 17.8% of people in the counties we serve are considered "food insecure." Of those considered food insecure,

Narratives

Second Harvest of East Tennessee reports that 1/3 of the individuals receiving their services have to choose between buying food or paying rent, utilities, etc. Although there are federal nutrition programs such as WIC and SNAP, many of the food-insecure families are ineligible to these services and must rely on charitable food sources such as food banks.

Our five counties have an average of 17.04% of persons over the age of 65 who are impoverished. The Tennessee rate is 11.5% and the USA rate is 9.5%. This leaves a lot of people who do not have enough funds to meet all of their needs. According to Fact Finder there are an estimated 435,209 households in Tennessee receiving food stamp, with 54.4% below the poverty level and 48.4% with one or more people with a disability in the household. In our service area there are 9,453 households who receive food stamps, with 59.84% below the poverty level and 55.78% that have one or more people with a disability in the household. There are 9,376 people living alone in our service area

The population is primarily Caucasian with other ethnicities, including African-American, American Indian/Alaskan Native, Asian, and Hawaiian/Pacific Islander, comprising between 1% and 5% of the population. There are slightly more women than men in the area at about the same ratio for the state as a whole. Although there are a few large factories and large-scale employers, the communities are supported primarily by small factories, local businesses, farms, and small family-operated enterprises. These communities do not have sufficient local transportation services to meet the needs of the population.

Our RSVP plans to have 150 unduplicated volunteers in Healthy Futures located in approximately fourteen stations that service the needs of the low income seniors and disabled in the 5 counties. These include sites that provide commodities on-site, make in-home delivery of food, deliver meals, assist with other household needs, and provide companionship to the home-bound. We currently have a total of about 400 volunteers throughout the program serving in 58 distinct sites, managed by two full-time program coordinators, a program director, and an administrative assistant. Our staff

Narratives

works closely with the community service organizations to assure that we can build their capacity for meeting the critical needs of the seniors and disabled while assuring that the services of our volunteers are utilized in the most effective way. We also have an advisory board comprised of community members with widely varying backgrounds including education, factory work, nursing, elected officials, ministry, and stay-at-home parents. This Board lends its expertise in the recruitment, training and development of our volunteers.

The outcomes to be addressed by the volunteers are the increase in the number of older adults and disabled who receive services that allow them to live independently and the number of home-bound older adults or disabled who report an increased in social ties. They will do this primarily in three ways: 1) assisting the commodity and food banks with the acquisition and distribution of food to the large number of elderly and disabled who can be described as "food insecure", 2) the delivery of food and pre-cooked meals to the home-bound elderly and disabled, and 3) providing in-home companionship to reduce the social isolation of the home-bound.

Currently our program has not focused on the needs of veterans or military families or kept statistics on the number served in those categories. However, the director and coordinators are currently gathering information on the number of veterans and military families that we serve in our area as well as the scope of what they are doing and what is being done for them with the intent of addressing their needs as they relate to the activities of our program. So far we have identified the following ways that veterans are serving in the community:

- * Working with the Girl Scouts - helping them earn badges, etc. while veteran parent is overseas on assignment
- * Working with after-school high school program
- * Tutoring special needs students
- * Actively participating in children's leadership guidance classes

Narratives

- * Acting as a court-appointed advocate for children who have been physically or sexually abused
- * Helping homeless veterans in Nashville Operation Stand
- * Passing out gifts at Christmas to wives of deceased veterans who are in nursing homes
- * Helping with veteran's funerals
- * Helping with disaster drills
- * Transporting burn patients to the burn center in Ohio as well as helping them get wheelchairs and other medical equipment that the family needs
- * Conducting training and assisting children in times of crisis
- * Working on hospice board as well as with the terminally ill patients.

Recruitment and Development

RSVP will renew each existing station's Memorandum of Understanding (MOU) every three years and as changes occur. We also develop new MOUs with prospective stations as they become available. Each station is trained by our staff and provided with written materials to help them understand all RSVP regulations and applicable laws. We use monthly site visits and phone calls to volunteer stations to ensure that all assignments are being addressed and that those assignments meet RSVP requirements and fill the needs of the volunteers and the station appropriately. This also allows us to maintain compliance with National Senior Service Corp (NSSC) regulations. In addition, RSVP staff is available to help with emergent situations as needed.

We currently have a large number of volunteers whose assignments fall in the Community Priorities Performance category. We have begun working with the volunteers and stations to see where changes can be made that will move more volunteers to other focus areas indicated by the Corporation for National & Community Service (CNCS) RSVP Performance Measure Requirements. Coordinators are surveying current volunteers to assess interest and willingness to accept alternate assignments. We are also seeking input from our Board and our Advisory Council members as to potential volunteer sites

Narratives

that will fit with CNCS focus areas within our community. As we seek opportunities for volunteer placement at sites more suited to the strategic focus areas of CNCS, we will work with existing community priority sites to inform them of regulation changes and help them understand how it affects their relationship with RSVP. Although we have no intention of abandoning our community priority sites, we can graduate the stations and volunteers serving there primarily through natural attrition rates as well as changing volunteer interests.

Station evaluations are completed annually and determine if the terms of the MOU have been met. Assessments are performed at least once in a three year period to determine if the community need originally stated has been met. Any deficiencies not addressed previously would be noted and corrected at this time. For purposes of the CNCS Performance Requirements, activity service sheets denoting outputs are collected monthly by coordinators to make sure the program is staying on track. Pre and post surveys used to indicate outcomes will be collected at least annually. RSVP coordinators also visit monthly to evaluate progress and address any issues as they arise.

RSVP coordinators from our five county service area (Cumberland, Overton, Pickett, Putnam, and White) turn in monthly reports about volunteer hours on stations' timesheets and activity service sheets. Using timesheets and activity service sheets, we show what areas were most impacted by volunteer involvement. This in turn demonstrates concrete impacts by indicating how the volunteers contributed to the agency in meeting its goals. We also request quarterly performance measurement data from the volunteer stations that are used in performance evaluation. Managing reports on information and data are currently done on Excel spreadsheets. If funding is available we intend to transfer to Volunteer Reporter software.

The administrative assistant keeps track of all financial resources and the director manages the in-kind resources. The administrative assistant also writes all stipends and program expense checks for both RSVP and the Foster Grandparent Program (FGP), which is run from the same office, using

Narratives

Peachtree Accounting software. Direct-deposit payroll is done through our sponsor's (L.B.J.&C. Development Corporation) fiscal department. The director is the first signature on all checks with the second provided by a sponsoring board member.

All other financial reports and expenditures are done on Cane Garden Bay software. An in-kind form was developed to have Putnam County Parks and Recreation sign each quarter to indicate all of the in-kind received from them in office space, meeting rooms, storage, etc. We are also capturing more in-kind to show community support of our program than we had not done before. We use an in-kind/donation form that captures all the necessary data, per regulations, including whether or not the funding comes from federal sources.

Financial documents are compiled monthly and sent to the sponsor's fiscal officer in order to comply with audit regulations. A133 audits are done yearly.

Program Management

RSVP will renew existing station Memorandum of Understanding (MoU) every three years and as changes occur. We also develop new MoUs with prospective stations as they become available. We use monthly site visits and phone calls to volunteer stations to ensure that all assignments are being addressed and that those assignments fill the needs of the volunteer station appropriately. This also allows us to maintain compliance with National Senior Service Corp (NSSC) regulations. In addition, RSVP staff is available to help with more emergent situations as needed.

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The secretary/bookkeeper keeps track of all financial resources and the director manages the in-kind. The secretary/bookkeeper also writes all stipends and program expense checks for both RSVP and the Foster Grandparent Program (FGP), which is run from the same office, using Peachtree Accounting

Narratives

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Financial documents are compiled monthly and sent to the sponsor's fiscal officer in order to comply with audit regulations. A133 audits are done yearly.

We receive in-kind office, kitchen, event, and storage space from Putnam County Parks and Recreation. We also receive in-kind parking space for one van and office space in Overton County. White county provides office space. Some stations provide in-kind meals for the volunteers. These are reported monthly on the stations sheet and signed by the stations representative. We solicit cash and donated items from local businesses as well as send letters asking to be included in the budgets of Overton, Pickett, Putnam, and White county governments. Cumberland County has ignored all requests to be placed in the budget.

Organizational Capability

RSVP project is sponsored by LBJ&C Development Corporation, a limited purpose agency created in 1985 which serves 12 counties in Tennessee. LBJ&C has been in operation since August 1964 as a community action agency and has developed and overseen many programs including: VISTA, Neighborhood Youth Corps, Head Start, Operation Pebble, Nelson Program, On-the-Job training, Meals on Wheels, Employment Programs, Family Planning, Community Information Depots, RSVP

Narratives

(1971), CETA Title VI Weatherization, and a Transportation Program.

By 1985, LBJ&C had divested themselves of all but the Head Start Program and RSVP. In 1995, they added the Foster Grandparent Program. The Corporation is overseen by a volunteer board of directors that provides no monetary value to RSVP. Fiscal oversight is provided by LBJ&C Head Start's fiscal department and auditor.

RSVP operates in 5 of the 12 counties served by LBJ&C. The board of directors manages the program and sets policies and procedures. The sponsor has a board seat reserved for an RSVP representative (the board seat represents both RSVP and FGP programs). The RSVP/FGP director meets with the board bi-monthly to report on the programs' progress. The sponsor and chairperson of the board are available as needed.

We have job descriptions on file for positions held in RSVP which include: Director, Field Coordinator, Van Driver/Field Coordinator and Secretary/Bookkeeper/Coordinator. The director is responsible for all oversight, including strategic planning, program development, fiscal management, stipend management (associated with FGP), promotional activities, and supervision of Field Coordinators/Van Drivers and administrative assistant. She works cooperatively with the sponsor staff, Community Advisory Group members, volunteer station staff and officials of the Corporation for National and Community Service to program, plan, and implement the RSVP program. She is also responsible for the maintenance of program records. She works 32 hours bi-weekly with the RSVP program and an additional 48 hours bi-weekly with the co-located FGP program (in agreement with the sponsoring agency, LBJ&C Development Corp). This makes her 100% director for both RSVP and FGP. As mentioned previously, she is able to do both jobs thanks to the hard work and dedication of the coordinators working with the program.

Cheryl Pack is the project director for RSVP/FGP and is accountable for the projects. She has been with LBJ&C since the inception of the Foster Grandparent Program (FGP) on April 11, 1995 when she

Narratives

began working as the coordinator/program manager. While working as the FGP manager, she provided assistance to the RSVP program with recognition events and certain financial actions prior to taking over the responsibilities of the director of RSVP/FGP effective November 1, 2011, when the previous director resigned. She had nine years of experience in program management for the Department of Human Services in California in the Medicaid and Food Stamp programs as well as five years of accounting experience with Kaman Power Transmission and Supply Company prior to beginning her work with the Foster Grandparent Program. Although RSVP is normally run by a full-time director, this program has been run successfully for 17 years with a director who splits time with FGP. This is due in large part to a dedicated team of coordinators.

Currently, there are 2 full-time coordinators, Mary Ruth Ledbetter and Jo O'Neal, and one part-time administrative assistant(secretary/bookkeeper/coordinator), Jody Heap. Ms. Ledbetter has been with the RSVP program for 38 years, nearly since its start in this area. Ms. O'Neal has been with RSVP for 18 years, while Ms. Heap has only been with us for 1 year. Ms. Heap has an accounting degree and has worked for the National Forensic Center and the National Directory of Expert Witnesses since 1995 as the office manager and publication director. The coordinator positions are responsible for recruiting volunteers and providing any RSVP training needed. They keep record of all volunteer activities and service hours as well as check with volunteer stations monthly. They ensure volunteer stations understand the purpose of RSVP and answer questions the sites may have. They make sure volunteers and stations are suitable fits and troubleshoot any issues that may arise. Their responsibilities include providing some transportation for the volunteers to get to and from their service stations.

The program operates at full capacity with administrative support from the sponsor. Record keeping and financial management is done by the RSVP/FGP director and the administrative assistant. Payroll for staff is direct deposited through the sponsor's fiscal department. Stipend checks (for FGP)

Narratives

and checks for program expenses are written by the secretary/bookkeeper using Peachtree Accounting software and are signed by the director and a sponsoring board member. Financial reports and expenditures are tracked through Cane Garden Bay software. A copy of all financial reports is sent to the sponsor's Fiscal Department monthly to be included in their records for audit purposes. We have managed our finances within the parameters of the program since 1971. Both the director and the administrative assistant have maintained integral roles in the accounting phase of the programs.

We currently have volunteers working in the following Healthy Futures activities:

- * Teaching healthy eating at senior citizens center
- * Teaching physical exercise classes to seniors
- * Transporting patients to doctor's appointments
- * Making home visits, taking in food, and performing light housekeeping for shut-ins
- * Mara Ministries providing food etc. to those in need
- * Good Samaritans food pantry
- * Bread ministry food pantry
- * Helping with commodities and then delivering them to those who cannot get out.

We are working to increase the number of volunteers, sites and people who will be helped by our Health Futures focus.

The sponsor's board of directors manages our policies and procedures including travel policies and regulations for staff which are on file in our office. Staff members are paid \$0.45/mile for travel concerning the RSVP program. We have an agency Personnel Policies and Procedures Manual as well as a Fiscal Manual.

We receive office space, three storage areas, kitchen use, and auditorium use for events, equipment (chairs, tables, television, maintenance materials, trash disposal, etc.) from Putnam County Parks and Recreation for the main office. Overton County also provides office space, phone service, and copier

Narratives

use for the field coordinator working in that area as well as a parking space for the program's van and use of the community center as needed without charge. White County also provides office space for its coordinator. The program pays a minimal amount for monthly utilities to Putnam County Parks and Recreation. Our sponsor inventories and records all of our equipment over a \$400.00 value yearly. The director keeps an inventory of all equipment, regardless of value, on file as well. The sponsor does not provide any supplies to RSVP. Supplies are purchased at Office Max or Wal-Mart as needed under the direction and instruction of the director. We solicit cash and donated items from local businesses and for several years have been included in the budgets of Overton, Pickett, Putnam, and White county governments. Cumberland County has ignored all requests to be placed in the budget. Evaluations are done yearly and any concerns are addressed at that time if they have not been addressed previously. Monthly visits to volunteer sites, bi-monthly board meetings, and quarterly advisory council meetings provide a continuous source of feedback and evaluation. Fiscal audits are also completed yearly. Monthly staff meetings provide self-assessment, training and reflections on program operation and ways to improve staff interaction with stations. Staff evaluations are done on a yearly basis and any problems or concerns are handled at the time of their occurrence.

Other

Not Applicable

PNS Amendment (if applicable)

Not Applicable