

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction	
Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)			
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 10/17/12	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:	
2b. APPLICATION ID: 13SR143813	4. DATE RECEIVED BY FEDERAL AGENCY: 10/17/12	FEDERAL IDENTIFIER:	
5. APPLICATION INFORMATION			
LEGAL NAME: Sullivan County Legislature DUNS NUMBER: 084074228		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Caryn Mathews TELEPHONE NUMBER: (845) 807-0251 FAX NUMBER: INTERNET E-MAIL ADDRESS: caryn.mathews@co.sullivan.ny.us	
ADDRESS (give street address, city, state, zip code and county): PO Box 5012 100 North Street Monticello NY 12701 - 5192 County: Sullivan		7. TYPE OF APPLICANT: 7a. Local Government - County 7b. Area Agency on Aging Local Government, Municipal	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 146002812		9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service	
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):		11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: RSVP of Sullivan County 11.b. CNCS PROGRAM INITIATIVE (IF ANY):	
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program		14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="NY 022"/> b.Program <input type="text" value="NY 022"/>	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): New York, Sullivan County - Opportunity#11		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	
13. PROPOSED PROJECT: START DATE: 04/01/13 END DATE: 03/31/16		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
15. ESTIMATED FUNDING: Year #: 1		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. FEDERAL	\$ 53,861.00	a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Deborah Allen	b. TITLE: Director
b. APPLICANT	\$ 166,075.00	c. TELEPHONE NUMBER: (845) 807-0252	
c. STATE	\$ 5,697.00	e. DATE SIGNED: 10/17/12	
d. LOCAL	\$ 153,178.00		
e. OTHER	\$ 7,200.00		
f. PROGRAM INCOME	\$ 0.00		
g. TOTAL	\$ 219,936.00	d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:	

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Executive Summary

RSVP of Sullivan County, sponsored by the Office for the Aging of Sullivan County, is currently in its 39th year of operation. The program seeks to provide volunteer opportunities for people aged 55 and older who come from all economic, educational and social backgrounds. RSVP volunteers serve in a variety of settings in this rural county, providing important services that focus on seniors, veterans and economically disadvantaged community members (16.6% of Sullivan County's population falls below poverty level, (2006 -- 2010 US Census Bureau). An estimated 255 RSVP volunteers will serve in this project through a network of 44 community stations. The primary focus area for this project is Healthy Futures which emphasizes Aging in Place for the growing senior population (currently, 21% of the County's total population of 77,625). With a limited public transportation system and cuts to transportation services that were previously provided by the County, the provision of RSVP services for the frail, homebound and isolated elderly makes this primary focus area especially important. Ninety-five volunteers will serve more than 1,000 homebound seniors through a network of 16 volunteer stations. They will deliver meals, provide medical transportation, offer telephone reassurance/friendly visiting and assist in food pantries. In Community Priorities and Other Focus Areas, 110 volunteers in 24 stations will provide needed services to over 2,000 community members. An additional 50 Capacity Building volunteers will serve in non-profit organizations to expand the efficiency and effectiveness of these organizations. At the end of the 12 month contract period, we expect RSVP volunteers will have served more than 60,000 hours in all stations. RSVP volunteers will make a difference economically and personally in the lives of our Sullivan County residents. The CNCS federal investment of \$53,861 will be supplemented by a required 30% match of \$21,005. Showing its commitment, the County of Sullivan allocates substantial additional funding as well.

Strengthening Communities

Strengthening Communities

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Sullivan County(SC) Office for the Aging who has sponsored the Retired Senior Volunteer Program for 39 years serves this entire rural county in the southern Catskills of New York. The region's geography is delineated by the Catskill Mountains, the Delaware River, narrow valleys, state and local park land, New York City Reservoirs and large agricultural areas. The public transportation service in this rural region is minimal and leaves some community members isolated and without easy access to essential services. Besides healthcare, the two other largest industries in Sullivan County relate to its unique geography and land forms -- agriculture and tourism.

Of the County's total population of 77,547 year round residents which quadruples during the summer months, 14.8% of those residents are seniors (US Census, 2010). The population is becoming more diverse. The 2010 Census shows 82% of community members are white, 9.1% are black, 13.6% are Hispanic and 1.4% Asian. There are a growing number of individuals whose only spoken language is Spanish, reflecting the increasing Hispanic and Latino population, some of whom are migrant workers and undocumented individuals (SC Latino Service Provider Coalition, 2009).

Statistics for Sullivan County confirm its status as an economically distressed area. They show a high rate of poverty (16.6%, 2006 -- 2010, American Community Survey) and high rates of unemployment and high numbers of underinsured and uninsured individuals (2010 -- 2013 Community Health Assessment, SC Public Health Services). The percent of individuals living below the poverty level is 16.6%, whereas in New York state overall for the same time period the figure is 14.2% (Sullivan County Quick Facts, US Census Bureau, 2006 -- 2010).

Additionally, a recent County Health Rankings compiled by the Robert Wood Johnson Foundation rated Sullivan County as one of the most unhealthy counties in New York state - 61st out of 62 counties (April, 2012). The Rankings look at key factors that influence health such as education rates, income levels and access to medical care and healthy foods.

Because RSVP Staff and Advisory Council Members participate on other local advisory boards that

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address high priority community needs, they are able to stay apprised of what community needs the RSVP Program should best address with its volunteer programs. The RSVP Advisory Committee meets once a month from March through November to advise the Project Staff on decision-making, while also reviewing the outcomes of existing programming. The RSVP Advisory Committee brings diversity to the program by including representatives from the Veterans Service Agency, the SC Legislature, and the Office for the Aging and from the various community partnerships. The Committee has diverse geographic representation with a variety of members from the 15 local townships. After informational meetings with the Project Coordinator, Committee Members take this information back to the town boards, nutrition sites and senior clubs in their own communities so that community members are aware of RSVP programming and have the chance to offer input and assistance. Advisory Council Members help in the recruitment, training and placement of volunteers through RSVP in the community. They also primarily serve in fundraising activities to enhance the projects community objectives.

Caryn Mathews, RSVP Project Coordinator, is an active member of the Mid-Hudson RSVP Director's Consortium, the New York State Senior Corps Association (NYSSSCA) and the National Association of Retired and Senior Volunteer Program Directors (NARSVPD). Participating in these organizations keeps her updated on current issues of importance to RSVP programs. In addition, RSVP Staff network with staff from other local agencies at health fairs and other events that are jointly offered to the community. Networking helps ensure that Project Staff use limited dollars for this economically disadvantaged community in the most cost-efficient way without duplication of services.

Since this program is in its 39th year of operation, it has long-established partnerships with some 60 local organizations, some of which support volunteer stations. At this point going forward with the new guidelines for RSVP in place, the Sullivan County RSVP will most likely be cutting back on some of its connections with partners who no longer meet the criteria for program participation.

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To promote public awareness and support for RSVP within the community, the program utilizes the resources of three local newspapers, several radio stations and one cable station for coverage of RSVP's special events and activities. RSVP Staff generate press releases, new stories and announcements and they also take part in radio interviews. A quarterly RSVP newsletter, Senior Sullivanites, is distributed to all members - some receive it by e-mail, others receive a hard copy. When Project Staff participate in community events such as health fairs and events sponsored by the Office for the Aging, they are helping to heighten awareness of RSVP volunteer contributions in Sullivan County and of volunteer opportunities that might interest others.

The RSVP in Sullivan County has fostered working relationships with local Lions Clubs, Kiwanis Clubs and Hadassah Senior Corps in part to recruit new volunteers from those service groups for the various RSVP focus areas. RSVP volunteers are also encouraged through publicity about community events to participate in other community activities such as the annual End Alzheimer's Walk, annual Breast Cancer Awareness Event and the Saint Jude's research Foundation Telethon.

In order to reach potential volunteers from a diverse range of ethnic groups, the Program uses word of mouth, contact with ethnic coalitions, publishing newspaper articles, participating in community events and reaching out to community members at the volunteer stations themselves.

In summary, RSVP volunteers enable the organizations they assist to better achieve their goals, serve a greater number of clients, work more efficiently and be more responsive to community needs.

Retired individuals who are placed in volunteer stations often enhance the services offered by the station by providing their expertise, knowledge and wisdom, garnered from their previous experiences.

Recruitment and Development

Recruitment and Development:

For 39 years, our local RSVP has partnered with local agencies in Sullivan County that address important community needs. When they volunteer for those agencies, RSVP volunteers are able to

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put their skills to work in a way that can make a difference to members of this economically disadvantaged community.

The Primary Focus Area of Healthy Futures includes a number of projects that address key health issues for elderly Sullivan County residents. Whether providing transportation to routine medical appointments, offering regular telephone reassurance/visiting or delivering home-bound meals, RSVP volunteers help seniors to remain independent in their own homes as long as possible. In these ways, the volunteers offer valuable and tangible services for other community members. Assisting with the services of local food pantries also allows our volunteers to offer valuable help to economically disadvantaged members of this rural community. Working together with individuals, local non-profits and community partnerships to alleviate and prevent long term hunger ultimately leading to economic independence and eventually improved household food security.

RSVP Project Staff realizes that individuals retiring today have different expectations and experiences than many of our older, long-time volunteers. There is a shift in volunteers from people who experienced World War II to members of the baby boomer generation. Consequently, RSVP Project Staff are developing programs that meet the changing human service needs in the County which, in turn, will enhance our ability to recruit baby boomers. Our current primary recruitment objective is focused on newly retired school and government employees. We are also establishing collaboration with the local veteran's administration to recruit veterans to serve in our veterans serving veterans project as well as in other RSVP sites. By participating in our programs, we want our volunteers to see clearly that their contributions result in a positive, measurable difference in our county. They themselves offer years of experience, credibility and trust that can open doors in our community. Many non-profit organizations would cease to exist without our RSVP volunteers. They are a necessary part of the solutions to some of today's most pressing social challenges in Sullivan County. The RSVP project employs various recruitment strategies to build and maintain our designated

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number of volunteers. The RSVP Project Director makes promotional presentations to seniors at the senior clubs, local organizations, congregate meal sites, health forums and senior housing complexes. In addition, she participates in radio interviews to highlight the program's accomplishments and uses this publicity as a way to attract new volunteers. Director is an active member of the Latino Service Providers Coalition and Non-Profit Coalition of providers of Sullivan County. These coalitions serve a culturally diverse demographic giving access to recruitment for individuals of all races, ethnicities and language skills. Project Staff have recently produced a comprehensive RSVP brochure and handbook which are available online at the web site for Sullivan County:

<http://co.sullivan.ny.us/Departments/OfficefortheAging/RSVPRetiredSeniorVolunteerProgram/tabid/3604/Default.aspx>.

Print copies are also available at locations around the County which experience high traffic by seniors. RSVP is listed online with www.VolunteerMatch.com so that newcomers to the area or recently retired residents know about opportunities available to them.

In an effort to retain valuable volunteers, the RSVP Staff surveys volunteers annually to rate their placement satisfaction and to solicit recommendations about how the program can be improved. The RSVP Director completes an annual training focused on strategic planning, best practices and training techniques: all with a focus on enhancing the services provided to volunteers. In addition, RSVP trains all new volunteers on CNCS/RSVP policy and procedures and code of conduct, as well as on specific time sheet and mileage reimbursement procedures. At the volunteer stations, new volunteers receive site/position specific training from their station supervisor. Other experienced site volunteers assist in data collection. Usually different agencies offer their agency-specific training to volunteers i.e. the local hospital requires all volunteers go through the same hospital orientation as staff members so that they are aware of all healthcare regulations effecting them in that work environment. Volunteers with Literacy Volunteers are required to complete various tutorials and training sessions which consist of:

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12 hours of classroom preparation and 4 hours computer software/ phonics instruction that are required of all Literacy Volunteers nationwide. Similarly, the local museums educate our volunteers about the history content that they need to be aware of when they serve as Docents. All of these trainings offered both by RSVP and by the partnering agencies build the knowledge base of the volunteers and enhance their lives personally.

As part of its effort to retain volunteers, the Sullivan County RSVP Program includes an important focus on appreciation and recognition of volunteer efforts. Annually there is an all inclusive Recognition Luncheon at the Villa Roma Resort, a hotel and conference center located in our county. This event is open to all volunteers and their families, as well as to local county officials and dignitaries. A complimentary catered meal is provided, along with gifts of appreciation and certificates of recognition for volunteer service. Each of Sullivan County's 15 townships chooses a Volunteer of the Year who is recognized at the event. And finally, one RSVP volunteer is chosen by an RSVP nominating committee as the RSVP Senior Volunteer of the Year representing the entire County. Local media highlights the entire luncheon with articles and a full page spread with photographs and biographies of the award-winning volunteers.

In addition, for birthdays, volunteers receive a personalized card and a phone call from the RSVP Specialist. Birthday wishes are also announced on four different local radio stations for volunteers. Get well wishes and special events in the lives of our volunteers are also acknowledged.

We aspire to assure a high quality experience for our volunteers by linking them to volunteer opportunities that engage, excite and challenge them to produce positive outcomes for our community.

Program Management

Program Management:

The Sullivan County RSVP is appropriately sponsored by the Sullivan County Office for the Aging

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(SCOFA) which focuses solely on programs that provide services for the County's seniors. In its sponsoring role with RSVP, SCOFA brings considerable expertise in managing senior programs. The specific focus of senior programming within RSVP is to provide older individuals with options for volunteering, sharing their expertise and making a difference in their community. The Sullivan County RSVP puts a high priority on placing senior volunteers in settings where they will have meaningful experiences with organizations that are addressing the community needs within our Primary Focus Areas - Healthy Futures. In addition, we are striving to expand RSVP into other focus areas that address identified community needs. Those other focus areas are Economic Development, Community Priorities and Veterans.

In addition, our project is currently developing strategies to help non-profits build organizational capacity in the focus area of Capacity Building with the assistance of RSVP volunteers. Our volunteers will work with paid staff to facilitate effective collaboration with community volunteers for successful fundraising and recruitment of new volunteers. Efforts by our volunteers to help build a more industrious volunteer unit within an organization by recruiting community volunteers and attracting patronage with strong community ties can broaden community support for an organization. Within the Other Community Priorities focus area, 77 volunteers provide a range of services at 30 community sites that include: mediation services, hospice, an AARP driver training program, serving at congregate meal sites, creating needed projects for veterans and nursing homes, assisting economically disadvantaged individuals by operating thrift shops, providing assistance in local libraries and acting as docents to educate and protect our local history for future generations. To recruit new volunteers to support our volunteer stations addressing community needs outside of the Primary Focus Area, we will continue using a recruitment strategy that has been successful -- encouraging new retirees to join our program by using advertisements, word of mouth and targeted presentations. We will continue to promote the message to potential volunteers that by staying active,

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they will not only enhance their lives but they will enhance the lives of other in the community through their service.

To manage the volunteer experience effectively, RSVP Project Staff will assess the volunteer station opportunities to ensure that we are meeting our obligation to address identified community needs with the appropriate service activities. We will survey volunteers annually to rate placement satisfaction, to solicit recommendations and to offer alternatives to volunteers who are looking for different opportunities or who wish to change their current focus. We will be eliminating four stations that currently have no active volunteers. In addition, we will be graduating two volunteer stations that do not meet the current criteria for our Primary Focus Area, Healthy Futures or the criteria for our other Focus Areas: Community Priorities, Economic Development and Capacity Building. We will be shifting some volunteers between stations in order to enhance RSVP's ability to make the strongest impact possible on identified community needs in Sullivan County. We will also survey the volunteers who are in stations that are not within our current focus areas in an effort to help them transition to viable volunteer placements. Any volunteer who wishes to withdraw because they do not feel that they can serve in the needed capacity will be able to do this as soon as they address the matter with RSVP Staff.

Project Staff and RSVP Advisory Committee members will continue to recruit stations to build the program, while also looking for stations that offer the most meaningful service activities for RSVP volunteers. New stations will be sought to help meet the most challenging community needs such as developing job skills, literacy training, financial literacy education and meeting the needs of local veterans. Volunteers will be given orientation to any new station where they provide assistance. Paid Staff who work at a new station will develop and implement an impact statement program. With assistance from the RSVP Staff, they will also help to develop tracking methods and measurement tools for the volunteer station. These measurement tools will enable RSVP to garner necessary

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community impact data. Project Staff will also conduct monitoring visits and satisfaction surveys to ensure that volunteers not only enjoy their assignments but also feel that they are contributing to their community.

In general, the RSVP Director oversees all facets of project management. The RSVP Aging Specialist is responsible for tracking volunteer hours and in-kind donations, handling volunteer medical transportation vouchers, logging hours into the Volunteer Works Database and performing other vital, clerical jobs for the RSVP program. We explained what measurement tools will be used with each service activity in the detailed Performance Measure modules. All information and data collected from stations/sites, as well as data on the volunteers themselves is maintained in our Volunteer Works Database. This database is used to record member information, station information, report/log hours and meals, classify stations with appropriate service categories and match this information to expected outcomes for our community needs. Timesheets and mileage forms are sent out quarterly to the volunteer sites/stations. A designated supervisor or station director will sign the timesheets monthly and return them to the RSVP office. Some volunteers keep their own time sheets and mail them directly to our office, signed monthly. All volunteer information must be submitted monthly (no later than two months at a time) to ensure accurate record keeping and mileage reimbursement. The information is verified, compiled and reported at our recognition dinner. It is also used to compile required progress and statistical reports.

Turning to financial management of the project, both RSVP Staff and SCOFA fiscal and management Staff work together to manage all program resources, financial and in-kind. RSVP has direct access to assistance of the dedicated Full Charge Bookkeeper for SCOFA. She carefully tracks the funding streams used for this project. All donations for RSVP are placed in a monitored, secure area. The donations are documented in a receipt book and then the records of the donations are filed with the Auditor in the County Treasurer's Office. Supervisors at each site report in-kind meals on their

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monthly log-sheets. All volunteer vouchers are copied for RSVP files, while the original vouchers are sent to the Audit Department. Audit then cuts the checks to reimburse volunteers for the mileage used for the delivery of RSVP services. Time sheets, along with a record of salaries and benefits for RSVP Staff, are maintained by the SCOFA bookkeeper. All County policies and procedures that are followed for Staff are also incorporated into the RSVP handbook so that there is consistency between oversight of paid staff and the volunteers. This handbook outlines all operational procedures and policies that volunteers are required to follow. It is updated regularly by the Project Director to ensure that program management remains in compliance with RSVP regulations and applicable laws. Finally, the Advisory Committee is an instrumental part of the RSVP program structure. The Committee assists RSVP through sponsored fundraisers and by helping to recruit volunteers. The Advisory Committee members play a vital role in offering community input and guidance to the RSVP project.

Organizational Capability

Organizational Capability:

The Sullivan County Office for the Aging has been the sponsoring agency for RSVP in Sullivan County for RSVP's 39 years of existence. The overall mission of the Sullivan County Office for the Aging (SCOFA) is to provide a full range of supportive services for the approximately 16,000 seniors residing in Sullivan County. Started in 1973, SCOFA now has a current operating budget of more than \$2.5 million dollars. This sponsoring agency for the RSVP program successfully manages 19 grants and provides 19 categories of service for seniors. In the course of a year, SCOFA interfaces directly with over 4,000 clients. SCOFA's organizational focus on seniors in many diverse program areas means that the agency is a good fit as RSVP's sponsoring agency. Some of the senior programs and events sponsored by SCOFA include caregiver resource services, the HICAPP program (updating seniors about Medicare benefits and programs offering assistance with the cost of medications), the annual Senior Olympic Games and Senior Safety Day. In some of its other programs for seniors, SCOFA

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utilizes RSVP volunteers. These include the nutrition program, congregate meal sites, meals on wheels deliveries, the friendly visiting/telephone reassurance program and medical transport. Working under SCOFA's oversight, two staff members are the key personnel responsible for RSVP program management. All day-to-day operational activities for the RSVP Project are handled by the RSVP Project Director and by the RSVP Aging Specialist. RSVP Staff, who are supervised by the Director of SCOFA, have clearly defined job descriptions. The RSVP Director oversees all facets of project management from policy implementation to program design and structure. She also handles maintenance of all agreements, correspondence with volunteer sites and oversight of working agreements with site agencies. The RSVP Director has 25 years of experience working in the field of human services management. She holds a BA in Human Services and Psychology and has served as RSVP Director since 2010. The Project's Aging Specialist is assigned to RSVP for 60% of her time with the remaining 40% of her time given directly to the SCOFA Director. The RSVP Specialist started in 1987 with SCOFA and has been with RSVP since 1990. She is responsible for tracking volunteer hours and logging the hours into the Volunteer Works Database, monitoring in-kind donations and managing volunteer medical transportation vouchers, as well as handling other vital clerical jobs for the RSVP program. All information and data collected from stations/sites is maintained in our Volunteer Works Database for the purpose of tracking each volunteer and for use with annual program analysis. Daily operational procedures are outlined in the RSVP handbook, as well as all policies and procedures that volunteers are required to follow. The handbook is updated regularly to ensure that management of volunteer stations is in compliance with RSVP regulations and applicable laws.

SCOFA's financial management system and ability to manage federal funds is extensive and well-documented. The Office of the Sullivan County Manager together with the County's Office of Management and Budget provide oversight for SCOFA's financial management. The Office for the

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Aging effectively manages funding from a number of sources including HEAP, CSE, CSI, EISEP, CRC, HIICAP, NSIP, POE, SNAP, Title IIIB, Title IIIC (1&2), Title IIID, Title IIIE, Title V, AAA transport systems integration and State & Federal RSVP funds. The budget of SCOFA ensures that it has the capacity to maintain adequate facilities and administrative support for the RSVP program. The RSVP budget is supplemented each year with a major in-kind contribution from SCOFA that covers needed facilities, equipment, supplies and operations.

The Older American Act requires SCOFA to provide program management and support, along with project assessment and technical assistance for all of its programs including RSVP. This means more specifically that SCOFA provides the RSVP program with assistance with recordkeeping, with financial management and with evaluations for program staff. RSVP has access to SCOFA and County services to support Project Staff with any compliance issues, as well as with any needed legal and financial services. For financial management of RSVP funding, the RSVP Director relies on the dedicated Full Charge Bookkeeper for SCOFA. She carefully tracks the funding streams used for this project. She compiles a yearly budget for this program and for all other SCOFA grant-funded programs. RSVP Staff and SCOFA fiscal and management staff assist in managing program resources, both financial and in-kind. All donations are placed in a monitored, secure area. These donations are documented in a receipt book which is filed with the Auditor in the County Treasurer's office. All site supervisors report in-kind meals on their monthly reporting log sheets. All volunteer vouchers are copied for filing in the RSVP office. The original vouchers are sent to the County Audit & Control Office so that RSVP volunteers can then be reimbursed for mileage. The SCOFA bookkeeper maintains all time sheets and pay records for the RSVP Staff.

All County policies and procedures are followed regarding staff and are incorporated into the RSVP handbook for continuity and consistency of oversight for both paid staff and volunteers. RSVP has access to all SCOFA office equipment without restriction. Materials and supplies specific to RSVP are

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budgeted annually. If the RSVP program is in need of additional equipment, software, etc., our RSVP Advisory Committee is instrumental in raising additional funds for these purposes with fundraising activities. The members of the Advisory Committee carry out many hours of fundraising in order to purchase yarn for the knitting program or for any other supplemental items needed for non-budgeted program needs. The RSVP Advisory Committee is the program's community advisory board that offers support and ensures input by residents from all areas of the County. Each RSVP Advisory member (currently, 13 members) disseminates information to and from RSVP, acting as a liaison to seniors and to community organizations. The Committee meets approximately nine times year. Annually, the Advisory Committee completes a comprehensive, community stakeholder survey to address all areas of need in the County. The RSVP Advisory Committee then uses the results of that survey to determine if there should be any shift in focus areas for the project. The results of the survey also allow for an annual exchange of ideas on how to best meet changing community needs with current RSVP resources and how to provide volunteers with the best opportunities for enriching volunteer experiences.

The current RSVP project has an outstanding record in delivering services and handling volunteers in the Primary Focus Area chosen for this grant, Healthy Futures. In 2011, forty-five RSVP volunteers provided medical transportation for 1,009 frail and homebound seniors in Sullivan County, serving an annual total of 3,459 hours (under current impact station Transport for Independent living). Last year, RSVP volunteers assisted in delivering approximately 55,000 meals to 380 homebound individuals. Through the telephone reassurance program, Touchstone, 12 RSVP volunteers provided community support to 40 homebound seniors in 2011. Twelve volunteers in two local food pantries and soup kitchens assisted 1,000 clients with meals, distributing pantry items and providing service referrals during 2011. In all service areas, we had a total of 319 volunteers in all project stations, providing 60,272 hours of service to our community. Our record of success is well-documented in

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Sullivan County. We intend to expand on the quality of services and to continue the recruitment of competent, capable volunteers to serve our county with the RSVP program.

other

N/A

PNS Amendment (if applicable)

N/A