

## PART I - FACE SHEET

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		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: 13SR144054	4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12	FEDERAL IDENTIFIER:														
<b>5. APPLICATION INFORMATION</b>																
LEGAL NAME: RSVP of NE Kansas Inc. DUNS NUMBER: 064581932	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Joni D. Spellmeier															
ADDRESS (give street address, city, state, zip code and county): 813 Broadway Marysville KS 66508 - 1802 County: Marshall	TELEPHONE NUMBER: (785) 562-2154 FAX NUMBER: (785) 562-2154 INTERNET E-MAIL ADDRESS: rsvpneks@bluevalley.net															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 481225044	7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Self-Incorporated Senior Corps Project															
8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION      B. BUDGET REVISION C. NO COST EXTENSION    D. OTHER (specify below):	9. NAME OF FEDERAL AGENCY: <b>Corporation for National and Community Service</b>															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: RSVP of NE Kansas Inc.															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Kansas Opportunity #5: Marshall and Washington Counties in Kansas	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="KS 001"/> b.Program <input type="text" value="KS 001"/>															
15. ESTIMATED FUNDING: Year #: 1	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: none;">a. FEDERAL</td> <td style="border: none; text-align: right;">\$ 44,555.00</td> </tr> <tr> <td style="border: none;">b. APPLICANT</td> <td style="border: none; text-align: right;">\$ 33,087.00</td> </tr> <tr> <td style="border: none;">c. STATE</td> <td style="border: none; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border: none;">d. LOCAL</td> <td style="border: none; text-align: right;">\$ 18,087.00</td> </tr> <tr> <td style="border: none;">e. OTHER</td> <td style="border: none; text-align: right;">\$ 15,000.00</td> </tr> <tr> <td style="border: none;">f. PROGRAM INCOME</td> <td style="border: none; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border: none;">g. TOTAL</td> <td style="border: none; text-align: right;">\$ 77,642.00</td> </tr> </table>	a. FEDERAL	\$ 44,555.00	b. APPLICANT	\$ 33,087.00	c. STATE	\$ 0.00	d. LOCAL	\$ 18,087.00	e. OTHER	\$ 15,000.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 77,642.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
a. FEDERAL	\$ 44,555.00															
b. APPLICANT	\$ 33,087.00															
c. STATE	\$ 0.00															
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f. PROGRAM INCOME	\$ 0.00															
g. TOTAL	\$ 77,642.00															
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: Mary Caffrey	b. TITLE:	c. TELEPHONE NUMBER: (785) 562-5502														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/18/12														

# Narratives

## Executive Summary

An anticipated 99 volunteers of the estimated 200 unduplicated RSVP volunteers will serve in the Primary Focus Area of Healthy Futures-Aging in Place. They will deliver home delivered meals; prepare, package, freeze and deliver frozen meals; provide transportation for errands and doctor's appointments to the elderly and disabled; and visit and/or make phone calls to shut-ins to ensure their ability to live independently in their homes. These activities will take place through a network of six volunteer work stations: Two nutrition sites and two Agencies' on Aging programs within Marshall and Washington Counties in Kansas, Marshall County's Freezer Meals for Seniors program and one Home Health agency. The primary focus area of this project is KANSAS Opportunity #5 -- Marshall and Washington Counties in Kansas. At the end of the three-year grant, a minimum of 55 elderly and/or disabled individuals will report an increase in social support by; 1) Receiving hot and frozen meals delivered to their homes; 2) transportation to medical appointments and other errands; 3) "Friendly Visits" by volunteers to monitor well-being. The CNCS federal investment of \$44,555 will be supplemented by a minimum of \$19,095 through local in-kind contributions, donations and fundraising activities.

## Strengthening Communities

Communities Served: The communities of Marshall and Washington Counties in northeastern Kansas are both rural communities and make up the Service Area of RSVP of Northeast Kansas. The median income of families in both counties is \$50,000-\$74,999. Elderly citizens (age 65+) make up 21.9% of the population of both counties combined. A total of 1,570 veterans live in both counties. The main employment opportunities in the Service Area are in Education, Health Care and Social Assistance. Manufacturing and agriculture round out the employment opportunities in this Service Area. There are no colleges or large corporations from which to ask for major support in funding.

There are a total of three small hospitals in the Service Area and all specialists participate in Out-

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Patient clinics at these hospitals. Many times doctor's appointments are a minimum of 60 miles away. Transportation is limited to General Public Transportation which runs limited hours.

Documentation showing that Aging in Place is an unmet community need in the Kansas Counties of Marshall and Washington was gathered from the Kansas Department on Aging (KDOA) publication "Kansas State Plan on Aging". These unmet needs were derived from reports submitted to KDOA from the 11 Kansas Area Agencies on Aging (AAAs). As the designated "Single Point of Entry" for services for seniors in Kansas the AAAs in Kansas are part of a national network established by Congress in the Older Americans Act of 1965. The AAAs are federally mandated as the "Leader" on aging issues at the local level and are therefore a very trusted form of information.

Plans and Infrastructure to Manage Volunteers and Stations: RSVP of Northeast Kansas has been in northeast Kansas for 35 years. Although the volunteers have always delivered meals and visited the elderly, plans are to ask the volunteers to make these deliveries, visits and transportation services a higher priority. The RSVP office staff will assist the volunteers in collecting more information from clients (elderly and disabled) and keeping this information on file. This information will be used only in case of an emergency but will give the volunteers piece of mind while assisting the clients. The infrastructure of the office will be improved by concentrating on the Primary Focus Area of Healthy Futures-Aging in Place. Although it will be difficult, our less active stations will be phased out and more effort be placed on the seven stations that will supervise our transportation, friendly visiting, and food delivery volunteers.

Service Activities: Volunteers will assist the elderly and disabled to live independently in their own homes by providing transportation to medical appointments in and out of the Service Area. Mileage reimbursement will be available. Transportation will also be available to those clients needing a ride to and from social events and when performing errands. In the case of groceries and other shopping ventures, volunteers will be encouraged to perform those tasks for the clients and deliver the products

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to their homes. Home Delivered Meals and Freezer Meals will be delivered by a pool of volunteers in both Marshall and Washington Counties. Volunteers will be recruited to speak at community events and civic meetings to promote both home delivered meals and the frozen meal programs and to encourage increased participation.

Clients who may have health issues or do not get out of their homes as often, will benefit from daily phone calls or visits from volunteers. These volunteers will also be required to get health and family information to keep on file at the RSVP office. Phone numbers of family members and neighbors may be needed in case the client is unable to answer the door or telephone.

These activities will ensure that at least 50% of clients will report increased social ties/perceived social support.

Connecting the Three Major Elements:

1. Community Need: According to the 2010-2013 Kansas State Plan on Aging, many of the Area Agencies on Aging are reporting that of the unmet needs in their areas, senior nutrition, transportation and shopping among the top 10 most frequently named services reported as needed. For many, more than one of these services would be needed to continue living in the community. Along with nutrition and transportation needs, the 2011 Needs Assessment and Survey for Seniors, conducted by the Northeast Kansas Area Agency on Aging (NEKAAA) lists "maintaining personal independence" as the third most important concern for seniors in the area served by NEKAAA. For seniors isolated in their homes, the lack of companionship can contribute to a wide variety of problems (deterioration in mental well-being, increased susceptibility to con artists, falls that go unreported, etc.) that in turn can hasten dependency and lead to institutionalization. Caring peers delivering meals, driving them to appointments or on errands or stopping by to check on them can help decrease feelings of isolation.

2. Service Activities: Volunteers will assist the elderly and disabled to live independently in their own

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homes by providing transportation to medical appointments in and out of the Service Area. Mileage reimbursement will be available.

-Transportation will also be available to those clients needing a ride to and from social events and when performing errands. In the case of groceries and other shopping ventures, volunteers will be encouraged to perform those tasks for the clients and deliver the products to them in their homes.

-Home Delivered Meals and Freezer Meals will be delivered by a pool of volunteers in both Marshall and Washington Counties.

-Volunteers will be recruited to speak at community events and civic meetings to promote both home delivered meals and the frozen meal programs and to encourage increased participation.

-Clients who may have health issues or do not get out of their homes as often, will benefit from daily phone calls or visits from volunteers. These volunteers will also be required to get health and family information to keep on file at the RSVP office. Phone numbers of family members and neighbors may be needed in case the client is unable to answer the door or telephone.

3. Outcomes: These activities will ensure that at least 50% of clients will report increased social ties/perceived social support.

Service to Veterans and Military Families-Service to Veterans will be reflected in the Veterans and Military Families Focus Area V1. Number of veterans that received CNCS-supported assistance.

Senior Health Insurance Counselors in Kansas (SHICK) volunteers will provide assistance to elderly veterans who need assistance with military pensions, medical reports to receive VA benefits and making the decision between VA meds and a Medicare Part D program, (obtaining VA meds requires veterans to travel a minimum 60 miles round-trip to ascertain physicals and medicine).

Transportation to VA and other appointments and other requests will also be honored if volunteers are appropriately trained in the request.

## **Recruitment and Development**

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**High Quality Volunteer Assignments:** Restructuring the office to focus one Priority Measure to each volunteer will allow the office staff to assess the type of volunteer and what their abilities are. Some volunteers are naturally outgoing and would not hesitate to make presentations about their volunteer experiences while others would be more than uncomfortable doing so. Those who have that ability will be asked to share their experiences with civic groups, providing interviews to the media or sharing their knowledge by training others.

**Volunteers Receive Needed Training:** As new stations approach the office to request volunteers, the prospective new stations will be required to meet the Performance Measures being enacted during that grant period. Training of the volunteers will be one of the priority requirements. For those volunteers wishing to participate in the SHICK program or become a tax preparer, the RSVP office will assist them in locating and attending the training sessions provided for each job.

**Recruit Volunteer Pool:** Plans to host a Volunteer Fair have been looked at for some time by the Director and Board of Directors. These plans will take priority and will be key recruitment tool. All stations will be invited to take part in the Fair, advertising their volunteer jobs and speaking to potential volunteers; a mass mailing will be sent to all residents in the Service Area, advertising the Fair and what they can expect. Current volunteers will be asked to take part in the Fair and discuss the benefits of being an RSVP volunteer with potential volunteers. An Orientation Meeting will be scheduled prior to the Fair so every potential volunteer has a date as to when orientation is and their new, exciting volunteer position will start.

-There will be no discrimination towards any potential volunteer. Individuals of all races, ethnicities, sexual orientation and English proficiency will be welcome. The recently completed Volunteer Handbook will be available and presented to everyone attending. These handbooks state that discrimination will not be tolerated by any volunteer station or fellow volunteer. A community volunteer or volunteers will be ascertained for the day to act as an interpreter if necessary.

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-Invitations to the Volunteer Fair will be sent to all Veteran groups, National Guard Armories, senior living facilities and Veteran's Representatives, encouraging the Veteran's to attend the Fair and become a RSVP volunteer.

-The Fair will be held at a handicapped accessible building so that potential volunteers with disabilities or age-related disabilities can attend. All potential volunteers will be encouraged to become a volunteer with any and all stations that fit their personal volunteer choices.

Retain and Recognize Volunteers-Our annual recognition banquet will continue, but because younger volunteers do not necessarily like the banquet-style dinner, Advisory Council members, Board Members and volunteers will be asked to question the volunteers as to the type of recognition they do appreciate. If a come and go dinner is preferred, that will be tried; if a trinket is their choice that will be taken into consideration; or if they prefer a simple thank you, a thank you note or card will be sent.

### **Program Management**

Management of Volunteer Stations: Plans are for one staff member or trained volunteer to visit volunteer stations in person on a yearly basis. The purpose of these visits is to assess their volunteer needs and to know whether to recruit more volunteers for the station or if they are satisfied with the volunteers they have. At other times of the year, the RSVP office will stay in contact with the stations through e-mail or postal mail. Those stations using social media will be able to stay abreast of RSVP's activities through posts on FaceBook.

Through personal visits and other forms of communications, stations will be reminded that they are to be assigning jobs to the volunteers that impact critical human and social needs. With the changes in reporting unduplicated volunteers, the stations will be encouraged to take on the responsibility of reporting hours. Many of our stations, at this time, do not see the importance of reporting the hours and rely on the volunteers to do so.

The stations will also be reminded more frequently that is their obligation to assure the safety of each

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volunteer while they are providing services for the station.

**Capacity to Recruit & Manage Volunteer Stations:** As stated previously, plans are to host a Volunteer Fair to recruit additional volunteers. This Fair will also concentrate on persuading new volunteer stations to become part of the RSVP structure. Personal visits will be made to potential stations that do not attend the Fair or who do not personally see the difference that volunteers can make to their organizations.

Although RSVP will focus on the stations and volunteers within the Primary Focus Area, stations outside of the Focus Area will also be in continual contact with the RSVP office. Through our collaboration with the Northeast Kansas Area Agency on Aging, we will be recruit additional stations to assist with unmet needs in our Service Area. Current stations will be looked at very closely to see if they can assist in meeting unmet needs or refocusing their actions and volunteers to help with those needs. An example of this is a pilot project that RSVP is working on. Instead of the public libraries being a place to go for story time, check out books and read in a quite atmosphere, RSVP plans to ask them to be part of a R.E.A.D. program. The Reading Education Assistance Dogs (R.E.A.D.) program improves children's reading and communication skills by employing a powerful method: reading to an animal; but not just any animal. R.E.A.D. companions are registered therapy animals who volunteer with their owner/handlers as a team, going to schools, libraries and many other settings as reading companions for children.

In this way, volunteers can meet with the children after school and on weekends when it is more convenient for the volunteers and parents. Children will have fun reading to a dog, will improve their reading skills, get better grades, and have fun doing it.

**Graduating Volunteer Stations:** A great deal of the volunteers enrolled with RSVP of Northeast Kansas do not volunteer at just one station, but volunteer at many. Because of this, we are able to track the volunteer that is performing duties with a station that fulfills a national performance measure and

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gently phase out those stations that do not fall under a national performance measure. Before phasing the station out completely, office staff will meet with the station supervisor to explain the details of why the station must be graduated. It will be made apparent to the station that if the RSVP volunteers can perform capacity building service activities such as recruiting and/or managing community volunteers for the stations, this would allow the applicant to provide service activity that supports a national performance measure (capacity building) even if the activity of the station does not otherwise support a national service measure.

National Performance Measure Outcomes/Outputs: The structure is already in place for home delivered meals to share their reports with RSVP; although one station does need to improve their reporting style and documents. The Director plans to visit this station and share with them the documents that are received by one of the other stations. Hopes are that they see the example as a better fit for their other reports (county and state), as well. The Freezer Meal program is run by the RSVP office, so any reporting gleaned from the frozen meals will be easy to access. Because our volunteers may be involved in two or more of the Performance Measures, there are a small amount that will be responsible for reporting on the visits and phone calls made to the disabled and elderly. Reporting methods have been created and will be shared with those volunteers involved. Having a smaller number that will be reporting on themselves will make attaining the reports and little simpler. Transportation requests generally come through the RSVP office. A log will be kept at the office on the clients being transported, their names and addresses so that surveys can be periodically sent to the clients to assess their opinion of the assistance they received.

For ED2-K-12 Success, only the number of students completing the READ Program will be counted. This is a pilot program that RSVP wants to work with and improve before making it a program that is highly reported on. As the program grows, outcomes will be assessed and included in the next 3-year grant cycle.

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Manage Project Resources: The resources from Marshall County, Kansas Commissioners, Trusts, Foundations and individuals are fantastic. However, more resources need to be found from Washington County. The County Commissioners refuse to assist RSVP, so Foundations, Trusts or individuals must be found to show any type of commitment from the county.

The Annual Soup Day fundraiser/quilt raffle is always successful, but as our volunteers' age and the younger ones aren't interested in helping in a large capacity, it is getting more difficult to manage. A committee of Advisory Council members and Board members has been formed to think of ideas for a new fundraising approach. If a new idea is not found, the tried and true Soup Day will continue for now.

In-Kind donations are very plentiful at the time of the Recognition Banquet. All gifts are recorded on an in-kind form and then entered into QuickBooks as a General Journal Entry. The Recognition Banquet meals are completely funded by Citizens State Bank, decorations, entertainment and gifts are paid for through table sponsorships provided by local businesses.

Bills and payroll are now being paid by an accounting firm who submits monthly, quarterly and yearly reports. Financial reports are presented to the Board of Directors at each monthly meeting and the Director looks into grants and other funding sources weekly to ensure that money is available and match is being made so that the office runs efficiently.

### **Organizational Capability**

Sound Programmatic and Fiscal Oversight: The Board of Directors is responsible to ensuring that the RSVP office runs smoothly and that office staff are completing their jobs efficiently. Programming itself is decided in part by the two office staff and then presented to the Board for their approval or disapproval. Two Board Members were very involved in the recent hiring of a part-time office manager and between those two and the Director, unanimously chose the new office manager.

The financial reporting is currently done by the Director, with plans to delegate this duty to the office

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manager after she has gained a little more experience and is more comfortable with all the demands of the office. The financial records are audited and reported on annually by a local bookkeeper.

Recording volunteer hours is the responsibility of the office manager. Volunteer Reporter software is used to track volunteers, their placements and their hours. If the Volunteer Reporter program does not come up with updates for the software to coincide with the new way of reporting, the office staff will change the way reports are generated by the use of filters within the software.

To define internal policies within the office and Board of Directors, a new Personnel Handbook is being created. It lists all financial and internal policies as well as best practices. When finalized, it will be presented to the Board of Directors for approval and signed by the President and Vice-President.

**Staff Positions:** Staff positions are clearly defined in the Personnel Handbook and in job description on file in the Personnel Records. In the Organizational Chart, the Director answers to the RSVP Board of Directors, while the Director supervises the Office Manager and assists the Office Manager with supervising the volunteers. Due to budget cuts, the office did without an Assistant/Office Manager for six months. A new part-time Office Manager has been hired. Supplemental grants that are being written are looking at ways of non-federal grant monies helping pay for the non-federal and excess part of the Director's and Office Manager's salaries. Due to the difficulty of running the office without a second office staff person, all measures will be sought to keep the current staff employed with the office. These measures may include seeking additional donations, writing non-federal grants, or cutting back on office expenses.

**Track Record:** RSVP of Northeast Kansas has been very successful in obtaining volunteers for home delivered meals for over 20 years. The Freezer Meal program is still fairly new, but there has been no problem finding RSVP volunteers or community volunteers to deliver these frozen meals on a timely basis. Although we have reserved transportation by the volunteers to just medical appointments, we are now opening the option up to transportation to grocery stores, social events and will consider

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others. The Agency on Aging's transportation system is being forced to change dramatically and RSVP is going to be available to assist the Service Area where we can.

Our volunteers have always provided visitation and phone calls to shut-ins very successfully. With a few minor adjustments to the program, such as identifying family members and keeping a record of contact names and numbers, the volunteers will continue to succeed in providing the needed assistance for many elderly and disabled to stay in their homes.

The Director's track record for senior service is at least 21 years long as that is how long she has been with the RSVP program. As one RSVP Board Member puts it, she is the face of RSVP and the person that they relate to the program.

The Office Manager has previously worked with many age groups, but is new to senior service. She cares for an elderly parent and has shown great success in calling volunteers to fulfill volunteer positions, asking assistance for fundraisers and greeting those who come into the office.

Managing the volunteers may be a little different with the new recording requirements, but the staff is positive that the new changes will make management easier. In the past 35 years, changes have been made in the RSVP program and it is continuing to thrive in Northeast Kansas.

Measuring performance has been somewhat successful in the past, but is hard when too many workplans are written requiring measurements. The changes in measuring the unduplicated jobs will hopefully make volunteer tracking easier. A minimum of outcome based plans were chosen for the first three years of this grant cycle to enable the office staff to conform to the new reporting requirements.

Strong Organizational Infrastructure: 1) RSVP recently moved to its new office in June, 2012. The owners of the current building have assured us that as long as we are present in the building, RSVP could stay in the building without any concern of them selling it. A lease has been drawn up by both parties. The only substantial equipment in the office are the computers and computer desks which are

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considered supplies for budget purposes. Supplies are purchased as needed and as funds allow. 2) Internal policies have recently been adopted and are currently in the Personnel Handbook but will be moved to an Office Policies and Procedures Handbook. Purchasing procedures are also currently listed in the Personnel Handbook, but will actually appear in both Handbooks as soon as the Policies and Procedures Handbook is finished. Personnel Management is the responsibility of the Executive Director and/or the Board of Directors. Upon the employment of the recently hired office manager, both the Director and two Board members read through resumes and performed the interviews. 3) RSVP of Northeast Kansas has an Advisory Council, made up of volunteers who represent the majority of the towns/areas in the Service Area. These volunteers meet quarterly and assist in planning the Annual Recognition Banquet, any special Days of Service (i.e. Martin Luther King Day and Make a Difference Day), and help plan and run the Annual Soup Day Fundraiser. The Advisory Council acts as liaisons between the volunteers and RSVP office. Recommendations, criticisms or concerns can be given to the Advisory Council member who in turn passes it onto the RSVP office staff; maintaining the confidence of the volunteer. As a non-profit, self-sponsored program, RSVP of Northeast Kansas also has a Board of Directors who perform much of the same duties as the Advisory Council, but on a much smaller level. The Board's main purpose is to be sure that RSVP has a positive impact on critical human and social needs within the project service area. All but one board member are still actively working in the local area. Their businesses all collaborate with RSVP during the year to supply in-kind gifts for the Recognition Banquet and occasionally provide printing for the office. Those that work for other non-profits are either work stations with RSVP or collaborate through public events. The one board member who is retired is a very active Board member and a very active volunteer who recently took it upon himself to take training as a Senior Medicare Patrol volunteer to enhance his volunteer assignment as a Senior Health Insurance Counselor in Kansas. 4) RSVP has a very strong and healthy management by both the Director and the Board of Directors. The Director

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has personally managed the office and the federal grant for at least 16 years. No issues about the management of the office or the way the grant money is handled have ever been a concern. The day to day office duties are shared between the Director and Office Manager who get along and brainstorm very well together. The Board of Directors oversees the staff members and holds the Director accountable for the daily management of the office. The accountant paying the bills and payroll now co-signs all checks with the board treasurer or if needed, the board president. No staff members sign checks from the regular day to day account. Both staff members do having the approval of the board to sign checks out of the special fund which is mainly used for fundraising events.

**Adequately Sustain Non-Federal Share:** The non-federal share provided by RSVP of Northeast Kansas is derived in many ways. The Marshall County Commissioners allocate \$15,000 each year to RSVP. This amount is divided between two pay periods at the beginning and in the middle of the year. Sponsorships are sold to local businesses. Depending on the level of sponsorship, RSVP then provides advertising for the businesses at its Recognition Banquet and in printed publications. Local Trusts and Foundations yearly give donations to the program and the rest is derived from Fundraising events throughout the year.

**Other**

N/A

**PNS Amendment (if applicable)**

N/A