

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: 13SR144104 | 4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12 | FEDERAL IDENTIFIER: | | | | | | | | | | | | | | |
| 5. APPLICATION INFORMATION | | | | | | | | | | | | | | | | |
| LEGAL NAME: Region 8 Planning and Development Council DUNS NUMBER: 097582852 | NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Edna Mullenax TELEPHONE NUMBER: (304) 257-2448 FAX NUMBER: (304) 257-4958 INTERNET E-MAIL ADDRESS: emullenax@regioneight.org | | | | | | | | | | | | | | | |
| ADDRESS (give street address, city, state, zip code and county): PO Box 869 Petersburg WV 26847 - 0869 County: Grant | | | | | | | | | | | | | | | | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN): 550531062 | 7. TYPE OF APPLICANT: 7a. Local Government - County 7b. Local Government, Municipal | | | | | | | | | | | | | | | |
| 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: Region Eight Retired and Senior Volunteer Program 11.b. CNCS PROGRAM INITIATIVE (IF ANY): | | | | | | | | | | | | | | | |
| 12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): WEST VIRGINIA Opportunity #1 Berkeley, Jefferson, Morgan, Hampshire, Hardy, Grant, Mineral, and Pendleton Co | | | | | | | | | | | | | | | | |
| 13. PROPOSED PROJECT: START DATE: 04/01/13 END DATE: 03/31/16 | 14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="WV 001"/> b.Program <input type="text" value="WV 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;">\$ 76,679.00</td> </tr> <tr> <td style="border: none;">b. APPLICANT</td> <td style="border: none; text-align: right;">\$ 32,956.00</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;">\$ 8,156.00</td> </tr> <tr> <td style="border: none;">e. OTHER</td> <td style="border: none; text-align: right;">\$ 24,800.00</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;">\$ 109,635.00</td> </tr> </table> | a. FEDERAL | \$ 76,679.00 | b. APPLICANT | \$ 32,956.00 | c. STATE | \$ 0.00 | d. LOCAL | \$ 8,156.00 | e. OTHER | \$ 24,800.00 | f. PROGRAM INCOME | \$ 0.00 | g. TOTAL | \$ 109,635.00 | 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 | \$ 76,679.00 | | | | | | | | | | | | | | | |
| b. APPLICANT | \$ 32,956.00 | | | | | | | | | | | | | | | |
| c. STATE | \$ 0.00 | | | | | | | | | | | | | | | |
| d. LOCAL | \$ 8,156.00 | | | | | | | | | | | | | | | |
| e. OTHER | \$ 24,800.00 | | | | | | | | | | | | | | | |
| f. PROGRAM INCOME | \$ 0.00 | | | | | | | | | | | | | | | |
| g. TOTAL | \$ 109,635.00 | | | | | | | | | | | | | | | |
| 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: Patti A. Bennett | b. TITLE: Program Director | c. TELEPHONE NUMBER: 304-257-1221 | | | | | | | | | | | | | | |
| d. SIGNATURE OF AUTHORIZED REPRESENTATIVE: | | e. DATE SIGNED: 10/18/12 | | | | | | | | | | | | | | |

Narratives

Executive Summary

The Region 8 Planning & Development Council (PDC) was established by West Virginia (WV) State Code in 1972. The region is made up of the Potomac Highlands which includes Grant, Hampshire, Hardy, Mineral and Pendleton Counties. It is the mission of the Region 8/PDC to obtain the maximum level of economic and community development in the Potomac Highlands of WV through development, planning and by assisting local governments and businesses implement projects and programs. Often times the Council is sought out to extend its capacity beyond its regional borders for program service delivery. Such has been the case with Senior Corps and other aging programs, thus having successful working relations in Berkeley, Jefferson, Morgan, Barbour, Doddridge, Harrison, Lewis, Preston, Pocahontas, Randolph, Taylor, Tucker, Upshur, Calhoun, Gilmore, Marion, Monongalia, Pleasants, Ritchie, Tyler, Wirt, and Wood counties.

RSVP Volunteers proposed = 310; Unduplicated Volunteers = 31; Number of Stations = 24; Federal Funding Requested = \$76,679; Local Funding Level = \$32,909

Population (s) project intends to serve: children & youth, veterans & military families, seniors, low income families, general public. Primary Focus Area: Healthy Living/Service Category: Food Security; especially involving children and senior populations. Volunteer Service Activity: Organize/participate in nutrition education, training, dissemination of information and actively serving in service programs such as meals on wheels, food banks, food drives, school meals programs and congregate meals.

Location (s) of Service Activity: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan and Pendleton counties. Expected results/outcomes of the volunteer's services: The project anticipates the RSVP will enhance the accessibility to educational information, services, and resources.

Strengthening Communities

Region 8 Planning & Development Council (PDC)/Potomac Highlands Support Services (PHSS)

Retired Senior Volunteer Program (RSVP) is active in West Virginia's (WV) Eastern Panhandle. A

Narratives

unique geographical mix of rural and urban communities found in the counties of Jefferson, Berkeley, Morgan, Pendleton, Grant, Hardy, Hampshire, and Mineral, bordering the states of Virginia and Maryland with Washington, DC accessible within a few hours' drive. The Eastern Panhandle of WV is noted for its mountains and diverse topography, its historically significant logging and coal mining industries, and its political and labor history. It is one of the most densely irregular limestone regions with sinkholes, underground streams and caverns area in the world, making it a choice area for recreational caving and scientific research. The karst landforms contribute to much of the state's cool trout waters. It is also known for a wide range of outdoor recreational opportunities, including skiing, whitewater rafting, fishing, and hiking, mountain biking and hunting making it of the largest tourist's area in the state. Some popular sites are Spruce Knob, Seneca Rocks, Seneca and Smoke Hole caverns, Germany Valley and Dolly Sods. According to the 2010 Census, the eight counties of the Eastern Panhandle had a combined population of 261,041, giving the region 11.75% of WV's population. Berkeley County is the Panhandle's most populous county, with 104,169 residents (2010). Berkeley also includes the Panhandle's largest city, Martinsburg, with a population of 17,227. Of 31,884 households, 18% live below poverty; alarmingly 4% of this number, are seniors and 6% are single family (usually female) households with children under the age of 18. Manufacturing is one of the most significant employment sectors in the area, but due to the current economic downturn, many of these plants have ceased production or are facing closure. Plants that have recently closed are American Wood Mark in Hardy County, General Motor Company in Berkeley County and Wood Line in Pendleton County. According to Work Force WV data released September 18, 2009, Berkeley, Jefferson, and Morgan counties rank an overall 8.5% unemployment rate; while Grant, Hampshire, Hardy, Pendleton and Mineral saw upward of 10%, According to Work Force WV data the region lost 2,390 jobs from 2007 to 2010, a decline of 4.9 percent. The nation experienced a larger employment decline during the period, of 5.6 percent, while the state did better, with a decline of 1.6 percent. The

Narratives

Eastern Panhandle also posted an unemployment rate of 8.8 percent in 2010, up significantly from 3.5 percent in 2007. However, the region's unemployment rate was below the state and the national rates in 2010 of 9.1 percent and 9.6 percent, respectively. Economy changes have significantly affected all aspects of daily living forcing many would be volunteers to return to the workforce, seeing a reduction and/or discontinuance of necessary services like transportation (both the ability to provide and receive the service). Soaring gas prices and fewer volunteers readily available and willing to transport has resulted in a trickle-down effect worrisome to seniors about how to get to and from critical doctor appointments and the grocery store. From data collected, at various volunteer stations, these demographics have formed our programming by focusing our effort the in area of greatest community need in the Healthy Living Focus Area and in the category of Food Security. A sponsored study from the Meals on Wheels research Foundation found that from 2001 to 2010, the number of seniors affected by hunger has risen by 78%. The USDA states that over 16 million children are food insecure in the United States. That is over 1 in 5 American children. Food security for the senior population is very worrisome due to senior's special nutritional needs. Food insecurity and hunger is more difficult for seniors to face than the general population. There may be times when a senior has to choose between their critical prescription medications or food. Also, many of the changes that come along with age can hinder a senior's ability to prepare and eat proper meals. Sometimes seniors have the money to buy food but not have transportation to the grocery store. Other times health problems or functional limitations prevent them from being able to prepare and purchase the food. Ultimately, a person needs enough money to be able to buy the food, as well as, the means of transportation to be able to get to a store. A person living in a rural area, with no car, may be food insecure even if he or she has funds for food but can't get to the grocery store or it is really difficult to do so. RSVP volunteers are needed to provide seniors transportation to the grocery store and/or Food Bank or do the shopping for them. Volunteers also provide assistance with meal planning and food preparation. A

Narratives

hungry child impacts all aspects our society. Not only does their health suffer, but hunger affects their educational opportunities and also has a large economic impact. A recent report from schools in the Region Eight counties, about 30 percent of kindergarten children are overweight or obese. Parents reported factors including genetics, the high cost of healthy foods, and few physical activity options as major obstacles in preventing obesity. During the school year, children depend on free or reduced meal prices at school to get a balanced and healthy meal. When children are not in school, they may not know where their next meal will come from. Living in these rural communities and working with schools, local food pantries and weekend food programs we continue to address this growing need. Some our successful programs have been "Food- Back Packs for KIDS". Nutritious snack foods are donated to schools (cup of soup, fruit cups, pudding, granola bars, etc.) and are placed in backpacks of identified 'at risk' children for the weekend, assuring that children are getting healthier foods during the weekend when quick meals or fast food may be prepared instead of healthy meals. RSVP volunteers participate by collecting donations and helping to pack the bags. RSVP will place at least 25% (77) volunteers of which eight will be unduplicated volunteers serving an estimated, 6,240 individual/families that will receive support, services, education and/or referrals to alleviate long-term hunger . RSVP volunteers will participate in information dissemination and service programs such as gleaning surplus produce, meals on wheels, food banks, programs relating to food preparation, nutrition and diet, organizing food drives, and assisting in meal preparation. To address these challenges, RSVP staff and Advisory Council (nine members) will work with community partners, including the Women, Infant, and Children program, County Health Departments, Veterans Administration, Work Force Investment, Homeland Security and Emergency Management, Senior Centers, Habitat for Humanity, West Virginia Extension offices, United Way, American Red Cross, the Eastern Region Family Resource Network and the local school systems, to address the problem of "fighting hunger." The common thread of these groups is the interest to enhance community

Narratives

resources for disadvantaged low income senior citizens and children in Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, Pendleton counties. These partners work with the RSVP staff to plan and implement activities that may be beneficial to the program and/or the community.

Examples of this are sponsoring events to make the community needs visible, run a food drive and seek financial donations. RSVP plans to organize and/or participate in nutrition education, community extension services, information dissemination and service programs such as meals on wheels, food banks, and school meals programs, support food production in community gardens, and support obesity prevention services to alleviate hunger in program service area.

Region 8 PDC/PHHS RSVP program has developed community partnerships which will enhance and sustain the program. Nine community partners will serve on the RSVP Advisory Council (AC).

(Example: one member from each county except for Berkeley which will provide two members).

RSVP staff will recruit local community leaders and volunteers who value the activities and accomplishment of our program and its volunteers. AC members will be individuals that are knowledgeable about local human and social needs, skilled in the field of volunteerism, capable of assisting the program with administrative issues, and supportive of promoting older adults as an important resources for the community. Utilizing the expertise of local individuals allows us to design programming to meet the specific needs of individual communities while capitalizing on the unique talent of the local citizens who have vested interest in making our communities strong. The AC will provide program assessment and review evaluation criteria for the purpose of evaluating the success of the program. RSVP staff will partner with these community organizations in the various roles as mentioned above, so that enhancement of the program and the organization functions are both achieved. RSVP staff will work with the partners to promote and provide services and facilities to enhance the communities in which we live to alleviate hunger and obesity through education, training and community resources. These partners include the Area Agency on Aging, Veterans

Narratives

Administration, Work Force Investment, Homeland Security and Emergency Management, WV Extension offices, United Way, Eastern Panhandle Family Resource Network, local Board of Education, WV Commission for National and Community Service, Citizen Corps Programs, AmeriCorps and Veterans Corps VISTA, American Red Cross, and Volunteer WV to meet the needs of seniors, children, Veterans and Military families. This is done by partnering with them at various times of the year with food and clothing drives, disaster preparedness training and public education, partnering with VISTA's to accomplishing goals and recruiting seniors for the various activities. Additionally, these partners promote program activities by running ads in their newsletters 'free of charge'. This allows program staff to speak to community groups and allows community groups to speak to our volunteers about their program and services. Awareness of the RSVP comes from word of mouth of participating RSVP volunteers. Public awareness of the RSVP program and community support is achieved through participating in public events such as community groups, church membership, civic clubs, meetings held by local government, community fairs, health fairs, and celebrations. These events provide opportunities to discuss with seniors the RSVP volunteer opportunities that affect change in their community. RSVP staff will take opportunities to work with local media to increase public awareness through media coverage (print and electronic) by regularly featuring the accomplishments of local RSVP volunteers, highlight volunteers of the month or promotes special activities of various volunteer groups such as a food drives. The RSVP will partner with the Senior Community Service Employment Program (SCSEP) to provide opportunities for those not meeting eligibility guidelines with the SCSEP an opportunity to volunteer with the RSVP. Additionally, the SCSEP brings with it community resources (partnerships, in-kind support, and Benefits Check-Up to name a few) that can benefit RSVP volunteers in either their personal life or in their volunteer service to the community. The RSVP will collaborate with SCSEP to provide program staff support to enhance and expand the RSVP resources. The Eastern Panhandle/Potomac Highlands

Narratives

is a region encompassing eight counties (Berkeley, Grant, Hampshire, Hardy Jefferson, Mineral, Morgan and Pendleton) and is home to approximately 6% of the population of WV. In one sense, this region is typical of all of WV - it is home to a rich variety of ethnic backgrounds and innumerable nationalities. Families' representative of virtually every ethnic group discussed in this report can be found in the region. However, there are very few distinct ethnic communities in the Eastern Panhandle, in contrast to other regions of the state. Although there are families with Greek heritage, for example, there is no Greek Orthodox Church in the Eastern Panhandle. In this sense, the Eastern Panhandle is more representative of the smaller counties in the state; lacking a large metropolitan area, the region is ethnically diverse but it has few large districts. According to the 1990 census, the Eastern Panhandle also has small populations of several other nationalities and ethnic groups. These include a small Japanese population in Berkeley County, and a small Asian population throughout the region, including Chinese, Korean, and Thai. There is a small population of West Indians in Berkeley County. The 1990 census indicates approximately 200 Native Americans live in the Eastern Panhandle. Diversity, of course, can be experienced beyond ideas of race. The concept is also applicable in terms of financial income, education level and other key indicators. In our eight county service area, 18% of the population lives below the poverty level while the average household income rest at \$40,000.00/yr. These numbers have grown increasingly troubling in recent years as the local economy has had difficulty under the current recession. The 2010 Census reports on the level of education attained by adults age 25 and older. Our elderly population grew up in a time when education attainment was typically lower, and college attendance was less widespread. As this population is succeeded by younger and increasingly well-educated cohorts, the percent of the population that has attained higher levels of education greatly has increased. Not only has the number of high school diplomas and college degrees increased, but their percentage in the population has also increased, indicating a growth in attainment greater than the relative growth in national population.

Narratives

The RSVP will support education and training programs for recently unemployed workers while seeking volunteers who share the experience of the people in the focus area. RSVP will work to effectively mobilize community resources to affect change through volunteer service by learning about the unmet needs in our communities through attending networking meetings, meeting with senior centers, health providers, and one-on-one contacts with individuals and prospective volunteers groups. Staff will partner with non-profit organization, local government, and health care facilities that help to identify community needs and offers support to the RSVP in utilizing volunteers to assist them in providing services. RSVP staff and volunteers will offer public education for the general public and older residents, of the opportunity to affect change in their community through their volunteer service. Opportunities will be taken to increase public awareness through press releases, public service announcements, printed materials distribution, public speaking engagement, and face to face invitation to serve. RSVP staff will build a positive response to community/organization requests for volunteers and work to recruit and place the very best candidates to fill a requested volunteer position. The RSVP will seek support from volunteer stations, advisory council members, current volunteers, local volunteer center affiliates, etc., who will continue to advocate for and advise the RSVP regarding resource development, impactful station development, volunteer recruitment strategies, and public awareness. In the coming year, AC members and Community Stakeholders will work with RSVP staff to help answer the following questions: Does RSVP strengthen the community, provide leadership in the area where they are experts, provide valuable and rewarding volunteer assignments and engage in the broader community by using the Community Stakeholder Survey, to gain insight and feedback from the community. RSVP strongly encourages each of its volunteers to maintain active volunteer engagement in their community. An average RSVP volunteer serves 15 hours per week, many volunteers also engage in planning and participating in community events. RSVP staff, RSVP Volunteer Stations and RSVP Volunteers partnering in events such as Governor's Day of Service,

Narratives

(providing personal care kits for Volunteer Fire Department member) Martin Luther King Day, (reading stories to children about the life of Martin Luther King) and 9/11 events (Day to Remembrance and Service) programs to honor those that lost their lives and gave unbelievable service to their country thus enhances community engagement. RSVP volunteers enjoy the diverse opportunity these events provide to remain engaged in the community and state. RSVP staff encourages volunteers to play an active role in the community beyond their commitment to RSVP by providing additional opportunities for engagement in the community and state. Volunteers regularly support the community by staffing Health Fair booths, attend organizations' open houses, taking community education training, and attending the State Volunteer Conference each year, showing the importance of active seniors in their community. RSVP volunteers serve a wide range of local organizations throughout the service area. These individuals provide support for activities that fit the RSVP list of focus areas. Volunteer service placement is enhanced by a strong commitment to their communities, excellent experience, deep root in the community, and donation of time and resources to address the area's most challenging problems. A small but much needed percentage of RSVP volunteers serve with nonprofit organizations who struggle to find staff or resources to administer daily tasks. One station reported that RSVP volunteers are the reason their doors are open for business. Without volunteers doing in-takes, stocking shelves, and serving recipients in a warm friendly manner they could not provide services with their limited staff and resources. Other volunteers serve organizations in activities that include answering phones, creating newsletters, mailing information, etc. RSVP staff will place volunteers in non-profit organizations that help to build enough capacity to move beyond their need for RSVP volunteers' assistance. This will build on the number of organizations we have served and show an increase of individuals who value the program and are willing to donate resources or other support to sustain our efforts. RSVP values active engagement with other National Service programs in our communities. We provide

Narratives

information concerning activities that we participate in and partner with them for specific activities and/or events. During the last three years we have partnered in activities around Martin Luther King Day with Eastern Region Resource Family Network, AmeriCorps VISTA events, food and clothing drives, participated in the 9/11 Day of Service, and partner with county Family Resources Network organization to provide support for community health and parenting fairs, Hospice grieving camps, and disaster preparedness events. One of our service projects was to provide support to the communities in Kentucky after their disastrous tornados last year. Over \$10,000 worth of donations were sent to the families stricken by the disaster. Eight counties participated in giving of food, clothing, household items, and personal care kits, with over 100 volunteer giving of their time to transport items to a central location for final delivery.

Capacity Building: Disaster Preparedness/Volunteer Training/Management

In the past, disaster preparedness, relative to community needs, meant knowing what to do in case of flood, tornado, fire, or other such disaster that can cripple a community. Today, that preparedness extends to mass evacuations, terrorism, nuclear and chemical warfare and various other degrees of disaster that pose real threats to our communities. West Virginia by nature is mountainous and rural, which makes it unique to other parts of the country. The statewide population of WV is 1,855,364. The tri County area of Berkeley, Jefferson and Morgan, with a combined population of over 170,000 persons creates an even more distinct image of unusual territory with its close proximity to the Washington DC metropolitan area. Facing disasters or threats thereof, force us to rely on our own capabilities for response and potentially for the survival of many more persons who flee to the mountains from the city. Realizing it could take days, even weeks, for adequate assistance to arrive our community leaders have begun the process for building awareness and implementing policy to guide citizens through the survival and recovery process. RSVP programs in West Virginia have identified disaster preparedness as a statewide community need and have developed a statewide plan

Narratives

to address disaster preparedness through a universal capacity building plan with an anticipated impact outcome over the three year grant cycle is that RSVP programs in WV will manage and training 211,500 community individuals statewide. RSVP will work collaboratively to enhance disaster preparedness through training programs with American Red Cross, Citizen Corps, Homeland Security and Emergency Management, we will build a network of volunteer groups trained to disseminate information, provide training and share knowledge and skills with community citizens in an effort to make our families and neighbors be better prepared and safer in times of disaster. With a combined population of over 170,000 persons in the tri-county area, Jefferson, Berkeley and Morgan Counties, 10% (17,000) of citizens will be reached with preparedness instructions and training. RSVP Volunteers will serve in four stations in the three counties. RSVP Volunteers serving in Hampshire, Hardy, Grant, Mineral, and Pendleton Counties of the Eastern Panhandle will serve in six stations with 18,000 of citizens reached with preparedness instructions and training. An estimated 30%, ninety-five RSVP volunteers will serve in disaster preparedness focus area. Volunteers will participate in service activities by educating people about disaster preparedness for hazards that may impact their area and be trained others in basic disaster response skills. Volunteers will assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. Public education and outreach includes presentation to schools, faith based groups and other local organizations, as well as displays at fairs, festivals and other events. RSVP volunteers will assist local government during public events, such as festivals, parades and flu clinics. The RSVP program will enhance disaster preparedness efforts as we work with West Virginia Homeland Security (WVHLS) , local Emergency Management, state Citizen Corps Programs, American Red Cross and local Volunteer Fire Departments to assist in increasing their organizational capacity. RSVP staff will work with agencies to provide training for volunteers to improve operations and to build capabilities. RSVP staff will coordinate training opportunities with the above agencies to help citizens' response to

Narratives

neighborhood emergencies and disaster that save lives, protect property and the environment and meet basic human needs. Trainings will be offered free of charge (when possible) to citizens, through Citizen Corps grants, Local Emergency Planning Committee organizations, the Red Cross training program, and support of local government. Trainings provided include the Community Emergency Response Team (CERT) training, First Aid, CPR, and AED and Red Cross Sheltering and Recovery. RSVP volunteers will serve with affiliated programs such as Volunteers in Police Service, Neighborhood Watch, Medical Reserve Corps, CERT, local health departments, emergency management, communications, and search and rescue units.

At the end of the 12-month performance period, 31 volunteers will be serving in some capacity with eight volunteer stations. RSVP programs in WV will have 1,075 volunteers serving statewide. Out of those 140 volunteers are dedicated locally through Region Eight to meet community needs. the RSVP programs in WV will work collaboratively to enhance disaster preparedness through training programs with WV Homeland Security, local Emergency Management, State Citizen Corps Programs, American Red Cross and local Volunteer Fire Departments to increase organizational and community capacity. Volunteers will be managed by using a Volunteer Management system. Information that will be collected; volunteer's name, county/city, method of recruitment, orientation and/or training activities, assignments or activities start and end dates of service, and hours served related to the capacity building activities supported or enhanced.

RSVP programs in WV will manage/train 625 + various volunteers at 38 + various stations. Out of those volunteers managed/trained, 140 were managed/trained by Region Eight at eight stations. Statewide, RSVP volunteers managed/trained 61,500 + various community individuals statewide, including individuals in Beckley, Grant, Hardy, Hampshire, Jefferson, Mineral, Morgan and Pendleton counties which are considered distressed by the Appalachian Regional Council and have limited or extremely limited access to emergency and disaster services. Of those individuals

Narratives

managed/trained, 35,000 were in Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton counties. The RSVP program will use a pre-post organizational assessment tool that measures capacity in the area of volunteer management. The assessment will be administered before capacity building services are provided and the post assessment will be completed at the end of the term service of participants engaged in capacity building activities. The volunteer management system will all serve as a tool to collect data. The RSVP program will use a pre-post organizational assessment tool that measures capacity in the area of volunteer management. The assessment will be administered before capacity building services are provided and the post assessment will be completed at the end of the term service of participants engaged in capacity building activities. The volunteer management system will all serve as a tool to collect data.

Economic Opportunity Service Category: Computer Literacy

Our community needs a supportive system for senior citizens, the homeless, Veterans and Military families needing to returning to work, by helping them to get the necessary education and training to ensure computer skills for economic success. The RSVP program will provide 93 RSVP volunteers to support citizens with opportunities to learn new skills. We will partner with organizations that educate and train adults in computer skills. RSVP volunteers activities will include helping with resume development, job search assistance, and employment training. The RSVP program plans to do this by building strong relationships in local communities. RSVP Director will work with the new VET AmeriCorps VISTA in Pendleton County to help ensure that our returning and recovering veterans have the opportunity to identify their transferable skills, learn how to navigate the civilian workforce, develop an individual employment plan, as well as receive career/vocational training, life skills, and financial literacy training. As a result the targeted populations of veterans will develop the skills needed to prevent veteran homelessness, and to achieve self-sufficiency and success through employment. RSVP staff and RSVP volunteers will partner with the Senior Community Employment

Narratives

Program, WV Work Force, Veterans' Assistance program, Eastern Community College and Future Generation Computer Labs in Grant, Hardy and Pendleton counties and the Pathways Drop-In Center in Hampshire County, to provide education and training to senior citizens, the Homeless, Veterans and Military families for economic success. RSVP Volunteers will support the days of operations of 8 computer labs and provide training to 800 senior citizens includes resume development, job search assistance, and employment training.

Recruitment and Development

Recruitment of volunteers will be made without regard to gender, race, religion, color, national origin or disability. Program recruitment will be done through various mediums including: word of mouth, media announcements (printed and electronic), public speaking to local organization, positive station feedback, access of the agency's connection with related programs such as the Upper Potomac Area Agency on Aging, the Senior Community Service Employment Program, the West Virginia (WV) Aging and Disabilities Resource Center and the Foster Grandparent Program, Homeland Security/Emergency Management, Eastern Panhandle American Red Cross and the WV Veterans Administration. When a volunteer is introduced to the RSVP program an assessment of interest and skills is conducted by the staff, using the interview process, enabling the RSVP to make a placement that is both engaging and impactful. Once assigned to a volunteer station, a meeting is held with program staff, the volunteer and the volunteer station to develop a volunteer plan and discuss what is expected from all parties. Volunteer Station site visits are done at least quarterly to ensure satisfaction and address any issues that may be of concern. Volunteers are encouraged to participate in any training offered by the volunteer station; especially training that has a direct impact on the services being provided by the volunteer. Any knowledge of upcoming trainings is passed along via-email to all volunteer stations. Technical assistance is provided to training sites when requested and quarterly visits are made by program staff to address any issues that may arise and ensure site supervisors are

Narratives

providing adequate one-on-one volunteer supervision. RSVP will provide program information and make volunteers aware of local groups and agencies which target older persons such as Senior Center, Ministerial Associations, AmeriCorps VISTA and Veterans Administration. RSVP will utilize existing volunteers to communicate with their peer groups regarding their experiences with the program. One of our most effective recruitment tools is when RSVP volunteers "tell their story." RSVP volunteers also collaborate with programs such as Senior Center, Aged and Disabled Resource Centers, DHHR, Veterans Administration, etc., to address the lack of transportation. While RSVP volunteers continue to provide transportation services, the need continues to dramatically increase and will remain a focus for these community partners to address. The economy has changed volunteerism for many seniors forcing them to return to the workforce. The panhandle area has held strong with the number of volunteers our RSVP program supports. The changes our program has seen mostly fall in the service hours and transportation areas. With the younger volunteers, they are choosing to return (at least part-time) to the workforce thus reducing the number of hours they can devote to volunteerism. Transportation needs have continued to soar; however, the rising cost of fuel has limited our volunteer capacity to fill this gap completely. A recent assessment conducted by our RSVP Advisory Council (AC) determined transportation was a priority issue that needs addressed. To this end, the AC has conducted surveys of all RSVP volunteer stations and determined the frequency of transportation requests and the programs ability to fulfill the needs. The AC is seeking support from other agencies that will partner with the RSVP to provide transportation, as well as, provide transportation services. RSVP will involve Volunteer Stations by providing training based on their input of community volunteer needs. Stations are encouraged to provide training opportunities that would be relevant to the volunteer services, allowing RSVP volunteers opportunities to participate in the training to achieve a higher quality of service. Region 8 PDC/Potomac Highlands Support Services (PHSS) will organize quarterly trainings (March, June, September, and December) for station and volunteers. Training will

Narratives

enhance knowledge of the RSVP program, community resources, identify current additional needs within the community, aid in the retention of volunteers, and ensure in-kind from local support. Sites will provide supervision of volunteers on a one-on-one basis to enhance and support volunteer experience. RSVP will include stations in volunteer events such as recognition, or other program matters. Region 8PDC/PHHS RSVP will organize, by collaboration with stations, community group, and Corporation for National and Community Service (CNCS) programs to provide recognition and enhance retention. An awareness of the importance and purpose of volunteering will be the ongoing theme that recognizes volunteers for their tireless service including the selection of a "volunteer of the month". Stations and other volunteers are encouraged to provide the RSVP staff with nominations. Media coverage of special events will be promoted as a method of validation for volunteer projects that are making a difference in the community. Greeting cards are prepared for RSVP volunteers marking special occasions such as birth of grandchildren, birthdays, anniversaries, sympathy, get-well, thinking of you, etc. This communication will keep project staff in touch with the volunteers creating a friendly support.

Program Management

Region 8 PDC/PHHS RSVP will assess the needs of each station and volunteer to develop services to meet those needs. The implementation of the Volunteer and Volunteer Station Evaluation Procedure, RSVP staff will be alerted to the need of additional services and will address special community needs. One such need, that has been identified is, the Christian Assistanes Network requires agencies to work together by sharing information and making referrals to the organization to assist families who needs food, clothing, support for victims of family fires or other disasters and Veterans and military families. Referral will be made available to all supporting agencies so that this 'One Stop' shop will ensure that more families' needs are being met. An Advisory Council (AC) is in place to provide program assessment and support. The AC meets to review program concerns, and make

Narratives

recommendations for program quality improvements. The RSVP's AC is chosen to ensure effective and non-biased involvement of members, volunteers/volunteer stations and senior citizens. This council provides input into our programs by offering varying views, diversity, and support (financially and through positive publicity). RSVP programs are non-biased to ensure volunteer opportunities for intergenerational, economical, educational, and gender challenged volunteers to assist clients with equally diverse backgrounds. The AC semi-annually review the Program Progress Report (PPR) to ascertain project performance and community impact. WVSCDA survey tool will be used to evaluate program performance and serve as a basis for inclusion of community impact. Information provided will serve as a source for corrective action to improve program performance/outcomes. RSVP staff/volunteers will maintain rapport with other area service projects to ensure local input into program design/evaluation and collaborate with other agencies to integrate older adult volunteers into their plans for meeting community needs and building public awareness and support. Region 8 PDC/PHHS RSVP will organize by collaboration with stations, community groups such as local government agencies, senior centers, civic groups, public entities, and other agencies along with National Senior Service Programs to provide recognition and enhance retention. An annual recognition will be planned, complete with meal, certificates, and gifts (as available) to honor the services of the volunteers. The AC meeting is held annually prior to recognition. This meeting is used as a planning session for recognition, as well as, review reports provided by the stations and make recommendations. The AC will continue to support the program and keep volunteers, stations, and community partners "in the know" of volunteer opportunities and outstanding jobs currently being accomplished through RSVP volunteers. RSVP staff and AC are developing a series of trainings for volunteers that will be offered by local organizations that will in turn serve as in-kind to our program. These trainings will include but are not limited to safety in the home, will and advance directives, disaster preparedness, affordable health care, senior scam/fraud issues, healthy living, cooking with

Narratives

diabetics , employment and community resource findings. Stations and volunteers will assess local community needs and development of services to meet those needs. Volunteer station enhancement will be done with staff visits and Memorandums of Understanding (MOU's). Volunteer stations will develop volunteer opportunities based on the services they provide to the community and report the outcome performance of the volunteers in meeting station needs. RSVP staff will conduct assessments and evaluations, the RSVP Progress Report, and volunteers and volunteer stations Feedback Surveys that will identify program strengths and areas for improvement. The assessments, evaluations, and surveys will ensure reporting of data and measure impact percentage that met the target criteria within the outcome target statement in our work plans. RSVP staff will use the Community Stakeholders Survey for Senior Corps RSVP Grantees to determine success of RSVP projects. Program staff will review the reporting and evaluation methods with the stations to provide clearer community impact data to be collected. Formal data will be requested from stations to measure service outcomes. RSVP program staff will manage their own database, as well as, the WVSCDA database to manage and evaluate volunteers. The RSVP will collaborate with WVSCDA to conduct effective program evaluations. Evaluation tools serve to identify unmet community needs as well as the effectiveness of volunteer activities. Through the evaluation process new stations are identified which provide a broader range of volunteer opportunities. Assistance will be provided for program concerns based on input concerning volunteer needs. Volunteer feedback will be encouraged. Stations will be included in volunteer recognitions and events. New recruits will be accepted into the program without regard to gender, race, religion, color, national origin, or disability as long as they meet the age guideline of 55+ years and the express desire to make a difference in the community by offering their skills, talents and time. A RSVP Volunteer handbook, provided to each volunteer, will help to guide them through their chosen volunteer activity. RSVP will partner with various support organizations to increase revenue including contacting foundations and making grant applications through private sector, local

Narratives

government, United Way Agencies, benevolent organizations and development of new partnerships. Increasing financial resources is essential to effectively meet program content. For the past several years, the program has had cash support from local county commissions and private and public organizations. The program will continue to receive in-kind contributions for radio stations and newspapers providing psa's for the program, as- well- as stations that provide meaningful training and resources with the volunteers. Meeting in-kind donations is always a challenge in the rural areas, but the effort is on-going to find ways to sustainable each year. Support from community awareness events, letter writing, PSA's, donations from local government, civic clubs and other volunteer agencies. PHSS RSVP staff continues to receive training on budgeting, recruitment, retention, reporting data, marketing, making connections with our community partners and collaboration from CNCS staff. Additionally, the WVSCDA provides training to staff and working together to receive state funding. Utilizing these and other resources, PHSS RSVP will be able to improve its management of the program. Training and technical assistance to staff, volunteers, station supervisors and advisory council members is provided through scheduled conferences such as national, cluster, state and cross-stream training. CNCS in-service and webinars are used as a resource for technical assistance to implement work plans. Training and technical assistance will be provided as follows;

Project staff: two staff development opportunities per year provided by CNCS and WVSCDA.

Volunteers: orientation and training by project or station staff. Station Supervisor: one-on-one orientation to clarify roles and responsibilities, training as needed with signed MOU. Community

Groups: training on partnerships and collaboration development, program development, and orientation to RSVP. Potential volunteers can access our program for volunteer opportunities by visiting our agency website at www.regioneight.org and clicking on the programs tab, through the state website at www.volunteerwv.org website. Stations are developed by networking with community programs, current stations, advisory council members, city/town officials, volunteers,

Narratives

word of mouth, and assessments of community need. RSVP staff meets with volunteer station to determine impact and helps recruit needed volunteers. MOU's are signed and updated every three years or sooner if needed. RSVP staff provides follow-up through regular calls or visits to the stations to answer questions, offer technical assistance and review volunteer satisfaction. Volunteer contact information is document in an excel format for more complete documentation of areas of service and to off volunteers new opportunities and provide follow-up. Impact statements are kept in hard copy form filed under each volunteer station. Impact statements enable RSVP staff to develop and manage volunteer assignments that address specific community needs such as health care program programs. Volunteer job descriptions are completed and filed in the volunteer file for each assignment by station. Duties and hours served are recorded and filed to assist with progress reporting. RSVP maintains open enrollment for stations and volunteers so we can offer volunteer new opportunities, diversity in program assignments and stations. Program performance is assessed through surveys and combined into a program evaluation by the RSVP AC. The Region 8 PDC/PHSS RSVP also participates in the WVSCDA program evaluations survey. The survey evaluates performance and program quality, annual evaluation of project accomplishments, impact on priority community needs, identification and collection of relevant data and records to support the evaluation. Results are submitted with the annual grant renewal, utilized and kept on file to record relevant data. RSVP maintains records of clients served on volunteer hour sheets and client sign-in sheets to help measure impact. Database reports and impact statements are used to demonstrate concrete impacts of the program and its volunteers. Additionally, RSVP's AC assumes responsibility for program support in the capacity of program review, recommendations for improvements and planning volunteer recognitions. Resources, both financial and in-kind, are kept on record by the Director using an Excel format. Region 8 PDC fiscal officers are provided with the original copy of all vouchers (cash, in-kind, or bill) to manage the monetary portion of our program. Fiscal officer uses accounting software Grants

Narratives

Management System (GMS) to track and pay invoices and record contributions. Monthly reports compiled by the fiscal department are given to the project director for approval. In addition to funding the RSVP through a federal grant, local support will come from county commissions/court programs (8 counties x \$1,5000/ea), station in-kinds (24 stations x \$3,000/ea), local business partners (10 x \$150/ea), civic and community groups (20 x \$100/ea), banks and other professionals (30 x \$50/ea), media print and radio in-kind (7 outlets x \$500/ea). Networking in the community will assure program exposure and maintain a positive image which will increase program support.

Organizational Capability

Region 8 PDC/PHSS provides adequate work environment and technical support, financial management of the program, transportation costs per budget allowances, training opportunities, participation in local support efforts to sustain program in matching funds and program growth. Sponsor's staff experience with RSVP and non-profit agencies allow them to maintain and develop successful programming, to be the focal point of aging seniors for service area, provide a comprehensive and coordinated delivery system of services and information, or be the catalyst to access the services. Resources, both financial and in-kind, are kept on record by the Director using an Excel format. Region 8 PDC fiscal officers are provided with the original copy of all vouchers (cash, in-kind, or bill) to manage the monetary portion of our program. Controls have been established within the financial management of the organization to ensure proper use of funds. Monthly reports compiled by the fiscal department are given to the project director for approval. Region 8 PDC/PHSS has experience in successfully managing the RSVP program for the past twelve years. The RSVP has increased markedly the number and kind of volunteer stations, the number of senior volunteers, and the number of citizens served. The recent awarding of a PNS grant doubled the size of the RSVP, thus allowing for more opportunities for volunteers to address critical community needs. The marketing of the RSVP is showing positive outcomes in that the local organizations are responding favorably with

Narratives

local support in both in-kind cash and contributions. Meeting the in-kind remains challenging in our rural area, coupled with the economic downturn, but the effort continues to be on-going and is sustaining.

The programmatic capacity is proven to be strong and effective as evidenced by an annual review of the RSVP AC, volunteer stations/clients and volunteer evaluations. PHSS has an independent audit annually, resulting in 'no findings'. CNCS sponsored trainings are recognized and approved for staff to attend. Technical assistance is provided for the RSVP, as well as, PHSS programs. Organizational capacity is sustainable and effective and tracked through current record keeping. Controls have been established within the financial management of the organization to ensure proper use of funds. These controls are reviewed annually by the auditors. Financial report and consultation are available to the Program Director.

Administrative support is provided by PHSS staff. Currently, the positions of the RSVP include: RSVP Senior Director, Patti Bennett, is accountable for the project; she has 12 years experience as RSVP project director, 18 years total with Region 8 PDC/PHSS in various program capacities and holds a BS degree in Business/Retail and an Associate Degree in Journalism. RSVP Project Director, Edna Mullenax, has three years of experience as a Project Director, six years total with Region 8 PDC/PHSS in various grant programs capacities and holds an Associate Degree in Early Childhood Education and has thirteen credits towards a Social Work degree. Her duties include assisting with recruiting/enrolling volunteers, having regular contact with volunteer stations, working with the AC and CNCS staff, speaking to groups about the program, assisting with obtaining local in-kind and cash donations, assisting with planning recognition, making program reports for AC and CNCS, maintaining proper files on volunteers/stations, meeting program performance standards, supervising program staff and numerous other duties. The Director networks with CNCS project directors, who offer different approaches to accomplish project goals and achieve outcomes. Project Director is

Narratives

familiar with community resources, area businesses, serves on various committees and boards and participates in fund development. One program coordinator, Marge Ruth, has four months experience with RSVP program through Region 8 PDC/PHSS and 8 years prior experience with another sponsor. The Program Coordinator is responsible for recruiting and enrollment of volunteers and stations, maintaining regular contact with volunteer stations, working with the AC and CNCS staff, planning recognition and obtaining local in-kind and cash donations, collecting data for reports and inputting into database for reporting purposes, maintaining proper files on volunteers/stations, and various other activities as needed by the program and the director. Project Coordinator is familiar with community resources, area businesses, serves on various committees/boards and participates in fund development.

Terry Lively has recently taken over as the Executive Director of Region 8/PHSS. Mr. Lively holds a Bachelor's Degree in Economic Development and has worked for Region 8 PDC for 20 years. Mr. Lively will serve in a management capacity ensuring program objectives are met, financial obligations are current and sufficient, reports are submitted in a timely manner, and staff maintains the program integrity. Mr. Lively is available at the Petersburg office. Melissa Earle is the Region 8 PDC Assistant Director and Chief Financial Officer, holds a Bachelor's Degree in Business Administration and has worked with Region 8 for thirteen years.

Other

N/A

PNS Amendment (if applicable)

N/A