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Executive Summary

The Applicant Agency Menominee-Delta-Schoolcraft Community Action Agency and Human Resources Authority, Inc. will be referred to as the MDS CAA HRA, Inc. Projected is 100 unduplicated RSVP volunteers will serve in our Primary Focus Area which is Education. The types of population RSVP Volunteers mentor will be First and Second Graders. An orientation/training is held at the school prior to the placement of the RSVP Reading Buddy/Student. The recipients of these Programs are First and Second graders. Teachers assign the students to the RSVP Reading Buddies and prepare a weekly folder specialized for each child's academic needs. Volunteers sign in on the Activity Log when they arrive at school, they receive their folder then mentor one-on-one during that school's Reading Buddy day on a weekly basis, for one hour, as part of the school curriculum during the nine month school year. These activities take place in the school building: classrooms, hallways and libraries. At the end of the school year, there are field trips to the local libraries and parks, where they enjoy lunch and are presented with bottles of bubbles. This annual tradition wraps up our school year. The following Elementary Schools are participating: W.C. Cameron-Gladstone, Rapid River -Rapid River, Lemmer -Escanaba, Bark River-Harris --Harris all in Upper Peninsula of Michigan. The number of stations is four, which are the schools referenced above. The anticipated outcome of Volunteer services is to: improve academic performance in literacy and/or math as measured by the DIBELS Next reading assessment. At the end of year, Benchmarks (reading at grade level or beyond) will reflect the status of the students' which includes the gifted/talented. The proposed Federal Funding level for 2013 is: \$66,968. The Michigan Office of Services to the Aging funding level is: \$22,305 and the Excess Amount is: \$14,384 which is included in the Non-Federal Funding Level. This reflects our 30% required match.

Strengthening Communities

The 2010 United States Census [5] indicates Delta County had a 2010 population of 37,069. This is a

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decrease of 1,451 people from the 2000 United States Census. Overall, the county had a -3.8% growth rate during this ten year period. In 2010 there were 15,992 households and 10,381 families in the county. The population density was 31.7 per square mile (12.2 square kilometers). There were 20,214 housing units at an average density of 17.3 per square mile (6.7 square kilometers). The racial and ethnic makeup of the county was 94.2% White, 0.2% Black or African American, 2.3% Native American, 0.4% Asian, 0.9% Hispanic or Latino, 0.0% from other races, and 2.0% from two or more races.

There were 15,992 households out of which 25.5% had children under the age of 18 living with them, 51.7% were husband and wife families, 8.8% had a female householder with no husband present, 35.1% were non-families, and 29.8% were made up of individuals. The average household size was 2.28 and the average family size was 2.80. In the county the population was spread out with 20.9% under age of 18, 7.3% from 18 to 24, 21.1% from 25 to 44, 31.6% from 45 to 64, and 19.1% who were 65 years of age or older. The median age was 46 years. For every 100 females there were 98.2 males. For every 100 females age 18 and over, there were 96 males. The 2010 American Community Survey 3-year estimate[5] indicates the median income for a household in the county was \$40,967 and the median income for a family was \$49,557. Males had a median income of \$28,702 versus \$15,093 for females. The per capita income for the county was \$21,751. About 2.4% of families and 13.2% of the population were below the poverty line, including 17.4% of those under the age 18 and 8.5% of those age 65 or over. Education is an integral part of life in Delta County. There are eight elementary schools in Delta County, of that RSVP Volunteers will mentor in four of those schools. The public schools strive for excellence everyday both in classrooms and out to ensure every students reaches their full potential. Parents, faculty/staff, and RSVP Volunteers together promote the best learning environment possible. The following schools have received a GreatSchools rating based on their performance on State Standardized Tests: Bark River-Harris Elementary serves grades one through

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six in the Bark River-Harris School District: five out of ten rating, Rapid River's Tri-Township School serves grades one through twelve: seven out of ten rating, Cameron Elementary located in Gladstone, MI serves grades one through two in the Gladstone Area Schools District: averaging rate of five out of five, Lemmer Elementary School located in Escanaba, MI serves grades one through four in the Escanaba Area Public Schools District, it has received a rating of seven out of ten.

(www.greatschools.org) DIBELS are Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of assessments used for universal screening and progress monitoring in grades K-6. They are standardized, efficient and extensively researched. DIBELS helps the educators identify students who may need additional literacy instruction in order to become proficient readers. DIBELS can be an integral part of most RTI programs. (Response to Intervention: A Systematic Process to Increase Learning Outcomes for All Students.) DIBELS was started at the University of Oregon and was the first data system to provide a free download of DIBELS measures and reports for only \$1 per student, per year. (<https://dibels.uoregon.edu/>) W.C. Cameron Elementary School, Bark River-Harris Elementary, Lemmer Elementary School & Rapid River Elementary School administers the DIBELS Next reading assessment (a research-based, national reading test) to First and Second Graders in September, January, & May. In September, a number of students tested at the "Strategic" (some risk) and "Intensive" (they are at risk and need more intervention) levels in the classrooms where RSVP Reading Buddies are assigned. The goal of the Program is to have students skills in reading and mathematics improve from these categories into the "Benchmark" (reading at grade level or above) status at the end of the Fiscal School year. The Schools utilize the RSVP Volunteers to help ensure gifted/talented students in these classrooms continue to exceed grade level expectations. There is no assigned faculty/staff/parent to address the "Strategic" and "Intensive" results of the DIBELS testing. Nor is there funding to hire. These four schools (50% of total elementary schools in Delta County) have contacted the RSVP Program and requested volunteers to be trained and assigned, on an

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ongoing basis, to their students according to their individual needs. Upon receiving the Memorandum of Understanding from the participating schools, the RSVP Program goes into a media blitz, which includes newspapers, radio stations, Community Bulletin Board, church bulletins, postcards to Volunteers, surveys at recognition dinners, RSVP presentations to community organizations, one-on-one phone calls, word of mouth, RSVP Volunteers recruiting other volunteers, flyers on bulletin boards and inserts in grocery bags throughout Delta County. Individuals complete the RSVP Enrollment Form, background(ICHAT)/National Sex Offender checks are performed, RSVP Volunteers are invited to and participate in orientation/training/dinner which is offered in all four schools, this allows for the volunteers to tour the layout of the schools, the Agenda includes: meeting the principals/teachers/staff, presentation of the History of Reading Buddies, explanation and endorsement of their Contracts, clarification of Reading Buddies Folders as to how they are created as to the needs of every student and updated weekly, Fire Drills/Emergency Evacuation/Parking, all RSVP Volunteers must have Name Tags, Monthly Time Sheets, and sign in weekly. Teachers assign the students to the RSVP Reading Buddies and prepare a weekly folder specialized for each child's academic needs. Volunteers sign in on the Activity Log when they arrive at school, they receive their folder then mentor one-on-one during that schools Reading Buddy day on a weekly basis, for one hour, as part of the school curriculum during the Fiscal School Year. These activities take place in the school building: classrooms, hallways and libraries. Of the 400 RSVP Volunteers projected in this program, 100 will be assigned to the four schools throughout Delta County, exceeding the 25% of required volunteers in our Primary Focus Area of Education. The Annual Spring Field Trips which include: guided tours of the local libraries, Friends of the Library perform story time, and picnics offer pizza, juice, bottled water, ice cream and bottles of bubbles are the grand finale at the end of the school year for Reading Buddies and their students. The schools provide the busses/drivers, all teacher involved are also in attendance. Rain, snow or shine it is always a fun time for the RSVP Buddy and

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their student to have lunch together, blow bubbles and just have a fun day in the park/civic center (due to inclement weather)!

Sustainability plays a huge part in retaining these volunteers. Cameron School history of Reading Buddies this year is the 17th year, Rapid River 10th year, Bark River 2nd year and Lemmer 2nd year. This Program is now supplemented with dollars from the United Way of Delta County, which allows us to purchase Reading Buddie t-shirts (originally designed by the first reading class at the Cameron School). The logo is "Reading Takes Us To New Worlds Together". This logo has been maintained throughout the schools. Halloween Treats, Holiday Books (are purchased, autographed by the RSVP Volunteers) are presented to their student. In honor of Valentines Day, the students receive pencils from their RSVP Buddy. The Annual Spring Field Trip is also paid for out of these dollars. National Performance Measure output is ED2: Number of students who complete K-12 education programs; Outcome is ED5: Number of students with improved academic performance in literacy and/or math. Community Needs identified: DIBLES testing. Service Activities: RSVP Volunteers assigned to students one-on-one, weekly basis during nine month school year, folders created/updated weekly by teachers for the volunteers and students. Anticipated Outputs/Outcomes: advance from Strategic" and "Intensive" to grade level and higher, this to include gifted/talented students.

Recruitment and Development

Upon receiving the Memorandum of Understanding from the participating schools, the RSVP Program goes into a media blitz, which includes newspapers, radio stations, Community Bulletin Board, church bulletins, postcards to Volunteers, surveys at recognition dinners, RSVP presentations to community organizations, one-on-one phone calls, word of mouth, RSVP Volunteers recruiting other volunteers, flyers on bulletin boards and inserts in grocery bags throughout Delta County. The MDS CAA HRA, Inc. which sponsors the RSVP Program and does not discriminate based on race, ethnicities, sexual orientation, degrees of English language proficiency, color, creed, gender, age,

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national origin, height, weight, or marital status. RSVP Enrollment form includes the question of: Are you a Veteran? Yes, No and if Yes, which Branch? The State of Michigan, Offices of Services to the Aging (OSA) utilizes the Volunteer Information System (VIS) which is a comprehensive Internet-based system and enables volunteer programs to manage their projects and generate reports in a systematic manner. VIS is a Michigan statewide system where each project has access only to their data; enables statewide reporting and continuous quality improvement on data elements. This is how we track our Veteran's data. To date we have 65 Veterans enrolled in our Program. Currently, there are ten Veterans participating in the RSVP Reading Buddies Programs. Also included on this Enrollment Form is the question: What physical conditions should be taken into account when arranging volunteer assignments for you? Volunteers having difficulty sitting on chairs designed for elementary students, the teachers have arranged for the maintenance personnel to set up adult size folding chairs prior to the RSVP Reading Buddies arrival at the schools. All four schools are barrier-free. Special parking is allotted for RSVP Reading Buddies and explained as part of their instructions during their orientation/training. RSVP's goal is to assure high quality experience(s) for volunteers. While on assignment volunteers can build, augment new skills, develop leadership roles, reflect on and enhance the quality of lives. Volunteer opportunities are endless; they can share their time, talents and are given an option to learn new skills. Shadowing is offered, which is arranged by RSVP Staff which allows the volunteers to explore the meaning of service. Leadership roles offered by stations through volunteer assignments allow them to contribute and enhance community lives. RSVP Volunteers are invited to and participate in orientation/training/dinner which is offered in all four schools, this allows for the volunteers to tour the layout of the schools, the Agenda includes: meeting the principals/teachers/staff, presentation of the History of Reading Buddies, explanation and endorsement of their Contracts, clarification of Reading Buddies Folders as to how they are created as to the needs of every student and updated weekly, Fire Drills/Emergency Evacuation/Parking, all

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RSVP Volunteers must have Name Tags, Monthly Time Sheets, and sign in weekly. Teachers assign the students to the RSVP Reading Buddies and prepare a weekly folder specialized for each child's academic needs. Volunteers sign in on the Activity Log when they arrive at school, they receive their folder then mentor one-on-one during that schools Reading Buddy day on a weekly basis, for one hour, as part of the school curriculum during the Fiscal School Year. These activities take place in the school building: classrooms, hallways and libraries.

Volunteers fill out monthly time sheets, this allows for the volunteers to comment and describe their mentoring time with their assigned student. Teachers sign monthly time sheets prior to submitting them to the RSVP office. Time, actual service activity and in-kind are recorded on these sheets.

Retention plays a huge part in sustaining these volunteers. Cameron School history of Reading Buddies this year is the 17th year, Rapid River 10th year, Bark River 2nd year and Lemmer 2nd year. An RSVP Volunteer has been with the Cameron School Reading Buddies since its inception which is 17 years, Fall of 2012. Rapid River was initiated after an interested individual from that area monitored the Cameron School Reading Buddies Program. The individual enrolled in RSVP and together we went to their School Board. This is now their 10th year. The Principal from Bark River-Harris was doing her student internship at Cameron and discovered the Reading Buddies Program. Bark River-Harris is currently in it's second year and our former intern is the Elementary Principal. Lemmer was introduced to RSVP when they needed RSVP Volunteers for their Fall Festival. Upon learning the capabilities of the volunteers, now utilize RSVP as mentors in their classrooms. Many volunteers have stayed with the Reading Buddies Program and are a vital source of recruiting new individuals to join RSVP Reading Buddies Program. Recognition is provided during the orientation/training/dinner, prior to the placement of the volunteers at the schools. The RSVP Reading Buddies all receive t-shirts/sweatshirts with the Reading Buddy logo. The students pay tribute to their RSVP Buddy throughout the year by creating special tokens of appreciation. The RSVP

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Program holds their Annual Recognition Dinner and invites all volunteers, station supervisors, teachers and faculty/staff. A new/first time RSVP Reading Buddy receives a 50 Hour Pin upon their completion of first 50 hours. Certificates are also awarded to the volunteers with 300 hours plus in our fiscal year. All RSVP Reading Buddies are invited to the Annual Spring Field Trips which include: guided tours of the local libraries, Friends of the Library perform story time, and picnics offer pizza, juice, bottled water, ice cream and bottles of bubbles are the grand finale at the end of the school year for Reading Buddies and their students. The schools provide the busses and drivers.

Program Management

The Memorandums of Understanding (MOU) are the agreements between the MDS CAA HRA, Inc., Retired and Senior Volunteer Program and the Station. The Station Supervisor is asked to complete the following: Public Agency, Private-Non Profit Organization, Proprietary Health-Care Facility, or Faith-based. There is a listing for RSVP Station Responsibilities:

1. Make the final decision on assignment of volunteers.
2. Implement orientation, in-service instruction or special training of volunteers.
3. Furnish volunteers with any materials or transportation required for assignments.
4. Provide for adequate safety of volunteers.
5. Collect and validate (sign) appropriate volunteers reports for submission to RSVP.
6. Investigate and report accidents and injuries involving volunteers to RSVP within 24 hours!
7. Discuss assignments with individual volunteers referred to RSVP and provide written assignment to volunteers, with a copy to the RSVP Program.
8. Provide supervision of volunteers on assignments.
9. Provide public liability and automobile liability insurance, as appropriate.
10. Supply in-kind vouchers to RSVP to verify support when meals, recognition, transportation or training have been provided to volunteers.
11. Validate (sign) monthly volunteer time sheets submitted by RSVP volunteers to verify hours of volunteer service; monthly time sheets are due in the Escanaba Administrative office by the 5th of the following month. For efficiency keep a

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designated folder for timesheets. 12. Accessibility and Reasonable Accommodation: The Volunteer Station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.

13. Prohibition of Discrimination: The Volunteer Station will not discriminate against RSVP volunteers or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; sexual orientation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability. OTHER PROVISIONS: PROHIBITION OF

DISCRIMINATION Volunteer station will not discriminate on the basis of race, creed, beliefs, color, national origin, sex, age handicap or political affiliation and will cooperate with RSVP in assessing the Handicap Accessibility of the work site. SEPARATION FROM VOLUNTEER SERVICE The volunteer

station may request the removal of a senior volunteer at any time. The RSVP volunteer may withdraw from service at the volunteer station or from the Retired and Senior Volunteer Program at any time. Discussion of individual separations will occur among RSVP staff, volunteer station staff and the volunteer to clarify the reasons, resolve the conflicts or take remedial action, including

placement with another volunteer station. REIMBURSEMENT TO RSVP VOLUNTEERS (Please circle your answer) Provide Volunteers with on-site meals Yes/No Sponsor a Recognition Activity or provide awards Yes/No Provide mileage reimbursement (50% or 100%) Yes/No Xeroxing and/or printing for the RSVP Program Yes/No Financial Assistance, payment in "hard cash" Yes/No Sponsor a fundraiser Yes/No RSVP Assignments:

Provide a written outline of RSVP duties or description of individual assignments. (Please attach additional pages, if necessary.) Please make a copy of this MEMORANDUM OF UNDERSTANDING and retain for your office records. A copy must be kept in your files to fulfill the requirements of our

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funding sources. If you do not have access to a copy machine, please check ___ and we would be glad to provide a copy for you. This MEMORANDUM OF UNDERSTANDING may be amended, in writing, at any time with concurrence of both parties. This memorandum will be reviewed every three years. BEGINNING DATE; END/RENEWAL DATE (Every three years); SIGNATURE OF VOLUNTEER STATION REPRESENTATIVE/TITLE;

SIGNATURE OF RSVP STAFF/TITLE; When completed, please return to: RSVP, 507 First Avenue North, Escanaba, MI 49829 Phone: 1-800-562-9136 or (906) 786-7080 extension 112 or 136 Fax: (906) 786-9423 E-Mail: tnelson@mdscaa.org or kneurohr@mdscaa.org

REQUEST FOR RSVP VOLUNTEERS; MUST RECEIVE ON WEDNESDAY, ONE (1) WEEK PRIOR TO REQUEST!; Date of Request; Station Name; Phone Number; Name of person making this request; Title;

Please describe RSVP Volunteer date, time, place and duties, (if bulk mailing, list approximate quantity); Month/Day/ Date; Appointment Time & Place; If transportation is being requested, please complete the following information; Client's Name; Phone Number; Client's Address;

City; Month/Day/ Date; Wheelchair/Walker/Needs Assistance/Data Pick-up Time/Volunteers

Vehicle; PLEASE NOTE: Volunteer's Vehicle Mileage Reimbursement of \$.48 per mile to be paid by Client; Please complete this request form and return to; RETIRED & SENIOR VOLUNTEER

PROGRAM; 507 First Avenue North, Escanaba, MI 49829; Phone: (906) 786-7080 or 1-800-562-

9136 Fax: (906) 786-9423; THANK YOU FOR UTILIZING THE SERVICES OF RSVP; JOB

DESCRIPTION for MDS CAA RSVP VOLUNTEER; VOLUNTEER; ADDRESS; PHONE #; SITE;

CONTACT/SUPERVISOR; VOLUNTEER

POSITION/TITLE; RESPONSIBILITIES; REQUIREMENTS (if applicable); TRAINING (if applicable); On the job as required;

SUPERVISION; Ongoing and/or as needed. Reports to Site Supervisor unless otherwise

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specified.;THE RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) WILL:;1.Provide orientation to volunteer station staff prior to placement of volunteers and at other times, as the need arises. 2.Recruit, interview and enroll RSVP Volunteers.3.Furnish accident, personal liability and excess automobile liability insurance coverage as required by program policy.4.Review station requests and refer volunteers to the volunteer station for that assignment.5.Provide or arrange with volunteer station transportation for volunteers to and from their assignments.6.Arrange with volunteer stations for meals, when possible for volunteers on assignments.7.In cooperation with RSVP Policy Advisory Council, arrange for an appeals procedure to address problems arising between the volunteer, the volunteer station and/or RSVP.8.Periodically monitor volunteer activities at stations to assess and/or discuss needs of volunteers and stations. This is renewable, Federal Mandate, every three years except when there is a change of Station Supervisor and must be updated at that time. The Job Description sheet allows for updating this original form at any time. The Request Form is an ongoing document submitted to RSVP for daily/weekly/monthly requests. We continue to recruit and manage Volunteer Stations that address specified unmet community needs that are not included in our Primary Focus Area.The MDS CAA HRA, Inc. RSVP is a partner organization with Upper Peninsula Volunteer Network (UPVN) which funds our projects in honoring and supporting military veterans for their service. The most recent 911/Day of Service and Remembrance included an intergenerational service project. RSVP Volunteers were invited to bring a child to create tokens of appreciation and thank you cards to be presented at local nursing homes, assisted living facilities and adult foster care facilities on September 11, 2012.RSVP Volunteers also collaborate with the Delta County Trades and Labor in building handicap accessible ramps. Most recently worked the Delta County Veterans approving payment for construction materials and RSVP along with the Trades and Labor Volunteers built the ramp for a Vietnam Veteran. RSVP has constructed many ramps including those with a religious group, of students and chaperones from Flint, MI (which is located in Lower Michigan

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approx. seven hours from us), on a Summer Ramp Blitz. Gladstone Kiwanis also joins us when called upon. All year long, in Delta County and across the nation, approximately 3000 hospitals and their patients rely on the American Red Cross to meet their needs for blood products. Blood collected locally in Delta County serves hospitals in our four state region including 100% of the blood delivered to OSF St. Francis Hospital here in Escanaba, Michigan. Effective Fall of 2011, the Red Cross closed their Blood Services office in Delta County. The RSVP Staff and Volunteers were familiar with some functions of the Blood Mobiles; it was at that point that the ARC approached the RSVP Program in coordinating local Blood Mobiles. To fulfill the needs of the American people for the safest, most reliable and most cost-effective blood services through voluntary donations.

The MDS CAA HRA. Inc. RSVP Program and the Delta County Law Enforcement Agencies formed the Delta County TRIAD. Its purpose of TRIAD is to bring law enforcement and Senior Volunteers/Leaders to reduce the criminal fraud and abuse perpetrated on our older citizens. TRIAD is also looked upon as a "call to action" to improve the quality of life for Seniors through programs and services designed to stop/reduce criminal abuse against them. TRIAD meets on a monthly basis to assess the needs of Delta County's elderly population. RSVP Volunteers also provide the following services: The Emergency Beacon- a light which flashes aid response personnel in case of emergencies, Educational vignettes-as part of our fraud and abuse workshops, Camp 911 for Seniors-a safety day for the 55 plus population, collect used cell phones, mail them to Florida to be refurbished to operate as a 911 cell phone, phones are then shipped back to RSVP for distribution to our elderly/disable population. Provide a clearing house local phone number to contact for questions and information on fraud an abuse. This TRIAD Program enable RSVP to receive support from the Community Foundation for Delta County, U.P. Area Agency on Aging (UPCAP), local businesses and organizations, AARP and community volunteers. We continue to work the Michigan Department of Transportation (MDOT) in lengthening the timing of a crosswalk, monitoring the speed of traffic

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when school is in session, this affects individuals living in a HUD assisted apartment complex.

Currently working with Escanaba City Council on changing a two-way stop into a four-way at a very complex and busy intersection. At this time, the Yellow Dot Program has been introduced to the TRIAD group and are working on getting funding for this new opportunity in alerting EMT's. These yellow dots are placed on the rear windows of the cars so EMT's will know to look in the glove box for emergency information.

Thus RSVP is the essence of our four Counties; where by the local population shares their needs with us and enables RSVP to respond in a timely matter. The MDS CAA HRA, Inc. RSVP Program graduates Volunteer Stations upon their closures, most recently with schools merging we graduated them; upon inactivity of requests for volunteers; stations not meeting the new six focus areas of CNCS. RSVP Staff contacts the Station Supervisor to cease the MOU. Volunteers are called and offered a new placement in capacity building assignments and arrangements are made for transferring them. Follow ups are completed on the volunteers monthly time sheets allowing for RSVP Staff to view what they have written regarding their new assignment.

National Performance Measure outcomes and outputs will be measured and collected by the following: Tutoring-Public School: Anticipated Output (APO) number of students who complete K-12 education programs measured by attendance log, Anticipated Outcome (AOC) number of students with improved academic performance in literacy and/or math measured by DIBELS testing, three times yearly. Assisting with Mitigation: APO number of RSVP service hours in disaster assistance measured by volunteer's monthly time sheets; no AOC. Transportation: APO number of individuals receiving independent living services measured by number of request, AOC number of individuals with disabilities having increased social support measured by RSVP Volunteer completing follow up survey with individual. Food Distribution: APO number of individuals receiving emergency food from food banks measured by tracking forms, AOC number of individual that reported increased food

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security measured by survey. Food Collection: APO number of individuals receiving emergency food from food banks/other organizations measured by tracking form, AOC number of individuals that reported increased food security measured by survey. Food Pantry Support: APO numbers of individual receiving emergency food from food banks/other organizations measured by tracking form, AOC number of individuals that reported increased food security measured by survey. Improving Trails: APO miles of trails or rivers improved and/or created measured by acknowledgment of Receipt of Services, no AOC. Other: APO grantee met target for community priority activity measured by yes/no, no AOC. Forms/surveys will be designed as to the information requested. Volunteers will be utilized in calling for the follow up information, compilation and results tallied. Human Resources Authority, Inc. has decades of experience with administration and operation of federal, state, and local programs and thus has a well established internal control structure for the efficient and effective use of federal RSVP funds. Some of which include:

- a. Annual review and approval of financial procedures by the Governing Board.
- b. A general ledger system that allows for the separate tracking of revenue and expenditures of each individual program we operate.
- c. Constant communication between administration and program management personnel regarding financial and programmatic goals and outcomes.
- d. Risk and needs assessments performed by programmatic and administrative staff on a daily basis.

In-kind is completed quarterly and provided to the Financial Department. The RSVP Director, Supervisor/Secretary takes the in-kind off the Volunteers time sheets which have a column described as: Meals/Other Recognitions, also an In-kind box completed by the Volunteer Station Supervisor: mileage, training, recognition, meals, dollar amounts and dates, with the Station Supervisors signature. Copies of Mileage Vouchers/checks reimbursed to volunteers, RSVP designed a sign in sheet to be used at the stations who offer snacks or lunches. Included on that form is the date, length of meeting and cost per item. RETIRED AND SENIOR VOLUNTEER PROGRAM;M-D-S COMMUNITY ACTION AGENCY & HUMAN RESOURCES AUTHORITY, INC.:IN-KIND

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VOUCHER;NAME;; ADDRESS;; DATES OF SERVICE;;ITEMS DONATED;; DONATED;; In-Kind Valuation: \$; Is this contribution from other Federal Funds?Yes/No ; I verify that this donation is not derived from Federal Funds unless specifically authorized by law; Donor;; Authorized Signature;; Date;;RSVP Rep;; All in-kind received covers the 30% required Federal Match. Budgets do balance out at the end of the Fiscal Years. RSVP has a history of clean audits. Ongoing cash funds have recently been secured from the United Way of Delta County, American Red Cross Blood Services where RSVP receives a stipend for the amount of usable units of blood collected, TRIAD Grants from local foundations and collected/donated cell phones for the 911 Cell Phone Program

Organizational Capability

In addition to controls and policies included in the Program Management Narrative, Human Resources Authority, Inc. has a Finance Department staffed with full-time personnel to provide all the financial information and proper fiscal oversight to aid program staff in managing their respective awards/contracts/grants, including: a.Proper segregation of duties regarding the initiation, authorization, and posting of transactions. b.Finance Department provides at least monthly financial statements to program staff for review and discussion. c.Review and approval of monthly check registers by the Governing Board. d.Selection of independent financial auditor by the Governing Board. e.Finance/Admin staff receives on-going training regarding OMB Circulars, accounting and auditing standards, and other industry best practices regarding grant-funded programs. Under the general direction of the Executive Director and RSVP Policy Guidance, Director of the RSVP Program, Theresa Nelson, has full-time responsibility for the development and day-to-day operation of the MDS CAA HRA, Inc. RSVP Program. Prepare grant proposals including developing and monitoring the Federal and State Program Budgets. Prepare and submit required reports to the funding sources, Governing Board, Executive Director and Financial Director in a timely matter. Adheres to the approved budgets and applies sound fiscal procedures. Provides budget data as required and authorizes

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expenditures for the project, including specific approval of any vouchers for reimbursement submitted by RSVP Volunteers. Promote and market the RSVP Program. Maintain adequate and qualified staff. Responsible for the following: supervision, recruitment, orientation and training of staff, annual program evaluations and development of a plan of action to address any problem areas, updating job descriptions and performing constructive performance evaluations of staff as needed, keeping the Executive Director apprised of any potential problems that could negatively affect the Agency, for enforcing the MDS CAA HRA, Inc. policies and procedures. Meet with and report to the Governing Board and RSVP Policy Advisory Councils when requested. Assure inter-agency and inter-program cooperation and networking. Maintain client/participant confidentiality. Attend all trainings and meetings as required by the Executive Director. Have access to readily available transportation when necessary to fulfill job duties. Plans, organizes and implements recruitment, enrollment, training, orientation and placement of RSVP Volunteers. Provides assistance to the RSVP Policy Advisory Councils, discusses with the councils significant plans, local project policies, actions, resource development, updates and issues affecting RSVP. Develops, reviews and updates MOU's and other appropriate documents with volunteer station supervisors. Arranges for formal and regular recognition of volunteers, organizations and individuals who have contributed to the support of the RSVP Program. Develops and maintains up-to-date financial, staff personnel, program and volunteer records. The above statements are intended to describe the general nature and level of work being performed in the position, however, they are not to be construed as an exhaustive list of all duties an employee in this position may be expected to perform. This position is classified as regular, full-time, salaried. Under the supervision of the RSVP Program Director, Kathy Neurohr, Supervisor/Secretary performs a variety of tasks in support of the RSVP Program including explaining program services to interested people, receiving and responding to community requests for services, maintaining data on program activities in a computer and providing other clerical support to the RSVP Program Director.

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Serves as a receptionist for the RSVP Program, receiving walk-in visitors and telephone inquiries, explaining program services and requirements. As assigned, performs initial intake interviews with potential volunteers. Ongoing computer data entry, updating computer files in data bases. Contact volunteers to obtain missing information when necessary. Receives community requests for volunteer assistance, reviews files and locates appropriate volunteer candidates and contacts volunteers for placement. Sets up and types a variety of materials such as correspondence, client records and meeting minutes. Creates necessary record keeping-forms on the computer. Assists the program director with compiling information, planning and conducting special projects and recognition events highlighting the RSVP Program throughout the communities. Accepts other duties as assigned. RSVP Staff positions are sustained by Federal and State dollars and are reflected in the Budget/Budget Narrative. Our Primary Focus Area is Education and the following reflects our track record: Cameron School history of Reading Buddies this year is the 17th year, Rapid River 10th year, Bark River 2nd year and Lemmer 2nd year. An RSVP Volunteer has been with the Cameron School Reading Buddies since its inception which is 17 years, Fall of 2012. Rapid River was initiated after an interested individual from that area monitored the Cameron School Reading Buddies Program. The individual enrolled in RSVP and together we went to their School Board. This is now their 10th year. The Principal from Bark River-Harris was doing her student internship at Cameron and discovered the Reading Buddies Program. Bark River-Harris is currently in it's second year and our former intern is the Elementary Principal. Lemmer was introduced to RSVP when they needed RSVP Volunteers for their Fall Festival. Upon learning the capabilities of the volunteers, now utilize RSVP as mentors in their classrooms. Many volunteers have stayed with the Reading Buddies Program and are a vital source of recruiting new individuals to join RSVP Reading Buddies Program. ACTION was a United States Government Agency described as, "the Federal Domestic Volunteer Agency". It was formed in 1970 from VISTA; the Peace Corps; and the Foster Grandparents, Retired and Senior Volunteer, and

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Senior Companion Programs (later merged into the Senior Corps). The MDS CAA HRA, Inc. (1978) applied for and received Foster Grandparent funding, later a RSVP Program and Senior Companion. To date, 2012, all three programs are functioning at their funded levels throughout their assigned Counties, maintaining their volunteer projections. All three Senior Corps Directors have a history of managing volunteers and measuring performance. The Federal Program Officers and Michigan, Office of Services to the Aging, The Quality Operations Division, monitors these Programs and the results are reflected in the documents they utilize. Program Directors have called the State CNCS Office seeking their rating prior to applying for PNS Grants. No problems noted to date! Senior Services within the MDS CAA HRA, Inc. passed a millage supporting all Senior Centers throughout the counties of Menominee, Delta and Schoolcraft. These dollars are also used for reimbursing RSVP Volunteers traveling to and from Senior Centers while on volunteer assignments. Please refer to RSVP's Performance Measures for further information. The Finance Director maintains a Fixed Asset subsidiary schedule for all the capatilizable assets of the agency and performs a physical inventory of these assets at a minimum of every 2 years. The schedule and inventory are reviewed by our independent auditors on an annual basis. Human Resources Authority has a volunteer board that meets monthly. In addition, it has subcommittees that meet with management on an as-needed basis to provide the necessary oversight and direction for the agency. Some of these duties include review and approval of the agencies financial and personnel policies, meeting with the independent financial auditor to discuss the planning and results of the audit, approving salaries/wages and benefits of agency staff, and evaluating the performance of the Executive Director. V.;

PURCHASING; A. Solicitations for Goods and Services

1. Contractors that develop or draft grant applications, contract specifications, statements of work, invitations for bids and/or requests for proposals are excluded from bidding for the procurement.
2. Bid specifications must contain the following:
 - a) A clear and accurate description of the technical requirements for the material, product, or service to be procured. In

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competitive procurements, such a description will not contain features which unduly restrict competition. In all procurements, to the extent practicable, there shall be free and open competition. b) Requirements which the bidder or offerer must fulfill and all other factors to be used in evaluating bids or proposals. c) A description, whenever practical, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics of minimum acceptable standards. d) The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitation. e) The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement. f) Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources, protect the environment and are energy efficient. 3. Positive efforts are made to use small, woman-owned and minority-owned businesses. 4. Contractors comply with terms, conditions and specifications of the contract that assure adequate and timely follow-up of all purchases. 5. Conflicts of interest: In addition, no employee, officer or agent of the agency shall participate in the selection, award or administration of a contract involving the agency if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, agent, or any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected. B. Purchase Orders

1. Purchase orders (form 2) must be prepared in triplicate for all purchases of \$2500 or more. a) Purchases under \$2500 may be made at the best price based on the personal judgment of the program director or designee. b) Purchases of \$2500-\$5000 may be made by the program director, or designee, utilizing a minimum of three verbal quotations. These quotations shall be documented on the Cost Comparison form (form 3) and attached to the copy

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of the purchase order and maintained in a file in the Finance Department. c) Purchases of \$5,000 - \$10,000 require a minimum of three written quotations. d) Purchases of \$10,000 and above require an advertised request for bid. e) Sole source purchases up to \$5,000 must be approved by the Finance Director and Executive Director, upon the justification to use sole source. Sole source purchases over \$5,000 require board approval, upon the recommendation of the Finance Committee. f) Special equipment grants for which conditions are set down by the funding source, supersede the above. g) All quotations (verbal, written, advertised or sole source) must be attached to the triplicate copy of the purchase order and maintained in the Finance Department.

h) Raw food and consumable supplies for the Nutrition, Head Start and Community Service Emergency Food Program, are exempt from a,b & c. Raw food and consumable supplies in the above programs will be purchased on a site-by-site basis. The administrative office will continue to control raw food costs by monitoring raw food costs by site on a quarterly basis. These controls may include: strengthening controls over purchasing and inventories at the center and reviewing portion controls, quantities prepared versus served, use of leftovers and use of preferred vendors authorized by administrative staff. Employees responsible for purchasing under this section are expected to utilize their judgment in securing raw food and consumable supplies at the most advantageous price. i) In circumstances where it is impractical to adhere to the purchasing procedure because of an emergency, A.1,b & c need not be followed. Emergencies include, but are not limited to: repairs to buildings, equipment or vehicles that are necessary for timely agency requirements. Any such emergency repairs shall be evaluated on a case by case basis to assure the best interest of the agency is served. j) All purchases made on behalf of the CAA shall be made under consideration of price, quality and other factors. 2.The program director, when signing and approving purchase orders, is responsible for determining if the expenditure is necessary to the program and is included in an approved budget. 3. The Finance Director, after the purchase order is signed by the program director,must review all

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purchases for budget compliance and availability of funds.

4. Approved purchase orders are distributed as follows: a) original to vendor to authorize the purchase
b) duplicate attached to invoice when received c) triplicate filed in proper file in the Finance

Department d) a copy may be retained by the program director 5. Disapproved purchase orders are

marked VOID and filed in the Finance Dept. C. Receipt of Purchased Items 1. Any staff receiving
delivered items must verify, sign and date the delivery slip and notify the appropriate program

personnel who check the order in. 2. If there are no discrepancies the invoices will be sent to the

Finance Dept. If there are discrepancies, the program director is notified and instructed to investigate.

No payment will be made until the discrepancy is rectified to the satisfaction of the program director.

D. General 1. The Finance Department will review outstanding purchase orders regularly and notify

the appropriate program director that will check on the status of the outstanding purchase order. 2. No

purchases will be made for employees or others using grant funds. 3. Any variances from procedures

must be approved in writing by the Executive Director and/or Treasurer and Finance Committee of the

Governing Board. 4. In cases where equipment may be leased, an analysis of lease costs versus

purchasing will be conducted. The analysis should take into consideration maintenance costs as well

as other factors. Leases should be reviewed periodically. A. Recording of Accounts Payable

1. Accounts payables are processed on a weekly basis. Information is entered into the system from
approved payment voucher (form 4) with appropriate documentation attached.

2. It is the policy of the agency that only original invoices will be processed for payment unless
duplicated copies have been verified as unpaid by researching the vendor records. No vendor

statements shall be processed for payment. 3. All accounts payable transactions will be stamped "paid".

Extra copies of invoices will be marked "copy" or destroyed in order to avoid duplicate payment. B.

Accounts Payable Cut-off 1. All approved vendor invoices that are received in the Finance Dept. by

noon on Tuesday of each week will be recorded as accounts payable for that week. 2. Invoices

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received after Tuesday noon of each week may be processed in that week or held until the following week. C. Checks The following procedures reflect the process for preparing checks. 1.The Finance Director is responsible for all blank check stock. 2. Checks will be generated by using blank check stock and the Check Writer software program in the Finance Department. 3.The Accounts Payable Clerk will create a vendor ID for each new vendor. The Account Clerk will verify by phone the accuracy of information provided on the statement, including: name, address, items purchased, dollar amount, etc. in order to ensure that the vendor is legitimate. A W-9 will be mailed to all vendors required to receive a 1099 at the end of the year.

4. The Finance Department prepares the checks based on the payment voucher attached to the invoices. 5.It is the policy of the agency that each check shall be signed by an individual other than the one who approved the transaction for payment. 6.All checks processed with the Check Writer will have signatures from the Executive Director and the Chair of the Finance Committee.

7.Check vouchers are distributed as follows: a) original -- mailed to payee by Finance Department b) Duplicate -- filed chronologically by month with all supporting documentation attached. All invoices and statements are stamped PAID. 8.When documentation is not attached to the check duplicate, the check duplicate is clearly referenced noting where the documentation is located. 9. Checks are recorded in the accounts payable journal. A copy of the check run will be provided to the Executive Director, or designee, who will review run for missing check numbers and or any out of the ordinary vendors or amounts. 10.Voided checks have VOID boldly written or stamped in ink across the face of the check and the signature portion of the original check is cut out. The original voided check is filed with cancelled checks. Normal procedure is used for duplicates. 11. In NO event will: a)checks be prepared unless the above procedures are followed

b)checks be prepared from monthly statements c)checks be used other than in chronological order d) checks be made out to "cash" or "bearer", "petty cash", etc. e) checks be prepared on verbal

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authorization f) checks be destroyed 12. Accounts payable checks are mailed on Fridays. This RSVP Program has two Policy Advisory Councils (PAC). In Delta County the PAC has eight members representing a cross section of the community. Former Station Supervisors (2) and Staff, Governing Board Liaison, RSVP Volunteers (4). They meet on a monthly basis (the third Wednesday of the month). We do not hold meetings during the months of July/August unless deemed necessary. One member is employed by the Daily Press and secures our news articles (including photos).

Menominee/Marinette PAC has ten members of which one is a Governing Board Liaison, former CAA Employee, retired teachers (2), retired principal, minister, current staff MDS CAA (2), Menominee City Alderman, public sector. They also meet on a monthly basis, the second Tuesday of the month, except for July/August unless deemed necessary. The PAC's are very active in the annual recognitions, each PAC completes its' own RSVP PAC Project Self-Assessment Checklist and is compiled as one document. Please refer to sent documents. These Boards adhere to Bylaws which have been established by each County and are updated as needed. Election of officers is held annually on both PAC's. Individuals for the PAC's, at times are hand picked, others volunteered and some were recruited by the person resigning from the PAC. Station supervisors had an interest in the Program and continue to be involved on the PAC's. Governing Board Liaisons from each county are on that area's PAC and relate from the Governing Board to the PAC. At times it is very helpful to have that Governing Board Member go from the PAC to the Governing Board. PAC Members play a huge role in Senior Corps Week activities. Assisting hands-on in fund raising and during Federal/State monitoring visits. Human Resources Authority was established in 1965 and thus has decades of experience in administration and operation of federal and state grant-funded programs. Currently the agency as an operating budget of approximately \$9 million. Approximately \$6 million of which are federal funds comprised of 25 different programs. This Program is now supplemented with dollars from the United Way of Delta County, which allows us to purchase Reading Buddie t-shirts

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(originally designed by the first reading class at the Cameron School). The logo is "Reading Takes Us To New Worlds Together". This logo has been maintained throughout the schools. Halloween Treats, Holiday Books (are purchased, autographed by the RSVP Volunteers) are presented to their student. In honor of Valentines Day, the students receive pencils from their RSVP Buddy. The Annual Spring Field Trip is also paid for out of these dollars. Ongoing cash funds have recently been secured from the United Way of Delta County, American Red Cross Blood Services where RSVP receives a stipend for the amount of usable units of blood collected, TRIAD Grants from local foundations and collected/donated cell phones for the 911 Cell Phone Program.

In-kind is completed quarterly and provided to the Financial Department. The RSVP Director, Supervisor/Secretary takes the in-kind off the Volunteers time sheets which have a column described as: Meals/Other Recognitions, also an In-kind box completed by the Volunteer Station Supervisor: mileage, training, recognition, meals, dollar amounts and dates, with the Station Supervisors signature. RSVP receives copies of Mileage Vouchers/checks reimbursed to volunteers while assigned to Senior Centers, RSVP designed a sign in sheet to be used at the stations who offer snacks or lunches. Included on that form is the date, length of meeting and cost per item. The MDS CAA HRA, Inc. RSVP's In-Kind covers the 30% required Federal Match. For further information/details please refer to Budget and Budget Narrative Excess Amount.

Other

N/A

PNS Amendment (if applicable)

N/A