

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: 13SR144204	4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12	FEDERAL IDENTIFIER:														
5. APPLICATION INFORMATION																
LEGAL NAME: Wiregrass Retired and Senior Volunteer Program DUNS NUMBER: 843480054	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Dianne Marshburn TELEPHONE NUMBER: (334) 836-1300 FAX NUMBER: (334) 836-1301 INTERNET E-MAIL ADDRESS: wiregrassrsvp@gmail.com															
ADDRESS (give street address, city, state, zip code and county): 501 N Foster St Dothan AL 36303 - 4546 County: Houston																
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 631102555	7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Self-Incorporated Senior Corps Project															
8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):	9. NAME OF FEDERAL AGENCY: 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: Wiregrass Retired and Senior Volunteer Program 11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Alabama Opportunity #5--Houston, Henry and Geneva Counties																
13. PROPOSED PROJECT: START DATE: 04/01/13 END DATE: 03/31/16	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="AL 002"/> b.Program <input type="text" value="AL 002"/>															
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 border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="text-align: right;">\$ 84,814.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 104,765.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 26,210.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 6,000.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 33,927.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td style="text-align: right;">\$ 38,628.00</td> </tr> <tr> <td>g. TOTAL</td> <td style="text-align: right;">\$ 189,579.00</td> </tr> </table>	a. FEDERAL	\$ 84,814.00	b. APPLICANT	\$ 104,765.00	c. STATE	\$ 26,210.00	d. LOCAL	\$ 6,000.00	e. OTHER	\$ 33,927.00	f. PROGRAM INCOME	\$ 38,628.00	g. TOTAL	\$ 189,579.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
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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: Donna West	b. TITLE:	c. TELEPHONE NUMBER: (334) 836-1300														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/18/12														

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Executive Summary

The Wiregrass Retired and Senior Volunteer Program (WRSVP) is a 501(c)(3) organization created to apply independently for the Senior Corps RSVP Grant Application of the Corporation for National and Community Service. The Wiregrass Retired and Senior Volunteer Program is located in the far southeast corner of Alabama and includes representation in the three county areas of Houston Henry and Geneva. The program has been sponsored by the Zonta Club of the Dothan Area since 1972 and is known as the Zonta Houston-Henry Retired and Senior Volunteer Program. The Zonta Club has made the decision to not participate with re-competition and will conclude its sponsorship on March 31, 2013.

An estimated 341 unduplicated Retired and Senior Volunteers will serve 24,466 unduplicated community individuals. They will serve to provide training in disaster preparedness, community based mentoring for juveniles, tutoring in public, schools, assist veterans with transportation and other activities, food distribution thru food banks, food pantry support and food delivery and food collection programs, will provide transportation, meals and companionship to the sick and homebound in their communities, as well as serve to help the needs of other community projects through a network of thirty-two (32) volunteer stations such as Emergency Management Administrations, Juvenile Court Services, Veteran's Clinic, Wiregrass Area Food Bank, two local schools, Southeast Alabama Medical Center, the Harbor, American Cancer Society, AARP Tax Aid for the Elderly, Christian Mission Food Delivery, Dialysis Clinic, Wiregrass Habitat for Humanity and The Wiregrass United Way. The Primary Focus Area of this project is Education: K-12 Success to address Juvenile Truancy. At the end of the 12-month performance period, one hundred ninety-five (195) juvenile will have been mentored by eighty-five (85) RSVP volunteers. Of this number, 175 youth will have improved their school attendance. The Corporation for National Service Federal investment will be 84,814 which will be supplemented by \$104,765 of non-federal resources.

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Strengthening Communities

STRENGTHENING COMMUNITIES

The Wiregrass Retired and Senior Volunteer Program is requesting Federal Funding in the amount of \$84,814 to sponsor the Retired and Senior volunteer Program of Houston, Henry and Geneva Counties.

The program is located in the southeastern corner of the US state of Alabama, and is situated approximately twenty miles west of the Georgia state line and eighteen miles north of Florida.

Dothan is the seat of Houston County and is the principal city of the Dothan metropolitan statistical area which encompasses all of Geneva, Henry and Houston counties. (The small portion that lies in Dale County is part of the Enterprise-Ozark metropolitan statistical area). The combined population for the entire Dothan metropolitan area in 2010 was 137,916. The three county areas that will be served are primarily rural agricultural area with the largest population being Dothan-Houston County Alabama. Henry County is 35 miles from Dothan with Geneva County being approximately 40 miles.

The Dothan-Houston and Geneva County Juvenile Court Services are experiencing an increased rate of truancy and criminal activity among juveniles. Twenty-nine (29%) percent of our children in the affected area are living below the poverty level. Truancy and ungovernable behavior is becoming a trend and appears to be peaking around the age of fifteen years. The court systems are backlogged due to state budget reductions. The Court staff has been reduced and there is little or no staff to monitor the juveniles who are under Truancy Petitions. According to the Southeast Alabama Council for Economic Development our area struggles to provide a workforce with the necessary skill and knowledge required to expand our industries in the region. It is important to keep our children in school so they will have the opportunity to further their education and be successful in life.

Primary Focus Area: Education: K-12 Success-Community Based Mentoring

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COMMUNITY NEED: The Houston and Geneva County Juvenile Court Services are experiencing an increased rate of Truancy and crime among juveniles. Truancy and ungovernable behavior is becoming a trend and appears to be peaking around the age of "15". There are on average 175 Juveniles in the Dothan Houston County service area (2011-2012 Houston Co. Juvenile Court Data) and an average of 150 juveniles in the Geneva County service area that are being identified annually by the court system as being "At Risk "of incarceration. (2011-2012 Geneva County Juvenile Court Data). There is a need to provide a methodology to deter juveniles who are first time offenders from incarceration and redirecting their behavioral patterns.

In an effort to form a more unified Judicial System and a means to study ways to make alternative recommendations to help address Truancy and Crime, trained volunteers are needed to be sworn in by the Alabama Administrative Office of Courts to form the necessary number of panels to work with local judges and law enforcement.

SERVICE ACTIVITY: Juvenile Conference Committee Panel members will make recommendations for appropriate Description: sanctions, partner with the Early Warning Truancy Program to monitor attendance records and be available to become mentors providing guidance and assistance for the offending juveniles. Eighty Five (85) unduplicated volunteers will receive forty hours (40) of training and sworn in by the Alabama Administrative Office of Courts to become Juvenile Conference Committee Members and Mentors for Juveniles who have had Truancy Petitions signed by the court and Juveniles who are "At Risk For Incarceration". Juvenile Conference Committee Panel Members will assist in making Sanctions and mentorship recommendations to the Juvenile Court Judges for each case submitted. Youth selected for the Mentorship program will be followed for approximately one year. Panel members will meet with each individual juvenile and guardian until the approved Sanctions have been satisfied. In addition, Juvenile Justice Panel Members will work with each counties Early Warning Truancy Program monitoring attendance for those serving under Truancy

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Petitions. Seventeen (17) Juvenile Justice Committee Panels will be developed; each panel will consist of Five (5) panel members. A Team Leader and Secretary will be selected for each of the seventeen (17) panels on rotating bases every three (3) months. It is anticipated that the Committee will review approximately 195 unduplicated cases per year; each of the seventeen panels will meet two (2) times per month for a period of four (4) hours for a total of six hundred (680)hours per month or eight thousand one hundred and sixty hours annually. Seventeen (17) volunteers, one from each panel will be assigned to monitor Truancy petition cases over a one year period.

Anticipated Output: 195 Juvenile youth/mentor matches sustained

Anticipated Outcome: 175 youth in mentoring/tutoring programs with improved school attendance.

Service Activities to Veterans and Military Families: Two volunteers will provide transportation twice a week for seven hours a day to and from the clinic for those veterans who have no means of transportation. Volunteers will use their own vehicles and be required to show proof of auto insurance and a current Alabama driver's license. It is estimated that 20 veterans per week will receive transportation services. Eight RSVP clerical volunteers will receive 16 hrs of training form the VA Clinic Director. Training will include the Federal guidelines that must be followed including ethics and confidentiality. Volunteer will be scheduled to provide volunteer services three days per week for a total of 21 hours per volunteer per week or a cumulative total of 2,016 annual hours per volunteer. Veterans will also serve as RSVP volunteers in other focus areas. Wiregrass volunteers and volunteer stations will be managed by coordinator of volunteer services and assisted by the advisory council goals committee to work with the judicial system and the schools to ensure that the primary focus area community needs will be met.

Recruitment and Development

PART 11 SECTION C.

RECRUITMENT:

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Volunteer Recruitment will be the primary responsibility of all program staff, the wiregrass retired senior volunteer board of directors the advisory council Recruitment committee and the committee as a whole. The advisory council will be representative of a cross section of the Houston, Henry and Geneva County service areas which will include representatives from the local Veterans administration and the International Language Services, Our past record reflects volunteer participation of our local veterans and the diversity in our appeal to the area Hispanic community.

The primary Focus area of Education will be that of partnering with the Department of Juvenile Services in a two county area. Eighty Five (85) Juvenile Conference Committee volunteers in Houston and Geneva County will commit to mentor Juveniles serving under the Juvenile Courts Truancy Petitions. To ensure success of these programs coordinators will monitor each case with the court systems and the Juvenile Conference Committee Volunteers. The Program Director, the goals committee and advisory council will collaborate with each coordinator in a team effort to achieve the desired outcome of the project.

In addition to managing the Primary Focus area each coordinator will work to recruit volunteers outside the Primary Focus area that represent other "focus areas" and "community priorities" representative of each geographic and demographic area. Opportunities will be sought through area churches, civic organizations, social media, newspapers, local senior magazines and recommendations from volunteers who are satisfied with their RSVP volunteer experience. In addition, every effort will be made to educate and recruit the Baby Boomer population. Many Baby Boomers are still gainfully employed, traveling or helping raise grandchildren. Our Goals committee and Coordinators will review and develop volunteer opportunities that will provide for flexible scheduling.

Every effort to ensure a well balanced pool of volunteers will be monitored by the Advisory Council Recruitment committee. A diverse pool of volunteers will be represented by every race, ethnicity,

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sexual orientation, socioeconomic background and individuals who have disabilities including many of those which are age related. Effective programming provides an avenue for volunteers to remain active, share their skills and knowledge while participating in service learning projects programs which enrich their lives and the recipients of their service. A volunteer management system is in place that provides several different elements. Potential volunteers are able to review with the coordinators. An overview of each volunteer station and a job description that provides the basic elements that the volunteer needs to know about the assignment. Potential volunteer will be well informed about the particular volunteer station(s) that they may be interested in volunteers are also made aware of the flexibility they are able to have with their volunteer opportunities. Volunteers will also meet with the site supervisors to ensure appropriate volunteer placement. Upon the volunteer and site supervisor meeting, the volunteer then decides if that particular volunteer placement is a good fit for them.

VOLUNTEER TRAINING

New volunteers receive an orientation about the RSVP on a national and local level and an overview of the Senior Corp programs serving under the umbrella of the Corporation for National Service. An RSVP volunteer handbook of Policies and Procedures will be provided to each volunteer. After review of the volunteer handbook, volunteers are required to sign an agreement that they have read and understand the programs policies and procedures as outlined. Where applicable, volunteer will be asked to sign a confidentiality agreement. Training will be provided one on one or in group settings and by volunteer station managers.

VOLUNTEER RETENTION

Volunteer retention is closely linked to the appropriate volunteer selection for each project. An appropriate volunteer fit contributes to a positive experience for the volunteer and the volunteer site. Support for our volunteers is closely linked to proper supervision, training and overall management. Advisory council members will perform assessments of volunteer projects to ensure that the

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volunteers are providing the needed services as outline in the Memorandum of Understanding and at the same time the volunteer sites are providing the volunteer with a meaningful opportunity for service. Quarterly volunteer luncheon meetings will be held to keep the volunteers informed, create awareness about the community and program needs. Volunteers serving in the Primary Focus areas will meet at the beginning of each quarter for updates, recommendations and to discuss potential problems and successes.

VOLUNTEER RECOGNITION:

Recognizing our RSVP community volunteers for their service is a motivational tool to help maintain high quality volunteers. Volunteers are recognized throughout the year rather than just one time per year. Volunteers will receive gift certificates to local restaurants, retail shops, fuel vouchers and discounts to institutions of higher learning. Each year volunteers will receive a lapel pin honoring years of Service with the Retired and Senior Volunteer Program. To ensure continued incentives for our program, a service related committee will be developed to reach out and establish corporate council partners to create awareness about RSVP and to expand our resources for our volunteer incentive program.

Program Management

Part II Section D

Program Management:

The Wiregrass RSVP Board of Directors, Advisory Council and staff will work collectively to ensure that all volunteer stations are in compliance with Federal laws and regulations. The Program Director will be responsible for the day to day operation of the total program. However, the implementation and daily management of all volunteer assignments and volunteer stations will be the responsibility of each volunteer coordinator. Coordinators will survey their volunteer stations quarterly for quality to assure program success. Advisory council committee members will visit volunteer stations bi-

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annually to monitor for volunteer station compliance.

Process for Assessment:

Data collection tools will be developed by the Program Director, implemented by the Volunteer Coordinators and compiled by the Administrative Assistant. The data collection process will be generated through surveys, observations, client participation, pre and post test and self assessments. The outcome of our data collection will be shared with volunteers, volunteer stations, the advisory council goals committee, the board of directors, program financial contributors and potential financial contributors.

Reassignment of Volunteers:

To meet the changing community needs and minimize disruption to current volunteer stations, quarterly meetings will be held with designated station managers to discuss program changes and solicit their input to meet program goals. Coordinators will work with volunteers toward developing an interest with National Performance programs for possible volunteer reassignments.

Project Resources

A certified Public Accountant has been under contract with our program since 1996 and will continue under contract. The CPA provides financial management of our program by processing monthly financial statements, federal draw downs, payroll, accounts payable, monthly, quarterly and yearly financial reports, tax returns and preparation of the 990. The Wiregrass RSVP board of Directors will meet with the Program Director monthly to review program performance, monthly expenditures, in-kind contributions and any other financial reports.

National Performance Measures and Outputs

The advisory Council Goals Committee, Program Director, volunteer Coordinators, and assigned volunteer team captains will work together in developing a comprehensive toolkit guide to measure

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OUTCOMES and OUTPUTS for implementation to be used in the primary focus area project. The primary focus area addresses Education, K-12 Success by supporting activities to help students maintain school enrollment and succeed in school. This will be done through the Juvenile Conference Committee. Volunteer coordinator, volunteer stations, and project team captains will work collectively to distribute and collect the output and outcome data for compilation in Volunteer Reporter.

Organizational Capability

PART II- SECTION E. ORGANIZATIONAL CAPABILITY

The Wiregrass Retired and Senior Volunteer Program will be governed by a board of directors that will offer guidance, fiscal oversight and administrative support. The day to day management of the program will be provided by the Program Director who has seventeen years (17) experience as a Retired and Senior Volunteer Program Director and a total of thirty one (31) years as a non-profit director. Data Collection is a strong suite of the program director that has a background in Training Research and Evaluation and has developed data collection tools over the past six years to evaluate output and outcome program data for the previous program. An employment law attorney who is a friend of RSVP has compiled an Employee Handbook and an Office Policy and Procedures Handbook designed for our operation. This service was provided In-Kind.

STAFF POSITIONS:

All staff positions have a written job description that clearly defines the employees expected duties and will be updated as needed. This grant will financially sustain the full time salary of the Project Director, one full time coordinator and one half time coordinators. The Program Director has seventeen years of experience as an RSVP director and thirty one years experience as a nonprofit director. The full time coordinator has eleven years experience with the Retired and Senior Volunteer

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Program working as an Administrative Assistant and a Coordinator of Volunteer Services. The Part time Coordinator served twelve years as the full time coordinator for Geneva County, Alabama and desires to retire from full time employment. The Program Director is certified in Volunteer Administration and Principles of Volunteer Management Resources and both coordinators are certified in Volunteer Management. Staff Members are reimbursed for their local travel expense according to the designated Federal Travel Reimbursement Rate.

TRACK RECORD:

PRIMARY FOCUS AREA

The proposed Program Director and Coordinators collectively have eight years' experience working with the Administrative Office of Courts and area Juvenile Court judges, recruiting and training volunteers to mentor juveniles under Truancy Petitions. Volunteers are trained by the Alabama Administrative Office of Courts to serve as mentors and are supervised by RSVP staff. Mentors monitor and encourage juveniles to attend school and help them to work at changing behavior patterns.

SENIOR SERVICE:

The proposed Program Director and Coordinators have a combined total of thirty-eight (38) years experience working with Senior Adults in providing meaningful volunteer opportunities for volunteers to share their skills and knowledge while participating in service learning projects. Today's volunteers desire to spend their time in meaningful well developed and organized volunteer programs that enrich their lives as well as those they serve. The proposed Program Director has served three terms as the President of the Alabama Association of Retired Senior Volunteer Program Directors, Foster Grandparent and Senior Companion Program Directors and was among the first group of Peer Mentors to be trained by the Corporation for National service to serve as a Peer Team Member. In

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addition, on a state level she has a good working relationship with the Alabama Department of Senior Services and serves as a voice for the Alabama RSVP, Foster Grandparent and Senior Companion programs and volunteers.

Managing Volunteers and Measuring Performance:

The proposed Program Director has thirty one years experience recruiting and managing volunteers with a prior background working in Training Research and Evaluation which has provided the director with experience necessary developing Data Collection Tools to evaluate outputs and outcomes. The prior RSVP program was a 75% Outcome based program and was a performance based driven project.

A STRONG ORGANIZATIONAL INFRASTRUTURE; FACILITIES, EQUIPMENT AND SUPPLIES:

1) Three office spaces including electricity, heat and telephone services will be provided as an In-Kind Service. These office spaces will be offered as one space located in Houston County and two in Geneva County. **EQUIPMENT:** If awarded all equipment that was used in the prior program will be transferred to the program applicant. **SUPPLIES:** Adequate and Customary supplies will be provided to each employee. Purchases must be requested in writing, approved by the Program Director for Purchase, a Purchase Order number must be assigned to the "Request for Supplies Form." Supplies and other purchases must be handled by a designated staff member who is approved to make purchases. The purchase must be checked in reviewing the receipt and actual purchase for accuracy. The purchase must be checked in by a staff member other than the staff member who made the purchase.

2) GOVERNANCE STRUCTURE AND OPERATIONS:

The Wiregrass Retired and Senior Volunteer Program board of directors will govern the program by providing program and fiscal oversight. The Board of Directors will include board members that have experience in governing nonprofit organization. The Board of Directors will supervise the Program

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Director; the Program Director will supervise the RSVP staff and the day to day program operations. The Advisory Council will assist with recruitment and aiding the coordinators in managing volunteer stations. An Internal Policies guidance handbook has been made available by a local Employment Law Attorney. The Internal Policy guidance covers every aspect needed to operate a nonprofit organization effectively. The Program Director has continuing education course work in the area of nonprofit Governance from the Alabama Association of Nonprofits.

3) ROLE OF THE ADVISORY COUNCIL:

The Advisory Council will provide program recommendations for the board and program director, survey the community to provide input, provide committees to develop program goals, assist with recruiting volunteers and volunteer stations, develop and implement fund raising activities and seek grant opportunities.

MANAGEMENT SYSTEM:

4) The proposed Program Director has fourteen years in managing state and local grants and seventeen years managing Federal Grant Funds. Strict financial policies and procedures will be implemented to ensure that all Federal and non Federal grant funds are managed to the highest level possible. A certified Public Accountant has been on contract with the prior program for fifteen years and has agreed to continue contract with the Wiregrass Retired and Senior Volunteer Program should grant funding for this application be approved. Non Federal funds were secured by the prior grantee and have been promised to be allocated to the Wiregrass Retired and Senior Volunteer Program upon receipt of the grant opportunity.

Other

N/A

PNS Amendment (if applicable)

N/A