

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: 13SR144246	4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12	FEDERAL IDENTIFIER:														
5. APPLICATION INFORMATION																
LEGAL NAME: Porter Leath Children Center DUNS NUMBER: 081346405	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Judith I. Routine															
ADDRESS (give street address, city, state, zip code and county): 868 N Manassas St Memphis TN 38107 - 2516 County: Shelby	TELEPHONE NUMBER: (901) 577-2500 1128 FAX NUMBER: (901) 577-2506 INTERNET E-MAIL ADDRESS: jroutine@porterleath.org															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 581409385	7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Community-Based Organization															
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: RSVP															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Mississippi #8: DeSoto County Mississippi which includes the cities of Hernando, Horn Lake, Olive Branch and Southaven	11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
13. PROPOSED PROJECT: START DATE: 07/01/13 END DATE: 06/30/16	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="TN 009"/> b.Program <input type="text" value="TN 009"/>															
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;">\$ 72,000.00</td> </tr> <tr> <td style="border: none;">b. APPLICANT</td> <td style="border: none; text-align: right;">\$ 30,857.00</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;">\$ 30,857.00</td> </tr> <tr> <td style="border: none;">e. OTHER</td> <td style="border: none; text-align: right;">\$ 0.00</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;">\$ 102,857.00</td> </tr> </table>	a. FEDERAL	\$ 72,000.00	b. APPLICANT	\$ 30,857.00	c. STATE	\$ 0.00	d. LOCAL	\$ 30,857.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 102,857.00	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	\$ 72,000.00															
b. APPLICANT	\$ 30,857.00															
c. STATE	\$ 0.00															
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f. PROGRAM INCOME	\$ 0.00															
g. TOTAL	\$ 102,857.00															
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: Sean Lee	b. TITLE:	c. TELEPHONE NUMBER: (901) 577-2500 151														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/18/12														

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Executive Summary

Porter-Leath is the oldest social service agency in Memphis, TN. Its mission is to empower children and families to achieve a healthy, optimal, and independent lifestyle. The agency operates programs including AmeriCorps, Early Head Start, Head Start, USDA Child and Adult Care Food Program, Foster Grandparent Program, RSVP, a career and employment training program, foster care, and residential care to children and youth serving over 15,000 children and families annually.

Porter-Leath RSVP will recruit and place 100 volunteers to serve children and families in the DeSoto county community. Sixty volunteers will serve in the primary focus area of Education in the objectives of K-12 Success and School Readiness. Thirty-five volunteers will tutor or mentor children an average of 3 hours a month at 29 volunteer stations. Support will include providing homework assistance, reading to children, children reading to volunteers, tutoring, encouraging and assisting children in classroom activities, providing leadership and educational support, and helping with activities offered to children at the volunteer stations. Twenty-five volunteers will assist in the classroom in child care centers, early head start, and head start centers. Of the 150 children assigned to a RSVP volunteer; 75 will demonstrate gains in school readiness and have improved social and emotional development. RSVP volunteers will mentor 500 children at library branches, in after school programs, and public schools assisting with homework, reading and being read to, and providing leadership and support to children in K-12 education programs. Through regular interaction with the mentor, 250 children will demonstrate improved academic engagement in classroom activities. The remaining 40 volunteers will serve in the focus areas of Capacity Building, Healthy Futures and Disaster Services.

The CNCS federal investment of \$72,000 will be supplemented by \$30,857.

Strengthening Communities

DeSoto County MS is the twenty-ninth fastest growing county in the United States and accounts for

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54% of the Memphis Metropolitan Area, having four major cities; Hernando, Horn Lake, Olive Branch, and Southaven. According to the 2010 Census Records, between 2000 and 2010 DeSoto County's population has increased by over 50% from 107,199 to 161,252. An average of 5 to 7 families moves to DeSoto County every day. Of the total population, 30% are under the age of 19 and 15% are 60+. There are 55,768 households of which 42% have children under the age of 18. Sixty-eight percent of the people living in DeSoto County have migrated from other states or countries and 75% of the families are in the work force. Parents are in need of daycare and after school care for their dependent children. The tremendous need for childcare outside of the home has caused the need for volunteers to tutor and mentor children during and after school and in child care programs. DeSoto County has 38 public schools, 3 head start centers, and one early head start center. There are over 70 licensed child care centers in DeSoto County. The YMCA provides after school programs at all elementary schools. All library branches have programs that serve children afterschool and on weekends. All of these programs would benefit from senior mentors.

Even though DeSoto County has a relatively low percentage of people below the poverty level (7.6%), there are over 27% of children living in a single parent home that are below the poverty level. The ICS Head Start Centers had 59% of the children enrolled in 2011-12 whose families are at or below the poverty level. There are 36% of the students in DeSoto County School living at or below the poverty level, 46% of students are on the free or reduced lunch program, over 12% of the students have an Individualized Education Plan, and the graduation rate for the district is 78%. ICS Head Start, First Regional Library, DeSoto County YMCA, and Campus Kids Day Care Centers are asking for tutors and mentors to assist in meeting the needs of the children they serve.

Porter-Leath will recruit 60 volunteers to tutor or mentor children an average of 3 hours a month. Support will include providing homework assistance, reading to children, children reading to volunteers, tutoring, encouraging and assisting children in classroom activities, providing leadership

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and educational support, and helping with activities offered to children at the volunteer stations. RSVP volunteers will assist in the classroom in child care centers, early head start, and head start centers. Of the 150 children assigned to the RSVP volunteer 75 will demonstrate gains in school readiness and have improved social and emotional development. RSVP volunteers will mentor 500 children at library branches, in after school programs and in elementary schools assisting with homework, reading and being read to, and providing leadership and support to children in K-12 education programs. Through regular interaction with the mentor, 250 children will demonstrate improved academic engagement in classroom activities.

Porter-Leath will mobilize community resources including DeSoto businesses, civic organizations including Rotary and Civitan, local media, senior groups, and churches to recruit volunteers. Porter-Leath RSVP has established a Memorandum of Understandings including the roles of each party, with 16 after school programs, 5 library branches, 2 child care programs, 4 head start centers, and one elementary school. Porter-Leath continues to seek opportunities to increase community partnerships to expand mentoring support to children in the DeSoto County community.

RSVP volunteers will build stronger communities by providing 2500 hours of mentor support to children ages 3 to 16 at a minimum of 28 volunteer stations in DeSoto County, MS. Partners from volunteer stations, members of the community, and RSVP volunteers have joined the RSVP Advisory Council, providing support and guidance to the program. Staff members have presented at local senior organizational meetings for the purpose of recruitment and training volunteers. The RSVP program will enhance the capacity of partner organizations by providing additional volunteer support to children in need of mentoring services.

Public awareness and support within DeSoto County is accomplished through billboard advertisement, a brochure, speaking engagements at local churches, senior groups, articles in local newspapers, website development, recruitment at senior activities like Senior Day at Mid-South Fair, and DeSoto

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County Senior Expo. Porter-Leath's development department actively promotes RSVP as a component to Porter-Leath's mission to empower children and families to achieve a healthy, optimal, and independent lifestyle. RSVP volunteers are diverse in gender, race, and ethnicity, being both employed (6%) and retired (94%). The DeSoto County Community has over 11,000 military veterans living in the community. There are currently 2 veterans serving as volunteers. Porter-Leath will continue to recruit veterans to serve in the RSVP program. Contact will be made with the Veterans of Foreign Wars Association and recruitment efforts in the Hernando community where the National Guard Armory is located will target veterans.

Recruitment and Development

Porter-Leath will assure a high quality experience for the volunteers by offering placements that are enjoyable and beneficial to the volunteers, the children, the volunteer station, and the community in general. Volunteer stations offer a variety of different age groups and education styles including; head start, after school programs, elementary schools, and libraries. Libraries offer programs to children on weekends and evenings that allow working seniors the opportunity to mentor. Library personnel have quickly learned the value RSVP volunteers contribute to their children's outreach programs.

Volunteers find it gratifying to see children learning from them. RSVP has given volunteers opportunities to get involved in the recruitment of other volunteers as well as opportunities to be active in service to the community which enhances the quality of their own lives.

Volunteers are interviewed prior to placement to assist program staff in matching volunteer placements to the volunteer's skills and preferences. All volunteers complete an initial enrollment form and give consent for a criminal history background check prior to service. Visits are made routinely by the RSVP Coordinator to volunteer stations to obtain feedback from the volunteers on the satisfaction of their placement, offering additional or alternative placements as desired. Many volunteers serve at a variety of locations to allow them to utilize their skills and foster enjoyment of their service.

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Porter-Leath is building a corps of volunteers through its recruitment efforts. Recruitment activities include speaking engagements at local agencies and organizations, involvement in the local social service coalition and volunteer association, and placing brochures within the community at agencies frequented by people over 55. Billboards in high traffic areas advertise the program. The RSVP staff has participated at community expos and fairs to promote the program. Porter-Leath RSVP have sponsored meetings and socials geared at recruitment in the community. The RSVP coordinator has contacted all the local churches, meeting with the volunteer coordinator or senior's minister when possible. The DeSoto County community has a high concentration of veterans living there, especially in the Hernando area. RSVP staff will make contact with the Veterans of Foreign Wars Association and recruitment efforts will be planned in the Hernando community where the National Guard Armory is located.

Porter-Leath holds an annual recognition luncheon to thank volunteers for their service. Volunteers are recognized for their tenure in service through a small gift as a token of appreciation. Other types of recognition include sending greeting cards, and a holiday social.

The RSVP director attends trainings sponsored by CNS as well as participates in training opportunities provided by the Professional network on Aging, Volunteer Northwest Mississippi and other organizations. All project staff participates in monthly training provided by Porter-Leath. Volunteers receive orientation before placement and training on an as needed basis from volunteer stations and RSVP staff. Specific training requirements for volunteers will be identified by volunteer stations.

Volunteer stations are provided training when volunteers are placed. Volunteers are provided a RSVP handbook. Project staff is encouraged to be involved in organizations that support the recruitment and retention of volunteers. The RSVP coordinator has monthly contact with volunteer stations to ascertain level of satisfaction and for the collection of necessary paperwork.

The mission of Porter-Leath is to empower children and families to achieve a healthy, optimal and

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independent lifestyle. Porter-Leath works with volunteer stations to give children every advantage for achieving a bright future through the time they spend with RSVP volunteers.

RSVP DeSoto will place 60 volunteers working in the area of Education. Thirty-five volunteers will be placed as community-based mentors at 23 volunteer stations working with disadvantaged youth.

Volunteers will provide mentoring and tutoring to 500 children in afterschool programs, public schools, and at libraries to assist 250 children to improve their academic engagement. Success will be measured through school records and pre/post survey completed by teachers or the volunteer station staff. An additional 25 volunteers will be placed in school readiness assisting in the classrooms at 6 head start and child care programs. Volunteers will work with 120 children in the classroom to assist 75 children to demonstrate gains in school readiness in the areas of social and emotional development. Success will be measured through a pre/post survey completed by the classroom teacher.

Program Management

RSVP DeSoto has a full time coordinator and Porter-Leath designates a Program Director to oversee the management of RSVP along with a Foster Grandparent Program. The coordinator is responsible for recruitment, training, and monitoring program volunteers in outcome based assignments with measurable results designed to meet community need. The RSVP coordinator, with the support of the Program Director, will develop volunteer stations providing orientation to the RSVP program, as well as provide ongoing support and training to volunteer station staff. The RSVP coordinator will make periodic visits to the volunteer stations to monitor satisfaction of assignments and progress toward achieving expected outcomes. RSVP staff will be actively involved in community, senior, and volunteer organizations to stay informed on community needs and issues. Staff will provide information and support to the volunteers through meetings, trainings, and newsletters as well as regular visits with the volunteers.

Porter-Leath staff will attend trainings and conferences conducted or authorized by the Corporation

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for National and Community Service. The Program Director will stay abreast of program policies, regulations and laws to ensure compliance with CNS. Staff will assess appropriateness and performance of volunteer stations and volunteer assignments.

Mississippi ranks number one in childhood and adult obesity according to Healthyamericans.org.

Research reflects that children who are obese continue to remain so during their adolescent and adult stages. According to the Desoto Times, Memphis Commercial Appeal and New York Times, Desoto County, Mississippi has been a local, regional and national advocate to bring awareness and solutions to high obesity rates. Community and faith-based organizations have started community gardens, health ministries, and other initiatives to promote healthy eating lifestyles in children, adolescents and adults.

RSVP will work with the local organizations and individuals involved with the Health Initiative in DeSoto County to recruit additional volunteers to be advocates for obesity prevention. Volunteers will be utilized to assist in current and developmental initiatives in Desoto County that address obesity prevention and provide nutrition education. Ten trained RSVP volunteers will educate the public about physical activities and nutritious diets through workshops, classes, lectures, health fairs, etc. Presentations will be made at community and faith-based organizations, public schools, and head start centers. Ten RSVP volunteers will work with children and families to develop and maintain community gardens and 5 volunteers will give support to local food pantries to help alleviate long-term hunger. A total of 25 volunteers will be placed in the Healthy Futures focus area in the objective of Obesity and Food to 300 individuals.

Due to recent natural disaster events that have occurred in the mid-south area, there has been a need for disaster preparedness projects. Volunteer organizations have implemented initiatives that train communities on how to prepare during such crisis events and post traumatic events. These initiatives help communities transition to recover and become more resilient. RSVP will work with the

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Emergency Management Agency and the Red Cross to recruit volunteers to serve as training assistants in the focus area of Disaster Services under the objective of Assistance Provided. Five RSVP volunteers will serve as training assistants to help coordinators and trainers with classes that teach 150 individuals in the community (businesses, churches, schools, families, etc) how to prepare for disaster incidents such as fires, hurricanes, and major storms.

RSVP volunteers strive to increase the capacity of local non-profits in Capacity Building and Leverage. Ten RSVP volunteers will recruit volunteers for local agencies including library branches, head start centers, and food pantries in the community. These volunteers will work closely with the organization to determine the volunteer needs and assist the organization in recruiting 50 new volunteers.

The RSVP staff will make periodic visits to the volunteer stations to monitor satisfaction of assignments and progress toward achieving expected outcomes. Volunteers will complete tracking logs to report time, number of individuals served, and number of volunteers recruited.

Porter-Leath's finance department is responsible for all financial matters including income, expenses, in-kind, and fiscal compliance. In-kind is receipted with copy to donor, finance, development department, and project. A fiscal policy and procurement manual addresses finance matters including travel. Monthly budget variance reports are provided to the director to assist in monitoring for budget compliance. The RSVP director is a member of the Leadership Council which handles strategic issues and planning for the agency. The VP of Social Services is the direct supervisor of the RSVP director and provides guidance and over-site to the program.

Organizational Capability

RSVP DeSoto has a full time coordinator and Porter-Leath designates a Program Director to oversee all management activities to include employee supervision and program development. The program director manages both the RSVP DeSoto program and the Memphis Foster Grandparent Program. The director oversees the program records and reports prepared by the coordinator and monitors for

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budget compliance. The director will approve all expenditures and be responsible for the project assessment through the project progress report and yearly program evaluation. The director will insure that program sponsor prepares and submits applications and requests for amendments in eGrants.

The RSVP coordinator is responsible for recruitment, training, and monitoring program volunteers in outcome based assignments with measurable results designed to meet community need. The RSVP coordinator, with the support of the Program Director, will develop volunteer stations providing orientation to the RSVP program, as well as provide ongoing support and training to volunteer station staff. The RSVP coordinator will make periodic visits to the volunteer stations to monitor satisfaction of assignments and progress toward achieving expected outcomes.

An Advisory Council has been developed which consists of a variety of people of diverse backgrounds. Members include representatives from volunteer stations, RSVP volunteers, and community leaders. All members of the Advisory Council receive an initial orientation as well as ongoing training during the quarterly meetings. The Advisory Council assists in planning and implementing the annual program evaluation and recognition events. Advisory Council members have assisted with publicity for the program and providing information on community needs and establishing new community partnerships. During Advisory Council meetings staff shares information about the agency, the RSVP program and grant funding.

RSVP staff has developed numerous computerized tracking systems for quality assurance that include numbers of children served, in-kind, and volunteer hours utilizing Volunteer Reporter. Project performance is assessed through progress reports and yearly program evaluation completed by the RSVP staff, the Advisory Council, and the Performance & Quality Improvement department. The Porter-Leath RSVP has been accredited by the Council on Accreditation through February 2016 for services standards: Administration and Management, Service Delivery Administration.

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The Performance and Quality Improvement department (PQI) at Porter-Leath provides a systematic, on-going organizational-wide approach for continuously assessing and improving the quality of processes and services for all Porter-Leath stakeholders. The Porter-Leath PQI document serves as the organizational "treatment plan" for quality management activities, especially targeted at the identification, assessment, implementation of change and measurement of the impact and effects of change for all Porter-Leath operations. Quality at Porter-Leath is defined as providing services that consumers want and need and services that meet our funders' and regulators' expectations. PQI is a priority for Porter-Leath and the Porter-Leath PQI approach is rooted in solid total quality management theory. As such, outcome measurement (the only way to assess the results of processes and systems) is of high priority. The Porter-Leath PQI efforts provide a rich data-intensive environment for agency planning and decision making at the line, manager, supervisor, senior staff, and Board of Directors levels.

Porter-Leath has been meeting community need for 160 years. Porter-Leath has been the recipient of a CNS sponsored grant, Foster Grandparent Program, since 1985. It has extensive experience in managing grants and contracts including AmeriCorps, Early Head Start, Head Start, USDA Child and Adult Care Food Program. The RSVP Program is fairly new to Porter-Leath, only having been a sponsor since 2010. Over the past 5 years senior volunteers have completed over 600,000 hours of support to children in the Memphis Metropolitan community through the Foster Grandparent Program and RSVP.

Porter-Leath is the recipient of the Greater Memphis Association for Quality award, accredited with the Council on Accreditation, and is a charter member of the United Way of the Mid-South. Porter-Leath was recognized for its accountability, outcomes, partnerships, and relationship with United Way as the 2009 recipient of the UW Brad Wanzer Award for Excellence.

Porter-Leath is governed by a volunteer board of directors and has an experienced staff. Sean Lee has

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been with the agency for over 14 years and has served as President for the past 6 years. Dennis Fleming, VP of Social Services, has extensive experience managing a variety of programs including foster care, adoption and residential services. Judy Rautine has managed the RSVP program since March 2012, but had been a coordinator with the Foster Grandparent Program for 14 years. Shulanda Hastings has been the coordinator for the past year and has experience in grants management through her role as volunteer coordinator and AmeriCorps VISTA member for Northwest Community Foundation. Jim Henderson, VP of Finance, is responsible for fiscal oversight and has been in his position for 10 years. Razor's Edge is the agency's computerized general ledger accounting system. RSVP funds are drawn through PMS, the CNCS payment management system. Porter-Leath encompasses eight buildings in four different areas of the city. The agency provides office space, equipment, utilities, maintenance and administrative support to RSVP at their main campus. Purchasing procedures and personnel management are handled by the finance and human services departments. Staff roles are defined in job descriptions. Internal policies and procedures are available in the agency's personnel handbook. A fiscal policy and procurement manual addresses finance matters including travel. All staff complete a timesheet approved by staff supervisor before submission to HR for processing.

Porter-Leath's finance department is responsible for all financial matters (income, expenses, fiscal compliance). The agency's financial policy and procedures manual addresses internal control procedures. Monthly budget variance reports (BVR) are provided to program managers. Disbursements are documented and approved for payment by third parties. In-kind is receipted with copy to donor, finance, development department, and project. The Porter-Leath Board of Directors engages an independent firm for a certified audit each year.

Through the annual and long-term strategic planning process, Porter-Leath assesses organizational capacity and develops plans and steps to ensure the agency can grow and thrive through the programs

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it operates. Porter-Leath successfully competes for funding from local foundations and corporations and is the recipient of both cash and in-kind donations. The agency has a long history of sustainability. Through structured and systematic program development, fiscal oversight, strategic planning and program evaluation, Porter-Leath has achieved local, state, and national funding to support the agency.

Other

N/A

PNS Amendment (if applicable)

N/A