

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: 13SR144271	4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12	FEDERAL IDENTIFIER:														
5. APPLICATION INFORMATION																
LEGAL NAME: East Alabama Services For Elderly (EASE) DUNS NUMBER: 145471462	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Mary C. Jenkins															
ADDRESS (give street address, city, state, zip code and county): 1300 Commerce Drive, Suite 119 Auburn AL 36830 - 2835 County: Lee	TELEPHONE NUMBER: (334) 821-5811 206 FAX NUMBER: (334) 826-6468 INTERNET E-MAIL ADDRESS: easefgp@bellsouth.net															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 630672631	7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Volunteer Management 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: Lee and Russell County RSVP															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): ALABAMA OPPORTUNITY #7: Auburn, Opelika, Beulah, Smiths; Lee County and Hurtsboro, Fort Mitchell, Phenix City; Russell County.	11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
13. PROPOSED PROJECT: START DATE: 04/01/12 END DATE: 03/31/15	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="AL 003"/> b.Program <input type="text" value="AL 003"/>															
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; font-size: small;"> <tr><td style="width: 20%;">a. FEDERAL</td><td style="text-align: right;">\$ 27,973.00</td></tr> <tr><td>b. APPLICANT</td><td style="text-align: right;">\$ 17,682.00</td></tr> <tr><td>c. STATE</td><td style="text-align: right;">\$ 5,266.00</td></tr> <tr><td>d. LOCAL</td><td style="text-align: right;">\$ 11,044.00</td></tr> <tr><td>e. OTHER</td><td style="text-align: right;">\$ 1,372.00</td></tr> <tr><td>f. PROGRAM INCOME</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>g. TOTAL</td><td style="text-align: right;">\$ 45,655.00</td></tr> </table>	a. FEDERAL	\$ 27,973.00	b. APPLICANT	\$ 17,682.00	c. STATE	\$ 5,266.00	d. LOCAL	\$ 11,044.00	e. OTHER	\$ 1,372.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 45,655.00	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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f. PROGRAM INCOME	\$ 0.00															
g. TOTAL	\$ 45,655.00															
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: Lura New	b. TITLE: EXECUTIVE DIRECTOR	c. TELEPHONE NUMBER: (334) 826-5811 203														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/18/12														

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Executive Summary

An estimated 105 RSVP volunteers will serve in Lee & Russell Counties. The volunteers will serve children, disabled, elderly and frail. For the purpose of this grant's focus area, the volunteers will serve as mentors and tutors at 4 pre-k schools serving as volunteer stations in public school classrooms. The primary focus area of this project is Education: Early Childhood Readiness. At the end of the 12-month performance period, 90% of the 81 students being mentored will show marked improvement. The CNCS Federal investment of \$27,973.00 will be supplemented by \$17,682.00 in non-federal resources.

Strengthening Communities

East Alabama Services for the Elderly, Inc. (EASE) is the sponsor agency for the Retired & Senior Volunteer Program (RSVP) of Lee and Russell Counties. The mission of EASE-RSVP is to promote the general welfare of at-risk individuals throughout Lee and Russell Counties, to improve public attitudes toward the aging process through publicizing the needs and obstacles facing the vulnerable, disabled and/or older population; to provide educational programs through volunteer activities such as mentoring/tutoring, disaster preparedness, transportation, nutrition, and housing to assist with the improvement of the quality of life; and to address other areas of human needs that hinder the at-risk population from living in a safe and nurturing environment. RSVP's goals are continuous efforts to keep individuals 55 and older vital and active in their communities for as long as possible. It is our belief that every individual has experience to share.

The 2011 U.S. Census Bureau showed that the population in Lee County, Alabama, a metropolitan area as defined by the Core Based Statistical Areas (CBSAs) and Combined Statistical Areas (CSAs), is 143,486 and of that 9% (13,344 individuals according to the 2011 U.S. Census Bureau) of the population were seniors 65 or older. The census also stated that there were approximately 55,682

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households in Lee County, AL with the average household size of 2.5 people. The median income for those households was estimated at \$42,965 with 82% from earnings and 14% from retirement other than Social Security. Thirty-nine percent of the population was unemployed. There were 24% of households receiving Social Security with the average median for those estimated at \$16,365. The study also showed that 31% of all of households have one or more people under the age of 18 and 17% of all households have one or more people 65 years and over. Twelve percent of all families and 45% of households headed by a single female were living below poverty. For those reporting one race alone, 72% were white; 25% were Black or African American; 1% were American Indian and Alaska Native; 4% were Asian; less than 0% were Native Hawaiian and Other Pacific Islander; and 1% were some other race. Three percent of the people living in Lee County were of Hispanic origin.

The 2010 U.S. Census Bureau showed that the population in Russell County, Alabama, a micropolitan combined into a metropolitan area as defined by the Core Based Statistical Areas (CBSAs) and Combined Statistical Areas (CSAs), is 52,261 and of that 13% (6,794 individuals according to the 2010 U.S. Census Bureau) of the population were seniors 65 or older. The census also stated that approximately there were 20,000 households in Russell County, AL with the average household size of 2.5 people. The median income for those households was estimated at \$32,601 with 74% from earnings and 20% from retirement other than Social Security. There were 33% of households receiving Social Security with the average median for those estimated at \$13,276. The study also showed that 33% of families with children under age 18 and 16% of seniors 65 or older were living at or below poverty level. Nineteen percent of all families and 40% of households headed by a single female were living below poverty. For those reporting one race alone, 55% were White; 42% were Black or African American; less than 0% were American Indian and Alaska Native; less than 1% were Asian; 0% were Native Hawaiian and Other Pacific Islander; and 1% were some other race. Four percent of the people

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living in Russell County were of Hispanic origin.

The primary focus area for RSVP of Lee & Russell Counties for this reporting period is Education. Twelve RSVP Volunteers will be placed in schools in the area of Early Childhood Education and Education which is also outcome based. In Lee and Russell Counties in Alabama, the number of children under age 18 living in poverty was 16% (22,957) and 33% (17,246) respectively. According to Child Trends DataBank published 2010 "Very young children living in poverty are much less likely than non-poor children to be able to recognize the letters of the alphabet, count to 20 or higher, or write their names. These are among skills important to early school success". In the Head Start edition Child Trends DataBank published 2010 stated "Children living in neighborhoods with high concentrations of child poverty (those with rates of 20 percent or more) are much more likely than children living in more affluent neighborhoods (those with less than 5 percent child poverty) to be participating in a Head Start program. In 2005, 19 percent of children age three to four who lived in poor neighborhoods attend Head Start programs, compared with 3 percent of children ages three to four who lived in affluent neighborhoods". School readiness, a multi-dimensional concept, conveys important advantages. Children who enter school with early skills, such as a basic knowledge of math and reading, are more likely than their peers to experience later academic success, attain higher levels of education and secure employment. Absence of these and other skills may contribute to even greater disparities down the road. One study for example found that gaps in math, reading, and vocabulary skills evident at elementary school entry explained at least half of the racial gap in high school achievement scores. Studies also show children who attended Head Start are more likely to stay in school and have lower rates of grade retention in early elementary school. The focus of RSVP is to place volunteers in an education setting with emphasis on ages 3 years and older implementing part if not in totality the National Education Goals Panel for school readiness which consists of five

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dimensions: physical well-being and motor development; social and emotional development; approaches to learning; language development and cognition and general knowledge.

During a 12 month reporting period (35 weeks) eighty-one children will receive services for 30-45 minutes two days a week from 27 RSVP Volunteers in the classrooms totaling 2835 hours -- 4252.50 hours in a twelve month period at local pre-k, kindergarten and elementary schools in a mentoring/tutoring capacity one-on-one or in small group settings. By the end of the reporting period 90% of those participated during the project period will show marked improvement in social and emotional development and/or academics. By end of the 3rd year reporting period, volunteers will have served approximately 243 children in the classrooms for a total of 8505 -- 12,757.50 hours.

The RSVP volunteers participate in a number of community events hosted throughout the year. The volunteers participate in planned community activities such as the Darden Health Fair, Senior Picnic hosted by Lee-Russell Council of Governments in May each year at Kiesel Park, Book Fairs hosted at Oak Park by RSVP Volunteers and Auxiliary open to the public, Dinner Fundraisers, the Lee County Water Festival and other types of organized activities. The volunteers help with the organizing, planning, setting-up, distribution of information, public relations, hosting, logistics for events, telephoning, polling individuals in attendance, and personnel support bringing to the organizations a wealth of untapped readily available resources.

Recruitment and Development

RSVP Volunteers are placed in an area of impact keeping in mind the interests of the volunteer, their skills, and their qualifications. RSVP plans to keep all of the current volunteers as they are already placed in 4 of the 6 focus areas for the Corporation. Those who will not fall into one of the 6 focus areas are placed in the Community Priority. We believe a happy volunteer is a positive reflection of

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our RSVP program. After all we are asking them to give their time to the community of which they could have held a career for many years and have many friends, family and business connections throughout the area. EASE-RSVP stresses the importance of giving the talents and skills one has to offer to another through their volunteer activities in the community.

Once a volunteer is placed with a qualifying agency, the RSVP Director is responsible for visiting the station sites once a month and conducting in-service meetings at a minimum of once every two months with the volunteers. Twenty hours of initial orientation and training is provided by the RSVP Director and additional duty specific training is provided through the volunteer station manager. All volunteers receive a volunteer position description with details of the assignment and the objectives for what is to be accomplished. Volunteers are encouraged to volunteer with agencies that are geared towards the programming for impact initiatives.

While the RSVP focus is certainly on the recruitment of individuals 55 and older. Even with the challenges of poverty, RSVP strongly encourages those in the local areas of all cultures, backgrounds, and ethnicity, ages 55 or older seeing as we have the uniqueness of having three diverse colleges centrally located in Lee & Russell Counties as exposure to celebrate our diversities: Auburn University, Troy State, and Southern Union State Community College. RSVP of Lee & Russell Counties Volunteers are from all walks of life and educational backgrounds. The RSVP Program consists of volunteers with the following make up: 59.5% White, 38% African American, 1.5% Asian, and 1% Hispanic without regards to physical challenges or disabilities. Everyone has something to offer. These volunteers are comprised of veterans, homemakers, former business owners, laborers, education and medical workers. Currently the program has 7 volunteers with military background and they actively recruit others in addition to the RSVP Director presenting the program with the local Veterans of

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Foreign Wars (VFW).

Recruitment for the RSVP program is done year round. It is a continuous collaborative effort between the RSVP Director, EASE Executive Director, EASE Board of Directors and volunteer stations. Forms of recruitment tools used are advertisements through the use of other volunteers, public service announcements on the local radio station, flyers, speaking engagements, power point presentations, health fairs, open house affairs, attending United Way meetings, collaborating with partnering agencies/groups, and recruiting drives held twice a year at Auburn University.

The volunteers receive an Annual Recognition Luncheon and Holiday Dinner in appreciation of the services that they are providing throughout the community. As an incentive to participation in volunteerism, RSVP has implemented two awards in addition to the receipt of certificates and gifts at the Annual Volunteer Recognition Luncheon: Volunteer of the Year Award and Volunteer Station of the Year Award.

Program Management

The RSVP Director meets with agencies throughout Lee & Russell Counties that have expressed an interest in having volunteers to establish the goals and objectives of that agency and those of RSVP. An agency's needs are assessed by the program staff and Advisory Council. It is then determined if the agency's mission aligns with the mission of EASE-RSVP and the focus areas of the Corporation. The agency will have to have adaptability as changes may happen and have a valid and clear need. When it becomes necessary to graduate those stations no longer meeting the needs of the community, the plans are to re-assign the volunteers who are willing to a volunteer station that would be more suited for their personalities and interests. Remaining stations will be placed in capacity building activities or where appropriate into other community priorities that the program is involved. Upon enrolling in the

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program, the agency is also made aware at this time that a volunteer cannot displace a worker or be placed in a paid position. The agency must complete an agency assessment needs form and be established as a nonprofit organization, hospital, school, museum, or governmental agency with a signed Memorandum of Understanding (MOU). The agency must also comply with the mission statement of the RSVP sponsor organization. Once the criteria are met, RSVP volunteers can be placed with that agency.

The project has been in existence since 1997. During those years EASE has successfully ensured that volunteer guidelines were incorporated and volunteers were continuously being placed in an area of impact as noted by the Corporation. Through collaborative efforts with other projects in the community the awareness of the program has grown and RSVP is invited on a continual basis to participate in annual events hosted by those agencies. EASE effectively continues to manage volunteers making an impact with emphasis on strategic initiatives, collaborative efforts and partnerships. RSVP actively seeks agencies to meet community needs and constantly making contact with new agencies through telephone calls or partnerships through other organizations.

Volunteer handbooks, volunteer station handbooks, volunteer station time sheets with performance measures information clearly identified, individual time sheets, and volunteer assignment descriptions are continuously updated as needed to keep in compliance with federal regulations. This is done so that the volunteers and volunteer stations are aware of the expectations and duties. Volunteer site monitors are done on a monthly basis to ensure that the volunteer stations are performing their services in accordance with the volunteer assignment descriptions.

The FGP & RSVP Advisory Council Members are very instrumental in this area as well as assisting the

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program with meeting its local match and in-kind.

Program goals are set each year by the RSVP Director, Advisory Council, EASE Executive Director and Board of Directors according to the program performance as indicated the prior year. Performance Measurement Surveys/Tools are developed and then given to the volunteers at the beginning of the year and then again at the end of the year by the volunteer station managers or supervisors. Each survey is area specific. The information and data is then collected and compiled into an aggregate format through the use of Survey Monkey. The data acquired from the assessments demonstrates whether or not the program is meeting the set goals or not and where the program needs to refocus and how.

Each year EASE-RSVP program has successfully matched the federal funds with local and in-kind contributions to the sponsor agency from agencies such as United Way of Lee County, City of Auburn, City of Opelika, from the Lee County and Russell County Commissions and the State Association-AARSVPD (Alabama Association for Retired & Senior Volunteer Program Directors) through the Alabama Department of Senior Services. The RSVP Director ascertains, monitors, and maintains the budget approved by the sponsor agency Executive Director and Board of Directors. Monthly reports with information regarding the program is given to the grantee/sponsor by the RSVP Director on a monthly and quarterly basis in regards to the number of hours, the number of volunteers participating on the program, the number of clients receiving the services of the volunteers and other pertinent information to aid with the attainment of and continuation of funds from local resources. Bookkeeping, payroll, expenditure reports, etc. are executed by an independent C.P.A. The RSVP Program Director and Executive Director receives and reviews a monthly expenditure report from the contracted bookkeepers for financial management to insure that the budget is adhered. These reports

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ensure that resources are being used effectively. The sponsoring agency supports RSVP through provisions made for office space, training facilities, and an accounts payable clerk in addition to clerical and administrative support.

Organizational Capability

The project has been in existence since 1997. During those years EASE has successfully ensured that volunteer guidelines were incorporated and volunteers were continuously being placed in an area of impact as noted by the Corporation. Through collaborative efforts with other projects in the community the awareness of the program has grown and RSVP is invited on a continual basis to participate in annual events hosted by those agencies. EASE effectively continues to manage volunteers making an impact with emphasis on strategic initiatives, collaborative efforts and partnerships. The Foster Grandparent Program has been a program of EASE since 1981 and has effectively been maintained with this agency. Through collaborative work with this Senior Corps Program, RSVP has been able to attain volunteers and volunteer stations due to the quality and value the volunteers possess which has been extended through RSVP.

The RSVP Director is a full time employee of EASE with the specific purpose of ensuring the Retired & Senior Volunteer Program is in compliance with federal regulations with emphasis on the focus areas as set out by the Corporation for National and Community Services. The program director is a member of the Alabama Association of Retired and Senior Volunteer Program Directors comprised of the three branches of Senior Corps, National Association of Retired and Senior Volunteer Program Directors (NARSVPD), and the sponsor agency is a member of Opelika Chamber of Commerce and Auburn Chamber of Commerce.

The RSVP Director has the support of EASE office/staff, EASE Executive Director, EASE Board of

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Directors and the FGP & RSVP Advisory Council. An informal report is given on a daily basis to the Executive Director, formally in the bi-weekly staff meetings, and a monthly report is completed for submission to the EASE Board of Directors by the Executive Director to use in the assessment of the progress toward the goals set. Formal reports are given to FGP & RSVP Advisory Council Board as well. The staff meetings and board reports include the needs of the programs, upcoming events and financial information.

Administrative support regarding record keeping and financial management for the budget is separated out between the RSVP Director, Accounts Payable Clerk, Executive Director and Hilyer & Associates, our off-site accountants. The generally accepted accounting principles (GAAP) are used by their agency. The Retired & Senior Volunteer Program budget is approved by the Executive Director and the EASE, Inc. Board of Directors. Financial record keeping and bookkeeping services are provided by Hilyer & Associates. Administrative and financial management is performed by the Executive Director, accountant and project director. Receipts for purchases, travel forms, etc. are completed and submitted to accounts payable. The vouchers with the attached receipts for payment are prepared by the sponsor agency's accounts payable clerk. Vouchers are then reviewed by the Executive Director and RSVP Director. Once approved, the vouchers are then certified by the Executive Director and submitted to the off-site accountants to be entered into the proper general ledger account and processed for checks. Checks are then signed by two authorized persons and disbursed by the accounts payable person. Only items approved or budgeted are considered allowable purchases. All other purchases require permission if it is deemed permissible. Expenditure reports are prepared and received monthly from the accountant and received by the RSVP Director, agency's Executive Director and Board of Directors. Once the program director has the expense reports, an electronic transfer is performed reflecting the amount stated as owed on the expense report. The

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agency retains the responsibility of assuring and has been successful in meeting the 70/30 match as required by the federal grant through the attainment of contributions from local, state, excess and in-kind support for the RSVP program. All in-kind, contributions and donations are reported to the accountant to be reflected on reports to keep track of all support for the program as well as supporting documentation maintained in the office. Those in-kind donations are in the form of office space provided by the sponsoring agency, in-service space and recognition space provided free of charge and meals donated as well as monies or items donated for the volunteer support.

The Retired & Senior Volunteer Program office is located in the EASEHouse Independent Senior Living Apartment Complex which is also part of the sponsor agencies programs. This eliminates some of the office overhead; we are not required to pay rent, utilities or maintenance for the building or grounds. The sponsor agency also supplies a meeting room to hold monthly Advisory Council meetings and in-service meetings for Lee County volunteers. In-service space is provided free of charge also at Central Activities Center and Edelman Center, Phenix City and Hurtsboro, AL respectively. East Alabama Medical Center's Health Resource Center provide a large conference/dining room for the program to hold its annual volunteer recognition and holiday event free of charge each year.

The FGP & RSVP Advisory Council are combined to serve more efficiently and to assist with program development. Volunteers are also given information about the FGP & RSVP Advisory Council and encouraged to join since they would be able to bring ideas and suggestions to the Council that would otherwise be missed. The Advisory Council is comprised of two (2) former EASE Board Presidents, a radio personality and one who is the Director for Social Work Department at Auburn University, four (2) Volunteers from FGP and RSVP, one (1) Former EASE Employee-now a property manager, one

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(1) Director from the Youth Development Center, one(1) banker, one (1) medical field personnel, one (1) Senior Director for the City of Opelika. This group of council members is from diverse backgrounds and has made contributions to the programs through their service fields. The Advisory Council is instrumental in assisting with meeting the local match through fundraising efforts. The Advisory Council will also help with the recruitment process, building alliances in the communities, and program guidance in building a rapport with the community.

Other

NA

PNS Amendment (if applicable)

NA