

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: 13SR144355	4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12	FEDERAL IDENTIFIER:														
5. APPLICATION INFORMATION																
LEGAL NAME: Opportunities, Inc. DUNS NUMBER: 081406522	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Ashley Moore															
ADDRESS (give street address, city, state, zip code and county): P.O. Box 569 117 West Russworm Watonga OK 73772 - 4840 County: Blaine	TELEPHONE NUMBER: (580) 623-7283 FAX NUMBER: (580) 623-7290 INTERNET E-MAIL ADDRESS: amoore@opportunities-inc.org															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 730753941	7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Community Action Agency/Community Action Program 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: Retired and Senior Volunteers															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Oklahoma Opportunity #6: Blaine, Caddo, Canadian, Custer, Dewey, Kingfisher and Woodward Counties	11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
13. PROPOSED PROJECT: START DATE: 04/01/13 END DATE: 03/31/16	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input checked="" type="checkbox"/> OK 003 b.Program <input checked="" type="checkbox"/> OK 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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: none;">a. FEDERAL</td> <td style="border: none; text-align: right;">\$ 41,643.00</td> </tr> <tr> <td style="border: none;">b. APPLICANT</td> <td style="border: none; text-align: right;">\$ 30,315.00</td> </tr> <tr> <td style="border: none;">c. STATE</td> <td style="border: none; text-align: right;">\$ 30,315.00</td> </tr> <tr> <td style="border: none;">d. LOCAL</td> <td style="border: none; text-align: right;">\$ 0.00</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;">\$ 71,958.00</td> </tr> </table>	a. FEDERAL	\$ 41,643.00	b. APPLICANT	\$ 30,315.00	c. STATE	\$ 30,315.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 71,958.00	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	\$ 41,643.00															
b. APPLICANT	\$ 30,315.00															
c. STATE	\$ 30,315.00															
d. LOCAL	\$ 0.00															
e. OTHER	\$ 0.00															
f. PROGRAM INCOME	\$ 0.00															
g. TOTAL	\$ 71,958.00															
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: Susan Smith	b. TITLE:	c. TELEPHONE NUMBER: (580) 623-7283														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/18/12														

Page is Blank

Narratives

Executive Summary

An estimated 335 RSVP volunteers will serve. They will assist the elderly and disabled with food delivery, transportation and companionship. They will help collect food, organize and stock local food pantries and distribute to victims of disasters. Senior volunteers will also support firefighters by providing food, water and a place of respite at the scene of a fire or natural disaster. Finally, volunteers will support local hospitals in the gift shops and auxiliary activities and prepare, serve and support meals at congregate meal centers. Their activities will be organized through 30 volunteer stations. The primary focus area of this project is Healthy Futures. As a result of the volunteer's investment, 431 of the individuals touched by the RSVP Healthy Futures activities will report an increase in social ties/perceived social support. The CNCS federal investment of \$41,643 will be supplemented by \$30,315.

Strengthening Communities

Opportunities, Inc. RSVP program serves a diverse area consisting of 7,278 square miles in rural Oklahoma. In the recent census, the counties served report a population that is made up on average of 15% of citizens 65 and older with one county reporting 20% of their population representing the senior category. A majority of the towns in the service area are farming and ranching communities and trends have shown that the younger generations are not returning to the family agricultural business; thus these RSVP communities are faced with an increasing elderly population that have retired and/or need services. According to the Oklahoma Department of Human Services, Aging Services Division State Plan 2011-2014, Oklahoma is experiencing unprecedented growth in the over 60 population and is expected to increase by 66% by 2030. Responding to this growing population, the Aging Services Division is offering benefits to seniors who stay in their home versus nursing home care. Since 2010, these programs are serving more Oklahomans than are in nursing facilities. Of this group of independent seniors 65 and older, 47.1% are categorized as disabled. Finally, significant state

Narratives

budget cuts have decreased the services available to seniors and in particular, the most significant budget cut has been in the home-delivered meals program. With distances between towns, younger generations leaving the rural communities, no public transportation and limited to nonexistent local food services, northwest Oklahoma seniors are dependent upon community volunteers to remain in their homes. In some cases, seniors in this area have remained on the family farm and a volunteer delivering a meal or calling or visiting may be their only contact for days with another person. In the 2009-2010 community needs assessment conducted by Opportunities, Inc., close to twenty percent of the respondents indicated a top community issue as "more things for senior citizens".

The RSVP volunteers are critical to the success of this growing senior population living independently by providing home and community-based services. Volunteers are needed to deliver a hot meal, transport the senior or disabled to doctor appointments and errands, and be a friend by calling or visiting the homebound. As a result of this service, 75% of the Meals on Wheels clients that receive at least two meals a week, the senior or homebound clients having contact with a RSVP volunteer weekly and the citizens who are transported by a volunteer to an important appointment or errand will report increased social ties/perceived social support.

In Other Focus Areas, we will address the needs of the rural veterans. Forty-one percent of veterans enrolled in VA health care live in rural areas and that figure represents more than three million Vets. In addition, the VA is recognizing the challenges that rural vets have in identifying and receiving available benefits, so they are establishing partnerships with rural community organizations and services to help Vets get the care and services they need. In addition, according to the Department of Veterans Affairs northwest Oklahoma service representative, the biggest challenge for the northwest Oklahoma veteran is transportation to the VA doctors and hospital in Oklahoma City. For some vets in this service area 200+ miles separate them from veteran's health care. RSVP volunteers can meet the needs of rural vets by serving as the link between resources and the northwest Oklahoma veteran

Narratives

community as well as organizing health screenings and other services in these small, Oklahoma towns and providing the much needed transportation for healthcare.

The day-to-day activities of the RSVP volunteers will be managed by the 30 volunteer stations which is overseen by the station director. Within this local station, a project director will be identified and tasked with organizing and managing the specific service activity addressing the primary focus area and reporting through the local station director. In turn, each station director will report to the RSVP program director who oversees all stations and program activities. Data and feedback will be reported by each volunteer to their project time keeper monthly, who will turn logs/reports/surveys into the station director. This evaluation information will be sent to the RSVP main office where it will be entered into Volunteer Reporter. The data becomes a management tool for the program director who will monitor the activity and results as the organization works toward achieving the stated outputs and outcomes.

Recruitment and Development

Our proposed 2013-2016 RSVP program reflects a focusing of our efforts and activities to achieving success in the primary focus area of healthy futures, with an additional focus of reaching the veterans in our communities. In addition, we will develop a volunteer program to support families and those serving families in disasters. We will continue our successful programs of impacting the bottom line of rural hospitals while touching those in need and serving seniors and low-income individuals in our communities with congregate meals.

Due to our three decades of sponsoring a RSVP program, we have a well-established group of committed and knowledgeable volunteers serving impactful activities in the seven county area. One third of the current RSVP volunteers are volunteering in activities that fall in the proposed primary focus area and another third are meeting the needs in the identified community priority section. Therefore, our proposed efforts for recruitment will focus on the new program areas of veteran's

Narratives

programs and disaster support.

Addressing the needs of local disaster victims and those who are addressing/fighting the disaster, we are partnering with "Multi-County Fire Corps", a volunteer organization which provides fire education, preparedness, response & service to a five-county area. They have a core number of volunteers, but would be able to address the identified community needs more effectively and thoroughly by partnering with RSVP. Our plan is to recruit additional volunteers from existing volunteer stations, local senior centers, as well as untapped volunteer fire departments.

Recruitment for the veteran's support program would also be directed at the volunteer stations and senior centers. However, an additional focus for recruiting volunteers would be other veterans and their families able to serve as transportation volunteers. Weekly, we host the Veteran Service Representative for northwest Oklahoma in our headquarter location. With this relationship and partnership, we will be able to address the veteran communities and their needs, as well as tapping into their resources for promoting and recruiting volunteers.

The addition of these two service activities will focus the recruitment on the male population. Both the veterans and the disaster activities should appeal to the senior men in our communities and engage new volunteers for the RSVP program.

Additional recruitment will come via our organization's newsletter which is distributed in a 13-county area and posted on public boards where we serve, as well as linked on our website. If need be, we also will recruit in local newspapers.

Each RSVP volunteer will be linked through the local project director, who is responsible for a service activity within a community or county. The project director will be selected for their experience and knowledge of the activity and their willingness to recruit and train other RSVP volunteers for the activity. Project directors will ensure the volunteer assignments are of high quality and meeting the requirements of the program. Annually, RSVP program training with breakouts for service activities

Narratives

will be held in five communities in the 7 county service area. Program direction and requirements will be presented and project specific training will be available for the new and veteran volunteer. Currently, each station is visited by the RSVP Program Director who recognizes all the station volunteers with certificates, years of service pins and celebratory refreshments. (a highlight!) In addition, the Program Director sends each and every RSVP volunteer a birthday card. Annually, over 300 volunteers gather at a recognition banquet to celebrate the year's success and recognize outstanding volunteers , stations (7) and the top volunteer award. Public officials and influencers are also invited to attend and support the senior volunteer program. Volunteers are recognized in the quarterly RSVP newsletter and Opportunities, Inc. newsletter, as well as being highlighted on the organization's website. Every effort is made to share successes and human interest stories with local news media.

Program Management

Our RSVP program is currently structured to work with each volunteer station director to ensure compliance with regulations and laws. Databases have been developed to track necessary forms, licenses, insurance, MOUs, etc. from each of the centers and volunteers, where applicable. These reports are reviewed regularly by the RSVP Program Director and acted upon when necessary. The RSVP Program Director meets with each Station Director quarterly to address training, project management, recruitment, retention, recognition and awareness issues. At our recent program review, we were in compliance with all reviewed areas of the program.

Most of the proposed service activities will be organized and managed out of existing volunteer stations; therefore, new projects will fold into the current infrastructure for management and reporting. However, the Fire Corp service activity and veteran's transportation and assistance activities will be designated as new stations in the targeted communities. We will work with our partners, Multi-County Fire Corps and Department of Veterans Affairs, to identify resources and

Narratives

champions within the communities they are currently serving and build volunteer stations from these resources. Due to our presence in most of the communities in the seven county targeted area, we will link these new stations with the existing local volunteer stations as they develop the RSVP structure, management, etc. The existing stations will serve in a mentor role to the newly formed station.

A majority of the our current stations are serving multiple volunteer projects, so our focus of projects on meeting the direction of RSVP and our identified community needs will not close the station. The identified focuses will exclude some current volunteer activities at these stations, but we will make an effort to encourage the volunteers to continue with RSVP and the sponsored activities. These education and recruitment efforts will be jointly shared with the RSVP Program Director, local station director and the identified project director for the focused activity. Where a volunteer chooses not to focus their time in our identified areas, they can continue at the center, but not be part of the RSVP program. A small number of the current volunteer stations that are only serving a specific program will be given the choice of graduating their volunteer station to support the national effort and the designated activities or making the choice to continue their activity(s) outside of the RSVP program. We will identify and use local volunteers as advocates to encourage stations and individual volunteers to support the effort.

At this time, we are requiring all RSVP volunteers to report essential data to help evaluate and manage the program. Information is collected on each specific project, the hours volunteered, individual volunteer information, as well as an evaluation on the volunteer project and assignment. We take this information and input it into the Volunteer Reporter system to generate necessary reports and tracking information. The data and feedback collected form the basis for the assessment of each project, site and program. This data will be the basis for monitoring and reporting our outcomes and outputs. Volunteers report to their local time keeper who in turn sends the data to the RSVP Program Director. Twice a week, a RSVP volunteer inputs the information from each volunteer

Narratives

into the Volunteer Reporter system and generates management reports for the Director and Advisory Council.

The RSVP program receives support and tools from Opportunities, Inc., a forty-seven year old community action agency including the fiscal, human resources, training and program compliance departments. RSVP operates under the policies and procedures of Opportunities, Inc. which includes fiscal policies and procedures that meet the legal mandates of the federal and state funders for the grants that we administer. For many years, we have managed several state and federal grants that require us to manage and report financial and in-kind support. Our financial systems are established to track and report this requirement separately and the accounting staff is trained and accustomed to managing this division.

Organizational Capability

Opportunities RSVP is one of the many programs under Opportunities, Inc., a Community Action Agency, established in 1965. Since this time, the agency has grown from serving a one-county area to managing programs that reach 20,000 square miles in a 13 county service area. Opportunities manages federal and state grants in excess of \$10 million annually. Systems are in place to ensure compliance with all federal, state and agency requirements. All structure in place for Opportunities, Inc. is applied to the RSVP program. The agency's fiscal department, including RSVP book keeping, is managed under the written fiscal policies and procedures and is audited annually by an outside firm. Opportunities, Inc. Director of Operations is responsible for the purchasing department, facilities management and fixed asset tracking and reporting. All policies concerning personnel, delineation of roles, travel policies, procurement, fixed assets and management are either found in the agency's fiscal or personnel policies and procedures which are available to all employees and approved by Opportunities, Inc. board of directors.

The Opportunities, Inc. RSVP program was established in 1981 and since the early years of the

Narratives

program, our volunteers have been assisting elderly and disabled by delivering meals, providing transportation and being a companion. These activities projected for our primary focus area are the core of the 31-year partnership between Opportunities and RSVP.

The Project Director reports monthly to the Opportunities, Inc. board of directors, quarterly to Oklahoma DHS Aging Services and every six months to the NCSC. A full program assessment is conducted annually with the RSVP Advisory Council. Part of the above mentioned reports and assessments are measurements of performance of the RSVP program as a whole, as well as individual projects.

In addition, the RSVP Program Director is evaluated annually with the sponsoring organization's Executive Director, which includes an opportunity for self-assessment. A key component of the agency's staff evaluation is a plan for improvement, if necessary.

The current RSVP Program Director was recruited to apply for the director position due to her people skills, organization, and enthusiasm and experience managing staff and programs as the director of an award-winning day care center. She has used these developed skills as she motivates, recruits and manages the several hundred RSVP volunteers and develops new programs to address the needs in our RSVP communities.

Currently, the program is using a volunteer to fill the role of RSVP assistant, whose primary responsibility is to input and report data provided by each of the RSVP volunteers and follow up on required documents for compliance. It is projected to hire a part-time (25%) person to fill this assistant role.

Opportunities, Inc. RSVP program continues to address the identified needs within our service communities. Input is gathered via a biennial community needs assessment in each of our served communities, as well as an annual assessment from the RSVP Advisory Council. From this feedback we will continue to develop programs to address the identified community needs with evaluations and

Narratives

assessments built into the program.

For many years, Opportunities, Inc. has matched the required share for the federal grant with contributions of space, utilities and support staff and functions and will continue to do so.

Other

Not applicable

PNS Amendment (if applicable)

Not applicable