

## PART I - FACE SHEET

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		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: 13SR144447	4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12	FEDERAL IDENTIFIER:														
<b>5. APPLICATION INFORMATION</b>																
LEGAL NAME: Harrison County Council on Aging Inc. DUNS NUMBER: 877349761	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Ann Pettit															
ADDRESS (give street address, city, state, zip code and county): PO Box 471 1316 S 25th St Bethany MO 64424 - 0471 County: Harrison	TELEPHONE NUMBER: (660) 425-7555 FAX NUMBER: (660) 425-7555 INTERNET E-MAIL ADDRESS: hcrsvp@grm.net															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 430921944	7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Community-Based Organization															
8. TYPE OF APPLICATION (Check appropriate box). <input type="checkbox"/> NEW <input checked="" 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: <b>Corporation for National and Community Service</b>															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Harrison County Council on Aging RSVP															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): HARRISON/DAVISS 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 type="text" value="MO 006"/> b.Program <input type="text" value="MO 006"/>															
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: 1px solid black;">a. FEDERAL</td> <td style="border: 1px solid black; text-align: right;">\$ 41,698.00</td> </tr> <tr> <td style="border: 1px solid black;">b. APPLICANT</td> <td style="border: 1px solid black; text-align: right;">\$ 17,451.00</td> </tr> <tr> <td style="border: 1px solid black;">c. STATE</td> <td style="border: 1px solid black; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border: 1px solid black;">d. LOCAL</td> <td style="border: 1px solid black; text-align: right;">\$ 17,451.00</td> </tr> <tr> <td style="border: 1px solid black;">e. OTHER</td> <td style="border: 1px solid black; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border: 1px solid black;">f. PROGRAM INCOME</td> <td style="border: 1px solid black; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border: 1px solid black;">g. TOTAL</td> <td style="border: 1px solid black; text-align: right;">\$ 59,149.00</td> </tr> </table>	a. FEDERAL	\$ 41,698.00	b. APPLICANT	\$ 17,451.00	c. STATE	\$ 0.00	d. LOCAL	\$ 17,451.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 59,149.00	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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e. OTHER	\$ 0.00															
f. PROGRAM INCOME	\$ 0.00															
g. TOTAL	\$ 59,149.00															
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: Ann Pettit	b. TITLE:	c. TELEPHONE NUMBER: (660) 425-7555														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/18/12														

# Narratives

## Executive Summary

Executive Summary: Requesting \$41,698.00 from The Corporation for National and Community Services to support the Harrison/Daviess Counties RSVP program which is sponsored by Council on Aging. The mission of the Harrison/Daviess Counties RSVP is to promote systems that enhance the quality of life for those 60 and older through meaningful volunteerism in their community. The program strives to listen to the needs and respond by developing programs that foster utilization of resources effectively and efficiently, localized community service provision and individual decision making. We value older persons as an important segment of society and believe they should be afforded independence, dignity, respect and the opportunity to contribute to society and their own well being. We believe there is strength in diversity and value working together toward common goal of independence and happiness of all older Northwest Missourians and the community as a whole.

Many workstations have declined their number of actual employees due to economic finances, so our volunteers strive to bridge the gap. The needs of the communities are quite similar between the two large regions of both counties. All 175 Harrison/Daviess RSVP volunteers assist to create vibrant communities and to fill the need of donating a multitude of hours through networking in the 3 volunteer sites of the 1 Focus Area

Initiative for Healthy Futures (Sr. Centers) with 7 Community Priorities and the 2 capacity building/focus throughout the 2 counties. These focused needs are as follows:

Capacity Building sites are (1) the ACS Thrift Store which is staffed with 90% RSVP Volunteers which serves financially devastated households in Daviess County providing household items and clothing. A monthly report of the items distributed and monetary value attached to those items. And (2) The

## Narratives

Harrison County Food Pantry which garners donated food from the TEFAP program and 2nd Harvest Food Bank, along with food and monetary donations from organizations and the public in the community. The Focus Area (Healthy Futures) is the Harrison/Daviess Multi Purpose Centers of which there are 3 separate sites located in Bethany, Gallatin and Pattonsburg whom collectively serve senior meals to a multitude of home bound senior patrons aged 60 or older where RSVP Volunteers assist in some capacity. Senior Center monthly reports turned into RSVP allows the calculation of RSVP Volunteers and number of patrons served. The remaining 7 work sites the remaining 175 unduplicated RSVP Volunteers are those that were put in place to assist the community at large: RSVP Fundraising, Hospital, DAR, Genealogy, OATS, VFW/American Legion, Community Involvement. Through the Harrison/Daviess RSVP Program, our volunteers encourage the ongoing relationship of fostering those needed ties to the community creating a valuable service along with building a stable and dependable volunteer based foundation in our communities. RSVP plans to graduate volunteer sites at the annual recognition dinner along with a letter of appreciation to include the explanation of our new focus of operations. Plus, an offer of being placed at the remaining volunteer sites if desired.

### Strengthening Communities

This narrative details Harrison/Daviess County demographic and geological information requesting \$41,698.00 Federal Funds from The Corporation for National and Community Service to assist the Harrison/Daviess County RSVP program, to expand the capacity of the program initiatives outlined in the work plans of this 2013-2016 grant application. And acknowledge the Non-Federal funds of this RSVP program which equals the amount of \$17,451.00.

Community Demographics: Major Industries of Harrison/Daviess counties are agricultural related, retail trade, health care and education. (According to the 2012 census) the combined population

## Narratives

of the two counties are 17,179 with 20% population being 60 years of age and older and 25.5% are age 18 or under. Examining the growth of 10-year age groups within the older population shows that 85- to 94-year-olds experienced the fastest growth between 2000 and 2010. This group grew by 29.9 percent, increasing from 3.9 million to 5.1 million nationwide. Among five-

year age groups in the older population, 65- to 69-year-olds grew the fastest. This age group grew by 30.4 percent, rising from 9.5 million to 12.4 million. The 65- to 69-year-old group is expected to grow more rapidly over the next decade as the first baby boomers start turning 65 in 2011.

Economic status of our counties is significant median family income in 2010 Harrison County \$28,050.00 compared with \$46,262.00 for Missouri. The percentage of poverty is (15.1%) In 2012 unemployment rate in Harrison County was (6.4%) compared to (6.9%) state wide. The cities located in Harrison County are Bethany 3,292 (County Seat) Gilman City 383, Ridgeway 464, Cainsville 290, Eagleville 316, Blythedale 193, Mount Moriah 87, Martinsville, Hatfield. Cities in Daviess county are Gallatin 1786, (County seat) Jamesport 524, Altamont 204, Coffey 166, Jameson 133, Lock Springs 57, Pattonsburg 348, Winston 259 the rest live in rural areas. This is the geographical area from which RSVP volunteers have been and will continue to be recruited, enrolled and assigned to workstations that help meet critical needs in each area. Harrison/Daviess counties are located in the corner of Northwest Missouri. Community Relations: RSVP sponsor is Harrison County Council On

Aging has established an advisory council, which consists of 10 members. They also help with local input in our program design and evaluation. Other community organizations which help with input into program design and evaluation are a vast assortment of organizations and businesses too numerous to mention. Input from these organizations help us to build a strong RSVP program with the community. They will assist assessing community needs; assist in fundraising and resource development, support the development of a service ethic in the community, advice on

## Narratives

volunteer recruitment, retention and recognition strategies link the projects with other community resources. Advise on project measurements. Assess project accomplishment and impact, including progress toward meeting performance measures. Harrison/Daviess RSVP has a representative on many councils and boards through the county. Community Partnerships: The Harrison/Daviess county RSVP relationship with our community is a very good one. RSVP volunteers have served community needs since 1973. Public Awareness & Public Support: Project staff members are available to make presentations to organizations to promote and support our program and the services we provide.

Advisory council members promote how our project can gain increased visibility and recognition in the communities. This helps our project secure resources through donations which help to sustain and expand our projects. They keep the media and public informed of the impact RSVP volunteers have had on critical community needs. The news media is informed of recognition of volunteer accomplishments. Diversity:

RSVP will bring together people of diverse backgrounds through programs we offer. The volunteers themselves come from diverse backgrounds such as homemakers, farmers, business leaders, factory workers and those with high incomes, low incomes or those who have a disability.

Recruitment of the diverse backgrounds may evolve through present volunteers via various church groups, organizations, and community activities they are already involved in to garner perspective volunteers. We also advertise in the local media and create informative

flyers/brochures to distribute to people, businesses and organizations in the two counties for potential volunteers which will capture diverse individuals from all walks of life within the community. We match the volunteer to help another group of diverse persons: the groups that help veterans and military families, those who are currently having to make the difficult choice

## Narratives

between food and medicine, those elderly and children who need access to nutritious meals, those who are interested in recycling and or helping the plight of the financially challenged due to circumstances beyond their reach. Mobilizing Community Resources: matching local funds (30%) to federal dollars we receive. This funding includes Senior Citizens tax fund from Harrison and Daviess county, local donations and In-Kind.

Participation in Service Programs and Community Activities. Harrison and RSVP volunteers have a multitude of various programs and activities that they have an active role in their communities which are of the utmost importance. Some of these valuable volunteer hours are spent assisting with holiday food and gift baskets, thrift stores and food pantries, along with the Backpack Buddies food program for school aged children and for those households below the poverty guidelines. Because they are all non-profit sectors, they do not have the luxury of paid employees. The RSVP volunteers are assisting at all different levels due to lack of staffing and more activities and programs being initiated. The RSVP volunteers are taking an active stake in their communities by assisting in their local libraries, genealogy societies, advisory boards, and important organizations such as Kiwanis, Chamber of Commerce, Eagles, DAR, etc. all due to the lack of interest and or free time that the younger generations tend to have. The RSVP volunteers also are very frequently found helping with community activities such as festivals, parades and fairs due to their longevity of past celebrations and their invaluable experience and dependability needed and sought after from the

community at large. Harrison/Daviess RSVP responds to the needs of each volunteer work station and community partners already established by keeping open communications on the number of volunteers needed and the potential volunteer hours that can be served. By attending meetings and activities in the community, we are not only promoting our organization, but also

## Narratives

attaining and providing information on possible recruitment of our volunteers.

Our volunteers keep the communities functioning with years of experience and with positive outlooks to create optimism in these hard economic times!

### Recruitment and Development

Successful recruitment for our community service focuses on the task of service assignments and the environment within which the tasks are to be accomplished. We determine what tasks need to be completed, provide guidelines on how to perform the tasks (resources and support available) and who best to engage in the service (which skills, education, experience, attitudes and personal characteristics meet the needs). RSVP Harrison/Daviess is a small The work station supervisor is the most qualified and cost effective person to provide training to volunteers assigned. The training begins when the volunteer begins working at the station and continues while they assist at that location. An example at the

Thrift Store, the supervisor shows a new volunteer around and provides technical assistance while performing the job duties until the volunteer and the supervisor are comfortable with the performance of the person. As time progresses, the supervisor monitors and assists the volunteer as needed with jobs performed. Harrison/Daviess RSVP project will assure a high quality experience for volunteers by offering opportunities to build new skills through in-service learning activities and to seek a challenging volunteer position. Success occurs when the position description and the agreed upon term of service is satisfied with measurable results attained. This helps the individual attain a sense of acceptance and recognition, increased self esteem, and knowing they have shared with in achievements. Technical Assistance: RSVP staff will budget for and attend training offered by CNCS and other knowledgeable resources. This allows the director to develop better management skills. Volunteers are provided an initial training and orientation

## Narratives

when they become a volunteer. Volunteer station supervisors are provided training and technical assistance by RSVP staff as needed. The advisory council will attend workshops provided by staff to learn about CNCS programs, in particularly the RSVP project. Volunteer Retention and Recognition: Retaining volunteers is the most important part of building a corps of volunteers. Our project feels the best way to retain a volunteer is to match them with a position that fits their personality and qualifications.

Our RSVP strives to continue to recruit all people regardless of race, ethnicity, religion, disability. We also strive to capture the veterans and military members and their families through a close relationship with organizations such as VFW and American Legion. We have an annual recognition where volunteers are honored for service years. Each volunteer receives a token of appreciation. Our project has excellent volunteer retention. We have maintained over 200 volunteers for many years. We retain volunteers unless circumstances prevent them from doing so.

### Program Management

The Harrison/Daviess RSVP has created and will continue to create work stations and volunteer assignments that address specified community needs as outlined in our work plans, such as: The Thrift Store was created to provide clothing at reduced rates, Food Distribution to provide food for those in need. We will assign volunteers to work in service that will help our project meet impact outcomes from our work plans. We will develop volunteer stations by continually assessing the needs of our community through the Advisory Council. Having our staff attend human service group meetings encourages partnerships in our communities. The volunteer assignments will address specified impact outcomes.

Progress Assessment: The RSVP sponsor, project staff, and Community Advisory Group all contribute to the effectiveness of the RSVP project. The self-assessment list allows the parties involved in project assessment to discuss and appraise how the project is performing in terms of the

## Narratives

following project elements: Programming for Impact, reporting accomplishments, volunteer recruitment, volunteer support, resource development, fundraising and project management. The assessment of the project's performance is especially helpful in identifying areas that need improvement. Data Management: The RSVP director has experience working with demographic reports to manage data collection of target populations such as low income declarations and monthly participant and product distribution service reports along with volunteer hours accumulated. The director captures monthly data that is used to determine and verify project goals are met, and to ensure that our impact goals are achieved. Resource Management: The RSVP project manages resources, both federal and in-kind, through daily record keeping by spreadsheet sheets and hard copies. The RSVP director receives and makes deposits, signs checks and keeps the official records. People who write the checks are prohibited by policy from signing the checks. The sponsor's chairman is designated by policy to sign the checks, with other cosigners whom are board member officials on the account in case the chairman isn't available. All bank statements are reconciled monthly by someone other than the individual who signs checks. The director creates invoices for all bills pertaining to RSVP. They are reviewed by the board chairperson. In-kind donations are tracked through in-kind donation forms. They are reviewed and signed by the sponsoring board chairperson. RSVP maintains an updated equipment list. The sponsors accounting system provides timely financial reports to all project staff which enables them to properly utilize and expend grant funds effectively, as budgeted. Harrison County Council on Aging has a membership of 10 people. They have the final say on all decisions. County Council on Aging holds a board meeting once a month. Financial reports are distributed to all staff members. We will secure resources by substantiating needs and then requesting a portion of the Harrison County Senior tax fund for the 2013 year and using cash (donations, fund raising) and in-kind contributions to sustain and expand the project. For 2012, RSVP

## Narratives

received a small percentage of the funds collected by the senior tax board and is actively pursuing other resources.

### Organizational Capability

Personnel As a result of the passage of the Older Americans Act in 1965 and the recommendations of the White House Conference on Aging in 1971, federal funding became available to each state. Melvin Haas and Bina Davis went to Jefferson City to find out more details about these funds and were promised a small grant in 1972. The following year, Bethany received this grant for a senior center and the Harrison County Council on Aging was born. In 1973, aging programs were given more federal funds and since Bethany had already established their center, it was the very FIRST RSVP in the state to be funded. Some services available through the sr. center are meals, nutrition education, outreach,

recreation, health screening, and physical fitness. Through these continuing services Bina and Melvin's purpose of acquiring a senior

center still rings true today. The Harrison County Council on Aging has sponsored the RSVP since 1973. The RSVP office is located in the senior center and offers volunteer opportunities. The Harrison County HCCA continues to train, monitor and evaluate all programs for continuous improvement. There presently is one staff person responsible for the Harrison/Daviess RSVP; the project director. The RSVP director will be responsible for fiscal and program management. Our current Director (Ann Pettit) started with RSVP in November 23rd of 2012. She was

employed for over 14 years by Green Hills Community Action Agency, a non-profit organization dedicated to serving low-income households in the 9 county area of Harrison/Mercer counties. She has a multitude of experience with a vast arena of skills such as community partner networking, social communications, implementing federal and state programs. The assistant director, Louise Akins, retired after 35 years of service with RSVP and was honored at this year's annual volunteer

## Narratives

recognition dinner. Budget and Finance: Harrison/Daviess RSVP currently receives federal funds from the Corporation for National and Community Service. Our non-federal funds are donations from our senior tax fund,

fundraisers-such as our volunteers quilting for individuals and other craft projects. Our project has a system of spreadsheets backed by ledgers for receiving, spending and accounting for all federal and non-federal income. All federal, non-federal and excess funds are tracked separately. One staff member receives and makes deposits and keeps the official records. All budget and financial information (separate federal and non-federal cash reports) is shared with the sponsoring board at the monthly board meeting. The board chairman signs the Director's payroll forms and checks. The Harrison County on Aging relies on nearly 200 volunteers to carry out their programming efforts throughout the year. Facilities and Equipment: Harrison County Council on Aging ensures that RSVP has an adequate facility which includes quilting and meeting space, equipment, supplies (two computers, copier, fax machine, two calculators, two desks and chairs and file cabinets) and personnel management support, job descriptions showing responsibilities and of staff duties. The staff is evaluated each year. Sponsor Assessment: Harrison County

Council on Aging has established procedures/systems for self assessments, evaluation and continuous improvement. Staff members are evaluated yearly and each staff member has personnel policies and by laws that they are required to follow. Area Agency on Aging (Funding Agency) annually assesses and reviews all project operation of the Harrison County Council on Aging, which is part of the internal quality control process. Area Agency on Aging assures all goals are met which ensures continuous improvement of their program.

### Other

N/A

### PNS Amendment (if applicable)