

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: 13SR144468 | 4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12 | FEDERAL IDENTIFIER: | | | | | | | | | | | | | | |
| 5. APPLICATION INFORMATION | | | | | | | | | | | | | | | | |
| LEGAL NAME: Senior Adult Services Inc. DUNS NUMBER: 197484322 | NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Pat Selby | | | | | | | | | | | | | | | |
| ADDRESS (give street address, city, state, zip code and county): PO Box 116 Kirksville MO 63501 - 0116 County: Adair | TELEPHONE NUMBER: (660) 665-8314 FAX NUMBER: (660) 665-8315 INTERNET E-MAIL ADDRESS: heartlandrsvp@sbcglobal.net | | | | | | | | | | | | | | | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN): 431496543 | 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: Heartland RSVP | | | | | | | | | | | | | | | |
| 12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Missouri Opportunity #5 Adair County and other small communities in Schuyler, Knox, and Macon Counties in Missouri. | 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="MO 009"/> b.Program <input type="text" value="MO 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 border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">a. FEDERAL</td> <td style="text-align: right;">\$ 31,986.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 84,898.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 6,000.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 78,898.00</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;">\$ 116,884.00</td> </tr> </table> | a. FEDERAL | \$ 31,986.00 | b. APPLICANT | \$ 84,898.00 | c. STATE | \$ 6,000.00 | d. LOCAL | \$ 0.00 | e. OTHER | \$ 78,898.00 | f. PROGRAM INCOME | \$ 0.00 | g. TOTAL | \$ 116,884.00 | 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 | \$ 31,986.00 | | | | | | | | | | | | | | | |
| b. APPLICANT | \$ 84,898.00 | | | | | | | | | | | | | | | |
| c. STATE | \$ 6,000.00 | | | | | | | | | | | | | | | |
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| g. TOTAL | \$ 116,884.00 | | | | | | | | | | | | | | | |
| 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: W Lavern Playle li | b. TITLE: President | c. TELEPHONE NUMBER: (660) 665-8314 | | | | | | | | | | | | | | |
| d. SIGNATURE OF AUTHORIZED REPRESENTATIVE: | | e. DATE SIGNED: 10/18/12 | | | | | | | | | | | | | | |

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Executive Summary

An estimated 250 RSVP volunteers will serve. They will serve the community by participating in the following activities: Disaster Preparedness, Tax Consulting/Counseling, Transportation Services, Congregate Meals, Food Distribution/Collection, Independent Living-Seniors, and Community-Based Volunteer Programs, though a network of 26 volunteer stations such as community food banks, health care facilities, senior centers, schools, disaster assistance organizations, faith based programs, and community non-profit agencies. The primary focus area of this project is Healthy Futures. At the end of the three-year grant, Medicare beneficiaries will have been provided with needed assistance and counseling, food pantries will help meet emergency needs of the community, volunteers and seniors will receive transportation, as well as many other community needs being met. The CNCS federal investment of \$31,986 will be supplemented by \$72,057.

Strengthening Communities

Adair is a rural county of 569 square miles in NE Missouri, population 25,607 (2010 US Census). Kirksville is its largest city and county seat, and is the second largest city in NE Missouri, population 17,167. Kirksville is home to Truman State University and Kirksville College of Osteopathic Medicine. Twenty six percent (26%) of the people in Adair County live below poverty level with 12.5% of the total population over 65 years old. The adjacent counties of Macon, Schuyler, and Knox, which will be served, have an average of 20% (2010 US Census) of their population over 65 years old and an average of 16% of this population living below poverty level.

The Northeast Missouri Area Agency on Aging reports that as the 65 and over population grows and the economic recession continues, services for this segment of our community are not growing at the rate needed to allow seniors' to remain in their own homes with the same or improved quality of life. Staffing at local food pantries, Medicare counseling and transportation is needed.

The Sponsoring Board, Advisory Council, Stations, Community Leaders, and Volunteers provide input

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into program design and evaluation. Stations are contacted monthly for their input and volunteer needs. Staff attend local community meetings to learn what volunteer needs are. Community partners are then selected, job descriptions designed, and volunteers recruited.

Heartland RSVP is a well-established and high profile program with great community awareness and support. Long-time community partners - workstations, media, and community leaders -- continually encourage people of the community to contact project sponsor and staff with their volunteer needs and their support. The local newspaper, radio station, and cable television are extremely generous supporters of the project, giving all coverage requested. Staff will publish a newsletter 6 times a year, and copies will be sent to prospective volunteers, Stations, and community leaders, as well as Volunteers. The newsletter will contain volunteer opportunities, articles for senior citizens, recognition event invitations, news, and other articles of interest.

The Sponsor, Advisory Council, and Staff work together with local organizations to provide a wide variety of community opportunities for people of diverse backgrounds to work together. Backgrounds are wide and varied, ranging from homemakers and factory workers to college professors and CEO's. Some have disabilities and some are in great health. Many of these diverse volunteers work side by side to meet community needs, with the Primary Focus Area being, to increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible.

The RSVP Advisory Council and sponsoring board is comprised of community leaders from the private sector, non-profit organizations, public agencies, and senior citizens. Both work together to mobilize community resources and volunteers. Each year a committee from the Advisory Council secures members to replace those going off the Council.

RSVP supports and develops partnerships that fill gaps in needed services of the community. Staff/Volunteers are encouraged to advocate for policies that help support innovations in local programs. Staff communicates with stations, clubs, County and City officials, and service

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organizations by giving presentations that volunteers are available and capable to help meet community needs.

To meet goals in the Primary Focus Area, RSVP Volunteers will provide senior property tax assistance, Medicare counseling, transportation, assistance in providing congregate meals. In meeting these goals, a senior's ability to remain in their own home for as long as possible will increase.

Recruitment and Development

Staff will work with volunteer stations to offer opportunities of service for volunteers. Opportunities will be available in a wide range of skills, including everything from making a phone call to leading an entire project. Stations will provide opportunities for building new skills to help meet their volunteer needs. As possible new opportunities arise, the Director will contact station staff, offering possibility of providing volunteers to assist. RSVP will publish a newsletter 6 times a year containing volunteer opportunities, articles for senior citizens, recognition event invitations and news, and other articles of interest to stations and volunteers. Volunteers will be given the opportunity to reflect on the meaning of their service to the community by the following methods: Recognition Event held annually, where certificates are given to each volunteer attending, commending them for their years of service and their cumulative hours of service. Awards will be given to volunteers for service of 35 years, 30 years, 25 years, 15 years, 10 years, and 5 years. Articles will be in Newsletter, listing the names of volunteers serving in different areas of community service. Volunteers are asked to write an articles about their volunteer experience for the Newsletter, and during National Volunteer Week are asked to write this type of article or be interviewed for the local newspaper.

Heartland RSVP will support 250 volunteers. Plans include recruitment of individuals of all races, ethnicities, sexual orientation, degrees of English language proficiency, Veterans, military family members, disabilities, including age-related disabilities. The Advisory Council will assist staff in

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recruitment of volunteers by advising staff on possible recruitment ideas, and passing along information to senior citizens with whom they come in contact. RSVP volunteers are encouraged to recruit new volunteers. Recognition events for volunteers are held annually: a Holiday Social with a meal and entertainment, an awards event with volunteer certificates and years of service pins, Open House during National Volunteer Week. Brochures are made available in such settings as service club meetings, the Chamber of Commerce, United Way, area senior centers, the Area Agency on Aging, and area libraries. Newsletters and information packets are sent to prospective volunteers. The Director is available to give presentations to community groups about the benefits of RSVP in the community. Project visibility will continue by working with the local newspaper to publish articles throughout the year about the impact RSVP has in the community, and how the efforts of the volunteers help meet priority community needs. The local radio station will also be contacted with news about what RSVP volunteers are doing in the community. Staff and/or volunteers will appear on local radio shows monthly, to share what RSVP volunteers do, what impact they are making, and upcoming activities and Volunteer Station volunteer needs. City, county, state, and federal government officials receive copies of our newsletters. They also receive invitations to our annual banquet.

Sponsor will support the Director in his/her efforts to attend conferences, workshops, or training sessions that may be beneficial to program management. The RSVP Staff will provide oral orientation, a packet of information about RSVP nationally and locally, and the Heartland "RSVP Volunteer Handbook" for each new volunteer recruited. RSVP Stations will provide training for each of their volunteer jobs, before the volunteer begins serving. Station supervisors provided information about RSVP, by Director and given RSVP "Volunteer Station Handbook", which gives them additional information about working with RSVP Sponsor, Staff and Volunteers. The Director provides

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orientation and training annually to new Advisory Council Members, before the first meeting of the fiscal year, using information from the RSVP Operations Handbook and about the Sponsor, Volunteers Stations and Volunteers.

Program Management

Staff will manage 250 volunteers, communicating with stations about their volunteer needs, and will attend and take an active role in all priority community needs meetings of which they have knowledge. Staff will make every attempt to ensure a quality volunteer experience for a diverse population of senior volunteers, and make full use of the leadership skills and experience of the volunteers. As the Director communicates with volunteer stations, attends community needs meetings and becomes aware of meaningful jobs for volunteers, she will talk with the person in charge to ask if they are interested in having RSVP volunteers serve in that capacity. If so, then she will ask for a job description, give the prospect a RSVP "Volunteer Station Handbook", and ask if a Memorandum of Understanding can be signed. When a Station is no longer giving volunteers a meaningful place to serve, it becomes obvious by the fewer volunteer hours that are reported for that Station. The Director will then contact Station Supervisor to see if anything can be changed to improve the situation. If not, that Station is dropped with the agreement that it can be reinstated if future meaningful volunteer positions are developed.

The Sponsoring Organization, Advisory Council, and Staff will assess project performance to assure all goals and objectives are met, resulting in a high quality project. An Advisory Council will be maintained that is representative of the community, and committees will be formed to advise and assist staff. One of these committees will conduct an annual evaluation each June, and will collect relevant data to support the assessment from stations, community members, volunteers, or RSVP office records. The Committee will then report and make any recommendations to the Advisory

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Council at its regular September meeting. The recommendations will then be reported to the Sponsoring Board at its next meeting.

Staff will continually collect data and information from volunteers and stations. Accurate records of such will be kept on the computer, using Volunteer Reporter. Reports will be made as needed to demonstrate the impacts of the project and its volunteers.

It is the policy of the Board of Directors that the program will have procedures to meet all state and federal requirements regarding fiscal management to provide necessary fiscal information to the Corporation for National and Community Service, and other grantors. The Board of Directors formulates financial policies, delegates' administration of the financial policies to the RSVP Director, and reviews operations and activities.

Financial duties/responsibilities will be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, reconciliation of bank accounts, etc.

Bank accounts and books will be maintained as required by funding source regulations.

To ensure observance of limitations and restrictions placed on the use of resources available to the RSVP, the accounts of RSVP will be maintained on the cash basis of accounting and in accordance with the principles of fund accounting. All resources will be classified into funds established according Federal and Non-federal.

The agency is currently using Quick Books accounting software. All entries, adjustments, payments, and cash receipts are recorded with the computer program.

Project resources, both financial and in-kind will be managed to ensure accountability and efficient and effective use. They will be monitored by project staff, sponsoring board, and the advisory council.

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To secure financial resources--RSVP Stations, businesses, professionals, organizations, and individuals will be contacted for donations; and grants applications will be made. As a United Way Partner, United Way funds are an important source of local funding. In-kind donations will be secured for volunteer meals, supplies, meeting space, and recognition event prizes and space.

Organizational Capability

In 1973, the Kirksville Jaycees applied for a federal grant from ACTION. They were awarded that grant and began the Heartland RSVP Program in March 1973. Following 17 years of sponsorship, in 1989, the Kirksville Jaycees decided they would no longer apply for sponsorship of Heartland RSVP. At this time Senior Adult Services, Inc. (SASI), an organization made up of individuals in our community who are concerned with what the future holds for our senior citizens, applied for and were awarded the ACTION grant for the RSVP project. Senior Adult Services has continued to sponsor the program since that time. Since 1973, there have been only two Directors, which is a clear indicator of the ability of Senior Adult Services, Inc. to effectively sponsor the program.

The principal staff for the RSVP project is as follows:

Director -- Pat Selby -- BS Sociology and Anthropology-- has held this position since January, 1999.

Before becoming director, she was the RSVP assistant director for 7 years.

Administrative Assistant -- Debbie Reese -- has held this position since August, 2001. Background in business and volunteering.

Senior Adult Services, Inc. was incorporated as a non-profit organization in May 1988. For the past 24 years, it has served this community as an enabling organization for federal and local funds to be channeled to meet priority community needs as sponsor of the RSVP Program, and plans are for it to

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continue for years to come. The current RSVP program has three signature projects that fall in the primary focus area, to increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible. These are the Medicare Counseling, Tax Credit Assistance, and LifeCheck projects. These projects' measured performance records, show need and success over the several years they have been in existence.

Since 1989, Senior Adult Services has made sure that RSVP has had adequate facilities, equipment, and supplies. They have a RSVP Fiscal Management Policy and have seen to it that the staff has an accounting system that is capable of accurately accounting for and safeguarding federal funds. They have had a Personnel Policy and job descriptions for staff, Volunteer Hour Collection Policy, Volunteer Meal and Mileage Reimbursement Policy, and an Equal Opportunity Policy Statement. All policies are updated as needed. Staff keeps detailed and accurate time sheets, which are checked and signed by a supervisor. The sponsor has a travel policy for staff, which includes local and long distance travel (as noted in the accompanying budget).

The RSVP Program Director attends bimonthly meetings to give written program management, statistical and financial reports to the Advisory Council on which the sponsoring board President is a member. The Advisory Council has standing committees set up for Ways and Means, Evaluation, Program, and Membership. At the end of each program year the Board studies year ending reports to decide if goals have been met and if the program made positive impacts in the areas of the identified community needs. Employee Evaluations are done annually. Budgets and Grant Applications are reviewed and approved by the full Board, before submission. Board Members and Advisory Council Members are expected to continually look for ways RSVP can be improved, and are encouraged to present those ideas at any regular meeting. Special called meetings can also be requested, when

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needed.

Other

Disaster Services -- Volunteers from Heartland RSVP, along with staff from the American Red Cross Blood Services, Missouri-Illinois Region, through area blood drives, provide the main source for life-saving blood products. The RSVP Director, United Way, local Red Cross, Long Term Recovery and Local Emergency Planning Committee have developed volunteer descriptions for volunteers to serve during a local disaster. A list of volunteers recruited to serve in case of disasters is kept at the local Red Cross and RSVP offices.

Education -- Heartland RSVP will continue to provide volunteers to serve as they have for many years in this area. 1) Every year since 1973 volunteers have served in schools, listening to children read, tutoring, preparing bulletin boards, grading papers, and helping in the office and library. 2) Through the Area Agency on Aging, volunteers serve in the Lunch in the Park Program, and the PEPPI Program. 3) Assisting the Kirksville Parks and Recreation Program with activities throughout the year. 4) Assisting the Adair County Library in delivering books to the homebound and area daycare centers.

Healthy Futures -- Volunteers improve the quality of life for older persons by serving in several organizations: 1) Delivering nutritious meals daily to the homebound. 2) Assisting in nursing homes to provide activities for residents. 5) Providing Neighbor-to-Neighbor Assistance through the Area Agency on Aging. 4) Providing transportation for volunteers. 5) Serving at local food pantries. 5) Providing Medicare Counseling.

PNS Amendment (if applicable)

N/A