

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: 13SR144480	4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12	FEDERAL IDENTIFIER:														
5. APPLICATION INFORMATION																
LEGAL NAME: Health Association of Niagara County, Inc. DUNS NUMBER: 038637229	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Michele Paterson															
ADDRESS (give street address, city, state, zip code and county): 1302 Main St Niagara Falls NY 14301 - 1118 County: Niagara	TELEPHONE NUMBER: (716) 285-8224 223 FAX NUMBER: INTERNET E-MAIL ADDRESS: volunteercenter@hanci.com															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 160743206	7. TYPE OF APPLICANT: 7a. Non-Profit 7b.															
8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):	9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: RSVP Niagara County															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): New York #16 Niagara County	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="NY 028"/> b.Program <input type="text" value="NY 028"/>															
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: 20%;">a. FEDERAL</td> <td style="text-align: right;">\$ 74,864.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 35,675.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 5,697.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 29,978.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 0.00</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;">\$ 110,539.00</td> </tr> </table>	a. FEDERAL	\$ 74,864.00	b. APPLICANT	\$ 35,675.00	c. STATE	\$ 5,697.00	d. LOCAL	\$ 29,978.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 110,539.00	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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g. TOTAL	\$ 110,539.00															
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: John W. Kinner	b. TITLE: Executive Director	c. TELEPHONE NUMBER: 716 285 8224, x212														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/18/12														

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Executive Summary

An estimated 600 RSVP volunteers will serve children, homebound, frail and well seniors, disabled adults, families and veterans throughout Niagara County, New York. Volunteers will serve in three National Performance Measure focus areas including Healthy Futures, Education and Economic Opportunity and also in Other Community Priorities focus area. The service activities that they will participate in are Food Delivery, Transportation, Building or Assisting Homes with Habitat for Humanity, Tutoring in Public Schools and Food Pantry Support and various Community Priority service activities through a network of 73 stations such as Meals on Wheels, Office for the Aging Home Delivered Meal Program, faith-based food pantries and soup kitchens, elementary schools throughout the county, and Niagara Habitat for Humanity.

The primary focus area of this project is Healthy Futures, output H8. At the end of the 12-month performance period an estimated 200 homebound or older adults, disabled individuals and veterans will have reported having increased social ties/perceived social support.

The federal investment of \$74,864.00 will be supplemented by \$35,675.00

Over the three-year grant period, staff will utilize agency volunteer, station and advisory assessments and surveys to assure that National Performance Measure outputs and outcome targets are being reached.

Strengthening Communities

Niagara County covers 523 square miles in the western region of New York State. Niagara County has three cities: Niagara Falls, Lockport, North Tonawanda, as well as a Native American reservation and a great deal of suburban and rural territory.

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The area is a worldwide tourist destination that after decades of struggling is starting to recognize its potential for tourism development.

With the exodus of manufacturing, the county is economically depressed. The international consolidation of company facilities has resulted in the closing or downsizing of local companies including Occidental, Nabisco, Carborundum, Dupont, and Delphi. The Seneca Niagara Hotel Casino is expected to become the largest employer in the county after it completes development. Although it is estimated that employment levels will reach 5,000, the dispute between the state of New York and the Seneca Nation of Indians has created consequences for the city of Niagara Falls. With the Seneca Gaming Corp. withholding payments to the state because of a dispute over racetrack casinos, the City of Niagara Falls has currently been deprived of more than \$60 million in revenue that it was supposed to have received because the Seneca Niagara Casino was built within its borders. Without its share of casino money the city is straining to provide basic services. Budget restraints and delays or cancellations of projects and programs plaque the city due to the holding of the casino revenue.

The United States Census Bureau 2010 Survey indicates that the Niagara County population is 216,469 with 29% of residents age 60 and older; 63,397 are 55+. In 2010, there were 90,556 households; 49,339 age 55 years or older with 11,172 living alone. The median household income of county residents is estimated at approximately \$45,036. According to the NYS Community Action Association 2011 Poverty Report 12.5% of Niagara County individuals lives in poverty.

The Niagara County Office for the Aging reports that 51.97% of its Home Delivered Meal program clients live alone. Many of their family members have relocated out of state, due to the decrease in employment opportunities, leaving aging parents without a direct family support system. Over 50% of

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the recipients live in isolated rural areas of Niagara County. 19% are minority by race and/or ethnicity, and about 40% are low income. About 24.8% are 90 or older. 27% of home delivered meals clients need help with two or more activities of daily living (ADL), such as bathing, eating, and toileting. 37.12% need help with six or more instrumental activities of daily living (IADL) such as cooking, housekeeping and transportation.

The North Tonawanda, Niagara Falls and Lockport Meals on Wheels programs and the Niagara County Office for the Aging Home Delivered Meal program provide nutritious, well balanced meals to homebound or older adults and individuals with disabilities on a daily/weekly basis throughout the county. A number of veterans also receive the meals. This service helps the clients to remain living independently in their homes. Volunteer meal deliverers provide socialization and also a safety net by checking on the well being of the clients. When asked in an annual survey prepared by RSVP staff and distributed by RSVP meal delivers many clients report that the volunteer deliverer is the only person they have direct contact with throughout the entire week. They feel more secure knowing someone will be checking in on them, less isolated and more a part of the community due to the socialization provided by the volunteers. When individuals apply for meal delivery service they are screened for their need for other support services through an assessment completed by agency staff. Volunteers report concerns or changes in the clients' health and well being to the program staff that in turn refer the clients to services provided by the Niagara County Office for the Aging or other community agencies.

During RSVP's last program year (April 2011-March 2012) the Office for the Aging, which delivers meals throughout Niagara County, but primarily in the rural areas, delivered meals to 633 homebound or older adults and disabled individuals including 84 veterans. The three Meals on Wheels

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programs delivered to a combined total of approximately 300.

Due to a shortage of volunteers the station liaisons ask RSVP for assistance in recruiting volunteers to deliver meals thus reducing the number of clients who are currently on a waiting list for service to begin.

RSVP volunteers including veterans and developmentally challenged individuals from the Opportunities Unlimited of Niagara program will prepare, package and deliver meals to homebound or older adults, disabled individuals and veterans throughout Niagara County. During the three year grant period clients will report having increased social ties/perceived social support.

Recruitment and Development

Program staff in collaboration with station liaisons will assure quality assignments, education and meaningful relationships. We hope to build more community among our volunteers by increasing volunteer appreciation events that showcase our stations as detailed below. The annual recognition event highlights the volunteers' impact and commitment to making Niagara County a stronger community.

In February 2009, HANCI restructured the Senior Corps programs under the umbrella Volunteer Center at HANCI. This new endeavor continues to provide a strengthened recruitment plan of volunteers in the county. Currently the Niagara RSVP program includes 600 adults age 55 and older. Volunteer Center staff with the assistance of the sponsor crafted a Volunteer Center brand identity leading to streamlined and more professional materials.

Recruitment is a major priority. Staff continues to increase public presentations at senior centers,

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senior-housing complexes, faith-based organizations, school events, Niagara County Office for the Aging nutrition sites, and areas where baby boomers are congregating including fraternal organizations, diners, educational classes, special events and on-line. Staff plans on developing a recruitment initiative with the Veterans Affairs Office located in Niagara Falls and various Veteran Posts. An ongoing effort is to reach out to pastors and church leaders in underrepresented communities, including Ransomville Free Methodist Church in the rural community of Ransomville, as a vehicle to increase recruitment. As part of outreach, staff continues to attend local community and school events, block club and ministerial council meetings, to recruit potential volunteers. Cultural diversity is a key consideration in the recruitment of volunteers. Staff will work to increase volunteer diversity within the program focusing on areas of need and volunteer recruitment. RSVP plans to work with staff from Opportunities Unlimited of Niagara to increase the recruitment of developmentally challenged volunteers who participate in their programs and to develop volunteer projects that are tailored to their capabilities while staying in the National Performance Measure focus areas.

Staff has started to see trends in younger volunteers wanting to serve in high impact, short term assignments. This has led to targeted marketing efforts on special projects including MLK Day of Service and 9/11 Thank a Local Hero project. Staff uses social media, TV, and print to attract volunteers but continues to find word of mouth referrals the best recruitment tool. Staff utilizes station, volunteer and advisory council survey results to develop a yearly recruitment/retention plan. The plan reviews previous and current plans to help develop new initiatives and identify current and new volunteer opportunities.

RSVP stations have increased communication in their internal and external communications

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including articles in station newsletters, distribution of fliers and on-line media. This change has led to an increased knowledge of volunteer opportunities, service projects and needs in the community. New recruitment material tailored to specific locations is being distributed at banks, and various stores. An RSVP poster will highlight benefits of volunteering, general program information, and a tear off for individuals to keep with program information.

Volunteer retention is an on-going process of RSVP. Volunteers report that they continue to serve due to station and program appreciation events, variety of volunteer assignments, mileage benefits, appropriate placement, and training. Over 92% of RSVP volunteers reported they are satisfied with their current assignment and 80% found their quality of life improved after an annual volunteer satisfaction survey. 88% of volunteers were satisfied with their station supervisor and 81% were satisfied with their volunteer training. These are some of the results used to determine placement satisfaction, and consider suggestions and/or recommendations to improve the quality of the volunteer experience. Staff will continue to monitor retention trends through surveys and feedback from volunteers, stations and community partners and adjust the program as needed.

Volunteer recognition is an essential component of making volunteers feel appreciated, valued and aware of the impact they make in the community. The Volunteer Center continues to create additional ways to recognize volunteers. Current RSVP stations will be encouraged to host volunteer appreciation events to complement the annual luncheon. The events are used to thank current volunteers, show impact of RSVP volunteers, and to encourage others to attend and learn more about volunteer opportunities in the county. The formal recognition event takes place annually with the presentation of years of service awards, RSVP volunteer impact review, and a small token of appreciation.

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Volunteer training includes but is not limited to: brochures, DVDs, volunteer handbook, and informational sheets relevant to station assignments. In addition, staff reviews rules and guidelines of RSVP, volunteer opportunities, timesheets and mileage reimbursements. RSVP volunteers will continue to receive upcoming training and/or educational opportunities.

New stations are oriented to RSVP by staff and receive an RSVP binder that includes a signed copy of the memorandum of understanding, volunteer opportunity description, information on National Performance Measures and programming for impact, volunteer timesheets, mileage sheets, volunteer handbook, CNCS brochure and CIMA insurance policy.

RSVP stations conduct volunteer orientations with new volunteers. An RSVP station orientation may include station overview, volunteer job description, rules and guidelines. Currently cultural stations require volunteers to attend docent training, while some local schools require all volunteers to attend the annual school district volunteer training which reviews school district volunteer guidelines. Other stations train volunteers as needed teaching them how to serve older adults, assist with building a home or listening to a resident in a nursing home. Staff continues to work with stations to strengthen volunteer training through station survey results and station visits. Station and Volunteer Center staff continues to develop leadership volunteer opportunities focusing on station assignment.

Project staff attends conferences, webinars, and workshops that address older adult health care issues, time management, technical tools, volunteer management, recruitment and increasing skill level.

The Advisory Council receives information on all of the Volunteer Center programs at HANCI. Their

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training includes Senior Corps program history nationally and in Niagara County, CNCS videos highlighting Senior Corps programs, and a training packet including by-laws, new initiatives, and Foster Grandparent, Senior Companion and RSVP guidelines. Training is completed for all current members and all new members will be trained within the first three months of joining the Advisory Council.

Program Management

Project staff, station liaisons and Advisory Council members work collaboratively to address community needs, provide and ensure meaningful placements. Staff members contact and meet with station liaisons throughout the year to address any problems, answer questions, and discuss station and volunteer satisfaction. Liaisons complete annual surveys monitoring the impact of volunteers, volunteer assignments, communication, and community need that are reviewed by the staff and advisory council as a tool to identify community needs.

Staff works closely with leaders in the community to help meet the needs of the community and open new stations when appropriate. RSVP program staff meets with prospective new station liaisons to discuss their needs, community impact and volunteer needs. If the station is aligned with the goals of CNCS, the Volunteer Center and RSVP, then the station is opened and staff begins volunteer placement after station orientation.

New stations are oriented to RSVP by staff and receive an RSVP binder that includes a signed copy of the memorandum of understanding, volunteer opportunity description, information on National Performance Measures and programming for impact, volunteer timesheets, volunteer handbook, CNCS brochure and CIMA insurance policy.

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The Volunteer Center Advisory Council was established in 2009. Selection and recruitment of members have been based in part on their ability to give input on community needs. In 2011 the council continues to identify and prioritize key community needs through program evaluations and surveys completed by volunteers, stations, service recipients and community partners. In addition, the Advisory Council will continue to support staff to evaluate the recruitment/retention of volunteers. Annual results from the assessment and recruitment plans are utilized to identify areas of need in the community outside of the primary focus area that RSVP volunteers can address. The Advisory Council members represent current RSVP, SCP and FGP stations, community organizations focusing on needs of older adults and children, active volunteers, and community members. Council meetings are quarterly, with members participating in committees to assist in special projects, including recruitment and recognition events.

Project performance is assessed through annual project evaluation/questionnaires sent to stations and volunteers. Periodic meetings with program staff will continue to be scheduled with station liaisons to discuss challenges, issues, and successful placements. In visits to stations, staff will observe RSVP volunteer and staff relationships. The Niagara County Office for Aging will complete an annual program survey to assist in the assessment of program performance. In addition, the Advisory Council supports the program with the monitoring and completion of an annual project assessment.

Results from the various performance reviews give the Volunteer Center staff tools for addressing strengths and weaknesses in the program and for selecting volunteer stations to be graduated if the need arises in the future. Volunteers who had been serving in graduated stations would be encouraged to serve at stations that include National Performance Measures or to volunteer outside of the RSVP program. Previous evaluations have assisted staff in restructuring a recruitment plan, and volunteer appreciation events. Future assessments will be used to identify National Performance Measure focus

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areas that the project is not currently addressing.

Volunteer Reporter is the program software used to secure pertinent data and to improve program management by increasing our ability to track essential statistical information showing impact. The database is used for volunteer statistics including age, sex, ethnicity, volunteer capabilities, hours of service, and assignments. Staff continues to monitor inquiries into the RSVP program.

By tracking inquiries staff can readily check a potential volunteer's status and monitor recruitment trends closely for success and failure. Staff is able to monitor volunteer trends through various reports enabling staff to monitor program impact and adjust the program as needed. National Performance Measure outcomes and outputs will be measured by surveys completed by station liaisons and service recipients and collected by RSVP staff and volunteers and then put into a database.

Led by HANCI's controller, who has more than 20 years of experience in accounting and fiscal management, HANCI's five-member accounting department works closely with Volunteer Center staff on fiscal management for the program. The Volunteer Center adheres to HANCI's carefully established fiscal procedures, which require the executive director's pre-approval of all expenditures. Purchases must be documented with paper backup; accounting staff monitors purchases to ensure receipt of all goods and services that are ordered. Other financial oversight mechanisms are detailed in the Organizational Capacity section.

RSVP will continue to work with the New York State Office for Aging and local United Ways as funding sources. In conjunction with the sponsor agency, RSVP will seek additional avenues of increased funding through local contributors and foundations.

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Organizational Capability

Founded in 1927, the Health Association of Niagara County Inc., a nonprofit community organization, promotes health, wellness and independence in the Niagara area across generations. HANCI has 100 full-time and part-time employees.

HANCI has a forty year history of operating Senior Corps programs. The RSVP and Foster Grandparent Program have been sponsored by HANCI since 1972 and the Senior Companion Program since 1980. HANCI has administered contracts with the New York State Office for the Aging, the New York State Department of Health, and numerous county and city agencies. In recent years the agency has been awarded grants from more than 15 regional and statewide foundations. HANCI is a member of the Coalition of Agencies in Service to the Elderly and the Network in Aging of Western New York.

In 2009, HANCI restructured the Senior Corps programs under the umbrella Volunteer Center at HANCI, the first entity in New York State to operate all three Senior Corps programs under one director.

HANCI is also known for other programs for older adults: a licensed and accredited home care program, as well as the Council for Older Adults, an advocacy program with educational and recreational services for older adults. HANCI also runs one Child Learning Center and the Center for Joy, a community outreach center located in an impoverished area of Niagara Falls. HANCI offers a free annual event known as the Senior Prom, which matches 125 high school students with 125 older adults for dancing, dinner and intergenerational fun.

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Nearly all of these programs require accountability for impact. HANCI Home Care reports key statistics quarterly to a Continuous Quality Management Committee, which includes members of the HANCI Board of Directors and staff, as well as outside partner agencies. Key outcomes of the home care program are also reported to the Joint Commission on Accreditation of Health Care Organizations. Staff of the Council for Older Adults reports key impact data annually to the Niagara County Office for the Aging through an on-site audit, and to the Niagara County Legislature through a legislative reception. The Senior Prom uses an annual evaluation to ensure its success in promoting attitudinal and behavioral change among high school students and older adults regarding intergenerational interaction and volunteerism.

Also, HANCI is the lead agency in the Niagara County AIDS Task Force. In 2011 HANCI opened a Program of All-Inclusive Care for the Elderly known as Complete Senior Care to provide comprehensive medical and social services, enabling nursing home-eligible older adults to remain in their homes.

Within the Volunteer Center, the Foster Grandparent Program, the Senior Companion Program, and RSVP share a single director reducing duplication of tasks; while each program has its own full-time program coordinator to ensure each program's ongoing viability. Since 2009 Michele Paterson has been the director of the Volunteer Center, managing RSVP part-time approximately 25 percent of her time, while also directing the Foster Grandparent and Senior Companion program evenly at 37.5 for each. As the former administrator to the Council for Older Adults in Niagara County -- and as a former program coordinator for the Senior Companion Program, former program assistant for the Foster Grandparent Program, and former public relations Coordinator for RSVP -- she has extensive experience with older adults and volunteer management.

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Priscilla Dolling, who previously served for eight years as RSVP director, now serves as full-time RSVP program coordinator. She has an associate's degree in liberal arts/social sciences, as well as extensive experience with volunteerism and older adults. She is a former VISTA volunteer, and worked as a program assistant for both the Foster Grandparent Program and the Senior Companion Program. Priscilla has been a member of the Lockport Meals on Wheels board for twelve years and has been on the Aging Committee for Opportunities Unlimited of Niagara for ten years. Both positions help with securing statistical reports for the primary focus area of Healthy Futures with RSVP volunteers from Opportunities Unlimited serving as meal deliverers for the Lockport Meals on Wheels and the Niagara County Office for the Aging Home Delivered Meal programs.

HANCI is a trusted steward of funds. The agency has successfully operated programs of the Corporation for National and Community Service since 1972, when the Foster Grandparent and RSVP programs were established in Niagara County. The Niagara Senior Companion Program was established with HANCI in 1980. The sponsor has also been successful in managing contracts with the New York State Office for the Aging, the New York State Department of Health, and numerous county and city agencies. HANCI is a 501(c) (3), nonprofit community organization. The recent \$2 million renovation of HANCI's campus has significantly improved office space, equipment and technology for RSVP and the other Volunteer Center programs.

HANCI's accounting department works closely with program staff to ensure fiscal integrity. The Volunteer Center adheres to HANCI's carefully established fiscal procedures, which require the executive director's pre-approval of all expenditures. Purchases must be documented with paper backup; accounting staff monitors purchases to ensure receipt of all goods and services that are

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ordered.

Volunteers who wish to be reimbursed for mileage to and from their volunteer assignments submit monthly mileage reports. The RSVP coordinator prepares the list of monthly mileage reimbursements, which are verified and fulfilled by the accounting department, and distributes the checks.

Accountability for program funds is assured on various levels. The controller provides a written, daily fiscal briefing for the executive director and a monthly fiscal briefing for HANCI's executive committee and board of directors. The controller also provides daily guidance to the Volunteer Center director regarding the status of program finances. The controller, in conjunction with accounting staff, prepares quarterly FFR reports for the Corporation. Additionally, an outside auditing firm reviews CNCS program funds annually and prepares an A133 audit as part of HANCI's annual audit.

The Volunteer Center evaluates RSVP through various surveys and evaluations completed by staff, sponsor agency staff, Advisory Council members, stations, volunteers, and community partners. Through the evaluations staff can monitor volunteer and station satisfaction, volunteer impact, retention rates, and new possible volunteer opportunities and initiatives. The Volunteer Center's Advisory Council evaluates the three Senior Corps programs on an annual basis through the Community Stakeholder Survey, a self evaluation survey. Program staff will continue to establish relationships with community partners to monitor community needs and identify National Performance Measure assignments for RSVP volunteers.

Each employee participates in an annual performance appraisal. The Volunteer Center director submits a monthly program report to HANCI's CEO and board of directors. The

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Volunteer Center director meets one-on-one with the HANCI executive director once a month to monitor progress toward program and agency goals, which are set by the board and staff every five years and updated annually. In addition, the Volunteer Center director works closely with agency human resource staff regarding personnel management, internal policies and overall support.

Other

Not needed.

PNS Amendment (if applicable)

Not Applicable.