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Executive Summary

Program Agency/Name: TCU Community Partnership, Inc. (TCU) is proposing the RSVP for a Healthier Georgia (RSVP-HGA) program.

Targeted Population: Residents in the GA-1X geographic service area of Bartow County, Catoosa County, Chattooga County, Dade County, Floyd County, Gordon County, Haralson County, Paulding County, Polk County, Walker County, Georgia.

Program Summary: The RSVP-HGA program will train Senior Volunteers to teach classes in healthy foods and nutrition to parents at local community organizations, and will refer people in need to supportive services and healthy food providers in the area. Additional Senior Volunteers will be assigned to work with other nonprofit agencies in the area that assist the community with Education, Economic Opportunity, Veterans and Military Families, Environmental Stewardship, and Disaster Services. Senior volunteers will also be trained to help selected nonprofits improve their volunteer recruiting and management practices to increase the capacity of those organizations to sustain their programs with volunteers from the community.

Goals and Objectives: The overall goal is to engage 176+ Senior Adult Volunteers in service activities in the targeted communities. Senior Volunteers will teach health and nutrition classes to parents in the target area to reduce the rate of obesity and related illnesses, improve access to healthy foods, and help build the capacity of volunteer organizations in the aforementioned targeted counties.

Applicant Capabilities: TCU has sought to address Children's Health, Access to Care, and Aging in Place, through a variety of programs with the support of qualified program staff and community volunteers for the past 12 years through and with area churches and other volunteer organizations.

Strengthening Communities

A) Strengthening Communities- TCU/HLLF Community Partnership, Inc. (TCU) in coordination with Haywood and Ermi Lee Legacy Foundation (HLLF) is proposing the RSVP for a Healthier Georgia (RSVP-HGA) program to serve the GA-1X geographic service area of Bartow County, Catoosa County, Chattooga County, Dade County, Floyd County, Gordon County, Haralson County, Paulding County, Polk County, Walker County, Georgia. The total population for the service area is 639,572 with an estimated 26.7% (170,980) who are over 55. Project Focus: Healthy Futures.

Targeted communities and their demographics reflect a dire need to improve the 'Healthy Futures' of their residents, especially among minority and disadvantaged residents living in the area. Of particular concern is the increasing rate of childhood obesity. In 2007 the National Survey of Children's Health

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showed that the number of obese and overweight children has risen since 2003. NSCH results found that in 2007 37.3% of children ages 10-17 were overweight or obese in Georgia compared to the National obesity rates of 31.6%. Of this group 48.6% of the children were Black- non Hispanic and 30.5% were White- non Hispanic. The national average for these two ethnic groups was 41.1% Black- non Hispanic and 26.8% White- non Hispanic.

A 'healthier' Georgia is much more likely if the residents understand the nutritional value of the food that they consume, and how to plan meals that are lean and nutritionally balanced. Parents access to nutritious food and education about how to select and prepare meals that are nutritionally balanced, are both factors that have a significant effect on a child's propensity to be overweight or obese. Many chronic diseases [such as stroke (related to high cholesterol, hypertension), diabetes, and coronary heart disease] have been directly linked to obesity. (The rates associated with these conditions as linked to obesity and mortality are: stroke where in Georgia 30% of the population is overweight/obese, the stroke is the third leading cause of death (6% of all deaths in the state) and 10% of the population has diabetes). Major research from multiple groups, the CDC, American Diabetes Association, multiple health research specialists, and consumer groups, over the last 20 years has highlighted that a balanced diet is key to long-term health benefits. As it relates to stroke, diabetes, and CHD the same mantra is also true. Eating fresh fruits or vegetables, high fiber, low saturated fats, and lean meats verses high calorie and complex sugars has the ability to reduce the rate of diabetes, and risk of stroke due to the quality of the food that is consumed. This coupled with physical activity significantly increases the health of an individual and reduces the rates of obesity, stroke, and diabetes due to the increase in heart rates/exercise, and development of muscles that increase the body's ability to burn calories and support improved health. The improvements to diet proposed herein will also affect the health/stability of other populations of adults/seniors.

Service Activities Impact on National Performance Measures (NPM)- The RSVP-HGA program provides the following service activities: 1) Training of Senior Volunteers- to give Healthy Food and Nutrition Classes; 2) Senior Volunteers Teaching Classes- to parents about the nutritional value of foods, and how to prepare meals and menus that are healthy and nutritionally balanced; and 3) Providing Referral Services- to healthy food providers and outlets that provide food to disadvantaged individuals and families. 1) Training of Senior Volunteers- The RSVP-HGA program will recruit at least 176 senior volunteers (age 55+) and invite them to attend training sessions so that at least 25% can then teach parents about positive health behaviors and the nutritional value of foods, and how to prepare meals and menus that are healthy and nutritionally balanced. These volunteers will also be

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trained to refer class participants to other supportive services. As a result of this training the program will impact NPM as RSVP-HGA will record and report Measure H4- Number of clients (Senior Volunteers) participating in health education programs; and Measure H11- Number of individuals (Senior Volunteers) receiving support, services, education and/or referrals to alleviate long-term hunger. 2) Senior Volunteers Teaching Classes- The RSVP-HGA program will coordinate and schedule Healthy Food and Nutrition Classes for parents at local churches and community based organizations. These classes will be taught by the trained Senior Volunteers. Participating parents will be given educational materials regarding the nutritional value of foods, and how to prepare meals and menus that are healthy and nutritionally balanced. In addition to the health and nutrition education, participants will also be given information on how to access supportive services in the community that can provide food and other necessities to people in need. As a result of these classes (or service activities) the program will impact NPM as RSVP-HGA will record and report on Measure H4- Number of clients participating in health education programs; and Measure H11- Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger. 3) Providing Referral Services- The program will refer qualifying individuals to agencies and organizations that can provide access to food, nutritional services, education and life skills to alleviate the food insecurity experienced by individuals and their families. The results of these referral services (activities) will impact NPM as program data will be indicated by Measure H12- Number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services.

The Data Collection Plan- The following plan and infrastructure for the Healthy Futures, Objective 2: Reducing Childhood Obesity and Increasing Access to Nutritious Food has been developed to support the data collection of the RSVP-HGA program. The plan ensures that the national performance measure outcomes and outputs will be measured, collected, and managed. For Measure H4- RSVP-HGA will record the number of Senior Volunteers and Parent Participants participating in health education programs where TCU/HLLF will count unduplicated new participants who attend at least 3 hours of training or classes in the health education program. If the health education program has multiple sessions each unique participant will be counted only once. Participants will not be counted by number of sessions attended. TCU/HLLF trained staff and volunteers will administer the collection of data on participants attending each session using attendance logs, case management systems, and knowledge base surveys. The tracking will identify repeat participants to ensure they are not counted as an additional participant. For Measure H11- The number of individuals (Senior

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Volunteers and Parent Participants) receiving support, services, education and/or referrals to alleviate long-term hunger will be counted. TCU/HLLF will also provide 3 hours of the service ("dosage") that is required for each individual/volunteer/parents to engage in prior to executing their identified service plan. This will influence the desired outcomes of the program. To track measures, TCU/HLLF volunteers will only count participants who received the 3 hours minimum "dosage" that can be expected to have some effect in terms of alleviating hunger. This will require face-to-face engagement with participants. Further, TCU/HLLF will track the number of unduplicated individuals receiving the support, services, education or referrals as a result of these activities. The method of delivery will be supported by group-level interactions, where the activity will only be counted once. In order to maintain RSVP-HGA integrity, TCU/HLLF will only count individuals directly engaged in the service. For Measure H12- The number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services will be counted. Data collection for H12 will be based on a survey of the adult family member (parent) who received the food services.

TCU/HLLF has consulted with the CNCS Resource Center, to search for performance measurement tools that CNCS has developed for volunteer and service programs. Survey questions have been modeled after those used to assess household food security for the Department of Agriculture Food and Nutrition Service. The Household Food Security Survey will be administered annually as a supplement to the Monthly Current Population Survey conducted by the U.S. Census Bureau. Questionnaires will include questions about conditions and behaviors known to characterize households having difficulty meeting basic food needs. Previous national level data from the report on Household Food Security in the United States (2007) measured the food security status of households by determining "the number of food-insecure conditions and behaviors the household reports. Households are classified as food secure if they report no food insecure conditions or if they report only one or two food-insecure conditions. They are classified as food insecure if they report three or more food-insecure conditions." RSVP-HGA volunteers will administer this survey through two different approaches. They are: (1) "Pre/post" questionnaire. The same questionnaire will be administered to the adult family member at the beginning of the education/training program. The questionnaire will ask about the food security of the adults and children in the household. The same questionnaire will be administered three to six months after completion of the education/training.

(2) Post-program questionnaire only. Three to six months after completion of the education/training, a questionnaire will be administered to the adult family member asking about a) the current level of

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food security of the adults and children in the household and b) their level of food security prior to receiving the service. The questions will address the same topics as those in the pre/post questionnaire but will be reworded to ask separately about current and prior food security. Survey responses can be analyzed to calculate the differences in the number and percent of respondents who reported being food insecure prior to receiving the service and after receiving the service. Each individual should be surveyed only once regardless of the number or type of different services (e.g., education/training, counseling) received during the year.

The Work Plans- (see Work Plan Attachments) that have been created are based on the national measures and the needs of the community. The principle focus area of the RSVP-HGA program will be Healthy Futures, but all of the other focus areas will also be addressed by the partnering nonprofit agencies that will use program participating Senior Volunteers to carry out their programs serving the community. The data collection will be conducted by the volunteer teachers in the Healthy Futures and Capacity Building focus areas. The work plans are based on the number of Senior Volunteers that will be recruited to work in the program by TCU/HLLF, and the nonprofit agencies working with TCU/HLLF in this program. This will result in the outcomes or outputs predicted in the work plans for the program. The plan also supports the other Focus Areas and Capacity Building through its connection with area nonprofits that serve the communities in Education, Veterans and Military Families, Environmental Stewardship, Economic Opportunity, and Disaster Services. These community programs will be supported by RSVP Volunteers that contribute at least 3 hours of service to these organizations. These services will also include capacity building activities to 20 selected nonprofit organizations to enhance their recruiting and volunteer management. This data will be tracked by the enrollment logs and service hours completed by each RSVP Senior Volunteer in the program.

Capacity Building- The measure outcomes for the Capacity Building that expand the scale, reach, efficiency, or effectiveness of programs and organizations that TCU/HLLF will support with volunteers include the following performance measures: For measure 3-3.1: The # of volunteers recruited by CNCS-supported organizations or national service participants will be recorded. TCU/HLLF will only count community volunteers that were specifically recruited by the CNCS supported organization or the national service participant engaged in the capacity building activity for the intended purpose of supporting or enhancing the program delivery. At the outset of the activity, TCU/HLLF will require volunteers to engage in a minimum of 3 hours of training and 3 hours of service at a volunteer station. The completion of training and delivery of service plan will be required

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to count the recruited volunteer.

TCU/HLLF will use a volunteer management system that will allow the PC to track information about individual volunteers such as but not limited to: the volunteer's name, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance. This information will be collected and stored on rational data bases and secured where only the PC and the Program Director have access to its information where it contains private and personal information. The total number of volunteers recruited (G3-3.1) and managed (G3-3.2) will reflect an unduplicated count of community volunteers engaged by TCU/HLLF during the program year. TCU/HLLF will control for double counting using rational databases that are cross referenced and analyzed. Further, TCU/HLLF will maintain reports that outline a separate count of community volunteers recruited for each of the additional five Focus Areas. Further, TCU/HLLF volunteer stations will not be allowed to recruit volunteers to do activities that they themselves are prohibited from doing, including but not limited to managing the CNCS-supported programs or community organizing intended to promote advocacy activities. For measure 3-3.3: The number of organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or national service participants will be counted. Only volunteer management practices implemented specifically as a result of capacity building activities provided by TCU/HLLF or national service participant(s) intended to support or enhance the program delivery model will be counted. TCU/HLLF will use a count of three or more effective volunteer management practices, or be included in the certification standards of an accredited volunteer administration program such as the Council for Certification in Volunteer Administration or a university-based program, that was implemented by TCU/HLLF or national service participant(s). Each practice will support at least one of eight steps or functions for effectively managing volunteers as defined in the report "Volunteering Reinvented: Human Capital Solutions for the Nonprofit Sector." They are: 1. Market Research and Community Needs Assessments; 2. Strategic Planning to Maximize Volunteer Impact; 3. Recruiting and Marketing to Prospective Volunteers; 4. Interviewing, Screening, and Selecting Volunteers; 5. Orienting and Training Volunteers; 6. Ongoing Supervision and Management; 7. Recognition and Volunteer Development; 8. Measuring Outcomes and Evaluating the Process. TCU/HLLF will report a separate count of volunteer management practices implemented for each of the six Focus Areas. TCU/HLLF will use a pre-post organizational

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assessment tool that measures capacity in the area of volunteer management, and that includes questions related to the organization's volunteer management practices. TCU/HLLF will ensure that their sub-grantees and/or host sites use the same tool. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization responds to the assessment and other protocol for administering the tool. Alternatively, the applicant/grantee may choose to use a volunteer management tracking log or system to collect these data. For Other Community Priorities TCU/HLLF will carry out measures associated with Community Service. For Measure SC1: The RSVP-HGA program will report Yes or No to the "met all Applicant-Determined Community Priority Service Activity Targets" identified by the PC. In association with the RSVP-HGA program TCU/HLLF has developed the following 'expected outcomes' that will be tracked and measured by TCU/HLLF' contracted evaluation team. This includes: # of Senior Volunteers committing to and completing a minimum of 3 hours of training and/or services in the community and up to 40 hours of training and/or services in the community. Primary Focus Area - Healthy Futures- 30% of recruited Senior Volunteers will participate in a minimum of 3 hours of Health Class Teacher Training to reduce Childhood Obesity and Increase Access to Nutritious Food; 25% of recruited Senior Volunteers will spend multiple hours teaching or assisting in teaching Health Classes at area churches, schools and community based organizations. Capacity Building:- 176+ community volunteers will be recruited by the sponsor organization or partners to participate in the program; 10% of recruited Senior Volunteers will assist the sponsor organization and partner organizations to implement three or more effective volunteer management practices; 20 partner organizations will implement three or more effective volunteer management practices as a result of capacity building services provided by sponsors. Community Service: 75% of recruited Senior Volunteers will provide multiple hours of service to non-profit community based partners providing services in Education, Healthy Futures, Economic Opportunity, Veterans and Military Families, Environmental Stewardship, and Disaster Services. General Performance measures associated with the RSVP-HGA program include the following: Health Futures Primary Focus Area: Where at least 25% of unduplicated RSVP volunteers are placed in work plans that use performance measures in the Healthy Futures Focus Area; Other Community Need Priorities: No more than 30% of unduplicated RSVP volunteers will be placed in assignments that address community priorities not covered by the National Performance Measures. Those volunteers must be represented in a single

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work plan. Other Focus Areas and Capacity Building. All other remaining unduplicated RSVP volunteers will be placed in work plans that use National Performance Measures in a combination of any of the Other Focus Areas (other than the Primary Focus Area) and/or Capacity Building Measures. Output/Outcome pairs: At least 10% of the total number of unduplicated RSVP volunteers will be placed in work plans with Output/Outcome pairs. These Output/Outcome pairs may be in a combination of work plans in the Primary Focus area, Other Focus Areas and Capacity Building. Unduplicated Volunteers- The RSVP-HGA program will track the number of volunteer hours that result in the National Performance Measure outcomes identified in the work plans. It is anticipated that the minimum number of unduplicated volunteers (10%) will be reached in the Capacity Building area. The remaining unduplicated volunteers will be participating in the 6 focus areas of the program. Veterans and or Military Families- will be served by this program not only in the primary focus area of healthy futures but also as senior volunteers are scheduled to work for agencies and organizations in the targeted service area that deal directly with veterans and military families. The Veterans' agencies and organizations that will be supported by volunteers coming from the RSVP-HGA program are listed in an attachment to this application.

Recruitment and Development

B. Recruitment and Development of Volunteers- TCU/HLLF will develop a needed program infrastructure that will support shared experiences and capabilities for personal and agency improvement. This occurs as recruited RSVP volunteers are trained to perform at a high level of accountability and are placed into volunteer stations that they can draw upon their training (received from TCU/HLLF's partner ExcelQuest) that teaches volunteers how to draw-upon their life experiences, abilities, and skills to enhance and improve their community as a whole. This process includes two key elements, Training (by ExcelQuest: a professional training agency) and Placement (which includes Placement into and with area agencies). This process: Training and /Placement of Volunteers: includes the following elements: TCU/HLLF will provide Training to Senior Volunteers using developed curriculum to teach classes on positive health behaviors: Menu Planning, Nutrition and Cooking, and to providing sources of support, service, or referrals to help qualifying individuals access food, nutritional services, education and life skills to alleviate the food insecurity experienced by individuals and families (Lesson Plans 1a and 1b); TCU/HLLF training Senior Volunteers to provide assistance to community-based organizations on recruiting and managing volunteers (Lesson Plan 2); Training will also include using learned skills and experiences to deliver program services. TCU/HLLF's training platform also serves in ensuring volunteers receiving trainings from other

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agencies; coordinate the placement of volunteers into serving CBO's that focus on: Education, Healthy Futures, Economic Opportunity, Veterans/Military Families, Environmental Stewardship, and Disaster Services. (Placement)

TCU/HLLF has taken strides to ensure that RSVP-HGA volunteers receive quality training they need to be effective in executing TCU/HLLF' Primary Focus area of Healthy Futures as well as Capacity Building. This training includes: Curriculum Development: Healthy Living - In order to create program curriculum TCU/HLLF will work with health agencies in the community, and the California Endowment to develop healthy living curriculum. Lesson Plan 1a - TCU/HLLF will Create Lesson Plan 1a (with training materials) to promote positive health behaviors: Menu Planning, Nutrition and Cooking Lesson Plan 1b - TCU/HLLF will Create Lesson Plan 1b to train about community resources that can support, provide services, or referrals to help qualifying individuals access food, nutritional services, education and life skills to alleviate the food insecurity experienced by individuals and families. Further, this will require TCU/HLLF to assemble all collateral from referral agencies that can provide support. Lesson Plan 2 - TCU/HLLF will train on recruitment and management of Senior Volunteers

Teaching and Serving- Community Training - TCU/HLLF will work with other non-profits using its recruited volunteers to schedule trained Senior Volunteers conducting Health Focused Classes at Churches, and through community-based, and faith-based organizations where all populations will receive classes from senior trainers with prescribed training. Volunteer Placement - TCU/HLLF will work with other non-profits using its recruited volunteers to schedule Senior Volunteers to help other non-profits to provide service in Education, Healthy Futures, Economic Opportunity, Veterans and Military Families, Environmental Stewardship, and Disaster Services. Capacity Training - TCU/HLLF will work with other non-profits using its recruited volunteers to schedule Senior Volunteers to provide assistance to community-based organizations on recruiting and managing volunteers.

Demographics- The total population of the service area is 639,572 where 26.7% (170,980) of the population are estimated to be older than 55. This pool of volunteers is reflective of the overall highly diverse population. The population is composed of 1. Individuals from diverse races, ethnicities, White 85.2%, African American 10.1%; American Indian 0.4%; Asian 0.8%; Native Hawaiian 0.03%; Other 2.3%, and two or more races 1.8%. Further, 6.5% of the population identify as being Latino of the total population across ethnicities. The degrees of English language proficiency within the service area are: 3% of the population that do not speak English well and a sizeable population 4.9% (31,106) that speak Spanish at home. 2. Veterans and military family members as RSVP volunteers. The service

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area is located in an area that is surrounded by active military bases and/or offices (Moody Air Force Base, Robins Air Force Base, Camp Merrill, Fort Benning, Fort Gillem, Fort Gordon, Fort McPherson, Fort Stewart, Hunter Army Field, Marine Logistics Base Albany, and Kings Bay Submarine Base) as a result 7.3% (49,904) of the pool of volunteers/RSVP service recipients are veterans and/or from a military family. Sexual orientations, 0.2% (1,410) were homosexual/bisexual. 3. RSVP volunteers with disabilities. Of the pool of volunteers there are 7.5% (48,282) who are considered disabled.

Retaining and Recognizing Volunteers- TCU/HLLF has maintained a network of volunteers using an established retention plan. The volunteer retention plan has been used specifically to retain volunteers in programs that TCU/HLLF has implemented on a seasonal basis such as; 1) Afterschool mentoring/tutoring programs, and 2) non-profit management counseling, and 3) Economic development projects that focus on entrepreneurial pursuits. The retention plan incorporates the following elements that has sustained a volunteer retention rate of 80%, these elements are: a) Adequate training specific to volunteer roles and responsibility -- TCU/HLLF has experienced the reality that volunteers are better prepared to commit their services to their assigned programs when they are adequately trained to meet their identified deliverables. To ensure sustained efforts, TCU/HLLF has engaged a professional training agency with proven retention rates for volunteers and employees that are commendable. The retention is further supported as the subject of the training of the volunteers will be include aspects that individuals can use in other parts of their life. b) Incentives -- TCU/HLLF uses different types of incentives to sustain volunteer engagement. The most basic incentive used by TCU/HLLF is providing needed resources (i.e. non-monetary incentives) and mileage reimbursement (as the budget allows), and coordinated transportation assistance (with area supporting agencies) to help address the transportation needs of participating individuals. Also, in order to engage volunteers in a full day of volunteer activities (training or services) TCU/HLLF will offer food/snacks to heighten the level of commitment from individuals. c) Recognition -- One of the most important incentives that TCU/HLLF provides to its volunteers is recognition for good work. Each year, TCU/HLLF identifies volunteers who have gone above and beyond their call to duty to provide services to community residents, with certificates, honoree presentations, and commendations.

Program Management

A. Program Management- TCU has an established infrastructure that will ensure effective management of volunteer stations with regards to the RSVP -- Healthier Georgia (RSVP-HGA) program. The Program Regional Director- Brenda Pierson, MHSA has a long history of providing

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leadership in social programs. For the proposed RSVP-HGA program there is also an experienced Project Coordinator that oversees the rollout of the Healthier Georgia program, as well as coordinate other volunteer activities with other nonprofits in the targeted area. For 20 of the selected nonprofits, the coordinated volunteer activities will include Capacity Building training to help these agencies recruit and manage senior volunteers in their programs. Both the Program Director and the Program Coordinator (PC) will ensure the RSVP program regulations are communicated to all volunteers, and volunteer stations. See list of potential partnering area agencies (in attachments forwarded).

The Program Coordinator (PC) will work with CNCS-supported Programs/grants and its network of nonprofits in the targeted service area of GA-1X (Bartow County, Catoosa County, Chattooga County, Dade County, Floyd County, Gordon County, Haralson County, Paulding County, Polk County, Walker County) to identify all of the nonprofit agencies that will provide services in connection with this RSVP Program. The PC will also contact and coordinate with other nonprofit agencies in the service area that focus on providing community based programs that are aligned with the other 5 Focus Areas identified by CNCS. Volunteers that are not participating in the Healthy Futures Training, or that choose not to teach the Health and Nutrition classes will be assigned to work for these other nonprofit agencies in the area. A significant portion of the volunteers, and volunteer stations will be working in the Healthy Futures Focus Area providing classes that teach health and nutrition practices, and refer participants in the classes to area food providers, shelters, and other social service programs.

The Trainer (Excel Quest) will work with the PC to (A) plan health and nutrition training sessions for Senior Volunteers that want to participate as teachers in the Health and Nutrition classes; (B) plan Capacity Building training sessions for Senior Volunteers that will help 15 of the selected nonprofit agencies to recruit and manage Senior Volunteers; and (C) plan general volunteer training sessions for Senior Volunteers that will assist other nonprofits with their service Programs dealing with Education, Veterans and Military Families, Environmental Stewardship, Economic Opportunity, and Disaster Services. This will be done in coordination with the Project Coordinator. In order to ensure clarity, the PC will also ensure that volunteer station workers are trained to not allow the following prohibited activities at volunteer stations include RSVP volunteers not: 1) conducting or engaging in religious or sectarian activities, advocacy or political activities as part of the program; and 2) accept assignment that would displace employed workers or impair existing contract for services.

Plans to Oversee Volunteer Stations- In order to ensure volunteers are performing their assigned service activities, TCU/HLLF will implement the following plan. This oversight plan was developed by TCU/HLLF' executive team to oversee volunteers at each volunteer station and support the volunteers

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in completing their service activities. This oversight plan includes: 1) Quarterly review of volunteer station's needs and engagement with placed volunteers and success of work plan delivery to the target populations; 2) Interviews with volunteers about their experience delivering services with the volunteer stations; 3) Monthly assessment if the volunteer stations are executing responsibilities noted in their approved Memorandums of Understanding. This includes, but is not limited to: a) Volunteer stations must screen volunteers referred by TCU/HLLF and make final decision on assignment of volunteers. b) Discuss assignments with individual volunteers referred by TCU/HLLF and provide written assignments to volunteers with a copy to TCU/HLLF. c) Provide orientation, in-service or special training of volunteers. d) Furnish volunteers with adequate workspace, any materials or transportation required by an assignment. e) Provide for adequate safety of volunteers. f) Validate volunteer's monthly reports to verify hours of volunteer service each month. g) Investigate and report accidents and injuries involving volunteers to TCU/HLLF. h) Provide supervision of volunteers on assignments. i) Inform TCU/HLLF of changes in status of volunteers, program location, and staff. j) Provide documentation to TCU/HLLF to verify non-Federal support when lunches, transportation, or other in-kind supports are provided to volunteers. k) Assure that TCU/HLLF volunteers will not be assigned to activities that would displace employed workers or engage volunteers in religious, sectarian or political activities.

Minimizing Disruption of Current Volunteer Programs- In order to meet the changing needs of the community TCU/HLLF will work with current volunteers to ensure that there is the least amount of disruption to the implementation of volunteer services at identified volunteer stations. This may require: 1) Reassignment of volunteers -- to agencies within the service area that have a high demand for support from volunteers one of the six Focus Areas. 2) Providing Additional Support Training for Volunteers -- For existing volunteers TCU/HLLF will provide additional trainings in the Primary Focus Area of Healthy Futures as well as Capacity Building to ensure that volunteers are aware of changes in health and nutrition lessons that need to be incorporated into their work plans (as identified by local community needs assessments and volunteer stations) and advanced capacity building concepts. 3) Engagement in Community Needs Assessments -- To ensure that TCU/HLLF is fully aware of the changing needs in the community TCU/HLLF will work with community needs assessment groups. This will support TCU/HLLF' ability to direct volunteer training, focus the regional placement of volunteers throughout the services area, and be able to provide insight into how gaps in services and needs can be addressed with quality trained volunteers. Note: TCU/HLLF will not be graduating stations as part of this program. TCU/HLLF is not an incumbent site.

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The Organizational Track Record with Healthy Futures- This has been an area of major concern for TCU/HLLF in the service area. The service area has been plagued by high child obesity rates, and lack of access to health care, and providing services to older residents aging in place. TCU has sought to address these areas through implementation of the following program activities (supported by HLLF and qualified program staff and community volunteers) for the past 11 years through and with area churches and other volunteer programs. The model was designed in the early years of TCU and is being reenacted by TCU's current Executive: Luvina Beckley and HLLF's Regional Director: Brenda Pierson.

During services previously provided TCU and HLLF was able to impact: Children's Health -- (including high child obesity rates) this includes TCU's Family and Emergency Service program that address the comprehensive needs of families in the service area. One component of this series of services includes the Food and Nutrition Programs that supports families in needs with increased access to free/affordable emergency food such as nonperishable foods and canned goods to address their food insecurities. This program focuses on providing families with children by providing them with quality nonperishable foods that are a healthier option to foods saturated with fats and sugar. These foods are nonperishable, or suitable for storage, whereas TCU and HLLF has a greater capacity to store, transport, and distribute these foods. This program's success was documented by the following measurable performance achievements: provided food to an average of 1,020 individuals each year, supported more than 350 school aged youth, and provided advocacy at over 20 forums and community events.

Access to Care -- (lack of access to care) through TCU and HLLF's Community Referrals program. In order to increase the health of the community TCU and HLLF coordinated efforts with local health organizations and providers (in the community) to assist individuals accessing care for their health needs and questions as it related to the new Affordable Care Act. Collectively, TCU's and HLLF's care referral network has more than 10 agencies who actively participate and are prepared to support the health of individuals within the community with a mission to increase the overall health of residents within the targeted areas of Georgia. This program success was documented by the following measuring performance achievement: support on average, more than 550 individuals per year with recognizing their need for care and how to access the care they need, through the referral network.

Aging in Place -- (difficulties to aging in place) through TCU/HLLF's financial planning and coaching programs that has been in place for over 10 years, TCU/HLLF has been able to support seniors in the community with aging in place. This includes addressing their concerns about having to relocate to

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communities commonly more conducive and supportive of seniors and discussing their options to aging in place with financial planning. The program created by TCU and HLLF includes a financial planning component that assists seniors and their family members on how to maintain a family home so that the senior residents can remain in their community. In some situations TCU/HLLF discuss with participants other housing options such as affordable senior living communities that can support seniors seeking to remain active but yet desires to downsize their living space and costs, while remaining in the community they have become accustomed to. This program success was documented by the following measurable performance achievement: supporting more than 150 seniors each year, assisting 90% of them with resources and support 'and volunteerism' that has been able to help them remain active and serve the community they are committed to remain a part of; 35% of the seniors in this program have been assisted in remaining in their home, and 55% of seniors who have transitioned into senior living facilities within the community, with TCU/HLLF's assistance. Over 85% are active in programs and volunteerism coordinated by TCU/HLLF.

Compliance with RSVP Federal Regulations- In order to ensure program compliance with RSVP federal regulations TCU/HLLF will establish an RSVP Advisory Council. This council will meet to craft strategies and make sure that RSVP volunteers are placed in stations that have signed a required MOU with TCU/HLLF and that all volunteers that are eligible to serve in the RSVP program, have completed the required training, and are executing program services at their assigned station. This plan includes the following checks and balances to be verified by the Advisory Council: 1) Approval of executed MOU's with volunteer stations; 2) Review of volunteer removal/re-placement; 3) Assessment of volunteer work plans (assessed randomly); 4) Input on developed curriculum; 5) Approval of curriculum adjustments; 6) Consultation with volunteer station pending termination of partnership. TCU/HLLF recognizes that the proposed RSVP-HGA will not be successful without a strong Advisory Council. The Advisory Council will adhere to RSVP Regulations and will include required council partners. These partners and their expertise will support the program's structure and ability to meet the social needs of the community. The following partners have been identified and their noted area of experience to support their role on the Advisory Council: 1) Region 8 Faith based Collaborative (Region 8) an agency specializing in the human and social needs of the community and capable of helping TCU/HLLF meet its administrative and program recruitment of volunteers, including sustainability, publicity and programming through its network of over 5,000 individuals that Region 8 serves each year across four counties. 2) M.H.M. & Associates in its capacity of helping TCU/HLLF meet its administrative and program responsibilities including quality assurance as it

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relates to tracking, data collection and program monitoring. MHM will use its over 18 years of experience working with regional nonprofits to increase their capacity to implement much needed programs that positively impact the community and supporting agencies. 3) Georgia Marketing will assist TCU/HLLF as a result of their knowledge of the target area and how to support small nonprofits with technology needs that can increase their overall capacity to execute more effective service programs. 4) The Georgia Department of Human Services is highly competent in the field of community service and volunteerism through its volunteer services programs and commitment to providing services to diverse population in service area.

Organizational Capability

B. Organizational Capability TCU has a history of sound programmatic and fiscal oversight that has resulted in program success and the management of the agency's direct program services that follow program requirements and accountability practices. Ms. Luvina Beckley is responsible for the Programmatic Oversight of TCU and Ms. Brenda Pierson over the HLLF programs. Both have been implementing community development programs for over 20 years. During this time frame, both individuals have overseen more than 20 programs exceeding millions in public funding dollars. This management structure is supported by the TCU's Board of Directors, who will monitor the RVSP-HLA Program Director (PD) (who will ensure that requirements are being met, and among other responsibilities, will oversee the PC, who in turn will be responsible for day-to-day operations and will work with both staff and partners to assure the program is being carried out successfully. The PD will make adjustments to the program as evaluations are completed. The PD will collaborate with M.H.M. & Associates for grant management and reporting. Further, the management plan for the RVSP-HLA program will include: 1) Monthly team meetings with management staff to review program scope of work with each partner, progress meeting timelines and objectives, and barriers to success; 2) Annual review of the partnership and need for provided services; and 3) Providing program specific training for partners to execute activities in accordance with the program.

Staffing- In order to accomplish the program objectives, TCU/HLLF will engage the following: Ms. Karen Dublin will serve as the Program Director (PD). As the PD she will commit 10% full time effort (FTE) to the RSVP-HGA Program. As the PD her responsibilities include, monitoring the overall progress of the program in achieving the noted goals and objectives. She will work with the PC to discuss challenges and barriers to program success as well as making changes to the program that address those barriers and challenges. Ms. Dublin will work closely with the advisory council in reviewing the program's overall impact and progress. Further Ms. Dublin will seek to establish

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executive level support from local nonprofits to serve as volunteer stations within the target area. Ms. Dublin is highly qualified to serve as the PD for the RSVP-HGA Program where she will use her firsthand experience working with low-income individuals and families in the community. She has a passion for helping individuals and families navigate access to resources that increase their overall capacity to succeed socially and economically. Ms. Dublin worked with non-profits for over 10 years and have over 30 years' experience as a volunteer. Ms. Brenda Pierson will serve at the Program Coordinator(s) (PC). As the PC they will commit 50% FTE to the Program. As the PC, they will oversee the day-to-day operations of the RSVP-HGA program. Further, the PC's will be responsible for: coordinating potential volunteer stations, developing the curriculum with the trainer, and reviewing volunteer work plans. Ms. Brenda Pierson is qualified to serve as the PC whereas she has worked with both non-profits and for-profit companies throughout Georgia for more than 15 years. She has received various trainings related to Board Development, Volunteer Organization & Management, Counseling and Testing, Advocacy, along with other workshops and trainings on Peer Education, Adherence, and Group Facilitation. Ms. Allysia Thomas will serve as the Administrative Assistant (AA) for the Program. As the AA she will commit 15% FTE to the Program. The AA will oversee the clerical operations and data entry for the RSVP-HGA program. Further, she will support the program with office management and calendaring program events with volunteer stations and enrollment and verification of potential volunteers. Ms. Thomas is highly qualified to serve as the AA for the program. Ms. Thomas has served as a professional secretary for a financial organization since 2009. She has a high capacity to oversee sensitive documents and maintain the confidentiality and integrity of the programs that she supports. Ms. Angela Hoskins serve as the program trainer, and will work with Excel Quest in coordinating needed trainings, and will commit 20% FTE's. The trainer will be responsible for the curriculum development, training to the volunteers, and developing work plans as it relates to the volunteer station's needs. Ms. Hoskins has the qualifications for this role whereas she has served as a Parent Educator in the community since 2006. Further, she has knowledge of community collaboration based on her experience as a program coordinator. Managing Capital Assets- TCU/HLLF has been operating out of its facilities located at 1271 Parker Road in Conyers, Georgia for the last two years. This space is in excess of 500 square feet and houses an excess of \$75,000 worth of equipment and supplies. In order to effectively manage its capital assets TCU/HLLF has put into place a Regional Director, Ms. Brenda Pierson who oversees the daily operations of the office, equipment use, and consumption of supplies. Management has resulted in the stability of the office space, equipment maintenance, and a controlled consumption of office supplies that are only

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used as needed. In turn, TCU has been able to maintain a low operational overhead for an agency of its size with a staff of five (5) that is responsible for overseeing 10 programs. Fiscal Management- Ms. Monica Franquina is the individual responsible for the Fiscal Oversight, which includes the day-to-day management and oversight of the books and bank accounts. Ms. Franquina has been with TCU for over 8 years and has established an effective process to operate TCU finances related to federal grants. She is familiar with the statutes, regulations, and applicable OMB circulars that ensure fiscal accountability and efficient use of grant funds and in operating TCU's finances using GAAP. Policies and Procedures- In order to be effective in the programs that it implements TCU is adept in developing and implementing internal policies that are congruent with program policies and operating procedures that support the governance of the program, manage program risks (such as fiscal accountability, personnel management, and volunteer management). Key internal policies that TCU/HLLF applies to all of its programs include: 1) Background checks on all personnel and volunteers; 2) 90 Day and annual review of personnel and volunteer performance; 3) Agreement to follow the employee/volunteer handbook that outlines code of conduct, grounds for termination, and personal accountability; 4) Fiscal Checks and Balances with approval forms; 5) Annual internal audits of finances; and 6) Independent fiscal audits (as required by the board/funders).

Other

N/A

PNS Amendment (if applicable)

N/A