

# Narratives

## Executive Summary

Part 1-section A                      Executive Summary

Our Sponsor :The South Georgia Partnership to End Homelessness, Inc is a non-profit 501 © 3 entity with the mission of ending the causes of homelessness. By working with federal, state, local, and private organizations, South Georgia Partnership to End Homelessness (SGPEH) is able to provide services and support to poverty-stricken and other disadvantaged individuals.

Since its inception in 1995, the South Georgia Partnership to End Homelessness (SGPEH) has worked in and around the Lowndes County area to prevent and end homelessness. Based in Valdosta, Georgia, the Partnership serves the 18 counties of the Department of Community Affairs Region 11 which includes: Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner, and Ware Counties. The Partnership is made up of members of the community from diverse backgrounds and representatives of agencies serving the homeless and near-homeless population. By locating available resources and funding for impoverished individuals, SGPEH is able to provide aid to those in need in this region. As of 2003 the Partnership has brought in over \$4.8 million to Lowndes County to fund SGPEH projects as well as other social service organizations in the community. The Partnership is located at the Lowndes County Social Services Center in the Leila Ellis Building, 206 N. Lee Street, Valdosta, GA.

The SGPEH was established in 1995 by a coalition of homeless and homeless prevention providers to strengthen supportive services for homeless and near homeless residents and to develop a network to assist providers. The mission of the SGPEH is to identify and eradicate the problems causing homelessness. In 1999, under a directive of the Georgia Coalition to End Homelessness to expand the functions of the Coalition to include direct services, SGPEH established 211 of South Central Georgia (211SCG), a free information and referral service. Following the successful model of other 211 affiliates, the 211 Volunteer Connection was created to respond to callers seeking to give help through volunteer services and donations. October 2006, Senior Corps programs RSVP/FGP became components of 211 South Central Georgia.

The SGPEH plays a vital role in the lives of seniors within the eighteen counties served. Through collaboration with community based organizations, service and service learning projects; SGPEH organizes and implements the community needs to be addressed by volunteers. SCG/RSVP will serve in 10 rural counties within the SGPEH 11th district. The South Central Retired and Senior Volunteer Program (SCG/RSVP) receive funding to support 120 volunteers in the amount of \$34782.00 in these ten counties with a grantee share in the amount of 32538.00

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The CNCS Service Categories we will focus on under the Education and Healthy Future work plans are as follows: Mentoring for Educational Success, Healthy Futures, Disaster Response, Food Security, DOL/VETES programs and other.

SCG/RSVP is addressing the following CNCS strategic initiative: "Education" as the primary focus. In 2013, SCG/RSVP volunteers became Retired and Senior Volunteers to children under the service categories of Mentoring. The mission of these volunteers are to provide role models for encouragement and motivation as mentors and tutors to at risk youth who are pre-school and elementary school students that need additional support outside of their family and to assist them in reaching their full academic, social, and personal potential. SCG/RSVP volunteers support mentoring, tutoring and encourage disadvantaged students so the students can have success in reaching their full potential. The volunteers will become a positive influence in a student's life. The impact of the SCG/RSVP volunteer on the lives of the students will be that the students' self-esteem and academic performance will increase. Also, in the area of Food Security, we will place emphasis on reducing the obesity rate and/or improving their quality of life by preparing and/or serving nutritious meals while providing brochures on healthy eating, blood pressure checks and literature on maintaining good health. In 2014, GeorgiaCares contacted RSVP to partner with our volunteers in our Healthy Futures component. A partnership was signed to service ten county area. GeorgiaCares will be training our RSVP volunteers to become certified Medicare/Medicaid Info Distributors to homebound patient and their local communities.

The Valdosta/Lowndes Chamber of Commerce conducted a study through their Business Education Support Team (B.E.S.T.) in 1998 due to a lack of a qualified work force. The study showed students graduating lacked basic reading skills, good work ethics and social skills. The study also showed that students must be taught these basic skills at an early age. Another study was done in 2011 by the Chamber's support of school consolidation through a private group formed (CUEE) due to only 56% of the students in the city graduates from high school. As a result, a Parental Involvement Program and Community Partners In Education (CPIE) was formed and is very strong today with over 300 business partners volunteering in all of this regions schools today. Greta Griffith, Project Director for RSVP, serves as a member of CPIE. CPIE volunteers will empower students to stay in school and increase grade level performance as well as being a support system by encouraging students to consider higher education or training options after graduation. With CPIE community involvement, RSVP contact recruitment fairs of volunteers serving and provides actual school assignments for volunteers. Each year, CPIE recognizes our RSVP volunteers at their Annual Citywide Ceremony.

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## Strengthening Communities

Part II. Section B- Strengthening Communities

RSVP Performance Measures Requirements: 125 RSVP Project planned for April 1, 2015-March 3, 2018:

A. Requirement #1 : minimum of 10% RSVP volunteers assigned to assignments w/outcome=54%

B. Requirement #2 : At least 25% of RSVP assigned to one CNCS Focus Area/Primary Focus Areas:

Education= 42%

Healthy Futures=25%

Veteran & Military Families= 4%

Economic Opportunity =4%

Disaster Services=4%

Environmental Stewardship=4%

C. Requirement#3 : 17% of unduplicated RSVP in Community Priorities.

2. Describe the community you serve-including key economic, demographic and geographic features.

South Georgia Partnership to End Homelessness is located in Valdosta/Lowndes County, Georgia which is in the south central region of the state of Georgia surrounded by rural counties.

Valdosta/Lowndes County, Georgia is considered a Metropolitan area according to the 2010 census.

Brooks, Ben Hill, Berrien, Cook, Echols, Irwin, Lanier, Tift and Turner Counties are the rural surrounding counties that are served by the South Central Georgia Retired and Senior Volunteer Program. The demographics of the ten counties served by SCG/RSVP are as follows:

Target Counties' demographics (GA County Guide 2011 and Census 2010 and county websites)

\*Lowndes County-pop. -- 109,233 located at the intersection of I-75 in the geographic center of the state of Georgia, 35% are African American; 19.2% of the population is over 55; 11.3% Hispanics and the poverty rate 22.1%. Lowndes County is considered a Metropolitan, Urban area.

\*Ben Hill County-pop.-17,484; 32.6% are African American, 17.6% of the residents are over 55 years of age; 83% of the county is considered rural and the poverty rate is 33.3%.

\*Berrien County-pop.-16,042; 13.43% are African American, 13% of the residents are over 55 years of age, 75% of the county is considered rural and the poverty rate is 17.7%.

\*Brooks County-pop.-4,387; 36.3% are African American, 22.7% of the residents are over 55 years of age, 90% of the county is considered rural and the poverty rate is 24%.

\*Cook County-pop.-18,603; 30.09% are African American, 28.4% of the residents are over 55 years of age, 59% of the county is considered rural and the poverty rate is 20.01%.

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\*Echols County-pop.-4,093; 6.93% are African American, 9.10% of the residents are over 55 years of age;1242 Hispanics population; 67% of the county is considered rural and the poverty rate is 27.7%.

\*Irwin County-pop.-10,211; 27% are African American, 20.8% of the residents are over 55 years of age, 68% of the county is considered rural and the poverty rate is 24.1%.

\*Lanier County-pop.-8,489; 20.63% are African American, 14.2% of the residents are over 55 years of age, and the poverty rate is 18%.

\*Tift County-pop.-43,584; 28.02% are African American, 16% of the residents are over 55 years of age, 44% of the county is considered rural and the poverty rate is 21%.

\*Turner County-pop.-19,568; 70.% are African American, 29% of the residents are over 55 years of age; 98% of the county is considered rural and the poverty rate is 29%.

The largest employers are located in Lowndes County that includes South Georgia Medical Center, Valdosta State University, Lowndes School District, Valdosta City School district, Wiregrass Technical College, Georgia Military College and Moody Air Force Base. Other major employers include retail stores, grocery chains, SAFT, Convergys Communication, Paper Mill, Electric and agriculture.

South Georgia Central RSVP is located 15mins from the Florida state line and center of the state major highway 75.

### Recruitment and Development

Part 11-Section C-Recruitment and Development

&#61611; The SGC/RSVP team(Director, coordinators,& Advisory council) will ensure that local community input is included in the program design and evaluation by assigning RSVP volunteers to the ten county areas local public schools,headstarts,faith based centers,food banks,senior citizen centers,Georgia Cares,community PR events and events with Military families. Many of our partners will remain active with RSVP such as Mayor's Council for Persons with Disabilities, Chamber of Commerce events, Literacy Volunteers, United Way, etc. We will also make presentations to sororities, fraternities, Lion's Club, Church groups, Senior Citizen's facilities, etc using our RSVP volunteers. Volunteers and volunteer station input will be collected through satisfaction surveys and annual assessments. The Advisory Council members also help to ensure input from the local community and assist with annual program assessment. Our team will go out into the community to embrace minority organizations, make personal calls to leaders in minority communities and invite members of minority groups to make presentations at our semi-annually meetings. Annually, the project director, coordinator and advisory group perform a performance evaluation of volunteers, volunteer stations and community stakeholders.

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Training of RSVP volunteers will be done by staff and the volunteer stations assigned as documented on Memorandum of Understanding. Our primary focus areas of Education conducts ongoing training at the sites- volunteers must complete 2 days training of orientation of handbook with staff and the volunteer station before being assigned. Annual training is held for all volunteers on CNSC regulations- DO's AND DON'Ts.

Demographics of community served and plans to recruit volunteers: Based on the data in Part III. Section B- Strengthening Communities; SCG/RSVP volunteers will be recruited from the local communities at community partners events such as health fairs, senior citizen centers, department of family & children, churches, clubs meetings, VA assemblies, all local libraries, and senior citizens events planned in that county. All persons are invited to volunteers over 55 and persons with disabilities are placed at sites as well. Due to limit travel funds, our staff encourage volunteers to serve within their own county residence. Also, the schools have in place Community Partners In Education (CPIE) where a large group of volunteers are serving and will allow RSVP volunteers to assist students with reading, tutoring and mentoring. Other government and private organizations provide opportunities to reach seniors such as our partnerships through: the Chamber of Commerce (opportunities to speak and recruit new members), Alpha Kappa Alpha Sorority (under Graduate chapter provide technology skills and Graduate Chapter tutor students after school), Delta Sigma Theta Sorority renders technical skills, Lowndes Commission for Children and Youth (provide opportunities to promote and recruit), Valdosta Parks and Recreation (provide meeting space and opportunities to recruit), Mayor's Council for Persons with Disabilities provide opportunities to recruit, promote program and recognition, Rotary (provide opportunities to speak, recruit and distribute brochures), Moody Air Force Base (provide opportunities to recruit and recognition), Retired Teachers Association (opportunity to distribute brochures and recruit), SAM's CLUB (provide recognition and membership opportunities), Public Health Department (provide free blood pressure checks, recruitment opportunities and speakers), Fire Department (fire safety, recognition incentives), Police Department (provide speakers, free background check). Community partners are selected based on community needs and RSVP programmatic direction to focus on Education, Healthy Futures and Military Affairs. The Project Director attends and net work with organizations at health fairs, Chamber's early breakfast, Board members making calls and personal contacts and word of mouth. An example of how we were looking for adequate space for meeting and activities, the City of Valdosta made it possible for us to use the City Hall Annex and the City of Tifton made it possible for us to use their Senior Center at no cost. Also, Valdosta State University has designated a computer class for our

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Retired and Senior Volunteers. These classes are designed to assist the RSVP when working with students in technology. SGPEH, the City of Valdosta and the City of Tifton, continues to provide the RSVP with a diverse pool of seniors ages 55 years of age and older to recruit for the program. The Retired and Senior Volunteer Program, station supervisors and other community partners continue to recruit by word of mouth.

As we know, males have historically been under-represented within the Senior Corps programs. Emphasis is being placed on recruiting more male and veterans by posting flyers, making presentations and sending emails to local facilities. Males and Veteran volunteers are being recruited from Senior Centers, Churches, African American Clergy Association, American Legion, Rotary Club, Shrines Club and Moody Air Force Base through their active Retired Services Program, Retired Teachers Association Program and word of mouth. A calendar of recruitment events around the service area has been created. We will continue to make calls, leave brochures and reward volunteers for their recruitment efforts.

Volunteers are encouraged to recruit volunteers for specific work plans. Example: if a volunteer recruit a new volunteer for the targeted area of Education, their name will be entered into a drawing held during the semi-annual in-service. SGPEH outreach efforts consist of one-on-one contact, group contracts and referrals from other volunteers as well as print media.

The RSVP Advisory Council and SGPEH board members recruit volunteers and assist with distributing flyers in the community as well as send out newsletters that discuss programs and projects. SGPEH experience in recruiting volunteers indicates that the best method is simply to ask them (volunteers).

The SCGRSVP staff, sponsoring agency, volunteer stations and Advisory Council realize that the volunteer experience carries many rewards, including social contact and feelings of involvement and importance-this is why the sponsor policy is that all persons over 55yrs old can be deemed eligible to be a volunteer that includes individuals of all races, sex orientations, degrees of education, language, or disabilities.

In 2014, ongoing seminars and training was provided to all RSVP volunteers during their semi-annual meeting in reference to keeping older Americans Healthy through distribution of brochures on reducing obesity through healthy eating and education awareness (blood pressure checks, diabetic checks, hearing test). This training was provided by different community health care providers to assist with retaining volunteers. In addition, emphasis will be placed on securing other community speakers to assist with retaining volunteers by making them aware of affordable housing, changes in

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Medicare and Medicaid, social security, home safety and encouraging their feedback on rewards from the program. SGPEH promotes retention by annually evaluating volunteers to ensure that they are engaged and satisfied with their assignment.

Volunteering offers an avenue for exercising skills and talents gained through a lifetime of experience. In many cases, these feelings alone are enough to keep volunteers motivated.

SCG/RSVP has a plan developed to retain and recognize RSVP volunteers. An annual recognition for volunteers' efforts are a critical step in maintaining SCGRSVP volunteers. Recognition is a tool used for appreciation and retention of volunteers because volunteers feel appreciated. One of the most critical aspects of developing a strong volunteer program is thanking the volunteers.

Our annual Volunteer Recognition Banquet is held for all volunteers to recognize individuals with outstanding service, most hours served and spirit award. The fall recognition banquet will continue and a spring picnic will be implemented. The Food Bank and Sam's Club memberships are now available to Senior Corps volunteers at a reduced cost. Project staff provides information on free or reduced costs resources for seniors including medical services, and opportunities for learning that is made available through community partners such as grocery stores, retail stores, Valdosta State University, Technical Colleges, and the Chamber of Commerce.

Senior Corps volunteers will continue to be recognized regularly. Volunteers receive cards for birthdays, bereavement, illness and recognition of special accomplishments. Other forms of volunteer recognition will be provided as funds are available. Feedback from existing volunteers helps to guarantee that SGPEH recruitment efforts are effective, our retention plan is efficient and recognition activities are satisfactory.

### Program Management

#### Section D-PROGRAM MANAGEMENT

1. Volunteer stations compliance will be maintained prior to placement of volunteers, signing a Memorandum of Understanding with sponsor establishing working relationships and mutual responsibilities outlined in the MOU as well as their responsibilities to ensure that the assignment is successful for the volunteer, site and sponsor. The station will be given the opportunity to update or change the MOU at anytime with the sponsor approval.

2. SGPEH, Inc will employed volunteer project director and one coordinator to oversee the daily operations of the SCG/RSVP and report monthly to Executive Director or as often as deemed necessary. The grant will allow funds for travel within the ten county area and to any planned CNSC

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meeting approved by the funding source. Project staff and Advisory members will visit stations at least but not limited to once a year and many monthly contact with stations via emails, mailings or telephone calls.

3. Community needs changes often and our volunteers are informed as those changes occur within our staff knowledge. Our project staff must be involved with the local communities to alert volunteers and to retain volunteers to the program. When such changes occur, the MOU is the go to document to review with the program station. Each station must be with the guidelines of the CNSC funding source- if and when that occur that at station no longer will meet those guidelines-RSVP volunteers will be assigned to other stations with their local communities to maintain that project emphasis area and volunteers. Volunteers station emphasis areas may change, yet must remain with the guidelines of sponsor and funding source.

4. In order to measure or track our successes, community needs and project needs- SGPEH assesses, evaluates and improves existing programs with questionnaires and client interviews.

On an annual basis, the executive director and project director examine needs assessments of the region to determine the needs that can be impacted by RSVP volunteers. The project director improves existing work plans through new data collection and writes new work plans as new needs arise that can be impacted by senior volunteers. The project director and coordinators assess the quality of data collection instruments and methods to ensure that the impact of volunteer service is documented. Annually, the project director and the community advisory group perform a performance evaluation of volunteers, volunteer stations, and community stakeholders.

Project staff prepares monthly accomplishment reports that are compiled to prepare Project Progress Reports and staff meetings are held bi-weekly. Program staff prepares an annual plan outlining important dates (community events, recognitions, deadlines for reports, data collection, evaluations, fundraisers, etc.). Staff also prepares a list of potential presenters, pre-service orientations, and potential partners and providers of in-kind donations.

Volunteer Reporter is used to track volunteer services. In addition to Volunteer Reporter, a spreadsheet has been developed to track and monitor volunteer service; surveys are used to measure the impact of the services provided by the RSVP volunteers. As an example: Tift, Lowndes, Echols and Ben Hill counties prepare daily meals utilizing 50 volunteers to deliver home delivered and serve meals. The volunteers are given a tally sheet at the beginning of each month to check the number of meals delivered and the number of task performed to assist the client with their activities of daily living. 100% of the volunteers expressed satisfaction with their assignments. Clients are given a

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survey to determine the benefits of receiving a meal five days a week. 80% of the clients were happy with the services they received and 20% did not respond. To assist with recruitment, we will utilize a volunteermatch.org; a web based volunteer recruitment tool. This website will allow potential volunteers to view volunteer opportunities within our organization. The website will generate a listing of referrals. Also, 20 mentors serve students identified by teachers, counselors and Principals that are at risk of failing. CRCT tests are administered at the beginning and end of school term to determine if students have improved in math and reading. Their behavior and social skills development is determined by their teacher.

5. SGPEH, Inc. complies with the obligation set forth by its Governing Board for RSVP project compliance to adhere to the following laws and regulations: 1) Older Americans Act, 2) Title VI, VII of the Civil Rights Act of 1964 as amended, 3) Executive Order 11246 as amended and 4) Revised Order No. 4. SGPEH maintains a policy of nondiscrimination on grounds of race, color, creed or religion, political affiliation, sex, national origin, age (except as otherwise required by law, regulation or grant condition), physical or mental handicap in regard to provision of services. The Retired and Senior Volunteer Program is subject to SGPEH policy governing complaint procedures. A Grievance Plan is in place if a volunteer feels that he or she has been disciplined or dismissed without just cause. The Board of Directors assesses the SCGRSVP Program and works to ensure that the Executive Director and RSVP staff is doing everything possible to guarantee the program is in compliance

### Organizational Capability

#### Part 11-Section E- ORGANIZATIONAL CAPACITY

1. Programmatic and Fiscal oversight : Reporting and record keeping are essential functions of project management to ensure proper stewardship of public funds and provide information needed to report to the congress and Executive of the Federal Government on expenditures, project progress and accomplishments. SGPEH, Inc. has employed the booking systems and staff to complete and compile the expected reports on the expenditure of all funds identified within the Notice of Grant Award(NGA). Financial status reports are provided to the scope of performance information within line items on the reports provide a breakdown of how funds are disbursed among different project activities, such as administration and direct support of volunteer stations.

On a monthly basis, the project director reviews time sheets, invoices, and documentation of in-kind contributions and data collection instruments. The coordinator, administrative assistant or financial administrator inputs volunteer data, generates reports from Volunteer Reporter and generates checks

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from Quickbooks. A board member and the executive director review checks. Two board members sign checks. The financial administrator prepares bank reconciliations, monthly financial reports and compiles a monthly report including volunteer hours, number of volunteers, in-kind and cash contributions. A board member and financial administrator oversee the budget management and compare planned and actual volunteer service years. In-kind and receipt of cash forms are completed and filed by financial administrator. Thank you letters are written and mailed by staff.

SGPEH is a catalyst for community resources and community partnerships. SGPEH assisted in finding adequate space for semi-annual training, meetings and activities. As an example, the City of Valdosta made it possible for us to use the City Hall annex at no cost and the City of Tifton provided the use of their Senior Center at no cost. Also, our Partnership with Valdosta State University allows us to find students willing to complete internships in the area of public relations. The Police and Sheriff Department provides free background checks. Many of our local restaurants and ministerial allowance organizations provide gifts, gift cards and free labor. Most of the stations provide lunch daily for the Retired and Senior Volunteers. Two fundraising events were held in 2013, the annual Azalea Festival was held March 9-10 bake goods was prepared by volunteers and sold by a profit of \$280.10 the Belk Charity Day Sale, was held in April and November 2013 a total of \$1105.80 was donated. This donation was applied to RSVP Administrative/Office cost.

2. Defined staff positions: The Executive Director, Dr. Ronnie Mathis holds a doctorate in theology and a bachelor's degree in Computer Science. He served as director of a community based service organization; in 1996 he organized a local private, non-profit organization to mobilize people from every sector of community life, to improve the conditions of disadvantaged and economically distressed areas of Valdosta. He served as the Regional Director of highway safety education (click It or Ticket). Dr. Mathis has served as executive director since 2009 and also served on collaborative issues to improve academic success and improve the graduation rate, reduce school and neighborhood violence, alcohol, drugs and tobacco use and to build character and competence of young people-in the areas of child care, after school programs, youth leadership programs (boys and girls scout) and affordable housing.

The project director, Greta Griffith, was previously the FGP coordinator for 8 years. Greta has been the project director since February, 2014 and is experienced in budget management, personnel and volunteer supervision, data collection with Valdosta-Lowndes Chamber of Commerce, program evaluation and meeting reporting requirements. Greta is pursuing her bachelor degree in Gerontology. As project director for SGPEH RSVP, she has completed board training, volunteer

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recruitment, mentoring, conflict resolution, grant writing, data collection and adult literacy that will assist to improve work plans, data collection instruments and procedures. A waiver to operate both RSVP and FGP under one project director was granted in order to develop programs of the highest quality and impact.

Elaine Baker, a part time coordinator is employed to recruit, enroll and orient Senior Corps volunteers, to ensure proper documentation is collected and prepared, and respond to the needs of senior volunteers and volunteer sites. The coordinator is a 2009 college graduate with a Bachelor's Degree in Anthropology and Sociology. She is a Native American with great computer skills, people skills and good work ethics. The coordinator is housed in the Valdosta office to coordinate program functions for ten counties.

Diann Metts, serves as a part-time contracted financial administrator and holds a degree in accounting. She has been with the organization since April of 2003. She is very experienced in quick books, volunteer reporter and creating spreadsheets.

Grace McCray was FGP Coordinator/Grant writer she has a BA in Social Services and MA in public relations. Ms McCray was the first FGP/RSVP director for these programs over 27yrs ago. She will be recruit, enroll and orient Senior Corps volunteers-develop in-service meetings and fundraisers within the agency.

Public service announcements are made through our relationship/partnership with local radio stations and the local newspaper. Project Director and volunteers were featured in the Tifton Gazette where Project Director was captured presenting awards; Valdosta Daily Times captured volunteers distributing health information and recruiting volunteers for program and a featured story on "Seniors receiving free 911 phones and life saving advice." Future article will be featured in Ben Hill Herald, Tifton weekender shopping guide and The Brooks and County Chronicle. Valdosta State University (VSU) is another key partner in the life of RSVP and FGP. VSU communication students made a video of our volunteers to promote the program within the ten counties service area. We publicize our annual recognitions in our newsletter and provide thank you letters to all businesses that contribute in-kind donations. SCGRSVP Advisory Council, volunteers, Board members and occasionally staff secure in-kind donations from the community

3.A.Internal policies & operating procedures : The South Georgia Partnership to End Homelessness (SGPEH) (a 501 © 3 nonprofit corporation) serves 18 counties of the Georgia Department of Community Affairs Region 11 in South Central Georgia. The RSVP and FGP have adequate office space, equipment and supplies that are required to manage the program. SGPEH has established

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internal policies and procedures for purchasing and personnel support. These policies cover the traditional operational policies of a non-profit organization including risk management, personnel policies, travel policy and reimbursement, leave, confidentiality, Code of Ethics, Drug Free Workplace Safety and Emergency procedures. These policies are included in the employee personnel manual. Also, included in our Policy Manual are our Equal Opportunity Statement, Affirmative Action Statement, ADA Compliance and Sexual Harassment that has been approved by the Board of Directors. Yearly performance evaluations are administered on staff by project director; the executive director provides evaluation on project director and advisory council and board members evaluate program through survey. SCGRSVP maintains a volunteer handbook outlining policies and procedures consistent with federal requirements and guidelines for Senior Corps volunteers. The handbook is provided to and reviewed with each volunteer at orientation. Staff and volunteers undergo annual performance evaluations.

Under SGPEH, Senior Corps programs are managed by experienced human service professionals committed to serving the needs of South Georgia. The executive director, project director, financial administrator and volunteer coordinators have degrees in social work, sociology/gerontology or business and over 30 years combined experience in administering community programs and managing public funds (local, state and federal).

B. Management of capital assets: Our sponsoring agency, SGPEH, Inc. has in place a system to maintain equipment, office facilities, and supplies. Agency policy mandates that all in-kind supplies must be reported to Executive Director and bookkeeper by staff. In-kind facilities-RSVP/FGP office space is provided by Greater Valdosta Community Dept and maintained by the sponsor and in-kind contributions; all equipments used for grants are purchased within provided grant funds and in-kind contributions from sponsor; all equipment such as copiers are contracted with a local company(Colson printing) the contract is renewable annually; telephone system provided contractually with ATT&T ;and supplies funds are provided with the NGA and in-kind donations from community and sponsor.

4. Financial management system and past experience with federal grants : The SGPEH financial administrator uses QuickBooks and employs standard accounting and reporting procedures. All work is overseen by a contracted accounting firm. In order to meet federal requirements, program coordinators generate volunteer time sheets and enter the data into Volunteer Reporter, the financial

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administrator enters the data into QuickBooks and generates checks and the project director and executive director review and sign time sheets. Checks are signed by two board members. Checks require two signatures and are reviewed by either the executive director or designated board member. The financial administrator or the board treasurer performs the bank reconciliations and compiles other monthly reports. The SGPEH has managed and is currently managing a grant through HUD in the amount of \$710,000.00 in 2005 for 3 years and \$248,500 each year after. HUD Transitional Housing: Received this year a grant for housing homeless individuals up to 24 months in the amount of \$142,068. Department of Community Affairs: in the amount of \$22,000. Also, the South Georgia Partnership to End Homelessness receives funding from National and Community Services for Retired and Senior Program in the amount of \$32,282 for three years.

The SGPEH has sixteen years of experience utilizing volunteers. The SGPEH has been visible in this community by aiding seniors through the Senior Volunteer Program by serving them in the area of serving meals, referrals and health information to prevent homelessness. This could not be accomplished without the services of volunteers, making sure at risk seniors have the basic needs to succeed in life and maintain quality of life. To help accomplish this task, over 10 non-RSVP volunteers at one time have come together to assist. Non-RSVP members have come from the following organizations to assist: Alpha Kappa Alpha under graduate chapter, churches, high school students and retired health care professionals. SGPEH has established working relationships with a variety of community agencies and organizations that include public schools, faith based groups, art programs, social services, healthcare providers, literacy programs, Points of Light Foundation, with Martin Luther King Commemorative Association, Department of Family and Children Services, Substance Abuse and Mental Health Services Administration (SAMHSA), the United States Department of Education, Students In Free Enterprise (SIFE), Valdosta City Schools Service Learning Project, Community Partners In Education, a member of Lowndes Commission for Serving Children and Youth and has sponsored an AmeriCorps VISTA, and has been a member of the Valdosta Chapter of the American Red Cross and homeless programs. The SGPEH has been a Senior Corps sponsor since 2003.

### Other

N/A

### PNS Amendment (if applicable)

N/A