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Executive Summary

An estimated 212 RSVP volunteers will serve. Some of their activities include driving seniors or veterans and their spouses to medical appointments, delivering meals to homebound seniors, protecting at-risk ecosystems, tutoring children, or working at the local food pantry to provide food to needy families.

The primary focus area of this project is Healthy Futures. At the end of the three-year grant, seniors will report an increased perception of social ties and social support.

The CNCS federal investment of \$81,693 will be supplemented by \$92,994 of non-federal resources.

Strengthening Communities

Strengthening Communities

Measure H8 - Healthy Futures - Aging in Place - Transportation

Number of homebound OR older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independently.

History and Accomplishments:

Together for more than 16 years, RSVP and Volunteer Prince William are matched with common missions: meeting community needs through volunteer service. RSVP has been sponsored by Volunteer Prince William, the local Volunteer Center, since 1998 and started with the America Reads initiative. Mary Foley is Executive Director of Volunteer Prince William and the organization serves as the fiduciary agent. In addition to providing volunteer jobs especially for individuals 55 and better, RSVP is vital to the community for the services accomplished by its volunteers. RSVP volunteers have become essential to a variety of organizations in the performance of their critical functions. RSVP volunteers comprise half the Area Agency on Aging's Meals on Wheels drivers. RSVP enabled Aging to receive The Aging Achievement Award from the following organizations: National Association of Counties, Virginia Association of Counties, and National Association of Area Agencies on Aging for the launch a program serving older adults in need of transportation to medical appointments utilizing RSVP to facilitate the program. Health Director for the Prince William Health District, Dr. Alison Ansher, MD, MPH has stated, "The RSVP Transportation program has been a lifesaver for clients who's barrier to care is simply transportation. Other transportation options for clients that are not in the best of health or physically fit are not numerous in our community." In addition to empowering government organizations and nonprofits, RSVP volunteers locally have so inspired the community

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that Comcast Cable leapt at the chance to become a corporate partner and agreed to an in-kind donation running a five minute video about RSVP 385 times a month, in English and Spanish. Volunteer Prince William has a full menu of policies and procedures as noted in the Financial Management Survey - OMB No 3045-0102 to provide governance and manage risk. Local accounting firm, Ambassador Accounting provides services to Volunteer Prince William and has a long tenure of serving nonprofit organizations with the internal infrastructure to separate duties for internal oversight within their organization furthering accountability of federal resources. Financial systems and supporting original documentation are kept offsite for safety and preservation of documents.

Target Population and the Need:

Healthy Futures - Aging In Place - Transportation

Transportation in the Greater Prince William Area is identified as the number one concern of voters. Arguments abound over road widening and the Bi-County Parkway as well as the need to extend public transportation. Traffic issues are listed as some of the worst in the nation a recent USA Today article states that DC and New York City have the two worst commute times in the United States. Traffic woes affect every driver in the Greater Prince William Area and can be traumatic for even the most seasoned of road warriors. Older adults who can no longer drive still need to get to health providers, places of worship, employment, and stores. Transportation options include; buses, taxis, vanpools, and trains. Senior centers provide limited transportation to centers for a minimal fee for those who do not drive. The local bus company, Omni-Link, allows for limited deviations from normal routes to make it easier for older and/disabled adults to access the service. The challenges for those who are making the transition from being their own transportation provider to becoming a user of other transit options include discomfort in using busses or trains by themselves or waiting at bus stops. Some need escorted transportation due to cognitive or other disabilities. The 2013 Greater Prince William Needs Assessment calls for a large, organized volunteer driver base as our community is witnessing an exponential growth in the number of seniors. As illustrated below, the number of seniors age 56 and better will rise over this grant's period of performance.

Greater Prince William Area

(Prince William County, Manassas and Manassas Park)

Total Population 454,096

(2012 Greater PW Community Needs Assessment)

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Age Seniors % of total population

55-64 8.8%

65-74 4.5%

75 and over 2.6%

The Baby Boomer Generation is hitting the magic age of sixty-five and can expect a longer life span than any previous generation. The Greater Prince William Area is fully involved in this vast population shift. Adults over age 65 are the fastest growing segment of the population and currently comprise 7.1% of the population and the rate of Baby boomers reaching the age of 65 is 1 person every 7 minutes. The Virginia Department for the Aging states that within twenty years, "one in four Virginians will be age 60 and over". The majority of older adults wish to continue living as independently as possible. The term older adult generally refers to individuals from age 60 years and over. While age itself is not a disability, most persons acquire a degree of disability as they age. These may be brought on by chronic disease or injury. In addition, increasing numbers of persons born with intellectual or developmental disabilities are now living into old age. While this is often welcomed, it presents challenges for caregivers who, themselves are aging.

Because the Greater Prince William Area geographic location, it has long been a bedroom community for Washington, DC and numerous other, nearby government facilities. Consequently, we are home to a large concentration of government retirees and veterans that remain in the area after leaving the work force, giving them the opportunity to age in place. In particular, a growing number of veterans' spouses are in need of transportation to medical appointments. When their partner has passed away and family lives elsewhere, transportation becomes a major apprehension as aging occurs. The 2012 census indicates there are nearly 43,000 veterans residing in Prince William County, and the Cities of Manassas and Manassas Park. This represents 13% of the total area-wide population. The combined number of civilian government retirees and our aging veteran population presents a double whammy

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in the Prince William area, putting this jurisdiction in a particular bind as transportation is a critical service that enables veterans, their spouses, and other pensioners to remain in the locality as independently as possible. Local public transportation options are geared toward getting workers into Washington, DC, with 25% of commuters spending at least one hour en-route to work, one-way. Dependable and accessible transportation for older individuals and persons with disabilities has become an increasing challenge, especially for individuals living in rural parts of the community without access to public transportation. This vulnerable population is either unable to access services at all or at the desired frequency of treatment. While military veterans are not the only proposed benefactors of a volunteer driver program, it is easy to see they will quickly represent a good portion of consumers as many more veterans will fall into the 65 and greater category during this grant's period of performance. Twenty three percent of all reporting veterans in the Prince William area indicate some level of service connected disability

Veterans in the Prince William Area

2007-2011 American Community Survey (ACS) 5-Year Estimates

Prince William Area

Civilians 18 and older 317,664

Veterans 42,889

Age (All Veterans)

18-34 5,453

35-54 19,415

55-64 9,961

65-74 4,981

75 and over 3,079

Breast cancer is an issue which faces older women who are in need of reliable transportation to appointments and treatment in the Prince William Area. Statistics presented by MPH Health (a policy and communications consultancy) as of May 2013 demonstrate the need to overcome barriers getting older women to diagnostic breast exams and identified transportation as one of the top three obstructions: More than half the 11,750 deaths a year from breast cancer are among women aged over 70; older women are more likely to present later than younger women, leading to delayed diagnosis, with around one in five of women over age 85 diagnosed as an emergency - women aged

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70-74 are 21% more likely to be diagnosed with late stage breast cancer compared to women aged 65-69. As the population ages, an increasing number of women diagnosed with breast cancer will be elderly. According to the Iowa Women's Health Study, among 36,658 members 428 incident breast cancers were diagnosed in women aged 55-64 years, 1,297 in women aged 65-74 years, and 561 in women aged 75-84 years. The table below shows Virginia specific statistics. Cancer is scary at any age and more so when transportation to and from appointments is not in your control, yet area seniors are faced with this dilemma every day.

Breast Cancer in Virginia by Age

(Virginia Cancer Registry)

Sex and Age Year 2000-2004 Year 2000-2004

Male and Female Rate per 100,000 Count

Age 60-69 189.8 5,105

Age 70-79 237.0 4,395

>79 244.5 2,602

The RSVP driver program focuses on transportation needs of older citizens to and from doctor appointments.

Healthy Futures - Aging In Place - Food Delivery

Twenty eight percent of Prince William area households with one person over age 60 receive SNAP or food stamps. Currently, 30,571 area seniors live at or below the poverty level. It is difficult to prepare healthy meals on such a budget and even more so when transportation becomes an issue. Food delivery meets a critical nutritional need, keeping homebound individuals healthy and more physically resilient, empowering them to live independently over a longer period of time. The local Area Agency on Aging manages Meals on Wheels accommodating 252 homebound seniors with home delivery of a hot noon meal and an afternoon snack.

The proximity of the Greater Prince William Area to Washington, DC makes it an expensive place to live. The recession brought challenges to older residents on fixed incomes. According to the 2012 census the poverty level averages 8% for Prince William County, Manassas and Manassas Park.

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Currently 30,571 Prince William Area seniors are living at or below the poverty level and three hundred and forty out of four hundred and eighty seven homes for sale are in foreclosure with an average number of vacant homes at 10%.

Current Programs and Activities - Healthy Futures - Aging in Place - Transportation

From 2011 to 2012 the local Area Agency on Aging (AAA) operated a transportation voucher program with Federal New Freedom funds to serve older adults in the Prince William area. When the grant period ended, the lack of transportation left a gap in services. In April 2012 an Agency staff person asked for help from the public, with an article in the local newspaper, to transport a disabled veteran to the Veterans Hospital in Washington, DC, 25 miles away, for medical treatment. This one article elicited multiple volunteers that contacted the Agency with their willingness to transport this gentleman. These volunteers wanted to "give back" to their community. Realizing the Agency could not coordinate all the transportation needs in our community alone, along with the tremendous community response, the Agency reached out to the Retired and Senior Volunteer Program (RSVP). Beginning in July 2013 RSVP launched a recruitment campaign for volunteer drivers and began accepting referrals for service from AAA. Volunteer Drivers pick-up older adults and drive them to pre-arranged doctor appointments and to the pharmacy. To date 30 volunteers have delivered and returned 30 passengers to 240 doctor appointments for an average of eight appointments per client over the course of a year. Fifty percent of these clients are veterans or spouses of veterans from the Korea/Vietnam war era. Courtney Tierney, Director of the local Area Agency on Aging has stated, "We appreciate working with Volunteer Prince William. They are an excellent partner in serving older adults. Our RSVP partnership was recently recognized by National Association of Counties, Virginia Association of Counties and National Association of Area Aging Achievement Awards for our joint transportation program".

Similarly, RSVP and the Prince William Health District have partnered on a B.E.A.T. Cancer initiative to get volunteer drivers for patients needing preventative and diagnostic care as well as treatment for breast cancer. In July, 2013 the Prince William Health District was awarded a Potomac Health Foundation grant to implement strategies to reduce breast cancer mortality. During the first year of the grant, the B.E.A.T Cancer Coalition (Breast Education, Awareness & Treatment) was convened and tasked with conducting a needs assessment in order to establish implementation strategies to address identified priority breast health needs in the community. This gap analysis addresses the myriad and complex factors affecting the underserved/underinsured women of the Prince William

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Health District. These factors include access to healthcare, psychosocial factors (fear, denial, mistrust) and socioeconomic factors (transportation, childcare, food and nutrition). The Coalition has begun its second year of work and will soon finalize a resource guide to help the community as well as healthcare providers locate various needed services related to breast care. As a partner, RSVP will play a vital role in providing transportation to older adults for screening, diagnostics, and treatment. These efforts will be incorporated into our overall transportation program. Health Director for the Prince William Health District, Dr. Alison Ansher, MD, MPH has stated, "The RSVP Transportation program has been a lifesaver for clients who's barrier to care is simply transportation. Other transportation options for clients that are not in the best of health or physically fit are not numerous in our community."

Current Programs and Activities - Healthy Futures -Aging in Place - Food Delivery

The Prince William Area Agency on Aging (AAA) manages the local Meals on Wheels program. There are currently 43 RSVP volunteers working 3 hours per week (7000 hours annually) associated with the Meals on Wheels program delivering a hot noon-time meal and evening snack to 131 homebound seniors on a daily basis. Meeting this critical need empowers homebound adults to live independently for an extended period of time. Additionally, meals are valued at \$9 each or \$45 per week, generating an annual total savings of approximately \$2250 providing additional resources to the senior for other essential living expenses.

Partnerships: - Healthy Futures - Aging in Place

Greater Prince William Area Agency on Aging - refers older adults in need of rides to doctor appointments and manages the Meals on Wheels program.

Potomac Health Foundation -funds the B.E.A.T. Cancer Program of the Virginia Department of Health, Prince William Health District - refers older adults in need of rides to the doctor

Comcast Cable - provides an in-kind match of \$87,000 to the RSVP recruitment campaign in the form of a public service announcement running 385 times per month.

Program Design/Purpose - Healthy Futures - Aging in Place

The first year of this three-year grant of \$81,693 will enable RSVP in the Greater Prince William Area to manage a cadre of senior volunteers to sustain programs which will result in a greater number of older or homebound adults and individuals with disabilities to have an increased perception of social

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support.

Transportation

The goal of the transportation program is to provide older adults rides to and from pre-arranged doctor appointments. These clients will be referred to RSVP by Area Agency on Aging and Potomac Health Foundation. The outcome is seniors who feel a greater perception of social support.

Objectives:

- a. Increase the capacity to honor senior client referrals from Area Agency on Aging and the Potomac Health Foundation 30% resulting in an increased number of doctor visits 30% by 2018.
- b. Increase the number of RSVP volunteer drivers 30% by 2018.
- c. Attain a year-one baseline study from 100% of senior clients in this program to measure their perception of social support for comparison in subsequent years through 2018 using the Independent Living Performance Measure Survey tool.

Food Delivery

The goal of the food delivery initiative (Meals on Wheels) is to provide older, homebound adults with a hot, nutritious meal and a snack daily. The output is a greater number of RSVP volunteers who deliver Meals on Wheels on behalf of the Area Agency on Aging.

Objectives:

- a. Increase the number of RSVP volunteers delivering Meals on Wheels from 43 to 60 by 2018.
- b. Increase the number of meal deliveries by RSVP drivers from 131 to 182 daily, averaging five meals per driver by 2018.

Recruitment and Development - Healthy Futures - Aging in Place

RSVP of the Greater Prince William Area currently maintains a cadre of 212 volunteers which will increase over the grant period. Sponsorship through Volunteer Prince William affords access to multiple leveraging tools which enhance recruitment capability. A newspaper and social media column, Call to Action gives RSVP weekly recruitment and community outreach opportunities. These efforts reach over 47,500 households weekly including houses of worship, newspaper subscribers, and subscribers to the sponsor's e-newsletter. A state of the art web site gives access to those up-and-coming baby boomers that use the internet almost exclusively. Additionally, the sponsor organization is a conduit to City and County Government Agencies with a long history of doing business with the

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sponsor and who regularly promote RSVP volunteer prospects and activities to citizens. Networking with other community nonprofits is accomplished monthly through Volunteer Coordinators Network meetings. Possibly the greatest recruitment edge comes from a corporate partner, Comcast Cable in the form of a 5-minute Public Service Announcement which runs 385 times per month in English and Spanish promoting the good work of RSVP volunteers in the community.

Due to the nature of the RSVP volunteer base, age, health, and financial concerns result in an annual turnover of at least 30 volunteers. Vigorous, on-going recruitment is necessary to maintain staffing of the transportation and food delivery objectives and to bring in unduplicated volunteers for the second focus area of Environmental Stewardship. In order to meet performance measures, 67% or 143 of current volunteers will continue in the transportation and food delivery programs. Thirty three percent or 69 of current volunteers will become community volunteers. A survey method will be employed to determine if this portion of the volunteer cadre is interested in volunteering in either the transportation or food delivery service areas or our new Environmental Stewardship focus area with the goal of realigning their efforts.

Recognition of volunteers is a best management practice and the sponsor, along with the Volunteer Coordinators Network members and RSVP hold a large annual recognition event which allows RSVP volunteers to join with other service minded groups and individuals to celebrate accomplishments, share experiences, and be applauded for their contributions by family, peers, and the occasional celebrity. In addition to Volunteer Prince William's recognition event, RSVP hosts at least one other event annually. Often, a work station provides the venue such as the recent Tea and a Tour at Manassas Museum. Distribution of service pins was included

Program Management - Healthy Futures - Aging in Place

RSVP of the Greater Prince William Area has one full time staff person. Coleen Hersson has been the program Director for three years and brings over 20 years of experience as a volunteer manager. Her skill set includes recruiting, screening, interviewing, and placing volunteers. Mrs. Hersson has also been recognized for her event planning and building community partnerships. A five-member Advisory Board comprised of community partners and RSVP members meets quarterly. The RSVP office holds copies of all receipts, invoices, and in-kind vouchers. Recently a new server and IT contract were implemented providing cloud capability for all programmatic and financial information. The Primary Focus Area in this grant request is Healthy Futures/Aging in Place.

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Transportation program outcomes are defined by the number of homebound and older adults and individuals with disabilities reporting increased social ties and perceived social support resulting from contact with RSVP volunteer drivers. Food Delivery (Meals on Wheels) output will be measured by the number of RSVP drivers delivering meals. The latest CNCS recommended Memorandum of Understanding is utilized in order to provide safe and consistent working conditions at each station. Mrs. Hersson makes regular visits to each station to ensure compliance and to promote a sense of general cooperation.

Evaluation Plan

The goal of Healthy Futures the/Aging in Place is to increase number of homebound and older adults and individuals with disabilities reporting increased social ties and perceived social support. This will be achieved by addressing Transportation and Food Delivery.

Objectives:

Transportation - Outcome

- 1) By the end of the grant period the number of volunteers driving to patients to medical appointments will be increased by 30% as indicated by volunteer registration records, assignment roster, and time ticket review through Volunteer Reporter.
- 2) By the end of the grant period, the number of clients receiving transportation to and from doctor appointments and who report feeling an improved perception of social ties and support will increase as evidenced by results of follow-up surveys by the RSVP Advisory Board using the Independent Living Performance Measure Survey.

Food Delivery - Output

- 3) By the end of the grant period, the number of RSVP drivers delivering meals to homebound adults will be increased by 30% as evidenced by volunteer time sheets.

RSVP will work with the Area Agency on Aging and Potomac Health Foundation toward increased awareness of the transportation initiative and Meals on Wheels among qualifying older adults. RSVP will provide training to volunteers on the importance of providing the perception of increased social connections to their clients.

Evaluation Method

RSVP will measure the outcomes and effectiveness of the Transportation program in the following ways:

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- 1) Tracking the number of referrals for transportation from Area Agency on Aging and the Potomac Health Foundation through an activity log.
- 2) Tracking volunteer drivers through volunteer registration records, time tickets, round-trips, and mileage activity logs.
- 3) Engage the RSVP Advisory Council members in a personal follow-up with clients served to gauge their satisfaction and perception of increased social connections using the Independent Living Performance Measure Survey

RSVP will measure the outputs and effectiveness of the Food Deliver Program by the number of volunteers and number of meals delivered:

- 1) Tracking the increased number volunteers delivering Meals on Wheels through time sheets and activity logs.
- 2) Capturing the number of additional meals to clients delivered by RSVP volunteers through activity logs.

Summary: Healthy Futures - Aging in Place

Transportation and Food Delivery have been identified as the greatest needs of local older adults. The need for drivers is dire, in particular for veterans, widows of veterans to doctor appointments, and older adults in need of rides to screening, diagnosis and treatment of breast cancer. Referral for service will come from the Area Agency on Aging and the Potomac Health Foundation. Food Delivery for homebound, older adults is necessary for them to continue to live on their own. The Prince William Area Agency on Aging (AAA) manages the local Meals on Wheels program. Currently, RSVP volunteers make up half of the driver force for Meals on Wheels deliveries.

RSVP is poised to make a difference in the lives of our elderly and homebound seniors and individuals with disabilities. Clients receive much more than a ride to the doctor when their RSVP volunteer driver arrives to pick them up. Meeting this critical need not only empowers older adults to live independently for a longer period of time but also provides them with an all important social connection giving them a greater perception of security. Invariably, the drivers and the individual being driven strike-up a friendly banter and over time, a relationship develops. A warm smile and a friendly, "How are you today?" can be the difference between a day spent feeling lonely and a spent day being comfortable alone.

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Secondary Focus Area

Measure EN4 - Environmental Stewardship - Improving Lands or Habitats - At-risk Ecosystems

Number of national parks, state parks, city parks, county parks, or other public and tribal lands that are improved.

History:

This is a brand new focus area for RSVP of the Greater Prince William Area. The same recruitment and development procedures will apply. As highlighted in the narrative below there is a great need for additional volunteers and RSVP has entered into an agreement with the Prince William County Department of Public Works, Historic Preservation Division to bring volunteer support to maintain and preserve some of our most vulnerable and endangered natural ecosystems including meadows and wetlands at specific County sites. The Historic Preservation Division maintains a total of 300 acres within Prince William County. Their motto is: Preserving More Than History!

The goal is to increase the number of volunteers who are improving these sites to help keep them in compliance with the Federal Clean Water Act.

The Need:

To enforce the Federal Clean Water Act (1972), the Total Maximum Daily Load (TMDL) limits issued by the EPA establish a "pollution diet" that will require a 25 percent reduction in nitrogen, 24 percent reduction in phosphorus and 20 percent reduction in sediment. In Prince William County, the main source of that pollution comes from storm water that runs off our roads, parking lots, rooftops, and over-fertilized lawns. According to Wetland Studies and Solutions, a local firm with expertise in storm water management, Prince William County may have to spend roughly \$20-25 million/year, perhaps \$300-350 million over the next 15 years to implement Best Management Practices (BMP's) that control excessive locally-generated storm water pollution. Virginia has produced a Watershed Implementation (WIP) identifying pollution control measures to be implemented by 2025 in order to enforce the Clean Water Act to reduce excessive pollution by 20-25%.

The Chesapeake Bay Preservation Act was enacted in 1988 to improve water quality in the state and Chesapeake Bay. The act requires localities to implement a variety of strategies to control run-off and pollution including stream buffers, best management practices on environmentally sensitive areas. These areas are known as Resource Protection Areas (RPAs) and Resource Management Areas (RMAs). Prince William County works closely with the US Corps of Engineers on issues and projects

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related to jurisdictional wetlands in the community. Following their guidelines and recommendations, County staff can ensure wetlands can thrive and continue to perform their important function to capture pollutants, litter and run off before these unwanted materials enter our local streams, creeks and rivers.

Metz Wetland Bank and Rippon Lodge:

The Metz Wetland Bank and Rippon Lodge both lie in an area declared as an impaired estuary in the Powells Creek Watershed management plan (Michael Baker Corporation, Manassas VA).

The Metz Wetlands Bank is a ±227 acre parcel of land that will be preserved in perpetuity by a recorded conservation easement, containing over 217 acres of created and preserved wetlands, 10 acres of upland buffers and almost 2 miles of nature trails. The Wetland Bank lies entirely in a Resource Protection Area. Volunteers tend approximately one and a half acres of the site's most sensitive area by removing invasive plants and participating in debris cleanup.

At Rippon Lodge, volunteers are nurturing warm season grasses and meadows comprising 10-15 acres by removing invasive plants. These resources prevent runoff of storm water and enhance water quality serving as an important buffer area to the Resource Protection Area which borders the property.

Brentsville Court House and Bristoe Station Battlefield Heritage Site:

Both sites are located in the Lower Broad Run water shed which was cited as stressed by high ph levels. The Chesapeake Bay Preservation Act set limits for the Total Maximum Daily Load (TMDL) in order to restore the Chesapeake Bay. Prince William County as part of their Watershed Improvement Plan (WIP) is tasked with reducing nitrogen phosphorous and sediment coming from Lower Broad Run watershed which includes Kettle Run, Broad Run, and Cedar Run. The Brentsville Court House site and Bristoe Station Battlefield Heritage sites lie within this area and activity on this acreage directly impacts the watershed. At the Brentsville Court House, volunteers ensure water quality by maintaining a mile long nature trail leading to the Broad Run encompassing approximately .75 of an acre of at-risk assets and maintain 10 acres of meadow with select mowing practices and invasive plant removal. At Bristoe Station volunteers are cultivating 90 acres of warm season grasslands. Grasslands are listed as an endangered habitat in our country, prevent storm water runoff, and absorb pollutants. Whitman, Requardt & Associates, LLP 2012 study. An additional 1.5 acres requires more intensive work removing invasive plants and debris cleanup.

These sites are designated as valuable and protected natural sites by the National Wildlife Federation and the National Audubon Society.

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Program Design/Purpose:

The first year of this three-year grant of \$81,693 will enable RSVP in the Greater Prince William Area to engage its recruitment resources and deploy a cadre of senior volunteers to sustain existing volunteer programs under the Department of Public Works, Historic Preservation Division. These RSVP volunteers will reduce human impact, remove invasive species, and establish native plants. Additionally these RSVP volunteers will conduct removal of unnatural debris at these vulnerable locations. Prince William County Department, Public Works employs managers at each site who will provide RSVP with volunteer's timesheets and statistics on improved acreage.

Environmental Stewardship - Improving Lands or Habitats - At-risk Ecosystems

The goal is to increase the number of RSVP volunteers working under the direction of Public Works to improve pre-determined sites to help keep Prince William County in compliance with the Federal Clean Water Act.

Output Objectives:

a. Increase the number of volunteers who reduce human impact, remove invasive species, establish native plants, and conduct removal of unnatural debris at property maintained by Prince William County Department of Public Works, Historic Preservation Division's existing volunteer program in support of improvements on 118.75 acres out of 300 total acres.

Recruitment and Development:

Due to the nature of the RSVP volunteer base, age, health, and financial concerns result in an annual turnover of at least 30 volunteers. Vigorous, on-going recruitment is necessary to maintain staffing of the transportation and food delivery objectives and to bring in unduplicated volunteers for this second focus area, Environmental Stewardship. In order to meet performance measures, 67% or 143 of current volunteers will continue in the transportation and food delivery programs. Thirty three percent or 69 of current volunteers will become community volunteers. A survey method will be employed to determine if this portion of the volunteer cadre is interested in volunteering in either the transportation or food delivery service areas or our new Environmental Stewardship focus area with the goal of realigning their efforts. In addition, RSVP will actively employ its resources to attain an increased number of senior volunteers using the following methods: A newspaper and social media column, Call to Action gives reaching over 47,500 households weekly including houses of worship,

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newspaper subscribers, and subscribers to the sponsor's e-newsletter; a state of the art web site providing access to those up-and-coming baby boomers that use the internet almost exclusively; outreach through the sponsor organization to City and County Government Agencies that regularly promote RSVP volunteer prospects and activities to citizens, and possibly the greatest recruitment edge, corporate partner, Comcast Cable in the form of a 5-minute Public Service Announcement which runs 385 times per month in English and Spanish promoting the good work of RSVP volunteers in the community.

Program Management:

RSVP of the Greater Prince William Area will engage its recruitment resources and deploy a cadre of senior volunteers to sustain the existing volunteer programs under the Department of Public Works, Historic Preservation Division. Volunteers will provide support to maintain and preserve some of our most vulnerable and endangered natural ecosystems including meadows and wetlands at specific County sites as directed. The Prince William County Department of Public Works, Division of Historic Preservation employs site managers at each location who will provide RSVP with volunteer's timesheets and statistics on improved acreage.

Evaluation:

The goal of the Environmental Stewardship & Improving Lands or Habitats - At-risk Ecosystems Focus Area is to increase the number of national parks, state parks, city parks, county parks, or other public and tribal lands that are improved. RSVP of Greater Prince William will do this by increasing the cadre of senior volunteers participating with the Prince William County Department of Public Works, Division of Historic Preservation

Output Objectives:

At-risk Ecosystems

1) By the end of the grant period the number of volunteers participating in the At-risk Ecosystems initiative with the Prince William County Department of Public Works, Division of Historic Preservation will be increased by as indicated by volunteer registration records, assignment roster, and time ticket review through Volunteer Reporter.

Summary:

As RSVP of the Greater Prince William Area embarks on this new Focus Area and partnership with

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the Prince William County Department of Public Works, Division of Historic Preservation there is much excitement to be part of this endeavor. Recruiting senior volunteers who can create a positive difference the environment for future generations is a legacy. As this partnership develops so will the program.

Recruitment and Development

The RSVP of Prince William maintains a cadre of 212 volunteers. As we apply for the 2015 competitive grant the shape and size of this cadre will change, we will be challenged with maintaining the volunteers that are still impacting our performance measures and recruiting new volunteers to support our new efforts. Of our 212 volunteers 67% or 143 of our current volunteers will continue to be counted in our primary focus area. Unfortunately 33% or 69 of current volunteers will not provide support for the 2015 national service guidelines and will become community volunteers. These volunteers will be surveyed and asked if they would be interested in volunteering in one of our 2015 performance measure initiatives and if they have an interested in volunteering in our new focus area of environmental stewardship.

Our goal for the 2015-2018 RSVP Grant Period is to realign those 69 or 33% volunteers into our primary focus area of Transportation and our secondary focus area of Environmental Stewardship. RSVP due to the nature of its volunteer base: age, health status and finances have an attrition rate of 15-20% resulting in an annual turnover of at least 30 volunteers. Provisions will need to be made to replace this portion of the RSVP population as well as the 33% that we are losing to the 2015 program realignment.

How do we recruit, train and manage 100 new volunteers over the 2015-2018 period? Our sponsor Volunteer Prince William and RSVP has a multi-tiered approach consisting of identifying community need, recruiting volunteers using television, social media, web sites and participating in community events, engaging community partners and signing MOU's, and coordinating volunteer safety and training.

Comcast Cable continues to be our longest running and most successful partnership for the RSVP program. The 5 minute recruitment and education video runs 385 times a month, in English and Spanish, promoting the good work of RSVP volunteers in our community. They have been an outstanding corporate partner for the program and our sponsor for many years. Comcast broadcasts

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this public service announcement on their community service network at no charge to RSVP. The RSVP office receives phone calls from the public inquiring about volunteer jobs on a daily basis.

Volunteer Prince William organizes and manages a community nonprofit coordinators network with monthly meetings and trainings in volunteer management. We maintain a nonprofit data base of 168 community non-profits. Each nonprofit with a volunteer coordinator or a person interested in volunteer activity for their organization is invited to become a member of the Volunteer Coordinators Network. This network enables our RSVP Director to meet and network with community organizations interested in volunteerism, to learn about their organization and their needs. It allows our RSVP Director the entre to place volunteers and to develop a relationship with our community partners.

Our sponsor writes a weekly volunteer recruitment column that captures all of the latest volunteer requests in our community. This column is published in the Washington Post, and our local Times Newspapers reaching 45,000 printing per week, in addition it is picked up by our local e-news magazines resulting in 50,000 hits per week. Just this week Virginia Delegate Richard Anderson sent us a thank you about this column - he tells us that without our column he would not have known about many of our community events.

Volunteer Prince William and RSVP maintains an interactive website where area nonprofits can create a custom webpage devoted to their mission and activities. This webpage can feature needs and events unique to their mission and can be searched on by need and event by the general public. The RSVP Director has administrative privileges to this website and has the ability to feature RSVP recruitment programs prominently on the home page. RSVP has their own page located in the center of the Volunteer Prince William Home Page; RSVP uses that page as a central repository for RSVP forms and timesheets. Our website is linked to our Facebook page; RSVP is able to utilize the latest forms of social media for volunteer and event recruitment.

RSVP utilizes the latest CNCS recommended Memorandum of Understanding in order to provide for a safe and harmonious working location for our volunteers. Our RSVP director visits each station annually just to ensure safety and accessibility for our volunteers. Volunteer job opportunities for those with disabilities are available in our community and require one on one discussion with the

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volunteer and the volunteer stations, RSVP is facilitating that conversation. Training is usually provided by our Volunteer Stations and is detailed in our MOU - training needs and expectations of our Volunteer stations are discussed with RSVP and our RSVP Director is available as needed to help with these trainings.

RSVP and Volunteer Prince William provide two annual recognition events. These events allow our volunteers to share their experiences, abilities and skills with other service members and reinforce our desire to retain these volunteers. The first of our two events can be as simple as a Tea and Tour of an area Museum or Local volunteer workstation with service pins and recognition of years of service. In addition Volunteer Prince William along with RSVP and other members of the Volunteer Coordinators Network provide a community wide recognition that could be at a local government park or museum. Many times over the years our local Congressman Gerald Connolly has recognized 2500 of our local volunteers in an annual publication of all of their names in the Congressional Record.

Program Management

The Retired and Senior Volunteer Program of Prince William manages our RSVP grant in accordance with RSVP regulations and our Notice of Grant Award. The only grant funds that are reimbursed to our volunteers are a small mileage stipend of .14/mile. Volunteers do not receive reimbursement for their meals or hours volunteered. The largest portion of our grant goes to cover the salary of our RSVP Director; direct costs are accountable through our Financial Management System.

RSVP of Prince William has a MOU relationship with 30 public and private nonprofits in our community, their federal status has been verified as a legitimate not for profit organization.

Our volunteers do not displace paid positions, are located within our service area, no more than 5% of our volunteers serve in administrative support for the sponsor, and at the present time all volunteer station support costs are covered in their MOU. We are utilizing the latest CNCS Memorandum of Understanding and we review the CNCS Effective Practices for Developing Volunteer Stations on an annual basis.

Prince William RSVP utilizes the Volunteer Reporter software program. New volunteers fill out an application form, have an interview with the RSVP director, are explained the use of RSVP forms, and their information is entered into volunteer reporter program. Age, eligibility, driver's license information, address and skills information is verified and entered into the database. Once the volunteer is placed at a volunteer station the RSVP director coordinates with the volunteer station coordinator for orientation and training. Volunteer Reporter enables the RSVP program to track

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mileage reimbursements individually and by time period. It allows us to prepare a summary reports to purchase the required Volunteer Insurance for accident, liability, personal liability and excess automobile insurance, i.e. number of drivers and total volunteers. The reporter software is updated annually and has the ability to prepare custom reports required by CNCS.

Volunteer Prince William and RSVP, plan and arrange, a formal event recognizing their volunteers and their service to our community. We usually partner with 20 other agencies in the community for this community wide recognition event. Local and national politicians are invited, the community and volunteer stations offer support and the media covers the festivities. In addition RSVP arranges for a RSVP only event, such as a Tea and Tour of one of our Volunteer Workstations or an area museum. We track service anniversaries and have been awarding service pins for the past 16 years. We try to do something original every year, the planning for this event is year round.

Volunteer Prince William has managed the RSVP Program in Prince William for the past 16 years. We started with tutoring programs and have progressed to driving a senior to the doctor. Our Primary focus area for the 2015 grant period is transportation. We are currently driving veterans or widows of veterans and cancer patients to the doctor. We will combine that activity along with Meals on Wheels transportation into a Healthy Futures transportation plan. We currently have 70% of our goal in outcome based volunteer recruitment in place and will transition 52 % of our current volunteers into Community Priorities and other focus areas.

RSVP of Prince William's Advisory Council meets regularly. There are 5 members on the Prince William RSVP Council. One member is also on the sponsor's board of directors and one member is on the staff of Volunteer Prince William. 3 additional members are representative of our senior community and it goes without saying that they are all over the age of 55. Our Advisory council is tasked with determining the impact of our grant. They will administer the instrument for determining outcome for our grant and will help with surveying our volunteers.

Our sponsor has an ongoing program that impacts 5,000 children in need over the Christmas season. Members of our advisory council participate in fundraising and event management that occurs all year leading up to the Christmas season. One member of our Advisory Council is a small business owner in our community and another is a retired school teacher. Our Advisory Council is knowledgeable about the needs of our community, capable of helping us meet our goals, diverse in their experiences and proactive to the needs of the senior community.

Organizational Capability

The Voluntary Action Center has served the community since 1981 as the volunteer connector

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organization. We started our RSVP program in 1998 under the America's Reads initiative. For 16 years we have utilized every opportunity to fine tune our practices and policies to improve the program as well as our financial policies.

We use QuickBooks software to manage our finances. This program allows us to define the funding source as a class which we use the heading of Federal and non-federal along with a full chart of accounts to track our expenditures for this grant. The federal class is used for income and expenses approved with each grant. The non-federal class is used to track our local match donations for each grant. As stipulated in our Financial procedures Manual, each financial entry for RSVP is signed off on by the RSVP Director, then forwarded to the Executive Director for approval before sending on to the bookkeeper for payment. Each in-kind donation is logged and accepted by the RSVP Director, approved by the Executive Director and then sent on to the bookkeeper for posting on QuickBooks under non-federal classification. We utilize the services of a bookkeeping firm- Ambassador Accounting as a tremendous cost-saving in lieu of in-house staff. Ambassador Accounting has a long tenure of serving non-profit organizations in the community and the internal infrastructure to separate duties for internal oversight within their organization furthering accountability of federal resources.

Our financial systems and supporting original documentation are all kept offsite for safety and preservation of the documents. The RSVP office holds copies of all receipts, invoices and in-kind vouchers. We have recently purchased a new server and our IT contractor has additionally provided cloud capability for all programmatic and financial information.

The RSVP program has one full time staff member. Coleen Hersson has been the program director for 3 years. She has been a volunteer manager for over 20 years in the adjoining community. Her skill set includes recruiting, screening, interviewing and placing of volunteers, event/ recognition planning; building partnerships in the community, maintain volunteer files and agency needs, budgeting and excellent computer skills. These traits coupled with the firm commitment to the RSVP program objectives have produced the success of our volunteers contributing to our priority focus area services.

The Voluntary Action Center has full menu of policies and procedures as noted in the Financial Management Survey ¿ OMB No 3045-0102 to provide governance and manage risk. These practices include first and foremost an active and skilled Board of Directors with clear roles as defined by the Articles of incorporation and Bylaws to lead the organization. The Personnel Policy Handbook governs all aspects of employee benefits, conduct and supports. These include the timekeeping

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guidelines, travel policy to conferences and local travel within the community and code of ethics that were especially highlighted in the OMB circular for this subject. The Financial Policy Manual stipulates delegations of authority, procurement policy, standards for use of federal funds and document retention policies as well the day to day management of program receipts, expenses and payments.

We have a long history of managing federal grants starting with our first RSVP award in 1998 through the current grant expiring June 30, 2015. We have also managed eight grants to date from the Department of Homeland Security/FEMA Branch. These grants been awarded to the volunteer connector organizations in the National Capital Region through the Urban Area Security Initiative since 2005. To date we have received \$1,161,115 to build the volunteer capacity to meet community needs in the event of a disaster. Our Executive Director, Mary Foley is Chair of the Regional Emergency Support Function 16 committee that manages this program for the National Capital Region (DC, Montgomery County, MD, Prince Georges County, MD, Arlington County, VA, City of Alexandria, VA, Fairfax County, VA, Prince William County, VA, Loudoun County, VA and the City of Fairfax, VA). We are currently funded through May 2016.

Other

N/A

PNS Amendment (if applicable)

N/A