

[This is only a sample. Projects are encouraged to customize as appropriate]

RSVP Project Self-Assessment Checklist

	Characteristic/Requirement	Strength Indicator*	Comments (Reference applicable item)
I. Programming for Impact/Performance Measurement			
1.	Responsiveness to community needs for volunteer service:		
1a.	Community needs assessment conducted by RSVP or other community organizations reviewed and strategy developed to respond with RSVP resources.		
1b.	Programming for Impact (PFI) principles, focused on outcomes of volunteer activity, are implemented.		
1c.	50% of volunteers are placed in impact-based assignments.		
1d.	Appropriate performance measures have been established in up to 2 work plans.		
1e.	Annual assessment of project accomplishment and impact is used in programming decisions.		
2.	Adequacy of Community Advisory Group:		
2a.	Knowledge of human and social needs of the community.		
2b.	Competence in community service and voluntarism.		
2c.	Administrative and fund-raising competence.		
2d.	Interest in and knowledge about capability of older adults.		
2e.	Diverse composition reflecting demographics of the service area.		
3.	Development and Management of Volunteer Stations:		
3a.	Volunteer Stations meet eligibility requirements of RSVP Regulations, Sections 2553.23(c)(1) and/or 2553.61.		
3b.	Memorandum of Understanding with each station meets requirements of RSVP Regulations, Sec. 2553.24 (c)(2).		
3c.	Diversity of organizations serving as Volunteer Stations.		
3d.	Written assignment descriptions exist for each volunteer placement.		

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3e.	RSVP volunteer activity integrated into program/service of station.			
3f.	Volunteer Station providing agreed support for RSVP volunteers.			
3g.	Adequate accessibility is provided to people with disabilities and with limited English proficiency.			
4.	On-Site volunteer training and supervision by Volunteer Station:			
4a.	Volunteer Station provides orientation to station and appropriate in-service training to enhance performance of assignments			
4b.	Training responds to program needs.			
4c.	Training responds to skills, goals, and needs of individual volunteers.			
4d.	Volunteer supervisors are assigned.			
4e.	Letters of Agreement exist for in-home assignments.			
4f.	Service-learning and reflection are incorporated in training.			
II. Reporting Accomplishments and Outcomes				
1.	Progress toward meeting performance measures is being measured using appropriate tools and data collection.			
2.	Required reports are accurate and submitted on time.			
2a.	Project Progress Reports (PPR)			
2b.	Project Profile of Volunteer Activity (PPVA)			
2c.	National Accomplishment Survey, if requested.			
3.	Accomplishments are shared with the community and other projects.			
III. Volunteer Recruitment				
1.	Community is aware of the project and plan for promoting senior service with the project's service area is annually updated.			
2.	Comprehensive recruitment and placement represents:			
2a.	Entire service area.			
2b.	Demographic diversity.			
2c.	Wide range of volunteer service opportunities.			
2d.	Hard to reach persons: e.g., professionals, isolated, disabled.			

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IV. Volunteer Support			
1.	Orientation to RSVP and to role of volunteer.		
2.	Volunteer satisfaction and sense of achievement, as indicated by:		
2a.	Response from individual interviews.		
2b.	Increase in days or hours of service.		
3.	Resources needed to perform assignments are provided, including reasonable accommodation for volunteers with disabilities and access to persons with limited English proficiency.		
4.	Project support:		
4a.	Adequate transportation.		
4b.	Meals and reimbursement, as appropriate.		
4c.	Proper supervision		
4d.	Group and personal recognition		
4e.	Volunteer insurance		
V. Communications – Planned and Informal			
1.	Internal communications, between:		
1a.	Project sponsor and project staff.		
1b.	Project Director and Volunteer Stations.		
1c.	Project and volunteers.		
1d.	Project and community advisory body.		
1e.	Volunteer Stations and volunteers.		
1f.	Volunteer Stations and volunteers with persons served.		
2.	External Communications:		
2a.	Development of materials— newsletters, website, brochures, press releases, PSA's, etc.		
2b.	Use of the above materials.		
2c.	Public information and community relations about the program.		
2d.	On-going communication with aging network.		
VII. Resource Development/Fund Raising			
1.	Sponsor has supported resource development (cash and in-kind) to maintain or increase non-federal share of RSVP project budget by:		

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1a.	Working with project advisory council members to plan and undertake fund raising activities.		
1b.	Providing financial support for project staff to fund raise off-grant budget.		
1c.	Allocating organizational resources, staff and/or in-kind for project-related fund raising.		
1d.	Contributing organizational resources (cash or in-kind) to help make up the required non-Federal share of the budget.		
1e.	Other		
VIII. Project Management			
1.	Project goals and objectives:		
1a.	Project planning is realistic;		
1b.	Number of RSVP volunteers and hours are consistent with project planning;		
1c.	Number of Volunteer Stations is consistent with project planning.		
1d.	Project coordinates with related national, state, and local programs, including other Corporation programs, where applicable.		
2.	Cost-effectiveness:		
2a.	Staffing and central office management.		
2b.	Use of equipment, materials, and supplies.		
2c.	Use of space.		
2d.	Methods of volunteer transportation.		
3.	Expenditures are allowable, necessary, and reasonable.		
4.	Project meets non-federal share requirements.		
5.	Recordkeeping and accounting performance:		
5a.	Separate records for federal and non-federal funds, and in-kind donations.		
5b.	Volunteer records and volunteer count.		
5c.	Volunteer reimbursements.		
5d.	Reports to CNCS: Fiscal and programmatic.		
5e.	Appropriate federal regulations and OMB Circulars, per RSVP Regulations, Section 2553.73, are being followed, where applicable, including provisions for audit.		
6.	Adequacy of Community Advisory Group activities:		
6a.	Project planning and review.		
6b.	Project support and advice.		

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6c.	Project assessment.		
7.	Appropriate risk management/insurance policies and procedures		
7a.	Excess accident insurance while in-service.		
7b.	Excess personal liability.		
7c.	Excess automobile liability.		
8.	RSVP volunteers being used to strengthen and support project operations.		
9.	All Notice of Grant Award requirements are being met.		
10.	Legal limitations provided in RSVP Regulations, Section 2553.91, concerning, political activity, non-displacement of workers, compensation for service, labor/anti-labor activity, fair labor standards, nondiscrimination, religious activities, and nepotism are followed.		
11.	Sponsor satisfactorily addresses all findings included in audit reports and in CNCS compliance monitoring follow-up letters.		

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