

# DRAFT

## PART I - FACE SHEET

<b>APPLICATION FOR FEDERAL ASSISTANCE</b> <small>Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)</small>		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction														
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID: 14SR156653	4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER: 13SRNSD001														
<b>5. APPLICATION INFORMATION</b>																
LEGAL NAME: City of Rapid City DUNS NUMBER: 057222119	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Angelique Weeks TELEPHONE NUMBER: (605) 394-2507 FAX NUMBER: (605) 394-2508 INTERNET E-MAIL ADDRESS: angie.weeks@rcgov.org															
ADDRESS (give street address, city, state, zip code and county): 300 6th St Rapid City SD 57701 - 5034 County: Pennington	6. EMPLOYER IDENTIFICATION NUMBER (EIN): 466000380															
8. TYPE OF APPLICATION (Check appropriate box). <input type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input checked="" type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. AUGMENTATION            B. BUDGET REVISION C. NO COST EXTENSION    D. OTHER (specify below):	7. TYPE OF APPLICANT: 7a. Local Government - Municipal 7b.															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program		9. NAME OF FEDERAL AGENCY: <b>Corporation for National and Community Service</b>														
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): SOUTH DAKOTA Opportunity #3 Fall River, Pennington Counties	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Black Hills RSVP 11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
13. PROPOSED PROJECT: START DATE: 04/01/14      END DATE: 03/31/15		14. CONGRESSIONAL DISTRICT OF:    a.Applicant <input type="checkbox"/> SD 001    b.Program <input type="checkbox"/> SD 001														
15. ESTIMATED FUNDING: Year #: <input type="text" value="2"/>		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="text-align: right;">\$ 45,301.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 74,401.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 13,646.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 60,755.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>g. TOTAL</td> <td style="text-align: right;">\$ 119,702.00</td> </tr> </table>	a. FEDERAL	\$ 45,301.00	b. APPLICANT	\$ 74,401.00	c. STATE	\$ 0.00	d. LOCAL	\$ 13,646.00	e. OTHER	\$ 60,755.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 119,702.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES If "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
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b. APPLICANT	\$ 74,401.00															
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g. TOTAL	\$ 119,702.00															
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:	b. TITLE:	c. TELEPHONE NUMBER:														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED:														

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## Narratives

### Executive Summary

NUMBER OF TOTAL UNDUPLICATED RSVP VOLUNTEERS THAT WILL SERVE: RSVP Program wide - 500, Primary Focus Area - 257

TYPES OF POPULATIONS THEY SERVE OR WILL SERVE: Volunteers will serve the frail elderly, veterans, children/at risk students, homeless and low-income individuals.

PRIMARY FOCUS AREA: Healthy Futures

VOLUNTEER SERVICE ACTIVITIES: In the Healthy Futures (Objective-Aging in Place) volunteers will participate in Food Delivery, Transportation and Companionship Service Activities.

LOCATIONS OF THESE SERVICE ACTIVITIES: Under our Primary Focus Area, volunteers will provide services at 13 stations. These types of stations include; Elderly meals programs, food bank, Council on aging, County Housing sites, Senior Centers, VA's, etc.

EXPECTED RESULTS OR OUTCOMES OF VOLUNTEERS SERVICES: Reaching elderly and disabled individuals and providing transportation, nutrition and companionship activities that will assist in independent living. At the end of the 12 month performance period, our anticipated outcomes are to show 70 individuals with disabilities received increased social support for independent living. Additionally we will provide transportation to 59 seniors and provide companionship to 189 seniors.

NUMBER OF STATIONS: 13 in Primary Focus Area

FEDERAL FUNDING LEVEL: \$45,301

NON-FEDERAL FUNDING LEVEL. Federal funding will be supplemented by \$74,401 of non-federal resources.

### Strengthening Communities

#### DESCRIBE THE COMMUNITY YOU SERVE

The Black Hills RSVP covers Fall River and Pennington Counties. Pennington County is the second largest county in South Dakota and Rapid City is the second largest community in the state. The land area served by RSVP covers 5,516 square miles. The U.S. Census Bureau Statistics (<http://quickfacts.census.gov/qfd/>) are listed below for the counties served:

FALL RIVER County (1740 sq mi) has a total population of 7241 with the 55+ age group comprising 1810 or 25.5% of the population. The number of low-income families is 985 or 13.6%. The average household size is 2.23 and the average family size is 2.82. Education levels in Fall River County show 6.8% of the population with an 8th grade education or lower, 10.8% have a 9th-12th grade education

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with no diploma, 34.4% are high school graduates. Hot Springs is the largest city (4093) with the 55+ age group comprising 1443 or 35% of the total population.

PENNINGTON County (2776 square miles) has a total population of 100,850 with the 55+ age group comprising 17,703 or 20% of the population. The number of low-income families is 13,615 or 13.5%. The average household size is 2.49 and the average family size is 3.00. Education levels in Pennington County show 4% of the population with an 8th grade education or lower, 8.2% have a 9-12th grade education with no diploma, 29% are high school graduates. Rapid City is the largest city (67,956) with the 55+ age group comprising 12,600 or 21% of the total population and covers 38.5 square miles. Other communities served are Box Elder (population 7,800), Hill City (population 948), Keystone (population 337), New Underwood (population 660), Rapid Valley (population 8,260) and Wall (population 766).

The non profit community consists of healthcare providers, cultural entities, schools, human service agencies and numerous service groups. With revenue sources down as a result of the economy, expansion of services to meet the growing needs was not always feasible. The state of South Dakota passed a devastating 10% across the board cut to all state departments during the 2011 legislative session. Elderly and adult serves, social services and other agencies receiving state funding were hit hard by these actions. Reduction of staff and services from all the affected agencies has been realized. The basic needs of the communities however remained unchanged and in most cases grew - to serve and support individuals with physical and mental disabilities, frail elderly and low income.

DESCRIBE THE WAYS IN WHICH RSVP VOLUNTEERS AND THEIR STATIONS ARE MANAGED AS HIGHLY EFFECTIVE MEANS TO ADDRESS THE IDENTIFIED COMMUNITY NEEDS IN THE PRIMARY FOCUS AREA

RSVP stations identified in our Primary Focus area will be managed by maintaining a current Memorandum of Understanding and reviewing the importance of clearly identified volunteer needs and detailed volunteer descriptions and requests. Close partnerships/communications with stations will be maintained to keep changing staff current on volunteer positions and future requests. Volunteer requests will be managed by follow-up communications by volunteer coordinator to insure volunteer placement is fulfilling the needs identified in the requests and position descriptions. Data necessary to track outcomes will be requested annually from stations. RSVP Volunteers responding to the community needs in the Primary Focus Area of Healthy Futures, Aging in place will be provided with detailed volunteer descriptions as outlined by the stations. Volunteers will be asked to track necessary data through volunteer logs, time sheets and other survey tools to track outcome.

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Through volunteer orientation by the station and RSVP Project, volunteers will be made aware of the clearly identified needs as defined in various community needs assessments.

Input from senior serving agencies (Office of Adult Services, Elderly Meals Program) that have identified community needs are implemented into projects that strengthen and enhance services to seniors in our primary focus area, Healthy Futures.

DESCRIBE THE SERVICE ACTIVITIES IN THE PRIMARY FOCUS AREA THAT LEAD TO NATIONAL PERFORMANCE MEASURE OUTPUTS OR OUTCOMES

Under the Focus Area, Healthy Futures, with the objective of Aging in Place, RSVP volunteers will be addressing the service activities; 1) Companionship, RSVP volunteers will engage in friendly visiting, assistance with bill paying, light cleaning, entertainment and provide other activities that maintain social connections. Our output target is 189 individuals. 2) Food Distribution, RSVP Volunteers will prepare, sort, deliver meals and food items to home-bound elderly and individuals with disabilities. Our output target is 100 individuals receiving increased social support. 3) Transportation, RSVP Volunteers will provide rides to medical appointments, stores/pharmacies and various errands and social outings. Our output target is 59 individuals receiving transportation as a necessary activity in maintaining independent living.

CONNECT THE FOLLOWING THREE MAJOR ELEMENTS IN THE PRIMARY FOCUS AREA SO THAT THE SERVICE ACTIVITIES ADDRESS THE NEED AND RESULT IN THE ANTICIPATE OUTPUTS/OUTCOMES:

Under the Primary Focus Area, Healthy Futures with the objective of Aging in Place,

1) The COMMUNITY NEEDS identified; A) the number of elderly individuals living within the service area, B) Local determinations of why Senior Citizens may prematurely enter into long-term care or nursing facilities (transportation, senior assistance and nutrition) C) Approximate percentages of those elderly individuals that don't drive and consequences of not having access to transportation, D) National Surveys that reported the importance of strong social ties on independent living. E) Documentation of the importance of nutrition for healthy aging. Our volunteers will assist frail elderly with transportation needs, provide companion type services and assist in maintaining confidence necessary for independent living.

2) The SERVICE ACTIVITIES THAT WILL BE CARRIED OUT BY VOLUNTEERS are Food Distribution, Transportation and Companionship as stated in the community need, are all essential activities in Healthy Futures. Through our volunteer activities we will be assisting the elderly in our service area maintain independent living through healthy nutrition (preparation and delivery of food

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items), transportation services (providing rides to medical appointments, shopping and essential errands) and companionship (friendly visiting, entertainment, assistance with bill paying, etc). All of these services activities have been identified though local needs assessments and national studies to impact the quality of independent living of the elderly.

3) The ANTICIPATED OUTPUTS OR OUTCOMES. Through our service activities our anticipated outputs and outcomes are the 348 Senior Citizens in our communities that will receive independent living services and be able to maintain the confidence necessary for healthy aging.

### CURRENT OR PLANNED ACTIVITIES IN SERVICE TO VETERANS AND MILITARY FAMILIES.

\* RSVP Volunteers work with the SD National Guard by providing support services to families of deployed soldiers. Such services include mailing projects that inform families and stakeholders of events and other pertinent information.

\* Deliver meals to home bound and disabled veterans.

\* RSVP provides service to veterans through VFW and TREA by providing volunteer honor guard services at funerals.

\* RSVP Volunteers assist with meal preparation and service at VFW and TREA to feed veterans and their families.

\* Volunteers provide transportation to veteran's family members traveling to local VA Hospitals.

### Recruitment and Development

PLAN AND INFRASTRUCTURE TO CREATE HIGH QUALITY VOLUNTEER ASSIGNMENTS WITH OPPORTUNITIES SUCH AS BUILDING SKILLS, DEVELOPING LEADERSHIP, REFLECTING THE MEANING OF SERVICE AND ENHANCING THE QUALITY OF VOLUNTEERS' LIVES.

To create a rewarding/life enhancing experience for the volunteers our plan is a variety of volunteer positions that include: (a) The station's on-going relationship with RSVP, the community, and referral sources; (b) Clearly identified and expressed volunteer needs that reflect our service area; and position descriptions; (c) Volunteer position descriptions that clearly reflect activity, commitment, time frame and anticipated results; (d) Ongoing communications with station representatives to insure appropriate matches of activities and skill levels as well as expressed expectations on training and orientations by the station to insure volunteers understand their role and duties. Follow up on placements is also important in insuring a rewarding match between volunteers and stations.

To assure a high quality experience for volunteers that offers opportunities such as building new skills, developing leadership potential, our plan includes: Position/service descriptions that captures the

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elements of quality volunteer service and leadership, including opportunities to coordinate activities; facilitate operations & activities of other volunteers including scheduling assignments, and providing training for new volunteers; suggest options in current assignments that may be done more effectively; participate in recruiting, scheduling and training of community volunteers to assist with stations' operations.

### PLAN AND INFRASTRUCTURE TO ENSURE RSVP VOLUNTEER TRAINING NEEDED TO BE EFFECTIVE.

Our plan ensures that all volunteers receive the necessary orientation and training prior to starting their service by informing each new volunteer about the insurance benefits, time sheets requirements and a listing of the variety of volunteer opportunities available. A Volunteer Handbook is available for volunteers.

Volunteer Station Supervisors conduct on-site training for the volunteer pertinent to their assignment and responsibilities. Training needs are identified according to individual volunteer needs, skill levels, and scope of interest. Abilities of each volunteer are identified with the requesting station representative. Orientation and training then becomes a station responsibility. New stations are trained by the RSVP office staff. Memorandums of Understandings are reviewed as a guidance tool to let the stations know what they can expect from us and what we will be expecting from them. Follow up with volunteers and stations ensure proper implementation of training and orientation.

### PLAN AND INFRASTRUCTURE TO RECRUIT VOLUNTEER POOL REFLECTIVE OF DEMOGRAPHICS OF COMMUNITIES SERVED.

Our current volunteer base of 500 volunteers is predominately white, with 3 active Hispanic, 7 Native American, 4 Hawaiian and 1 Asian, these numbers reflect the service area population in western South Dakota. Through quality volunteer assignments and service day activities, our plan continues to focus on efforts to attract volunteers that have willingness and desire to serve their communities. Recruitment to keep up with attrition and growing needs in our focus area will include: speaking at volunteer station meetings, public events, senior functions, service clubs and other organizations, senior apartments, living centers and other residential areas. Newsletters will be available in the community to attract and inform potential volunteers of service opportunities.

### PLAN AND INFRASTRUCTURE TO RECRUIT VETERANS/ MILITARY FAMILIES.

Currently, 10% of our volunteer base are identified Veterans. Through our involvement in stations such as VFW, TREA and the SD National Guard we will encourage community service through RSVP with the same strategies used to recruit volunteers in general, by offering clearly identified volunteer

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needs and volunteer position descriptions, speaking at organization events and providing information on joining RSVP.

### PLAN AND INFRASTRUCTURE TO RECRUIT RSVP VOLUNTEERS WITH DISABILITIES.

Senior Centers, Adult Services, and Aging programs frequently make referrals of individuals with disabilities to engage in community service through RSVP. Our plan is no different than the recruitment and placement of all volunteers. Skills, abilities and interests are discussed during new volunteer orientation, volunteers are placed accordingly. Stations commonly provide accommodations for volunteers with disabilities. Currently we have a large number of volunteers with age related disabilities that are serving effectively as RSVP volunteers.

### PLAN AND INFRASTRUCTURE TO RETAIN AND RECOGNIZE RSVP VOLUNTEERS.

Retention of volunteers is achieved by offering challenging volunteer opportunities and supportive relationship with staff.

Our program recognizes volunteers for their contribution by acknowledging their personal achievements and holding an annual recognition event. Outstanding volunteers are selected as "Volunteer of the Quarter" and announce in Quarterly Newsletter. Each year a volunteer will be selected as "Volunteer of the Year" at the Recognition Event and the Honoree will be profiled in local news publications.

## Program Management

### MANAGEMENT OF VOLUNTEER STATIONS

Volunteer Stations are managed in accordance with RSVP regulations regardless of the focus area. Stations are required to provide their 501c(3) letter from the IRS to insure non-profit status prior to requesting volunteers through RSVP. Before volunteer placement, stations must have a current Memorandum of Understanding (MOU) on file. MOU's are renewed every 3 years, more often if necessary. Stations will be required to provide detailed volunteer job descriptions that clearly reflect the duties of the volunteer. Stations are required to provide training and orientation to new volunteers and annual health and safety reviews to existing or long-term volunteers.

### GRADUATING STATIONS TO MEET CHANGING COMMUNITY NEEDS.

Current volunteer stations that are not aligned with program needs will be evaluated, one by one, to determine if activities or opportunities exist for RSVP volunteers to perform capacity building service activities such as recruiting /managing community volunteers or fundraising activities. This strategy would align particularly well with our plan as we have additional staff hours, through other funding sources, to accept and manage community volunteers. Stations that can not be transformed into

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capacity building sites and no longer fit the RSVP program model will be absorbed and maintained in the community volunteer department of our program. Volunteers can continue to serve without disruption and become community volunteers, managed by RSVP Volunteers.

### NATIONAL PERFORMANCE MEASURE OUTCOMES AND OUTPUTS MEASURING & COLLECTING.

Current practices of educating stations and volunteers of the importance of out-come data have proved effective. Volunteer orientations provide excellent training opportunities to inform volunteers of the community needs that they will be addressing and the tools that are needed to measure results in meeting those needs. Collaborating with stations and sharing data has allowed our program to obtain the necessary statistics and data needed to satisfy CNCS reporting requirements.

### MANAGE PROJECT RESOURCES.

The City of Rapid City Finance Department assures the accounting systems utilized are capable of accurately accounting for and safeguarding federal funds. This department is managed by Pauline Sumption, Finance Officer, and City of Rapid City.

CNCS funds are directly managed by Dave Yuhas, Grants Manager, City of Rapid City. Dave replaces Connie Ewing, who retired in May, 2013 after 40+ years with the City of Rapid City. Dave brings 11 years experience of auditing governmental entities to this position.

Providing separate accounting records for non-federal and federal dollars, maintaining project cost accounts separately from the grantees cash account, providing a tracking system as to how the project receives, expense and accounts for all non-federal cash resources. Separate bookkeeping functions (bank deposits, check preparation/signature and statement reconciliation) among grantee/project personnel.

Maintaining a Program Inventory List that designates property purchased with federal CNCS funds, non-federal funds and in-kind donations.

## Organizational Capability

### INFRASTRUCTURE FOR SOUND PROGRAMMATIC AND FISCAL OVERSIGHT

City of Rapid City which provides support and a solid infrastructure to sustain RSVP and maintain all appropriate accounting structures. The City of Rapid City also supports the programs operations with IT departments that respond to any technical issues.

Programmatic oversight: Daily monitoring and recording volunteer activities through monthly time-sheets which are used to generate a variety of monthly reports, including data such as number of service hours, types of volunteer activity, number of individual's assisted and volunteer stations served.



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Gathering impact-based information (performance/results/statistics) from stations and volunteers for documentation on work plans/program evaluation/community reports.

The Volunteer Reporter is the data based program used by this project to maintain and manage all volunteer data.

Fiscal Oversight: The City of Rapid City Finance Department assures the accounting system utilized is capable of accurately accounting for and safeguarding federal funds. This department is managed by Pauline Sumption, Finance Officer, and City of Rapid City.

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Maintaining a Program Inventory List that designates property purchased with federal CNCS funds, non-federal funds and in-kind donations.

### DESCRIPTIONS OF CLEARLY DEFINED STAFF POSITIONS

The City of Rapid City has appointed Dave Yuhas, Grant Finance Manager, to oversee this project. Dave replaces Connie Ewing, who retired in May 2013. Dave brings to this position 11 years of auditing governmental entities experience. He oversees all of the federal, state and local grants for the City of Rapid City. Dave is responsible for all accounts receivable and performs supervisory duties for the project director. Dave regularly attends RSVP Advisory Council meetings and volunteer recognition events.

Angelique Weeks is the RSVP Project Director and has maintained this position for 25 years. Prior to becoming project director, she successfully completed one year as a VISTA Volunteer placed at Head Start of the Black Hills. Should Angelique leave her position, an annual project calendar is completed every January with scheduled events and projects outlined. Dave Yuhas has a vast knowledge and understanding of federal grants. That, combined with his regular attendance with Advisory Council meetings, participation in various projects and fund-raisers, Dave would be able to step in and manage the project until a new Project Director could be identified.

Coordinator's position is held by Ann Hines. Ann has been the Volunteer Coordinator since

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November, 2012. Ann joined the staff after working for the Youth Commission/Boys & Girls Club of Red River Valley in North Dakota.

### ORGANIZATIONS TRACK RECORD IN THE PRIMARY FOCUS AREA, SENIOR SERVICE, MANAGING VOLUNTEERS AND MEASURING PERFORMANCE.

For more than 40 years this program has operated in Rapid City and now maintains 500 registered volunteers participating in various significant volunteer services. Engaging seniors in each community to provide valuable services in both impact and non-impact based assignments is both consistent and reliable. Proven methods of recruitment, retention and activation have assured the ongoing success and growth of this project.

The City of Rapid City, as any municipality, has many responsibilities to its population and there is a strong commitment to provide the citizens of Rapid City with opportunity, a sense of community and civic responsibility, as well as a vehicle in which older individuals can be of service to others.

Therefore, the City of Rapid City relies on RSVP to engage and place senior citizens wishing to become or remain active in the community. It has become well known throughout both the senior community and with the local non-profit and service organizations. The ability to provide service in the Primary Focus Area of Healthy Futures, with the objective of Aging in Place is an ongoing and successful part of this program. All of the components for this service activity are firmly in place through years of successfully responding to these particular community needs

Since the inception of impact-based programming, this project has successfully maintained and exceeded the required percentage of volunteer activity in designated activities.

The Volunteer Handbook is updated when necessary and was recently updated in July, 2011.

Volunteer responsibilities and benefits are outlined as volunteers register with the program. Should any changes occur, they are addressed to all volunteers in the Quarterly Newsletter.

### ORGANIZATIONAL INFRASTRUCTURE

1) Tangible assets -- The City of Rapid City provides in-kind office space that is easily accessible to seniors and community stakeholders. In addition, computer equipment, and technical assistance are provided by the sponsor. Software, supplies needed for program operations are approved budget items.

2) RSVP has access to the training and technical assistance of its sponsor, the city of Rapid City. This program also benefits from additional support of the sponsor that includes administrative support, record keeping, financial management and human resources support. The City of Rapid City holds several federal grants and has a proven ability to serve as a sound fiscal and programmatic

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administrator that has policy and procedures in place to comply with federal grants.

The City of Rapid City purchasing procedures include submitting invoices to accounts payable through financial software, which are then monitored & verified by accounts payable dept. After verification, invoices are submitted to the City Council for approval. After approval has been obtained from the City Council, a check is then issued to the vendor. In accordance with state law, checks require 2 signatures and are signed by the Mayor and the Finance Officer.

4). The City of Rapid City has ensured quality accounting and fiscal management of the program, assisted in expansion to other smaller, underserved communities, managed staff and assisted in program evaluation. .

Financial management systems are in place and the City of Rapid City maintains an excellent record in managing all federal, state and local grants as assured by annual audits. These audit reports can be viewed through the City of Rapid City's web site at <http://www.rcgov.org/Finance/>.

In addition to the CNCS grant, the City of Rapid City sponsors Housing and Urban Development grants for Community Development, Federal Transportation Authority grants for Rapid Transit System, Department of Transportation grant for Rapid City Regional Airport, Department of Energy grants for the capture of methane gas at the Rapid City Landfill, Department of Justice grant for Community Policing through the Rapid City Police Dept, and American Recovery & Reinvestment Act of 2009 (ARRA grants).

### PROPOSED REQUIRED NON-FEDERAL SHARE.

\$ 45,301 Corporation for National & Community Service  
\$ 1,600 Pennington County Council on Aging  
\$ 1,200 Black Hills Agency  
\$ 800 Friends of RSVP  
\$ 2,000 Businesses  
\$ 2,400 Stations/Individuals Donations  
\$ 5,000 Golf Tournament  
\$ 1,751 Gift Wrapping Fundraiser  
\$ 15,500 Candy/Snack Cart, Various Fundraisers, memorials  
\$ 25,150 John T Vucurvich Foundation  
\$ 4,000 City of Rapid City  
\$       o Savings  
\$ 104,702 Total

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Continuing to seek out in-kind funding (i.e. sponsor, stations, businesses, service organizations, etc.)

\$ 12,000 Grantee (space, fiscal management, vehicle maintenance, etc)

\$ 3,000 Business/Individuals (recognition, supplies)

\$ 15,000 Total

\$119,702 GRAND TOTAL

### Other

#### PROGRAMMATIC CLARIFICATION ITEMS:

1) Clarify how RSVP identified Community need in the focus area of Healthy Futures and how it was determined that the need is unmet in the proposed service areas.

Black Hills RSVP proposes to place 257 of its 500 volunteers in the Primary Focus Area of Healthy Futures-Aging in Place, with performance measures in Food Delivery, Transportation and Companionship. The concentration of these volunteer activities has been a long term focus of RSVP volunteers. In our service area of Pennington and Fall River Counties, there are 15,727 individuals over the age of 65. National studies and assessments, such as AARP reported in 2011 that 89% of adults 50 and over hoped to remain in their homes as they age and the proportion was heightened among seniors in the 65+ and 75+ age groups, have influenced the identification of local needs. However, local assessment is an ongoing practice we use to ensure that volunteers are best placed to satisfy the true needs of our service area. These practices include:

\* Our Advisory Council includes individuals in the; newspaper, legal, insurance, senior service, and non-profit communities, as well as senior citizens and volunteers. Their insights and expertise have guided our program to stay aware and pro-active in addressing needs facing our service area. The Advisory Council meets 8 times a year.

\* The RSVP Project Director maintains a seat on the Board of Directors for the Minneluzahan Senior Center and the Pennington County Council on Aging. Both organizations conduct periodic needs assessments that reveal and address the needs of local seniors and struggles they face in remaining independent. Results of these assessments have indicated that lack of transportation, senior assistance and proper nutrition are among the top 5 reasons seniors may prematurely enter into long-term care or nursing facilities.

\* Participation in the Pennington County Senior Information Network not only has provided valuable information on current needs, but also an opportunity to do "Strength-Based Community Assessments" where we are able to identify community resources, programs and services available for

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seniors and create and strengthen partnerships with providers. RSVP volunteers can act as a "force multiplier" in expanding those current services available to seniors that require assistance, transportation or nutritional/food security. Keeping our focus on what is present (not missing) in our community has created the ability to identify constructive service opportunities that add value to all the communities we serve.

\* Periodic meetings with state and local government officials/legislators provided valuable information on key issues concerning seniors that are at the forefront of state and local agendas.

\* Long-time partnerships and associations with our service area's non-profit community, stations and the local Chamber of Commerce have allowed us to build trusted and reliable associations that provide ongoing insights on critical needs.

2) How will the City of Rapid City share and/or ensure accountability in relationship to volunteer stations. Please provide specific examples of these strategies.

For 40 years, The City of Rapid City RSVP has maintained consistent programs and partnerships with stations throughout the service area. Long history and association with stations/partners has provided the ability for RSVP to incorporate required program updates with ease. For example, stations that rely on RSVP for volunteers do not hesitate to comply with required data collection procedures, station visits, Memorandum of Understanding reviews/updates, and certification of 501 c 3 status. The City of Rapid City has a proven track record in managing all aspects of the Retired Senior Volunteer Program and has successfully met and even exceeded CNCS program requirements involving impact based programming and station management. The City of Rapid City incorporates the following strategies to ensure accountability of stations.

\* The City of Rapid City has appointed an Advisory Council that meets 8 times a year. Members include: Senior Volunteers, a lawyer, 2 insurance executives, 2 station representatives, 1 accountant, 1 retired professor and a newspaper publisher. The rest of the council consists of veterans and retired professionals.

o Each year, the Advisory Council performs a comprehensive Annual Assessment that includes partner surveys and examines all aspects of the project, including station management. Results of the evaluation are shared with the City of Rapid City Representative and are also included in the annual grant re-renewal application.

o The Advisory Council reviews impact programming work plans on an annual basis to ensure appropriate volunteer placement and ensure stations are not using volunteers in ways that do not

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comply with CNCS policy.

o The RSVP Advisory Council receives a monthly report on RSVP activities.

\* The City of Rapid City has appointed Dave Yuhus, Federal Grants Manager, to oversee the RSVP program.

o Dave has more than 11 years of experience in working auditing various federal entities.

o As the appointed Sponsor Representative, Dave regularly attends Advisory Council Meetings, meets regularly with the project director and maintains an "open-door" policy towards all RSVP staff.

\* The City of Rapid City has an experienced project director to manage the RSVP program. This has been critical to the evolution and development of long-term partnerships with volunteer stations.

o RSVP Director meets with station supervisor/site staff to provide orientation prior to volunteer placement. Stations receive ongoing information and training as needed.

o RSVP Director obtains clear volunteer job descriptions that address needs, ensures optimal numbers of volunteers are identified and ensures site is accessible to persons with disabilities prior to placement.

o RSVP Project Director is included in all ongoing supervisory and management training events sponsored by the City of Rapid City.

o The RSVP Project Director and the RSVP Volunteer Coordinator formally meet weekly to review programming issues.

\* The Black Hills RSVP has access to the City of Rapid City Attorney to address any matters that may require legal clarification when dealing with station management.

### **PNS Amendment (if applicable)**

N/A

# DRAFT

## Performance Measures

% of Unduplicated Volunteers in Work Plans that result in Outcomes: 56%

% of Unduplicated in the Primary Focus Area: 51%

### Performance Measure: 1.1 Food Delivery

#### Community Need to be Addressed:

According to the Census Report 2010, 24% of Fall River County's 7,094 inhabitants, or 1,695 individuals, are 65 years of age and older. Also According the US Census Report 2010, 14% of Pennington County's 100,948 residents, or 14,032 individuals, are 65 years of age and older. In 2006 the Pennington County Council on Aging determined that transportation, senior assistance and nutrition are among the top 5 reasons seniors may prematurely enter into long-term care or nursing facilities. Of our senior population, approximately 23% do not own a vehicle or are unable to drive. Lack of transportation compromises the ability of the frail elderly to keep appointments, obtain food and personal care items, and maintain social ties in the community. A recent national survey of older adults conducted by AARP found that loneliness was a strong predictor of poor health. Individuals who have a fulfilling social life tend to be healthier and more capable of living independently.

It is well documented that adequate nutrition is essential for healthy aging, the prevention or delay of chronic diseases and disease-related disabilities, the treatment and management of chronic diseases and overall quality of life. The Title III Older Americans Act states that adequate nutrition is one of the greatest needs of the elderly because it is a factor in forestalling both mental and physical deterioration. Volunteers are needed to insure that elderly individuals maintain confidence through companionship, transportation and nutrition to maintain their independence. Our volunteers will assist frail elderly with transportation needs, provide companion type services and assist in maintaining confidence necessary for independent living.

Focus Area: Healthy Futures

Objective: Aging in Place

Number of  
Volunteer  
Stations: 12

Anticipated  
Unduplicated  
Volunteers: 154

Anticipated  
Volunteer  
Contributions: 180

Service Activity: Food Delivery

Service Activity  
Description: Volunteers will prepare, sort, deliver meals and food items to homebound elderly and individuals with disabilities.

Anticipated  
Output: (PRIORITY) H8: Number of individuals receiving independent living services

Target: 100 How Measured: Activity Logs

Instrument Description Activity logs and participation logs maintained by stations.

Anticipated  
Outcome: (PRIORITY) H9: Number of individuals with disabilities having increased social support

Target: 70 How Measured: Survey

Instrument Description Survey will be distributed annually among clients served by RSVP project staff.

### Performance Measure: 1.3 Transportation

#### Community Need to be Addressed:

According to the Census Report 2010, 24% of Fall River County's 7,094 inhabitants, or 1,695 individuals, are 65 years of age and older. Also According the US Census Report 2010, 14% of Pennington County's 100,948 residents, or 14,032 individuals, are 65 years of age and older. In 2006 the Pennington County Council on Aging determined that transportation, senior assistance and nutrition are among the top 5 reasons seniors may prematurely enter into long-term care or nursing facilities. Of our senior population, approximately 23% do not own a vehicle or are unable to drive. Lack of transportation compromises the ability of the frail elderly to keep appointments, obtain food and personal care items, and maintain social ties in the community. A recent national survey of older adults conducted by AARP found that loneliness was a strong predictor of poor health. Individuals who

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## Performance Measure: 1.3 Transportation

have a fulfilling social life tend to be healthier and more capable of living independently.

It is well documented that adequate nutrition is essential for healthy aging, the prevention or delay of chronic diseases and disease-related disabilities, the treatment and management of chronic diseases and overall quality of life. The Title III Older Americans Act states that adequate nutrition is one of the greatest needs of the elderly because it is a factor in forestalling both mental and physical deterioration. Volunteers are needed to insure that elderly individuals maintain confidence through companionship, transportation and nutrition to maintain their independence. Our volunteers will assist frail elderly with transportation needs, provide companion type services and assist in maintaining confidence necessary for independent living.

Focus Area: Healthy Futures	Objective: Aging in Place	Number of Volunteer Stations: 5
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Anticipated Unduplicated Volunteers: 31

Anticipated Volunteer Contributions: 70

Service Activity: Transportation

Service Activity Description: Volunteers will provide rides to medical appointments, stores/pharmacies and various errands and social outings.

Anticipated Output: (PRIORITY) H8: Number of individuals receiving independent living services

Target: 59 How Measured: Activity Logs

Instrument Description Activity logs and participation logs maintained by stations.

Anticipated Outcome: (PRIORITY) H9: Number of individuals with disabilities having increased social support

Target: 0 How Measured: Survey

Instrument Description Survey will be distributed annually among clients served by RSVP project staff.

## Performance Measure: 1.2 Companionship

Community Need to be Addressed:

According to the Census Report 2010, 24% of Fall River County's 7,094 inhabitants, or 1,695 individuals, are 65 years of age and older. Also According the US Census Report 2010, 14% of Pennington County's 100,948 residents, or 14,032 individuals, are 65 years of age and older. In 2006 the Pennington County Council on Aging determined that transportation, senior assistance and nutrition are among the top 5 reasons seniors may prematurely enter into long-term care or nursing facilities. Of our senior population, approximately 23% do not own a vehicle or are unable to drive. Lack of transportation compromises the ability of the frail elderly to keep appointments, obtain food and personal care items, and maintain social ties in the community. A recent national survey of older adults conducted by AARP found that loneliness was a strong predictor of poor health. Individuals who have a fulfilling social life tend to be healthier and more capable of living independently.

It is well documented that adequate nutrition is essential for healthy aging, the prevention or delay of chronic diseases and disease-related disabilities, the treatment and management of chronic diseases and overall quality of life. The Title III Older Americans Act states that adequate nutrition is one of the greatest needs of the elderly because it is a factor in forestalling both mental and physical deterioration. Volunteers are needed to insure that elderly individuals maintain confidence through companionship, transportation and nutrition to maintain their independence. Our volunteers will assist frail elderly with transportation needs, provide companion type services and assist in maintaining confidence necessary for independent living.



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Performance Measure: 1.2 Companionship		
Focus Area: Healthy Futures	Objective: Aging in Place	Number of Volunteer Stations: 6
Anticipated Unduplicated Volunteers: 72		
Anticipated Volunteer Contributions: 162		
Service Activity: Companionship		
Service Activity Description:	Volunteers will engage in freindly visiting, assistance with bill paying, light cleaning, and provide other activites that maintain social connections.	
Anticipated Output:	(PRIORITY) H8: Number of individuals receiving independent living services	
Target: 189	How Measured: Activity Logs	
Instrument Description Activity logs and participation logs maintained by stations.		
Anticipated Outcome:	(PRIORITY) H9: Number of individuals with disabilities having increased social support	
Target: 0	How Measured: Survey	
Instrument Description Survey will be distributed annually among clients served by RSVP project staff.		

Performance Measure: 2.1 Tutoring-Public School		
Community Need to be Addressed:		
US Census information indicates that South Dakota leads the nation in the per capita number of parents of young children who work outside the home. This has a significant impact on the amount of reading time available between students and parents. Currently, there are 1,596 children, grades K-3, at our target Title I elementary schools. Of those, 500 are determined to be below average readers by standard achievement tests. Studies have shown that children who are below basic readers in early childhood education, without assistance from parents or tutors, seldom catch up with their peers. Volunteers are needed to assist with tutoring children grades K-3 that have been identified as below basic to insure that they are given the extra tools needed to increase their reading fluency. We will place volunteer tutors to assist the Rapid City Area Schools in meeting the literacy needs of these children to insure that all K-3rd graders are reading within the average range of fluency.		
Focus Area: Education	Objective: K-12 Success	Number of Volunteer Stations: 9
Anticipated Unduplicated Volunteers: 21		
Anticipated Volunteer Contributions: 23		
Service Activity: Tutoring-Public School		
Service Activity Description:	Volunteers will meet with children one on one or in small groups to tutor children as directed by techers.	

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## Performance Measure: 2.1 Tutoring-Public School

Anticipated Output: (PRIORITY) ED2: Number of students who completed K-12 education programs

Target: 175 How Measured: Other

Instrument Description Teacher counts. Teachers will track the number of children tutored annually.

Anticipated Outcome: (PRIORITY) ED5: Number of students with improved academic performance in literacy and/or math

Target: 155 How Measured: Standardized Pre \ Post Test

Instrument Description Stations will provide fall and spring test scores at the completion of each school year in May.

## Performance Measure: 3.1 Building or Assisting homes- Habitat for Humanity

Community Need to be Addressed:

Data from the South Dakota Housing Development Authority (2011) shows there were 506 homeless people - including 113 children - in Pennington County. According to Habitat for Humanity, Children in non-permanent or temporary housing have increased risk of infections and a greater chance of suffering mental health and behavioral problems. (Harker: 2006). Studies have also shown the negative effects on academic and social development among children in sub-standard and non permanent housing. Volunteers serve as a force multiplier in assisting families to secure safe and permanent housing. Volunteers will assist and further the mission of Habitat for Humanity in providing affordable housing for those qualifying families and individuals.

Focus Area: Economic Opportunity

Objective: Housing

Number of Volunteer Stations: 1

Anticipated Unduplicated Volunteers: 2

Anticipated Volunteer Contributions: 9

Service Activity: Building or Assisting homes- Habitat for Humanity

Service Activity Description: Volunteers will provide support services including clerical, meals and building of homes.

Anticipated Output: (PRIORITY) O5: Number of econ disadv individuals receiving housing placement services

Target: 43 How Measured: Other

Instrument Description Report from Black Hills Area Habitat for Humanity will supply data of number of individuals receiving housing placement services- Annually.

Anticipated Outcome: --No outcome selected--

Target: How Measured:

Instrument Description

## Performance Measure: 4.1 Helping with GED

# DRAFT

Performance Measure: 4.1 Helping with GED

Community Need to be Addressed:

According to the Alliance for Excellent Education, South Dakota has a drop out rate of 21%. Research conducted by Brown University's John Tyler, shows high school dropouts that obtain their GED earn anywhere from 5 to 25% more and are more likely than high school dropouts to enroll in post secondary education and training. Further information from the U.S. Census Bureau shows the unemployment rate among those without a high school diploma is 4% higher than the national average. Adults can significantly improve their income and employment opportunities by obtaining their GED. Volunteers are needed to meet with adults and assist them in the preparation and success in obtaining their GED. Our volunteers will be assisting with the mission of Adult Education in providing tutors to help adults obtain their GED.

Focus Area: Economic Opportunity

Objective: Employment

Number of  
Volunteer  
Stations: 1

Anticipated  
Unduplicated  
Volunteers: 1

Anticipated  
Volunteer  
Contributions: 1

Service Activity: Helping with GED

Service Activity  
Description: Volunteers will tutor and assist adults in obtaining their GED

Anticipated  
Output: O2: Number of econ disadv individuals receiving job training or other skill development services.

Target: 12 How Measured: Activity Log

Instrument Description: Volunteers will track number of individuals receiving job training or other skill development on their monthly timesheets.

Anticipated  
Outcome: --No outcome selected--  
Target: How Measured:

Instrument Description

Performance Measure: 5.1 Assisting VITA

Community Need to be Addressed:

Ever changing tax laws and filing requirements are challenging, particularly so for low income and elderly individuals. According to the Census Report 2010, 24% of Fall River County's 7,094 inhabitants, or 1,695 individuals, are 65 years of age and older. Also According the US Census Report 2010, 14% of Pennington County's 100,948 residents, or 14,032 individuals, are 65 years of age and older. Senior Citizens have been identified as needing additional assistance in understanding and electronic filing of income taxes. Without adequate numbers of volunteers, many seniors and low income individuals may be forced to pay for income tax preparation that would be a financial burden to those individuals that are already facing economic challenges. Our Volunteers will assist economically challenged and senior citizens with tax preparation and filing.

Focus Area: Economic Opportunity

Objective: Financial Literacy

Number of  
Volunteer  
Stations: 1

# DRAFT

## Performance Measure: 5.1 Assisting VITA

Anticipated 5  
Unduplicated  
Volunteers:

Anticipated 6  
Volunteer  
Contributions:  
Service Activity: Assisting VITA

Service Activity Description: Volunteers will assist with training, preparing and filing income tax returns.

Anticipated Output: O1: Number of econ disadv individuals receiving financial literacy services.

Target: 80 How Measured: Other

Instrument Description: Volunteers will track individual receiving financial literacy services on their monthly time-sheets.

Anticipated Outcome: --No outcome selected--  
Target: How Measured:

Instrument Description

## Performance Measure: 6.1 Other community-based activity that serves VETs

### Community Need to be Addressed:

According to the Census Report 2010, there are 1,850 veterans living in Fall River County. Also, According the US Census Report 2010, 11,565 veterans are living in Pennington County. Locally we have identified specific needs of veteran's families including assisting with meals, food delivery and distributing information to family members. Without assistance, food insecurities could increase among veteran's families and family members reached could be compromised. Volunteers in this area allow the agencies to increase their services and act as a force multiplier to insure that as many family members are being reached as needed. Volunteers will be placed in stations that assist with meals, companionship/fellowship and the distribution of information to families.

Focus Area: Veterans and Military Families	Objective: Veterans & Families Served	Number of Volunteer Stations: 5
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Anticipated Unduplicated Volunteers: 10

Anticipated Volunteer Contributions: 51

Service Activity: Other community-based activity that serves VETs

Service Activity Description: Volunteers will assist with preparing, serving and delivering food and information to family members. Volunteers will also assist with transportation, companionship and clerical support services.

Anticipated Output: (PRIORITY) V8: Number of veterans family members receiving CNCS-supported assistance

Target: 103 How Measured: Tracking System

# DRAFT

Performance Measure: 6.1 Other community-based activity that serves VETs

Instrument Description Stations will track and report number of veterans family members served on an annual basis.

Anticipated Outcome: --No outcome selected--  
Target: How Measured:

Instrument Description

Performance Measure: 7.1 Other

Community Need to be Addressed:

According to information obtained from the local chapter, the American Red Cross locally supports the needs of western South Dakota, covering 38,000 square miles and a population of about 200,033 individuals in 19 counties including Pennington and Fall River. Partnering with FEMA, they focus on shelter, feeding and preparation. The local American Red Cross responds to an average of 120 home fires or small disasters annually, in addition to responses to larger disasters such as wild fires and weather related catastrophes. Volunteers are a vital part of this agency's mission in expanding the services required to respond to disasters. Without volunteer involvement, responses would have to be limited to available resources and many smaller family disasters would not be included in the agency's mission. Volunteers will assist with the goal and mission to respond to all disasters in our communities.

Focus Area: Disaster Services

Objective: Disaster Assistance Provided

Number of Volunteer Stations: 1

Anticipated Unduplicated Volunteers: 1

Anticipated Volunteer Contributions: 4

Service Activity: Other

Service Activity Description: Volunteers will assist with training, clerical and on call response,

Anticipated Output: (PRIORITY) D2: Number of individuals that received CNCS-supported services in disaster response

Target: 75 How Measured: Other

Instrument Description Volunteer station will track number of individuals that received services in disaster response and report findings to RSVP on an annual basis.

Anticipated Outcome: --No outcome selected--  
Target: How Measured:

Instrument Description

Performance Measure: 8.1 Garnering donations

# DRAFT

## Performance Measure: 8.1 Garnering donations

### Community Need to be Addressed:

According to information provided by the Urban Institute Research of Record, "Human service nonprofits have been hit hard by the recession. Revenues from major sources have declined, and about 42 percent of human service nonprofits faced a budget deficit in 2009. Half of all organizations froze or reduced employee salaries, and 22% of South Dakota's nonprofits drew on reserves or reduced staff size." In order to increase stations capacity to maintain pre-recession services and expand to meet increasing needs, it is necessary for volunteers to assist and develop fundraising projects that will contribute to the agencies growth and ability to meet expansion and service goals. Volunteers will assist with fundraisers necessary to enhance the agency's ability to expand to meet growing needs.

Focus Area: Capacity Building

Objective: Capacity Building & Leverage

Number of  
Volunteer  
Stations:

5

Anticipated  
Unduplicated  
Volunteers: 59

Anticipated  
Volunteer  
Contributions: 153

Service Activity: Garnering donations

Service Activity  
Description: Volunteers will assist with grant research and development, fundraiser planning and participation.

Anticipated  
Output: G3-3.16R: Dollar value of cash resources leveraged by CNCS-supported organizations or participants.

Target: 120000 How Measured: Other

Instrument Description Information on dollar value of cash resources leveraged will be supplied by volunteer stations utilizing volunteers in capacity building fundraisers, annually.

Anticipated  
Outcome: --No outcome selected--  
Target: How Measured:

Instrument Description

## Performance Measure: 9.1 Supporting Blood Drives

### Community Need to be Addressed:

According to United Blood Services in Rapid City, the community's blood supply is constantly under pressure. Only when a significant number of people donate on a regular basis can a community maintain adequate blood supplies. Waiting for an emergency before donating could jeopardize lives, as blood needs to be tested, processed and shipped before it can be transfused to patients. Blood must be available at all times in sufficient quantities to meet community needs. Volunteers are needed to assist with maintaining donor requests and information. Volunteers will support blood drives by organizing donor information and processing follow up information to help insure their return.

Focus Area: Capacity Building

Objective: Capacity Building & Leverage

Number of  
Volunteer  
Stations:

1

Anticipated  
Unduplicated  
Volunteers: 3

# DRAFT

Performance Measure: 9.1 Supporting Blood Drives

Anticipated 10  
Volunteer

Contributions:  
Service Activity: Supporting Blood Drives

Service Activity Description: Volunteers will assist with clerical support and fill out donor appreciation cards.

Anticipated Output: G3-3.17: Dollar value of in-kind resources leveraged by CNCS-supported organizations or participants

Target: 8437 How Measured: Program Records

Instrument Description Station will track donor information and dollar value of in-kind (pints of blood) and report on an annual basis.

Anticipated Outcome: --No outcome selected--

Target: How Measured:

Instrument Description

Performance Measure: 10.1 Other

Community Need to be Addressed:

Volunteers are needed locally to support the efforts and missions of non-profit and human service organizations. Volunteer activities such as congregate meals, activities in nursing homes/hospice and senior centers, child identification programs and job fairs and museums are among the services that remain vital to our local community. 141 unduplicated volunteers will continue to serve the local needs and requests of stations to make our program value added to the community.

Focus Area: Other Community Priorities

Objective: Other

Number of  
Volunteer  
Stations: 61

Anticipated  
Unduplicated  
Volunteers: 141

Anticipated  
Volunteer  
Contributions: 456

Service Activity: Other

Service Activity Description: Volunteers will engage in a wide variety of community identified services.

Anticipated Output: OT1: SC1Grantee met their target for community priority activity. (Yes/No)

Target: 1 How Measured: Other

Instrument Description Volunteer time-sheets will be completed by volunteers and submitted to RSVP staff on a monthly basis.

Anticipated Outcome: --No outcome selected--

Target: How Measured:

# DRAFT

Performance Measure: 10.1 Other

Anticipated Outcome: --No outcome selected--  
How Measured:

Instrument Description



# DRAFT

## Required Documents

<u>Document Name</u>	<u>Status</u>
Aggregate Dollar Amounts of funding	Not Applicable
Annual Assessment	Not Applicable
Board of Directors	Already on File at CNCS
Community Advisory Group Names and Addresses	Already on File at CNCS
Financial Statement Audit or SF-990	Sent
Negotiated Indirect Cost Agreement	Not Applicable
Organizational Chart	Already on File at CNCS
Project Director's Job Description	Already on File at CNCS
Roster of Volunteer Stations	Sent
Statement of Audit Status	Sent