

CHAPTER 14  
RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)

[Prior to 5/20/87, see Elder Affairs[321] Ch 12]

**321—14.1(231) Purpose and program description.** The purpose of the Retired Senior Volunteer Program (RSVP) is to provide a variety of opportunities for retired persons aged 60 and over to participate more fully in their communities through significant volunteer services. The RSVP grant program will give support grants to each RSVP program serving Iowa and provide discretionary grants on a competitive basis for RSVP program expansion. The RSVP grant program provides two types of grants:

**14.1(1) Formula grant.** Each RSVP program, which has a current memorandum of agreement to operate an RSVP program from the ACTION office (the federal domestic volunteer agency), is to be allocated an equal share of state funds appropriated for formula distribution.

**14.1(2) State-developed RSVP program grants.** From state funds appropriated by the legislature, RSVP programs will be developed that are consistent with the goals of ACTION, RSVP and the department.

**321—14.2(231) Application procedures.** Procedures specific to the grant types will be followed for the formula and state-developed grants. Appropriate forms and applications for each grant type are available from the Iowa department of elder affairs, address in 321—subrule 2.1(2). Forms and applications may be requested from the department, ACTION or the appropriate AAA by eligible applicants.

**14.2(1) Formula grants.** Each RSVP program shall submit to the appropriate AAA a budget outlining the method by which the program will expend the formula grant allotted to their program, and other information requested on forms provided by the department, ACTION or the appropriate AAA.

**14.2(2) State-developed grants.** Grants will be awarded on a competitive basis by the department and ACTION to a local organization or group to initiate a new RSVP program as identified in subrule 14.1(2).

**321—14.3(231) Grant criteria.** To respond to funding priorities, as funds are made available, the department and the ACTION director will coordinate in establishing criteria for the award of state-developed funds. As a minimum, the criteria will contain the following:

1. Goals and objectives of the program;
2. The qualifications of the applicant to manage funds;
3. Letters of local support verifying coordination and cooperation and need for volunteers;
4. Total program budget;
5. Evidence of ability to submit timely and accurate reports;
6. Description and timeline of planned activities;
7. Agreement to develop for the program an advisory council whose membership includes minority members, RSVP volunteers, and representatives from the public and private sectors;
8. Description of the applicant organization, including staffing pattern; and
9. Documentation of the applicant's ability to provide the required local match.

**321—14.4(231) Application process for state-developed program grants.**

**14.4(1)** Applications submitted will be reviewed by the department and ACTION for completeness, appropriateness and merit of project using the criteria in rule 14.3(231).

**14.4(2)** Procedures to request applications and award funds:

- a. The department and ACTION shall issue through AAAs a request for proposals containing program criteria and application forms for the appropriate fiscal year.
- b. The applicant shall submit the completed application to the department according to the timeline identified in the request for proposals.

- c. Review of the application(s) shall be made by a committee composed of a representative of ACTION, the department of elder affairs, RSVP and the Iowa Association of Area Agencies on Aging.
- d. Applicants selected for funding shall be notified by the department.
- e. A notice of grant award will be issued to the appropriate AAA which will contract with the approved applicant(s) for the appropriate fiscal year, July 1 to June 30.

**321—14.5(231) Administration of grants.** The appropriate AAA shall prepare contractual agreements for the formula and state-developed grants.

**14.5(1)** This agreement shall be executed by the director or designee of the appropriate AAA and the duly authorized official of the local RSVP program.

**14.5(2)** The contract shall include dates for requisition of reimbursable expenses, procedures for the submission of program reports and financial reports.

**14.5(3) Reporting.** All grant recipients shall submit a semiannual requisition for funds and financial report to the AAA, on forms provided by ACTION in accordance with contract requirements.

a. Semiannual progress reports shall be made to the AAA based on the goals and objectives of the project plan as outlined in the state-developed grant contracts.

b. Grant funds not expended by the project by June 30 shall revert to the department.

These rules are intended to implement Iowa Code section 231.55.

[Filed emergency 7/10/86—published 7/30/86, effective 7/11/86]

[Filed 5/1/87, Notice 2/25/87—published 5/20/87, effective 6/24/87]\*

[Filed 8/21/90, Notice 5/2/90—published 9/19/90, effective 10/24/90]

[Filed 12/6/91, Notice 8/21/91—published 12/25/91, effective 1/29/92]

\*Effective date of Chapter 14 delayed 70 days by the Administrative Rules Review Committee.