

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction
Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)		
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 05/15/12	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:
2b. APPLICATION ID: 12SR140351	4. DATE RECEIVED BY FEDERAL AGENCY: 05/15/12	FEDERAL IDENTIFIER:
5. APPLICATION INFORMATION		
LEGAL NAME: Ohio District 5 Area Agency on Aging, Inc. DUNS NUMBER: 847505724 ADDRESS (give street address, city, state, zip code and county): 780 Park Avenue West Mansfield OH 44906 - 3009 County: Richland	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Kathryn G. Mills TELEPHONE NUMBER: (419) 522-5612 1106 FAX NUMBER: (419) 522-9482 INTERNET E-MAIL ADDRESS: kmills@aaa5ohio.org	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 341617183	7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Area Agency on Aging	
8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):		9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:94.002 10b. TITLE: Retired and Senior Volunteer Program	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: RSVP of Mid Ohio II	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Marion, Crawford, Morrow, Huron, Seneca, and Wyandot Counties	11.b. CNCS PROGRAM INITIATIVE (IF ANY):	
13. PROPOSED PROJECT: START DATE: 10/01/12 END DATE: 09/30/15	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="OH 004"/> b.Program <input type="text" value="OH 004"/>	
15. ESTIMATED FUNDING: Year #: 1		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. FEDERAL	\$ 157,500.00	<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
b. APPLICANT	\$ 17,500.00	
c. STATE	\$ 0.00	
d. LOCAL	\$ 17,500.00	
e. OTHER	\$ 0.00	
f. PROGRAM INCOME	\$ 0.00	
g. TOTAL	\$ 175,000.00	
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO		
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: Jim Hairston	b. TITLE: Fiscal Director	c. TELEPHONE NUMBER: 419-524-4144
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 05/15/12

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Executive Summary

Ohio District 5 Area Agency on Aging, Inc. (AAA) has been the sponsor for the RSVP of Mid Ohio Project which covers Ashland and Richland Counties since January of 2009. The AAA is a private non-profit designated by the State of Ohio as a Planning and Service Area, is responsible for developing a comprehensive and coordinated service system for older individuals residing in the 9 county area of Ashland, Crawford, Huron, Knox, Marion, Morrow, Richland, Seneca and Wyandot Counties. The Mission of the AAA is to be recognized as a leader in the long term care system and the preferred organization to provide choices to enhance independence, dignity and well-being of older and disabled adults and caregivers.

The AAA is proposing 450 RSVP volunteers and requests \$157,500 for the new grant area consisting of Crawford, Huron, Marion, Morrow, Seneca and Wyandot Counties which will be known as RSVP of Mid Ohio II.

Main focus areas to be addressed by this grant include healthy futures, education and economic opportunities. Capacity building, disaster recovery/relief and environmental stewardship will also be target categories. These service areas will address community needs of hunger, education, health, disaster preparedness and response, transportation and economic opportunities. The AAA will utilize community needs assessments from the respective counties, AAA needs assessments, surveys by stations, volunteers and community stakeholders to address identified community needs as well needs assessments from United Ways.

The project's anticipated outcomes: reduce hunger, improve incomes and education, provide transportation, improve safety during and after disasters and engage Veterans' in volunteer activities as well as overall community improvement.

Strengthening Communities

RSVP of Mid Ohio II will serve six rural counties: Crawford, Huron, Marion, Morrow, Seneca and Wyandot Counties in the State of Ohio. It will be sponsored locally by the Ohio District 5 Area Agency

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on Aging, Inc., (AAA).

The 2010 U.S. Census Quick Facts states the combined population for all six counties is 284,098 and total number of individuals living below poverty level is 38,213. These reports also show a total of 42,133 individuals who are 65 and over, and individuals receiving food stamps is 32,472 and 15,299 individuals who are unemployed.

Crawford County has two cities, Bucyrus, the county seat and Galion. Huron County has three cities, Norwalk, the county seat, Willard and Bellevue. Marion County has only one city, Marion and it is the county seat. Morrow County has no cities, but the village of Mt. Gilead is the county seat. Seneca County has two cities: Fostoria and Tiffin, the county seat. Wyandot County has one city, Upper Sandusky, the county seat.

Compounded by the percentages of those living below the poverty level and over the age of 65, food for these residents is of great concern. Individuals seek out congregate meals and food pantries. They choose to continue to live in their own homes, making home delivered meal programs very important.

Local input is critical to program design, development, expansion and evaluation. AAA staff are and RSVP staff will be active in many community activities. AAA's Board of Directors and Advisory Council are a diverse body with volunteers from each of the six counties; RSVP's Advisory Council will have the same diversity. Diverse backgrounds will bring unique ideas, concerns, knowledge and connections to the RSVP project. AAA will use needs assessments and reports from each United Way, senior centers, health establishments, disaster response groups, education facilities, and social assistance programs when determining where volunteers are needed in each community, keeping the national focus areas in mind as well as the community needs.

AAA's Board of Directors, Advisory Council and staff have already formed many community partners in these counties, including Boards of Commissioners, City and Village Mayors, United Ways, Health Departments, financial institutions, foundations, non-profits, private businesses, civic groups, and community based organizations. AAA, RSVP staff and volunteers will seek partners, individuals, and

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organizations that are active in the community and knowledgeable about the needs and resources within the different counties.

Several venues will be used by AAA to promote public awareness of the RSVP program, including AAA and RSVP staff providing brochures and literature at health, county and community fairs, presentations to civic, retired and pre-retiree groups, articles in local newspapers, and in TV and radio interviews. Public awareness will also be gained through volunteers participating in community activities.

The volunteers will participate in capacity building activities of the stations. These services will not only enhance the capacity building initiatives of the stations but also promote the RSVP program.

Recruitment and Development

The Ohio District 5 Area Agency on Aging, Inc. (AAA) will provide RSVP volunteers with new volunteer opportunities allowing them to learn new or enhance skills. RSVP will develop leadership potential by entrusting special projects and programs to volunteers empowering them to use their creativity and organizational skills. Varied volunteer opportunities will enhance the volunteer's lives by giving them purpose, insight into the needs of their community and utilizing their knowledge to help others. Monthly "Volunteer Opportunity" updates will be mailed to all volunteers.

Volunteers will be recruited through local radio and TV interviews, newspaper stories about RSVP, volunteers; and through the AAA's quarterly newsletter, containing a 2-page RSVP news insert, is mailed to over 1670 seniors in this grant area. Brochures and other printed material will be distributed at health fairs, information booths, through presentations at various service clubs and retiree groups, and placed at local libraries, Veteran Administrations, Chambers of Commerce and "Information Lines". RSVP information is included on the AAA's website. Individuals will be targeted from the Baby Boomer era and Veterans.

RSVP volunteers will receive recognition at an annual recognition event, in birthday cards and personally on the phone.

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AAA's IT department provides technical assistance and training to RSVP staff. AAA will hold basic computer courses for RSVP volunteers to enhance current skills/knowledge. Volunteer Reporter is the software utilized by the AAA.

AAA has adopted the "FISH" customer service philosophy which has four basic principles: Play, Make Their Day, Choose Your Attitude and Be There. This philosophy will be part of the RSVP of Mid Ohio II structure and incorporated in RSVP orientations.

RSVP volunteers receive a Volunteer Handbook and information packet with time sheets, a blank enrollment form for them to share with a friend, fact sheets on the National Corporation's Senior Corps programs, volunteer insurance, lists of RSVP Stations with volunteer needs and a recent newsletter. RSVP Station staff will meet with the RSVP Director to discuss station needs and receive a Station Handbook, time sheets, and copies of other pertinent forms. Potential volunteer stations will undergo a safety/inclusion review to insure volunteer safety.

The RSVP Advisory Council comprised of individuals from all counties, backgrounds and ethnic origins and will meet every other month. There will be established by-laws, officers will be elected and the majority of all members will be over the age of 55. Community Partners will be asked to serve on the Advisory Council.

Program evaluation and satisfaction surveys will be completed by the Advisory Council, volunteers, stations, and community partners.

Program Management

Developing and managing stations and volunteer assignments is critical to ensure volunteers have meaningful placements. Stations must meet compliance with federal guidelines and address a community need. Information and data collected must be measurable and demonstrate the impact of the project and volunteers. A Memorandum of Understanding (MOU) is signed, volunteer needs are discussed, job descriptions and proof of non-profit status is obtained. Stations will be assessed annually for accomplishments and impacts; and volunteer needs will be reviewed and updated. As appropriate,

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the Corporation for National and Community Service program initiatives will be incorporated into the stations.

RSVP Project performance will be assessed in several ways including an annual RSVP Project Self-Assessment by the RSVP Project Director; a Community Stakeholder Survey to be completed every three years by the RSVP Advisory Council and on one of the off years by Community Partners; completed every three years by RSVP volunteers, to ascertain their pleasure with placements and experiences; RSVP stations will receive annual Surveys of Volunteer Support which recount volunteer activity and impacts they had on the stations and/or clients; and RSVP stations will receive annual Client Satisfaction Surveys that clients are encouraged to complete. The RSVP Director will compile all information gained and share it with the RSVP Advisory Council and project sponsor, Ohio District 5 Area Agency on Aging, Inc. (AAA). The outcomes of these surveys will be assessed to determine if any action with the stations/volunteers need be taken to either increase activity with the station or re-evaluate the impacts of that station. The RSVP Project Director will complete all required reports to funding sources. On-site visits to stations will be conducted by the RSVP Project Director and Advisory Council members.

Station and volunteer information and data are managed through the software program, Volunteer Reporter. This program provides useful and accurate reports for tracking, monitoring, and retrieving required data. Volunteer time sheets will be submitted monthly and entered into Volunteer Reporter.

AAA's financial department uses non-profit accounting software (MIP). In-kind contributions will be recorded on "In-Kind Contribution" forms. They will be used for all door prize contributions, facility usage, and donated refreshments. Staff will comparison shop when making purchases for the RSVP program.

AAA Board of Directors, Advisory Council Members, and staff are experienced in seeking community sponsorships and in-kind donations. They are able to provide the minimum matching funds for the RSVP Project. Special fund raisers spearheaded by the RSVP Advisory Council will help meet financial

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needs. No federal funds will be used to solicit donations or do grant writing.

Organizational Capability

Ohio District 5 Area Agency on Aging, Inc. (AAA) will be the local sponsor for RSVP of Mid Ohio II, which will serve Crawford, Huron, Marion, Morrow, Seneca and Wyandot counties. Area Agencies on Aging were created through the 1965 Older Americans Act and their entire existence revolves around older consumers. AAA has been the local sponsor of RSVP of Mid Ohio since 2009, and RSVP has been in Richland County since 1973, expanding into Ashland County in 2009.

The current RSVP Project Director will oversee both grant areas. The RSVP Project Director has over 10 years experience as RSVP Project Director and over 30 years experience recruiting, training, placing, retaining, and recognizing volunteers. She currently supervises over 585 RSVP volunteers. In addition, a full-time RSVP Coordinator and a part-time RSVP Specialist would be hired to support outreach and development in the new grant area.

The AAA Communications Manager has oversight of the RSVP Project Director and the RSVP Program. A graduate from Youngstown College of Business, she has 20 years experience working at AAA. The AAA Chief Operating Officer is a certified public accountant with 24 years experience in overseeing fiscal records.

AAA has over 38 years experience managing federal and state grants. The AAA receives an A-133 audit and a monitoring audit from the Ohio Department of Aging each year; and a Medicaid Audit by Ohio Jobs and Family Services every two to three years. AAA is considered a low risk auditee for the A-133 audit which is a testimony to excellent management of federal and state grants.

AAA utilizes a non-profit grant accounting system called MIP Fund Accounting Software. This software provides the ability to accurately track expenses by programs and/or funding source while still having the visibility to look at expenses versus budget across multiple periods and fund years.

AAA, known as the local leader in aging programs and services, has a reputation and proven track record for providing quality service and program management. AAA incorporates the "FISH"

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Philosophy in its corporate culture. These principles have now been incorporated into staff evaluations to allow for self-assessment and continuous improvement as staff personal and professional goals are reviewed on an annual basis.

Annual goals and objectives, developed for RSVP, will be monitored quarterly for outcomes.

AAA, housed in a campus setting, encompasses two buildings, each maintaining staff and common areas for meetings and trainings, and workrooms with several fax machines and copiers. AAA provides its employees with up-to-date technology including computers, cell phones and software. Supplies are maintained and monitored by the Office Coordinator and are available to staff as needed. Policies and procedures have been developed and maintained to ensure consistency in operations and personnel management. Job descriptions for paid and volunteer staff are clearly defined. Each staff member reviews their job description with their supervisor and signs it accordingly. Staff are reimbursed for business travel per IRS guidelines. Their mileage expense reimbursement report is completed timely, reviewed and approved by their supervisor and the Chief Operating Officer.

Other

None

PNS Amendment (if applicable)

N/A