

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: 12SR140386	4. DATE RECEIVED BY FEDERAL AGENCY: 05/15/12	FEDERAL IDENTIFIER:	
5. APPLICATION INFORMATION			
LEGAL NAME: ShareCare Faith in Action DUNS NUMBER: 840423446		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Lynn M. Heiney TELEPHONE NUMBER: (610) 867-2177 FAX NUMBER: (610) 867-2177 INTERNET E-MAIL ADDRESS: ShareCare8@aol.com	
ADDRESS (give street address, city, state, zip code and county): 321 Wyandotte St Bethlehem PA 18015 - 1527 County: Northampton			
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 232635994		7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Community-Based Organization	
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 Lehigh, Northampton and Carbon Counties 11.b. CNCS PROGRAM INITIATIVE (IF ANY):	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Lehigh, Northampton and Carbon Counties which includes the cities of Allentown, Bethlehem and Easton and is the third most populous region of Pennsylvania.			
13. PROPOSED PROJECT: START DATE: 10/01/12 END DATE: 09/30/15		14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="PA 015"/> b.Program <input type="text" value="PA 015"/>	
15. ESTIMATED FUNDING: Year #: 1		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	
a. FEDERAL	\$ 147,000.00		
b. APPLICANT	\$ 26,320.00		
c. STATE	\$ 0.00		
d. LOCAL	\$ 26,320.00		
e. OTHER	\$ 0.00		
f. PROGRAM INCOME	\$ 0.00		
g. TOTAL	\$ 173,320.00	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: Lynn M. Heiney		b. TITLE:	c. TELEPHONE NUMBER: (610) 867-2177
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:			e. DATE SIGNED: 05/15/12

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Executive Summary

Agency Name: ShareCare Faith in Action is a nonprofit organization whose mission is to provide compassionate and practical services to the elderly and those with special needs.

Proposed # of Volunteers: 420 Dollar Amount requested: \$147,000

Service Categories and Community Needs:

Healthy Futures - As our region ages there is an increase in the demand for in-home supports and transportation to help seniors safely age-in-place. Economic Opportunity - Emergency food assistance providers reported a 29% increase in participation from 2008-2009. The National Council on Aging estimates millions of dollar in public benefits go uncollected each year while seniors and persons with disabilities are not receiving the benefits which they are entitled to receive. Environmental Stewardship - Cities and municipalities do not have the resources to conduct long-term stream monitoring programs which are recommended to ensure water quality. Veterans and Military Families - While the Lehigh Valley has one of the largest and heaviest concentrations of veterans, local veterans, returning military and their families are often at a loss as to where to turn for assistance.

Research-based Methods: RSVP will partner with agencies implementing a best practice and/or adhering to research-based methods to achieve their goals. Examples include: Faith in Action and Meals on Wheels; My Medicare Matters LIS Enrollment Program; Bureau of Water Resources Monitoring Program, PHWFF, and DEP.

Anticipated Outcomes: RSVP Volunteers will: increase the number of older adults and persons with disabilities able to safely age-in-place; assist persons who rely on food banks and pantries, or other nonprofit organizations access emergency and/or supplemental food helping reduce food insecurity; assist seniors and adults with a disability identify and access benefits they are entitled to receive thereby increasing their economic security; increase community awareness of and participation in programs that benefit veterans, active military and their families. Stream monitors will help protect water quality in two watersheds totaling 55 stream miles.

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Strengthening Communities

RSVP of Lehigh, Northampton and Carbon Counties, sponsored by ShareCare Faith in Action, will serve three counties in the eastern portion of Pennsylvania. Lehigh and Northampton Counties make up the Lehigh Valley (LV) and include the cities of Allentown, Bethlehem and Easton. Two-thirds of the LV is rural and suburban. The three counties together are often referred to as the Greater Lehigh Valley (GLV). It is the third most populous region of Pennsylvania. Given the nature of the area, specialized transportation needs exceed availability, making services to the homebound or those lacking reliable transportation one of the region's priorities in every study done since 2001 by the Lehigh Valley Alliance on Aging. LVAA is a volunteer organization convened by United Way of the GLV to address the needs of older adults. RSVP has been a member of the LVAA Steering Committee since 2001. When the UW received notice of funding to reestablish an RSVP the Manager of Older Adults and Basic Needs Investments for the UW convened the Executive Directors of the Area Agencies on Aging, UW partner agencies serving older adults and key UW volunteers. These stakeholders will continue to be engaged as partners and Stations and will be invited to provide representatives for the Advisory Committee. Three of the seats on the RSVP Advisory Committee are filled by a representative from each of the three Area Agency's on Aging Advisory Councils and one seat filled by the regional Volunteer Coordinator for AARP. RSVP staff were long-standing members in the Society of Volunteer Administrators, the 40-agency Interagency Council of Carbon County, and the Volunteer Center of the GLV which serves 400+ non-profits in the LV. Membership in the Volunteer Center provides the opportunity to post volunteer opportunities on their website and in a weekly column in the largest newspaper and several smaller papers. 16%, or nearly 110,000 individuals in the region are 65 and older; 38% of whom live with a disability significant enough to require assistance. RSVP can help meet the demands for in-home supports and transportation. The Elder Economic Security Index for PA puts the number of older adults needing assistance higher than the 10% poverty rate. According to the Index, approximately 30% live at or below the level of economic self-sufficiency and require assistance paying for prescriptions, utilities

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and meeting other basic needs. RSVP volunteers trained as Benefits Ambassadors can help area seniors who are not receiving all of the public and private benefits for which they are eligible. People of all ages in our region have been affected by recent hard economic times to the most basic level of human need- food for themselves and their families. Second Harvest Food Bank of the Lehigh Valley and NE PA, located in Allentown, is helping thousands of people who are struggling to put food on the table throughout a six-county service area. Last year, Second Harvest distributed 5.7 million pounds of food to its network of over 200 member agencies. Member agencies are serving over 66,000 people each month. RSVP volunteers can assist in the main warehouse, the satellite warehouse for special projects or in any of the member agencies. Over 50,000 veterans and their families live and work in the LV. While two veteran's clinics serve this area, there is all too often a gap between needs and available services. The LV Military Affairs Council, a local nonprofit was founded in 2003 by a group of concerned veterans to address local problems by harnessing existing resources or creating new ones. The LV-MAC has over 12 initiatives needing volunteers to serve veterans, active military and their families. The economic downturn affected all 22 public school districts in the three counties - not only in terms of lost tax revenue, but also increased demand for additional support services. Schools have seen an increase in the percentage of students eligible for reduced price lunches. The UWGLV also funds designated Impact areas related to children and families. Within the school systems and initiatives of the UW member agencies there are many needs and opportunities for volunteers to work with children, youth and their families. Since numerous studies prove the health benefits of volunteering on seniors, RSVP will meet critical community needs and play in active role in the 'successful aging process'.

Recruitment and Development

At it's May Board of Directors' Meeting, SCFIA will form an ad hoc committee to begin working with stakeholders to develop a Customer (Volunteer) Acquisition Plan (CAP) and create or gather all materials needed to implement the CAP in anticipation of re-establishing an RSVP project. To facilitate timely and on-going dissemination of information, the committee will also build an Outreach Database.

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This work will provide the means and methods for reaching out to involve the entire community in building a strong corps of senior volunteers and be the formula for a 'capacity-building' workshop that could be offered to community agencies. RSVP can serve as a valuable resource to Coordinators of Volunteer Programs who are often one-person human resource departments. RSVP can access and share a vast array of best practices and national resources to assist Stations developing job descriptions and new roles for volunteers, training materials and assessment tools. Making the right placement is key to volunteer retention. RSVP will maintain an up-to-date listing and job descriptions of all volunteer opportunities. Staff will have personal knowledge of the sites and conduct thorough interviews, to get a clear understanding of the volunteers' interests, time, and talents. All RSVP staff will work to ensure satisfaction with both Station and assignment. The SCFIA model relies on a leader or co-leaders for each community of faith team and that model can be applied to provide leadership roles for community volunteers from a particular cohort, community, group, or geographic area. There will be assignments where volunteers from various backgrounds serve together because they have a similar interest - such as the environment, working with children or alleviating hunger. We are committed to work with those agencies that serve the Spanish-speaking clients to try to build a more diverse corps of volunteers. The SCFIA materials are already available in Spanish, as is the BenefitsCheckUp screening tool. Years of working with people have taught us all the importance of a simple "Thank You" and they are given in many forms because it is important to recognize the differences in people and what they value. Recognition can be: pins, notes, Birthday postcards, small tokens or luncheons, invitations to special trainings and meetings, and sometimes providing the supplies and equipment needed to complete the job the volunteer is being asked to do. Our plans includes all of these and more, plus one large annual recognition. This event is the only time many of the RSVP members realize they are a part of something much bigger than themselves and confirms that together they can make a difference.

Program Management

RSVP will initiate contact with all stations that have assignments in the Focus Areas and negotiate a

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Memorandum of Understanding. When a site visit is made it includes gathering information about the Station's mission, copies of brochures, flyers, and a review of all job descriptions so members have a clear understanding of what is required to fill each position. The visit also includes assessing if the Station has assignments and accommodations for persons with disabilities. This information will be stored in the Station database making it easy to identify those sites that have placements for persons with disabilities. Each Station will receive a Station and Volunteer Handbook and blank Volunteer Request forms, with space to indicate what the Station expects the volunteer to accomplish and how the volunteer's activity will help the agency meet its goals. Monthly timesheets will be sent out from the Main RSVP office on a quarterly basis and returned monthly. RSVP Coordinators will complete a monthly report designed to capture the progress in achieving the goals as outlined in the grant and the CAP. The Project Director will comply with all sponsor guidelines by submitting all necessary reports on Project progress. Members of the Community Advisory Committee will be kept apprised of Project activities and progress at quarterly meetings. Members of the Advisory Committee will be asked to make site visits and complete a Project assessment. SCFIA will purchase the software which is most effective in managing and reporting RSVP data and statistics. Since our intent is to launch an RSVP website ASAP we are looking for s/w that has the features allowing volunteers to enter hours from home, new volunteers to sign up online and the ability to post job opportunities on the web. Coordinators will have access to the Volunteer and Station database hosted on SCFIA's server.

Organizational Capability

ShareCare Faith in Action (SCFIA) has been serving older adults in Lehigh and Northampton Counties since 1991 when its first volunteers began providing in-home respite care. The agency expanded its mission and services in 1996 to include transportation, visitation, and household chores. This expansion resulted in the name-change to ShareCare Faith in Action. SCFIA follows the Faith in Action Model - a national volunteer caregiving initiative of the Robert Wood Johnson Foundation. Local FIA programs bring together volunteers from many faiths and the community at large to work together to care for their

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neighbors who have long-term health needs. SCFIA is part of the National Volunteer Caregiving Network, a membership network of local community volunteer caregiving programs and regional and state collaboratives. SCFIA Executive Director is familiar with RSVP materials, operations, policies and procedures. The RSVP Director will report to SCFIA's Executive Director who has a BA and 30 years experience working with special populations. SCFIA plans to hire the Project Director of the relinquished RSVP. She has a BS degree and 19 years experience overseeing the day-to-day operations of the three-county RSVP project. It will be the RSVP Director's responsibility to assemble the remainder of the RSVP staff including experienced Coordinators and an Administrative Assistant. SCFIA Accountant uses QuickBooks Accounting Software to manage all agency finances, including grants for the last four years from Lehigh and Northampton Transportation Authority and the UWGLV. For an organization to become UW qualified as a partner agency eligible for funding, they must submit a Qualification Application. The process is rigorous and consists of completing an 18-point application, requiring access to information from an organization's 990, budget, strategic plan, Board of Directors etc. Organizations are also required to complete a Qualification Renewal on a yearly basis. The criterion to complete the UW qualifications contain the essential legal, governance, financial and quality requirements to ensure a UW investment would be financially protected from risk and used to the greatest benefit to the community. As a UW partner agency, SCFIA is required to prepare and submit an annual Results-Based Accountability report addressing all performance measures to the UW. In April 2007, SCFIA received the UW Community Partnership Award. SCFIA has over ten years experience recruiting, training, screening and managing volunteers from faith communities and the community at large. Most of the persons receiving care are 60 years of age or older. In those ten years of operation we have tripled the number of individuals served annually, built partnerships with 18 congregations and trained 300+ volunteers capable of working with the target population. SCFIA also partnered with AARP in a volunteer recruitment initiative. In 2005 the UWGLV was awarded a CNCS Next Generation grant to implement a two-year program that engaged the 'next generation' of senior volunteers, involved

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communities of faith and could be replicated. SCFIA, RSVP and Jewish Family Service collaborated to develop and implement the Benefits Ambassador Program. When RSVP was awarded a CNCS PNS grant in June of 2010, SCFIA was a key partner providing high-impact assignments for RSVP volunteers as well as data needed to complete RSVP reports. Because of the long-standing working relationship between SCFIA and the former RSVP project, SCFIA's Board members are also very familiar with and supportive of RSVP. SCFIA works with numerous community partners, including AARP, Jewish Family Service of the LV, the Volunteer Center of GLV and the stakeholders in the LVAA. SCFIA has secured space to house the main office of RSVP and will provide administrative support. There are community partners willing to provide office space for county coordinators. Lehigh County Aging and Adult Service and Northampton and Carbon County Area Agencies on Aging have pledged their support to SCFIA to re-establish an RSVP project in their service area. All SCFIA staff, including RSVP staff, have clearly defined job descriptions and adhere to policies and procedures, including travel policies, outlined in the Staff Policies and Procedures Manual. SCIA follows Faith in Action Tools for Success to Maintain Sustainability and utilizes CareWorks to track all the volunteer activities. SCFIA staff and Board of Directors are committed to continuous quality improvement. The staff routinely reviews office procedures; volunteers and clients complete customer annual satisfaction surveys; the Volunteer Caregivers Committee (a standing committee of the Board of Directors) oversees programs and services to achieve the Strategic Planning objectives established by the Board.

Other

N/A

PNS Amendment (if applicable)

N/A