

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): 05/14/12		3. DATE RECEIVED BY STATE:	
2b. APPLICATION ID: 12SR140733		4. DATE RECEIVED BY FEDERAL AGENCY: 05/14/12	
		STATE APPLICATION IDENTIFIER:	
		FEDERAL IDENTIFIER:	
5. APPLICATION INFORMATION			
LEGAL NAME: Fayette County Community Action Agency, Inc. DUNS NUMBER: 162603633		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Bob Bakos TELEPHONE NUMBER: (724) 430-6457 FAX NUMBER: (724) 437-4418 INTERNET E-MAIL ADDRESS: bbakos@fccaa.org	
ADDRESS (give street address, city, state, zip code and county): 108 N Beeson Ave Uniontown PA 15401 - 7401 County: Fayette			
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 251180898		7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Community Action Agency/Community Action Program	
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: FCCAA RSVP	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Fayette County, Pennsylvania		11.b. CNCS PROGRAM INITIATIVE (IF ANY):	
13. PROPOSED PROJECT: START DATE: 10/01/12 END DATE: 10/01/15		14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="PA 012"/> b.Program <input type="text" value="PA 012"/>	
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	\$ 110,300.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
b. APPLICANT	\$ 12,200.00		
c. STATE	\$ 0.00		
d. LOCAL	\$ 12,200.00		
e. OTHER	\$ 0.00		
f. PROGRAM INCOME	\$ 0.00		
g. TOTAL	\$ 122,500.00		
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: Bob Bakos		b. TITLE:	c. TELEPHONE NUMBER: (724) 430-6457
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:			e. DATE SIGNED: 05/14/12

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Executive Summary

PART III -- SECTION A. EXECUTIVE SUMMARY

Please provide a one-page summary of your proposed project. The summary must be 1,500 characters or less, including spaces and punctuation. The Corporation will use these summaries to promote transparency and Open Government.

Fayette County Community Action Agency, Inc. (FCCAA) is a non-profit 501 (c)(3) organization founded in 1966 as a community-based, multi-service agency with the mission to strengthen individuals and families to become more self-sufficient, achieving their potential by taking advantage of opportunities, improving the conditions in which they live, and taking ownership of their community.

FCCAA is seeking \$110,300 a year in RSVP federal funding to recruit 350 volunteers in Fayette County to help those who are in need of services. This amount does not include the 10 percent required match of \$12,200.

The service category that will be addressed is "Healthy Futures - Independent Living."

Community needs that will be addressed include providing food boxes to the elderly, unemployed and disadvantaged; providing hot meals to home-bound, low-income elderly and disabled residents through the Meals on Wheels program; providing congregate meals to senior citizens and helping senior citizens to access Aging Services, including income tax return preparation.

Fayette County Community Action Agency's volunteers will help: 300 individuals who are unable to work - especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability

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are reduced or eliminated - through the Aging Department's congregate meal program, obtain food assistance; 10,000 unduplicated consumers in need will receive approximately 1.8 million pounds of food to alleviate hunger in Fayette County;

300 home-bound individuals will receive a hot, home-cooked meal five days per week; and 1,200 low-income and elderly residents to file local, state and federal tax returns during the 10-week tax preparation season. It is expected that the tax refund for the filings will exceed \$900,000.00

Strengthening Communities

- a. How you will enhance the capacity of organizations and institutions within the community; and
- b. How you will work to integrate senior service into the activities of other service programs within the community.

Fayette County is located in the Laurel Highlands of the northern Appalachian Mountains, where generational welfare dependency is very common. Social and economic indicators illustrate the adverse conditions faced by residents of the county. Median Household Income is \$35,750 in Fayette County and Median Household Income compared to Pennsylvania's figure of \$49,288, according to the 2010 American Community Survey 1-Year Estimates. Fayette County's annual unemployment rate for March 2012 was 10.4% compared to the state rate of 7.7%. (PA Dept. of Labor and Industry.) The 2010 American Community Survey 1-year Estimates indicate that 21.1% of individuals living in Fayette County live below the Federal Poverty Level. Further analysis indicates that a staggering 44.3% of Fayette County residents live below 200% of the poverty level (State of PA -- 30.7%). In addition, 33.9% of the county's children are growing up as the poorest in the Commonwealth. Fayette has the second-highest percentage of residents relying on Medical Assistance and SNAP assistance in the Commonwealth.

FCCAA has extensive experience operating a strong volunteer network, which will be utilized for

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program design and evaluation of volunteer services. For more than 45 years, FCCAA has been mobilizing community resources to serve those in need. We believe our goals can be accomplished through stimulating, mobilizing, focusing, and efficiently managing state, federal, local, and private resources to help people obtain the necessary knowledge, information, and motivation to acquire the basic necessities of life.

FCCAA will seek Fayette County-based partner agencies that need volunteers who are 55 and older. Participating agency services will include the Fayette County Food Bank, the Meals on Wheels program, and Aging Services. All partners will benefit from the corps of volunteers solicited through the RSVP program. In turn, these partners will provide valuable and rewarding volunteer opportunities for interested individuals.

Public awareness of the volunteer program will be built through community outreach, public relations and marketing efforts. Press releases and advertisements will be submitted to local newspapers for publication, as well as the Senior Times, a publication produced by the Southwestern Pennsylvania Area Agency on Aging. Public service announcements will be provided to local radio stations. Flyers and marketing materials will be distributed throughout the community during outreach events, including health and human service fairs. The recruitment of volunteers will also be conducted through FCCAA's web site and Facebook. These proposed means of outreach will be non-discriminatory and will reach diverse populations from throughout Fayette County, Pennsylvania.

The capacity of organizations and institutions within the community will be enhanced through the effective recruitment and management of a network of volunteers who will work with these organizations to ensure community needs are met. RSVP will foster many relationships in the community by actively participating in health and social service programs. Our attendance at local

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health fairs, senior centers, health expos, etc., will enable us to remain in the community's sight.

Through outreach efforts, we will develop ties with appropriate agencies. By evaluating the volunteers' past experiences and talents, RSVP will enhance the capacity of organizations and institutions within our community by providing volunteer services that meet the community's needs. Our volunteers will improve the community's condition by providing services to those in need, as well as providing the means for those who want to volunteer their own time and talents to do so. Incorporating the talents and experiences of seniors into other programs within the service area will be achieved by continually presenting outreach activities in the community and attending monthly meetings of the agencies to present our services.

Recruitment and Development

Describe how you will:

a. Assure a high quality experience for volunteers that offers opportunities such as building new skills, developing leadership potential, reflecting on the meaning of service to the community, and enhancing the quality of their own lives;

The recruitment and development of volunteers will assure a high-quality experience for volunteers that will offer opportunities such as building new skills, developing leadership potential, reflecting on the meaning of services to the community, and enhancing the quality of their own lives.

The RSVP program will assure a high-quality experience for volunteers that will begin with the initial selection process. After a potential volunteer expresses an interest in volunteering, he or she will be selected for a preliminary interview with the RSVP Director. The director will take this time to become acquainted with the individual and establish a friendly, mutually supportive relationship with the volunteer. The director and volunteer will discuss the applicants' interests, motivation to serve, their

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role in RSVP, volunteer assignments currently available, their special needs, volunteer benefits and supervision, follow-up support, recognition activities and mileage reimbursement.

b. Build a corps of volunteers, including recruiting, retaining and recognizing senior volunteers

RSVP of Fayette County will develop a volunteer corps of an estimated 350 individuals. FCCAA will recruit volunteers each year because of an annual attrition rate due to deaths, relocations, and disinterest.

In order to retain existing volunteers, the RSVP Director will interact with individual volunteers on an on-going basis to determine their satisfaction with the program and their designated volunteer site. If we find that a volunteer is unsatisfied, the director will interact with the site supervisor to see if we can change or improve the volunteer assignment without changing the volunteer's site. If needed, we will try to place him or her at a different site. One of our activities used for retaining volunteers is volunteer recognition.

Although face-to-face communication with prospective volunteers is most productive, we will use a variety of recruitment methods to reach either broad audiences or specific populations, such as contacting seniors individually; utilizing current volunteers; contacting agencies and organizations frequented by elderly persons, such as senior centers, senior nutrition projects, and the AARP; contacting religious and civic groups and other community agencies; writing press releases that will be published in local newspapers and other publications such as the Senior Times, and making public service announcements on radio or television stations; and contacting inactive volunteers.

Recruitment efforts will be targeted where there is the best possibility of obtaining the most publicity

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and results. This may include organizations or locations where older individuals are presently serving as volunteers. Special efforts will be made to recruit and assign members of minority groups, persons with disabilities, and hard-to-reach individuals and groups in the service area, which are under-represented in the project.

c. Provide training and technical assistance to project staff, volunteers, volunteer station supervisors, and community participation groups.

After the volunteers enroll and select their sites, they will undergo a pre-service orientation, during which they will be educated about RSVP and FCCAA. Volunteers will be provided with information on project policies, time sheets, appeal procedures, insurance and other administrative details; acquainted with the project and its staff and other RSVP volunteers; and given the opportunity to visit and become acquainted with their volunteer stations.

Once they are assigned their volunteer sites, volunteers will undergo an in-service orientation specific to their sites. This in-service orientation may be formal or on the job, depending on the specific site. Pre-service and in-service orientation activities are designed to build upon and enhance the volunteer's skills, interest, and quality of life. Project staff will also conduct frequent visits to volunteer sites and meet with the volunteers and the station supervisors to determine satisfaction levels and to obtain volunteers' input on how we can improve their experience and strengthen the program.

Program Management

Describe how you will ensure high quality program management. Address each of the following areas:

a. Developing and managing volunteer stations and volunteer assignments that address specified community needs and provide meaningful placements for the volunteers;

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FCCAA will develop and manage the volunteer stations and volunteer assignments that will address healthy futures and independent living needs in the community. Volunteer placements will take into account the preferences and desires of each volunteer, ensuring that their experience with the RSVP program is rewarding and fulfilling for both the volunteer and the assigned entity.

b. Assessing project performance to assure all goals and objectives are met and that these result in a high quality project. This should include an annual assessment of project accomplishments and impact on the community and/or client population.

All FCCAA processes, programs, and procedures and their effectiveness are reviewed during the annual comprehensive Quality Review Process that is a critical component of FCCAA's effort to improve service delivery. The quality review allows for feedback from clients, the community, funders, staff, and stakeholders and identifies 55 standards of excellence that are measured and reviewed by the Quality Review team and the FCCAA Board of Directors. During the Quality Review process, accomplishments are noted and praised. Recommendations for improvement are established and incorporated into the agency's strategic plan. Recommendations are shared with administrative and direct service staff and action plans are developed to ensure that recommendations are acted upon in a timely and appropriate manner.

c. Managing information and data to demonstrate the concrete impacts of the project and its volunteers.

To effectively manage the progress and results of each of its programs and services, FCCAA utilizes the Family Access Management System (FAMS). FAMS is a relational database software application used for client tracking, case management, and client progress. This database software application can be

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modified to demonstrate the concrete impacts of the RSVP project and its volunteers. FCCAA makes data and information available through its Family Access Management System (FAMS). FCCAA has invested a considerable amount of time and resources in developing its information system technology software that effectively and efficiently collects and stores data. FAMS also provides query and reporting capabilities that are relevant for funders and agency program monitoring and reporting.

Since its development, FAMS has been continually modified and revised to ensure easy access by employees, suppliers/partners and customers. Recent software revisions have focused on measuring outcomes and the flexibility of FAMS to allow for outcome and achievement measurement and scaling capabilities designed to meet specific agency reports for employees, suppliers/partners and customers. FAMS also includes client development plans, increased scaling capabilities and reports that are designed to meet specified reporting standards.

d. Managing project resources, both financial and in-kind, to ensure accountability and efficient and effective use of available resources.

FCCAA has long recognized the importance of accountability, not only to funding sources, but also to our customers. FCCAA also recognizes the importance of process and outcome evaluation throughout all projects and processes within the Agency.

FCCAA is audited annually by the accounting firm of McClure & Wolfe, certified public accountants. FCCAA accounts are audited under federal guidelines contained in the Office of Management and Budget Circular A-133.

As a functional organization designed to support multiple contracts and programs, FCCAA has

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demonstrated its ability to achieve multiple results over the last 45 years. FCCAA utilizes a central intake and client management/tracking software capable of tracking goals, assistance provided, and outcomes for each client. FCCAA submits timely, accurate, and quality reports for each of its contracts and keeps thorough records of financial and in-kind revenues and expenses, according to each individuals contract's specified guidelines.

e. Securing resources, such as cash and in-kind contributions, to sustain and expand the project.

FCCAA will work diligently to ensure that cash and in-kind contributions will be secured through Aging Services and its volunteers. These resources will be used to sustain and expand the RSVP project.

Organizational Capability

Briefly describe your organization's capacity to operate the program you propose with respect to:

a. Your organization's experience in the proposed program area.

Since its inception in 1966, FCCAA has relied on a network of volunteers. FCCAA has extensive experience with recruiting and mobilizing volunteers to complete a variety of tasks within the community. The agency depends on more than 625 volunteers who donate more than 61,600 hours annually. Community initiatives assisted by FCCAA's strong volunteer network include delivering hot meals to more than 300 homebound seniors monthly through the agency's Meals on Wheels program; collecting and disseminating more than 1.9 million pounds of food, feeding more than 10,000 people annually; and providing Aging Services at four senior centers in Uniontown, Fairchance, Farmington, and Bullskin; and providing tax preparation assistance to low-income seniors and families in Fayette County.

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b. Key staff positions responsible for program management, background, and experience of these staff members and/or plans to select and support additional staff.

FCCAA plans to hire a full-time RSVP Director to recruit volunteers, schedule them to work, effectively manage their time and review and monitor the program's goals and outcomes. Debra Bricker, who has served as the project manager of Aging Services and has successfully worked with a network of volunteers in the senior centers, will supervise the RSVP Director. The selected candidate will have a strong knowledge of Fayette County and Fayette County's resources and needs. In addition, this candidate will have experience working with and recruiting volunteers.

c. Financial management systems and past experience managing federal grant funds.

FCCAA utilizes the Financial Edge computerized accounting information system. This system allows each project to be accounted for independently and provides a variety of advanced reporting options. Monthly reports are reviewed by the executive director, director of finance, and project managers. The FCCAA Board of Directors monitors all overall expenditures monthly.

As a financially accountable organization, FCCAA has been in operation for over 45 years. FCCAA's current operating budget is \$10.6 million and consists of funding from the following sources: federal, state, local government contracts, private foundations, development & management fees, corporate support, local donations, and agency-led fundraising. FCCAA is experienced in securing and properly managing federal funds. Currently, FCCAA has contracts in place with multiple federal departments, including the US Dept. of Health & Human Services, the US Dept. of Housing and Urban Development, the US Dept. of the Treasury, and others. FCCAA is also the recipient of many local contracts. Finally,

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FCCAA also receives funding through multiple fee-for-service contracts, local foundations, in-kind donations, volunteer hours, and fundraising.

d. Track record in successfully managing volunteer programs, involvement with seniors, and impact-based programming;

FCCAA's Aging Program has established a track record for successfully managing volunteers programs, involvement with seniors, and impact-based programming at three of its centers, including the Bullskin Senior Center, the Fairchance Senior Center, and Mountain Citizens Senior Center. The three senior centers have consistently recruited volunteers to assist them with many activities, including delivering meals to homebound seniors and fundraising to finance various projects within the centers.

e. Your organization's capacity to assure the project has adequate facilities, equipment, supplies, purchasing procedures, and personnel management support, including clearly defined roles for staff and administrators; internal policies, including a travel policy; and

The RSVP program will be housed in adequate facilities and will be provided all necessary equipment and supplies. FCCAA's Policy Handbook outlines policies and procedures in regard to: purchasing procedures, personnel management and support, staff and administrator roles, and travel, among many others. All internal policies, including a travel policy, are included in FCCAA's Policy Handbook, which is kept on file at FCCAA's Administrative Offices. In addition, each FCCAA employee is given a copy of this Handbook.

f. Your organization's procedures or systems for self-assessment, evaluation, and continuous improvement.

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All FCCAA processes, programs, and procedures and their effectiveness are reviewed during the annual comprehensive Quality Review Process (referenced in Part D). In addition to this process, all staff members are asked to complete a self-evaluation, which focuses on an employee's growth, needs, and room for continuous improvement.

Other

N/A

PNS Amendment (if applicable)

N/A