

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 conform to the Corporation's eGrants System)																
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 10/18/12	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER: MN-4														
2b. APPLICATION ID: 13SR143626	4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12	FEDERAL IDENTIFIER:														
5. APPLICATION INFORMATION																
LEGAL NAME: MAHUBE-OTWA COMMUNITY ACTION PARTNERSHIP INC DUNS NUMBER: 037473071	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Karen Lenius TELEPHONE NUMBER: (218) 847-1385 FAX NUMBER: (218) 847-1388 INTERNET E-MAIL ADDRESS: klenius@mahube.org															
ADDRESS (give street address, city, state, zip code and county): PO Box 747 1125 West River Road Detroit Lakes MN 56502 - 0747 County:																
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 416049474	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: Mahube-Otwa RSVP 11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Minnesota Opportunity #3 Counties: Mahnomen, Hubbard, Becker, Clearwater, Otter Tail, Todd, Wadena, Wilkin																
13. PROPOSED PROJECT: START DATE: 04/01/13 END DATE: 03/31/16	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="MN 007"/> b.Program <input type="text" value="MN 007"/>															
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															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="text-align: right;">\$ 121,496.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 52,070.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 30,140.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 2,000.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 19,930.00</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;">\$ 173,566.00</td> </tr> </table>	a. FEDERAL	\$ 121,496.00	b. APPLICANT	\$ 52,070.00	c. STATE	\$ 30,140.00	d. LOCAL	\$ 2,000.00	e. OTHER	\$ 19,930.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 173,566.00	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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g. TOTAL	\$ 173,566.00															
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: Leah A. Pigatti	b. TITLE: Executive Director	c. TELEPHONE NUMBER: 218-847-1385														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/16/12														

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Executive Summary

Mahube-Otwa Community Action Partnership, Inc. is the host site for Mahube-Otwa RSVP. We are a community action agency; programs include Child Care Resource and Referral, Emergency Assistance, Energy programs, Family Development, Family Health, Housing, Head Start and Senior Programs. The Mahube-Otwa Board of Directors consists of 18 individuals who represent elected officials, private organizations, and low income individuals. Our Mission: To Empower People to Achieve Self-Sufficiency. Our Vision: Ending Poverty by Empowering People Every Day. During fiscal year 2011, the Mahube-Otwa budget was \$25,450,000. Mahube-Otwa RSVP supports activities for 600 volunteers within eight counties: Mahnomen, Hubbard, Becker, Clearwater, Otter Tail, Todd, Wadena and Wilkin. Mahube-Otwa RSVP implements a two-pronged community needs assessment which was distributed to a variety of community partners, clients and volunteers in 2012, and is conducted annually. Mahube-Otwa RSVP requests \$121,496 in funds from the CNCS. Our project has selected Healthy Futures as the primary focus area; volunteers are also engaged in Education, Environmental Stewardship and Economic Opportunity. Community needs include working with senior exercise groups, Food Shelves, independent living for senior and disabled individuals, school Literacy Tutors, state wildlife refuge preservation and an AARP/VITA tax aide program. Mahube-Otwa RSVP anticipates 600 volunteers will complete 50,000 hours of community service at 70 enrolled community stations between April 1, 2013 and March 31, 2014.

Strengthening Communities

Strengthening Communities: Economic, Demographic, Geographic features

The following statistics come from the 2010 Census and from the Mahube-Otwa 2012 Community Demographic Assessment: The Mahube-Otwa RSVP service area includes eight counties in rural, west-central Minnesota: Mahnomen, Hubbard, Becker, Clearwater, Otter Tail, Todd, Wadena and Wilkin. It covers approximately 10,014 square miles and has a combined population of 164,932

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residents, with 28% of residents or 46,181 individuals being 55 years of age or older. The average per capita income is \$21,921; the average unemployment rate is 6.4%; 24.0% of the population have incomes at 150% of the federal poverty guidelines or less. Key employers include school districts, city and county offices, nursing homes and hospitals, small manufacturing businesses and agriculture. Many lakes and forests make this area a center for tourism and a popular retirement destination; this makes RSVP recruitment easier as we meet with new retirees with adequate resources who have chosen to relocate to this area. Mahnomen County is located totally within the boundaries of the White Earth Indian Reservation; consequently, it is home to a Native American population of 28.5% of residents, or 1,543 individuals. This presents the opportunity for Mahube-Otwa RSVP to operate programs with high community impact. Literacy Tutors, Mahnomen County volunteer drivers, Food Shelf volunteers and the AARP Tax Aide programs are active in Mahnomen--we have six tutors who serve an average of 20 students each. The Tax aide program assisted 119 individuals with federal and state e-files and property or rental rebates. The Food Shelf in Mahnomen serves an average of 75 households each month. Eleven volunteer drivers at Mahnomen Heartland Transit provide an average of 30 rides per month, for a yearly total of 2,613 hours of transportation assistance. These four programs account for the placements of 37 volunteers; from 4/1/2011 -- 3/31/2012, these 37 volunteers completed 4,563 hours of high impact volunteer services in Mahnomen County. Mahnomen County continues to work to meet the following challenges: 1) High poverty rate, 33.9% of residents live at 150% of the Federal Poverty Guidelines or lower. 2) Low graduation rates: 61%. 3) 73% of students (990 individuals) receive free or reduced lunches.

Local Input and Building Public Awareness: Mahube-Otwa RSVP ensures local input and evaluation by employing two part time RSVP Coordinators and one ½ time RSVP Director who are skilled community outreach specialists. We also have an active 14 member Advisory Board that meets quarterly with representatives from each of the eight counties we serve. We have attended county

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commissioner meetings in six of our eight counties so far in 2012 with the remaining two scheduled for October and November. Staff members attend public health, ministerial, community education, senior network, fraternal organizations and Salvation Army meetings on an annual basis. We have a presence at community health fairs, outreach events, through the agency Facebook and website, and county fairs. We maintain a working relationship with county workers and service providers. This enables us to continue to meet and serve individuals from diverse backgrounds. Mahube-Otwa RSVP distributes surveys to community partners and to active volunteers to evaluate volunteer satisfaction and determine the effectiveness of our program from a community and partner perspective. Mahube-Otwa staff members meet with a minimum of three station hosts each week to preserve the partner relationship and to do timely program evaluation. We have a Health and Safety Check form included with the Memoranda of Understanding (MOUs) and a Volunteer Grievance Policy form is in place.

Community Resources: Mahube-Otwa Senior Programs has the following community partner contracts in place for 2012 - 2013: Land of the Dancing Sky Area Agency on Aging (LDS AAA) will provide \$64,746 to our LDS Volunteer Coordinator program. During 2012, LDS AAA also supplied \$20,000 to our Bone Builder project, with a proposal in 2013 for \$24,100 to introduce our senior exercise sites and volunteer leaders to the "Tai Chi: Moving for Better Balance" curriculum. In 2012, LDS AAA also funded our Becker County Senior Coordinator program for \$24,750. The Minnesota Department of Revenue funded the AARP/VITA tax aide program in 2012 for \$9,120 and will provide \$8,100 for 2013. AARP provided \$2,200 in volunteer mileage reimbursement and funded the volunteer training; Becker County contributed \$5,600; Becker County United Way contributed \$6,000; Essentia/St. Mary's contributed \$3,000; Rotary groups contributed \$2,500 and Ecumen/Emmanuel Community contributed \$1,000. Mahube-Otwa RSVP mobilizes community resources by employing hard-working, service focused staff members who are active on community boards, by requesting funding as RFPs become available and by drawing upon 40+ years of reliable

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community service.

Community Partners: Mahube-Otwa chooses community partners who share our primary Focus Area, Healthy Futures, or our secondary focus areas of Education, Environmental Stewardship and Economic Opportunity. The partners for Healthy Futures are LDS AAA, senior housing units and exercise sites, transportation providers, ramp builders and community handymen and Food Shelf managers. Education/Literacy Tutor community partners include school districts and Adult Basic Education providers. Financial Literacy partners include AARP/VITA free tax aide preparation programs. Other significant partners include: senior network members, county social and public health workers, clinics, hospitals, museums, transit programs, faith communities and city/county officials.

Volunteers in Community Activities: Volunteers and RSVP staff members man booths, advocate, and attend outreach events for programs either in the newspaper or on local radio. We distribute brochures and flyers at meetings and through network and community outreach in person and via e-mail and Facebook connections.

Diverse Backgrounds: Mahube-Otwa RSVP works to recruit volunteers from their own communities, bringing their native culture, language and values. Native American volunteers from Mahnomen County serve their community. Students from the Pelican Rapids School District in Otter Tail County list six distinct languages as their preferred home language. We recruit literacy tutors from students' own culture. Mahube-Otwa RSVP welcomes individuals from diverse backgrounds by using an affirmative action plan approved by the Department of Human Rights from the State of Minnesota. We implement an agency Language Access Plan, helping clients and volunteers use the Language Line at 1-800-367-9559.

Enhancing the Capacity of Organizations: Close relationships with service area organizations are maintained to provide visibility for the project, to build partnerships, and to ensure community input

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as we work together to define and meet needs. Mahube-Otwa RSVP refers volunteers to LDS AAA, the Salvation Army, County Councils on Aging, County Senior Network Providers, Bone Builder and Tai Chi community exercise groups, transit programs, AARP tax aide, Lutheran Social services (LSS), Living at Home, the Development Achievement Center (DAC) and community ramp building groups. These agencies all address the Healthy Futures focus area for the Mahube-Otwa RSVP program.

Integration of Volunteer Senior Services into Community Activities: Volunteers help meet community by participating in specific assignments. They are pictured in outreach materials and their expertise is promoted. Volunteers participate in training events as appropriate to their specific assignments.

Volunteers lead exercise groups in both Bone Builder and Tai Chi curricula to promote safe, independent living and work towards fall prevention. Volunteers provide transportation assistance so seniors continue to attend medical appointments as necessary and are able to travel to the grocery store, bank and pharmacy even if they no longer drive. Station sites are required to provide appropriate training so volunteers are able to be successful at their assignments. Mahube-Otwa provides recognition events in all eight counties and provides mileage reimbursement at a rate of \$.18/mile up to \$20/month.

We also provide, through CIMA, secondary insurance to all enrolled RSVP volunteers at all stations.

Recruitment and Development

Recruitment and Development of Volunteers: Assure a high quality experience for volunteers that offers opportunities such as building new skills, developing leadership potential, reflecting on the meaning of community service, and enhancing the quality of their own lives. All volunteers will have the ability to choose assignments that interest them. The volunteer Job Descriptions at host station sites list opportunities that are reflective of community needs--volunteer assignments need to meet those needs, but also need to meet the needs of the volunteer. Some volunteers find that they want to participate in programs that use the skills they honed during their employed years. Others use

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volunteerism to learn a whole new skill or try a totally different activity that they have an interest in pursuing. The key here is that they choose where, when, how often, with whom and for what program they volunteer. Lesson learned: Volunteerism among the 55 and older population must be reflective of individual choice. Volunteers complete an enrollment application. The back side of the application includes categories, interests and skills; volunteers have the opportunity to check those projects they definitely want to be involved with and also to check those that they may want more information about before they commit. Volunteers enrolled with Mahube-Otwa RSVP will have the opportunity to learn new skills via appropriate station-sponsored trainings. They can set a time frame for themselves: "I will try the assignment for two months, and if I am not satisfied, I can try something new." The goal is for our volunteers to have the opportunity to learn new skills, engage in a new social group, discover the joys of volunteering and improve their own quality of life. Research in the volunteer field supports our belief that volunteers who remain committed to their site of service for multiple years report they do so for what they describe to be "selfish" reasons: they enjoy the work-- the clients, the camaraderie of other volunteers and the personal physical and mental health benefits they experience as a result of their volunteering. Mahube-Otwa RSVP works to attract and recruit new volunteers; we also support, value and recognize experienced volunteers. Volunteers have the opportunity to serve on the RSVP Advisory Board; this can lead to additional board experience, perhaps taking a seat on the Mahube-Otwa Community Action agency board or on the board of the organization for which they volunteer.

Recruitment: Mahube-Otwa RSVP has volunteers as well as staff members who attend community meetings as outreach activities, describe their volunteer jobs to community groups, and recruit others to join their volunteer team. Volunteers are incredibly effective recruiters--they speak honestly, know the details of their projects, and are able to convey the passion they have for the volunteer projects they choose. We are confident that if we and station hosts initiate programs designed to address

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genuine community needs, potential RSVP volunteers will seek us out and take pride in partnering with us to work to meet the needs. Mahube-Otwa RSVP will support projects within the Healthy Futures focus area that enable volunteers to be actively engaged, take ownership of the projects, and feel pride in the quality services they provide. RSVP staff members listen, support and advise; however, the projects truly belong to the volunteers, station hosts and the communities, not to Mahube-Otwa RSVP. This philosophy helps us retain volunteers.

Leadership: Mahube-Otwa Community Action Partnership, Inc. is an active partner in the development of the West Central Initiative Leadership Academy, located in Fergus Falls. This Leadership Academy began in 2010. Costs associated with volunteer participation in the Academy are covered by either a direct scholarship from West Central or Mahube-Otwa. This program makes it possible for volunteers who choose to take a leadership role in their communities with an opportunity to learn organizational skills and practice leadership skill development. We nominate clients and volunteers; Mahube-Otwa has had three volunteers participate in the eight session curriculum; it is a great opportunity for them to grow personally, learn more about program development and management, and group facilitation so they are better able to conduct community presentations, lead meetings and recruit volunteers.

Volunteer Recognition: Each one of our 600+ volunteers has the opportunity to attend a county or station specific recognition event annually. These events are educational and entertaining. Mahube-Otwa RSVP works with the station hosts to invite volunteers, plan and complete the event. The Advisory Board and RSVP staff members are involved in arranging the recognition details.

Training and Technical Assistance to Project staff, Volunteers, and Station Hosts: Mahube-Otwa provides annual training to agency staff on Civil Rights, Diversity Training, Privacy and Confidentiality, and Defensive Driving skills. RSVP staff members are included in these trainings-- personnel files in the Human Resource office provide documentation of attendance. Mahube-Otwa

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RSVP brings administrative excellence, on site technological assistance, fiscal structure and multiple layers of support to the positions of RSVP Coordinators and Director. All enrolled volunteers are trained by station hosts, by certified trainers, or by professional community partners. Home Health agencies, Hospice, AARP Tax Aide, LDS AAA Medicare Part D counseling, transit drivers, Tamarac Refuge workers, Bone Builder and Tai Chi exercise leaders, Food Shelf volunteers and Meals on Wheels deliverers all receive necessary training for volunteers to be successful at their job assignments. The Mahube-Otwa RSVP Coordinators and Director attend station events, recognitions and trainings as requested. Trained volunteers stay current on the latest information for school literacy assessments, tax aide and Medicare counseling. School district personnel, AARP, IRS, MN Department of Revenue and the Area Agency on Aging train the volunteers so skills stay current.

Program Management

Program Management: Manage Volunteer Stations that Meet Community Needs and are Meaningful

Volunteer Placements: Mahube-Otwa RSVP identifies community needs by collecting information from partners, clients, and volunteers via the annual agency Community Needs Assessment.

Volunteer applications include a list of skills and interests that help volunteers identify their skills and interests. RSVP staff together with volunteers and station hosts match skills and interests with needed services as defined by the communities. Once community needs are defined and listed, RSVP staff members work to determine how the needs can be addressed by engaging volunteers. Job Descriptions are in place for each of the current 81 enrolled station hosts. We ask the questions: Do any of the identified needs fall under Healthy Futures, Education or Economic Opportunity? Do we have written job descriptions in station files that satisfy the need? Can volunteers assume jobs at enrolled stations that assist with short and long term community solutions? Can volunteers help meet basic needs like access to adequate, healthy food, participation in a low cost senior exercise program, or tutoring for students? The RSVP Director and Coordinators visit each enrolled station site on at least an annual

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basis to verify that job descriptions are in place to meet community needs. Besides annual site visits, RSVP staff also use phone conversations and the quarterly newsletters to maintain a working relationship with station hosts. The following situation remains a challenge: If a volunteer makes an error while earnestly working to complete job description tasks, who is fiscally responsible? If a volunteer misses detection of zebra mussels at a public access as he examines boats as they leave the lake, who pays for the mistake? Communities and counties need to explore possible answers to that question.

Assessment of Project Performance and Impact Measurement on Clients and the Community: The Mahube-Otwa RSVP Advisory Board meets on a quarterly basis; during the June meeting, they complete an annual RSVP Project Assessment Survey to provide guidance to the RSVP program as we identify strengths and weaknesses. The Advisory Board is made up of 14 representatives from the Mahube-Otwa RSVP service area and includes volunteers, volunteer station hosts and professional representatives. They assist with community referrals and connections, planning recognition events, evaluating the effectiveness of local volunteer programs and planning for the new RSVP initiatives. The Mahube-Otwa community action agency completes an annual self-assessment and evaluation process for all agency programs, including RSVP and the whole gamut of senior programs. Each January, the RSVP Director reviews any funding source monitoring results, program/client outcomes, and accomplishments toward program goals which were set at the June Advisory Board meeting. By March 1st, a written report is submitted to the Mahube-Otwa Executive Director who compiles all program reports into one agency wide document. The RSVP Director also identifies areas of continuous improvement and growth for each work plan in the Healthy Futures focus area. Areas of continuous growth take into account the emerging needs of the community, the residents and the potential for additional funding opportunities. The RSVP self-assessment document is reviewed by the Mahube-Otwa Board of Directors Planning and Evaluation Committee and by the full Board of

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Directors at the March meeting. Based on these findings, goals will be set for continuous improvement and growth of RSVP.

Managing Data: Mahube-Otwa data entry staff and support personnel enter volunteer hours, mileage, demographics and station information into Volunteer Reporter on a weekly basis. RSVP purchases annual updates and upgrades to the software, so the most current version is always in use; we also purchase included tech support. Volunteer Reporter generates reports that can be reviewed to ensure that accurate and timely information is collected. The software report allows us to measure impact beginning with volunteer hours, the station job descriptions, and all the way up to the program as a whole. Volunteer applications are available through the www.mahube.org website; timesheets are sent to stations via e-mail or regular mail, and are recorded on a weekly basis.

Managing/Securing Project Resources: The RSVP Director is responsible to manage program resources, both financial and in-kind, with support from the agency Controller. The agency accounting procedures detail the access to cash for program operation. Purchase Orders (PO) are submitted by RSVP staff, approved by the program director and must receive final approval by the agency Executive Director. Once approved, purchases can be made. Invoices must be submitted to the fiscal office, compared to the approved requests, and then payment is made. The annual RSVP budget is submitted; fiscal data is entered weekly into the Orion software; the fiscal office provides monthly statements for the RSVP Director to review and monitor. This on-going budget monitoring provides an accurate and up-to-date picture of the status of RSVP resources. In the 2013 grant application, Mahube RSVP will use cash matching funds from partners who provide parallel funding streams for shared programs. These include state RSVP funds (\$30,140), LDS AAA for the Tai Chi/Bone Builder community exercise groups (\$24,100), the funds from the LDS AAA Volunteer Coordinator position (\$64,746), and the Minnesota Department of Revenue for Tax Aide (\$8,100.) These partner programs provide a total of \$127,086 in cash match funds.

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Organizational Capability

Organizational Capacity: Agency Experience with RSVP: Mahube Community Council Inc. has sponsored the RSVP program since 1976 in Mahnomen, Hubbard and Becker Counties. In 2000, Clearwater County became a part of our service area. In 2010, Mahube RSVP successfully applied for and received funding from the Corporation for National and Community Service (CNCS) to assume management of the RSVP project that operated in Otter Tail, Wadena, Todd and Wilkin Counties. Mahube RSVP contacted stations and volunteers and enrolled those organizations and individuals who chose to maintain enrollment with RSVP. In 2012 Mahube Community Council, Inc. became Mahube-Otwa Community Action Partnership, Inc.

Key Staff Positions: Karen Lenius is the current RSVP Director, employed by RSVP for 20 hours/week; she has been in that position since 2007. Karen has a Master of Arts degree in Family Life and Community Education, and has certification as an adult educator. Before that, Karen worked for 11 years as a Head Start Home Visitor and seven years as a Head Start program manager/supervisor. She has been employed by Mahube since 1989. The project employs one part-time RSVP Coordinator (32 hours per week) and one Volunteer Coordinator who is employed by RSVP for 16 hours per week and employed by the local Area Agency on Aging as Volunteer Coordinator for 24 hours per week. The project also has one part-time clerical support/data entry person employed by RSVP for 8 hours/week. Amy Dallmann is the current RSVP/Volunteer Coordinator and has been in that position for 2+ years. Amy has five years of experience in working with the senior population, first as an Ombudsman and recently as the director of a senior housing unit. Our part-time RSVP Coordinator resigned in mid-September, and we are currently hiring a new RSVP Coordinator who will work out of the Wadena satellite office and will lead RSVP activities in Todd, Wadena, Hubbard and eastern Otter Tail Counties. He or she will start employment with us November 1, 2012. Both Karen and Amy bring strong relationship building skills and experience to the Mahube-Otwa RSVP project. Both have active

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rolls with senior and health networks in Becker, Hubbard, Mahnomen, Otter Tail, Todd, Clearwater, Wilkin and Wadena Counties. We attend the following meetings on a regular basis: senior network, public health, ministerial coalition meetings, county commissioner meetings, school advocacy, the Hubbard County Salvation Army Board, transportation network and fraternal groups. The vacant RSVP Coordinator position demands a person who can connect with potential volunteers, local elected officials, community groups and the senior population.

Experience Managing Federal Grants: From October 1, 2011 -- September 30, 2012, Mahube-Otwa Community Action Partnership, Inc. operated programs which totaled \$25,550,000 from federal, state, local and private sources. The agency has been in existence since 1965. A steady influx of new programs has resulted in an equally steady growth in the management of federal funds. Mahube-Otwa has an 18 member Board of Directors who approve all grant applications and funding streams. Our fiscal Controller has 30+ years of experience managing federal grants. Karen has been the RSVP Director for five years and has had budget management responsibilities. Mahube-Otwa currently has 103 full time and 13 part-time employees and 600+ volunteers to operate our assorted programs. Mahube-Otwa has a formal Client Appeals Process and a Grievance Policy in place that address both clients and volunteers. Mahube built new facilities for the Becker County office in 1997, added an expansion in 2009, implements high efficiency purchasing procedures and high quality personnel management procedures, and has established sound fiscal operations, internal policies and travel policies. Mahube's audit history notes that over the past 26+ years, there have been no audit findings.

Agency and RSVP Program Self-Assessment: Mahube-Otwa has procedures in place for self-assessment of each agency program; the RSVP program uses the "Project Self-assessment Checklist" endorsed by CNCS. Staff and RSVP Advisory Board members participate in the process to identify strengths and weaknesses and address the areas needing improvement. Employee evaluations take place two times each year. Monthly budget updates are distributed to each Program Director to

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monitor the use of funds, and to verify that dollars are spent according to grant specifics. On a daily basis, Mahube-Otwa has an employee sign-in, sign-out policy to ensure that outreach activities are completed with integrity.

Other

Mahube-Otwa RSVP has partnered with Land of the Dancing Sky Area Agency on Aging (LDS AAA) to provide intensive volunteer support to a 21 county section of the northwestern part of Minnesota. Because of that partnership, during 2013 we will receive \$64,746 in state dollars to support volunteer management. We receive \$30,140 in state funds from the DHS Adult and Aging Services to support RSVP programs. Mahube-Otwa also will receive \$8,100 from the MN Dept. of Revenue to operate the RSVP tax aide program.

Mahube-Otwa RSVP received funding for a grant from LDS AAA to re-style 12 of our 14 community exercise groups to implement the "TaiChi: Moving for Better Balance" curriculum for \$24,100.

Mahube-Otwa is working to realign our historic RSVP program to address Performance Measure Requirements. We have selected Healthy Futures as our Primary Focus Area and Environmental Stewardship, Education--Literacy, and Economic Opportunity as Secondary Focus Areas. We are more aggressively moving volunteers into work plans in these areas; however, we do not want to lose freedom to use volunteers in other ways to positively impact local communities.

PNS Amendment (if applicable)

N/A