

## PART I - FACE SHEET

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		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): 10/18/12	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID: 13SR144073	4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12	FEDERAL IDENTIFIER:														
<b>5. APPLICATION INFORMATION</b>																
LEGAL NAME: Harcatus CAO Inc. DUNS NUMBER: 083226043	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Peggy J. Leslie															
ADDRESS (give street address, city, state, zip code and county): 140 W High Ave Ste B New Philadelphia OH 44663 - 3841 County: Tuscarawas	TELEPHONE NUMBER: (330) 364-9251 FAX NUMBER: (330) 343-8777 INTERNET E-MAIL ADDRESS: harcatusrsvp@frontier.com															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 340970561	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: <b>Corporation for National and Community Service</b>															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Harcatus RSVP 2013															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Harrison, Carroll and Tuscarawas Counties. Opportunity #13	11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
13. PROPOSED PROJECT: START DATE: 04/01/13      END DATE: 03/31/15	14. CONGRESSIONAL DISTRICT OF:    a.Applicant <input type="text" value="OH018"/> b.Program <input type="text" value="OH018"/>															
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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: none;">a. FEDERAL</td> <td style="border: none; text-align: right;">\$ 66,774.00</td> </tr> <tr> <td style="border: none;">b. APPLICANT</td> <td style="border: none; text-align: right;">\$ 28,730.00</td> </tr> <tr> <td style="border: none;">c. STATE</td> <td style="border: none; text-align: right;">\$ 3,894.00</td> </tr> <tr> <td style="border: none;">d. LOCAL</td> <td style="border: none; text-align: right;">\$ 6,000.00</td> </tr> <tr> <td style="border: none;">e. OTHER</td> <td style="border: none; text-align: right;">\$ 18,836.00</td> </tr> <tr> <td style="border: none;">f. PROGRAM INCOME</td> <td style="border: none; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border: none;">g. TOTAL</td> <td style="border: none; text-align: right;">\$ 95,504.00</td> </tr> </table>	a. FEDERAL	\$ 66,774.00	b. APPLICANT	\$ 28,730.00	c. STATE	\$ 3,894.00	d. LOCAL	\$ 6,000.00	e. OTHER	\$ 18,836.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 95,504.00	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	\$ 95,504.00															
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: Peggy J. Leslie	b. TITLE:	c. TELEPHONE NUMBER: (330) 364-9251														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/18/12														

## Narratives

### Executive Summary

The HAR-CA-TUS mission includes the planning and coordination of programs designed to combat problems of poverty and to seek the elimination of conditions of poverty as they affect inhabitants of rural communities served. The proposed number of active RSVP volunteers is 375 to serve elderly residents, children, veterans, and low income disadvantaged residents.

The primary focus area of HARCATUS-RSVP is Healthy Futures. Volunteers will assist with: food distributions through local food pantries and food banks; elderly needing assistance with food; and educate regarding healthy eating habits at the following locations: Mineral City Senior Center; Mobile Meals; Newcomerstown Senior Nutrition; Sugarcreek Senior Nutrition; Tuscarawas Co. Senior Nutrition; and the Twin City Christian Service Center. Six volunteer sites in Carroll County relating to Healthy Futures are: Loaves & Fishes Food Bank; Malvern Christian Care Food Bank; Minerva Senior Nutrition; the Sherrodsville Lion's Club Senior Nutrition; Atwood Angels Food Pantry; and the North Jefferson Food Pantry . Harrison County has 4 volunteer sites: Cadiz Senior Nutrition; HARCATUS Food Bank; Cadiz Food Pantry; and Freeport Food Bank. At least 150 families receive food monthly from food pantries where RSVP volunteers serve. Expected outcome is 25% of unduplicated volunteers will contribute at least 1 hour per week to assist those 150 families to receive healthy foods for better nutrition and improved health. Measurement will be time sheets and site surveys.

HARCATUS CAO-RSVP has a total of 36 registered volunteer sites in the tri-county area. Volunteers may select from a variety of jobs, suited to their expertise, experience and knowledge. Expected outcome is 30% of unduplicated volunteers will contribute at least 1 hours per week measure by time sheet and site evaluations.

Amount requested is \$66,777.00 from the Corporation for National and Community Service. Amount of non-federal funding will be \$28,033.00. Request will be made through the Area Agency on Aging with additional funds generated through local partnerships, fundraising and in-kind contributions.

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### Strengthening Communities

Harrison, Carroll and Tuscarawas counties are in the area of the United States commonly referred to as "Appalachia." This region doesn't enjoy the same economic stability as the rest of the United States and has fared far worse in the current recession. Two-thirds of counties in this multi-state region have unemployment rates higher than the national average. Of the 420 counties of Appalachia, only 35 had positive employment growth from 2007-2010. From 2000 to 2008 this area lost more than 59,000 jobs in forestry, farming and natural resources and 473,000 manufacturing jobs. In the Appalachia region of Ohio, 11.3% to 19.1% of residents are below the poverty level. This area is classified as "at risk" because of the level of continued economic stagnation and non-economic growth. This region of the country also receives 31% less federal expenditures per capita than the national average of \$16,569 verses \$11,435 for the region.

Senior Nutrition sites, Mobile Meals and Food Pantries are a necessity for the population of this region. These community assistance programs would be hard pressed to function without the assistance of area volunteers. Retired Senior Volunteers are crucial to the existence of these programs. Each month, senior volunteers contribute thousands of manpower hours that these programs need to provide the necessary services to the "at risk" population.

A total of 109 unduplicated RSVP volunteers will contribute 3500 hours per month preparing and delivering meals to 180 unduplicated congregate meal clients and 85 unduplicated mobile meals clients on a monthly basis. Through RSVP, seniors provide these necessary services in addition to providing increased social ties and social support which allow individuals receiving the services to continue to live independently.

A total of 51 unduplicated RSVP volunteers will contribute 6000 hours per month distributing food to 750 individuals in need at 3 Food Pantries established in their local community.

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Local area elementary schools are understaffed and always in need of retired seniors to assist children with additional education instruction that a teacher may not be able to provide due to time constraints and over-crowded classrooms. Providing additional instruction will alleviate stress the student may be feeling due to an inability to understand the material in a "main stream" situation and improve grades and test scores.

A total of 6 unduplicated volunteers will assist as many children as possible [minimum of 12 children] ages 5 through 10 by providing nonmonetary compensation tutoring at area elementary schools. A minimum of 160 hours will be provided over the course of the school year to assist these students to improve reading and math skills.

Designated historical sites in the Harrison, Carroll and Tuscarawas County areas provide additional education to local children and are places RSVP volunteers can excel in their expertise. The volunteers serve as greeters, manage souvenir counters, give tours and explanations of the history of the site to all visitors.

Ten unduplicated volunteers will work a minimum of 1400 hours at 3 local tourist and visitors centers.

The Veterans Administration Clinic will be a new station for local RSVP volunteers. They are needed to greet the patients upon arrival, give directions when needed, distribute VA informational and educational materials and assist with maintaining a "coffee bar" located in the waiting area.

A minimum of 10 new volunteers will be recruited to serve the VA patients a minimum of 4 hours per week along with some duplicated volunteers. The local VA clinic serves an average of 500 patients weekly, totaling approximately 2000 patients per month. A minimum of 1000 VA patients will benefit monthly, from the volunteer support they receive.

HARCATUS RSVP has partnered with the Tuscarawas County Emergency Management Agency [EMA] to assist with a Volunteer Reception Center in times of disaster emergency. Training and/or

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mock disaster drills are executed twice a year. "File of Life" packets are prepared and distributed on going. File of Life packets are compiled medical information that senior citizens can carry in their wallets, or purses and place on their refrigerators to inform emergency personnel as to any medical conditions if the injured individual is unconscious.

### Recruitment and Development

HARCATUS, CAO RSVP currently has 36 registered stations where volunteers can serve in various capacities. Since July 2012, three new stations have been added and already have volunteers working there. HARCATUS RSVP will continue to partner with all available possible volunteer sites through all available local organization. The RSVP coordinator will be one of the core organizers of "Leaders in Action," a group which was formed to provide educational support and networking within the not-for-profit sector. This group offers training and education geared to agencies that work with and maintain volunteers.

HARCATUS, CAO RSVP has volunteer training a minimum of 2 times per year as stations and volunteer additions demand. The program coordinator conducts the training with a power point presentation along with specific station personnel as needed. Outside instructors may also be utilized if necessary with additional training.

A concentrated effort to recruit veteran volunteers is currently underway. Local veterans groups have been contacted and plans for presentations to be conducted are currently in process. HARCATUS Family Support Centers supply RSVP information to their clients and actively refer seniors to the program. Family support centers serve all demographics of the community including race, ethnic origin, gender and disability.

Once per year, a recognition luncheon will be organized. At that time, all volunteers will be recognized for any and all hours of service. At completion of special projects, volunteers will receive a special "thank you" note.

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### Program Management

HARCATUS RSVP has been serving Harrison, Carroll and Tuscarawas counties for the past 38 years. RSVP stations are monitored on a monthly basis as to the number of volunteers contributing hours at that station. At least once per year, the stations are required to renew their Memorandum of Understanding [MOU]. The RVSP Coordinator will travel to each RSVP station to complete the update of the MOU.

The RSVP program currently has 275 registered volunteers. To date, in 2012, 217 volunteers have contributed 14,829 hours at 20 stations. Volunteer recruitment is an on-going process in the tri-county area. New volunteers are always accepted and appreciated. Some volunteers come to RSVP simply by word of mouth from a friend or neighbor that is already registered. HARCATUS Family Support Centers [at least 1 located in each county], have RSVP materials on hand to encourage seniors to volunteer. RSVP provides a place for seniors to expend some of their spare time, share their expertise, and associate with other seniors.

Since July 2012, 3 new RSVP stations have been registered. One Senior Center closed, so volunteers moved to another in the same county that was not a registered RSVP station--it is now. The Tuscarawas County Homeless Shelter became a station in September and the local VA clinic will be a station soon. The homeless shelter was looking for volunteers for some administrative type duties while the VA clinic is looking for greeters, passing on information for veterans and manning a coffee station for the patients while they await medical attention.

When the need to graduate stations arises, the coordinator will meet with the volunteers to assess where they might be interested in being placed. They might want to try something completely different or stay in a position similar to what they have left.

Stations and volunteers are required to submit paperwork indicating hours worked and the stations report on the clients served. The RSVP Coordinator will maintain regular monthly contact with

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stations and volunteers to assure quality is being maintained.

The RSVP coordinator is responsible for all purchases and approving those purchases allocated through RSVP funds. HARCATUS accounting department will assist the coordinator with all financial aspects of the RSVP program by notifying the coordinator if funds are available, if funds are close to being expended, or even if there might be some funds left that need to be appropriated. The RSVP coordinator will keep records of all in-kind contributions made to the RSVP program.

### Organizational Capability

HARCATUS Tri-County C.A.O., Inc. administrates more than \$7,000,000 in federal and state grant money. Emergency Food Assistance, Home Weatherization, Head Start, Older American Act Senior Nutrition, Workforce Investment Act, home foreclosure mitigation and the Child Care Food Program are among major efforts at the local level.

HARCATUS uses the GMS Windows Accounting Program which is an excellent system to isolate on program grant funds and keep them separately identifiable. Written fiscal policies are published internally which advance careful purchasing, allocatable and allowable expenditures in conformance with specific program requirements.

HARCATUS technology is within better current modern standards for non-profits.

Peggy Leslie is current RSVP coordinator and is responsible for the day to day operation of the program. The coordinator maintains records [accounts of hours served and completed surveys] to ensure the needs of the community and measurable goals are being met. She is immediately supervised by the Executive Director, Charles E. Lorenz, II. Leslie and Lorenz work with Sandra Demattio, Fiscal Director and her 2 fiscal assistants to form the core management team for RSVP.

HARCATUS has more than 40 years experience in delivering nutrition services and nearly that in working with area food pantries. Healthy lifestyles are found in almost every HARCATUS program. We are proud of daily home delivered meal service to a sizable enrollement of Ohio Medicaid eligible

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persons.

For the past several years, HARCATUS RSVP has collaborated on local disaster relief plans. RSVP is the principle tool to organize in Tuscarawas county, Ohio the Volunteer Reception Center.

HARCATUS owns its Weatherization office and warehouse. Subject to a senior federal interest

HARCATUS holds title to a modern Head State pre-school center in New Philadelphia, OH.

HARCATUS schedules and manages extensive assets and consumables in its 3 county service area. All are subject to an annual agency wide audit according to OMB Circular A-133.

HARCATUS is governed by a tripartite Board of Directors. Eighteen people, including public officials provide oversight and policy making function with equal voting representation from Harrison, Carroll and Tuscarawas counties. Meeting quorums always occur so that board business can be conducted.

Each board member receives extensive financial and operational reports for review before monthly meetings. Live presentations are routinely made by program directors and coordinators and fiscal director.

HARCATUS has successfully managed federal grant programs for more than 45 years.

The local RSVP advisory council consists of a diverse group of area persons with experience in business management, client relations, promotional advertising and volunteerism itself. The Advisory Council is active and supports the program by participation in volunteer practice, organizing community support and encouraging public awareness.

HARCATUS Tri-county C.A.O. has recruited and sustained non federal support for decades in both RSVP and Head Start. Space and facilities are provided so that RSVP can operate in a comfortable and appealing atmosphere. The Advisory Council, volunteer stations and HARCATUS itself are mediums by which local support is recruited. Along with program funds, non federal support is well documented and subject to verification by an annual agency audit.

**Other**