



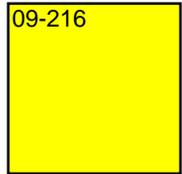
*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

[Click here to go to the Virginia Department for the Aging Home Page](#)

TABLE OF CONTENTS  
AAA TUESDAY E-MAILING  
December 22, 2009

SUBJECT	VDA ID NUMBER
<a href="#">Older Americans Act Reauthorization Forums</a> (Tim Catherman)	09-216
<a href="#">State Offices Closed Thursday, December 31</a> (Tim Catherman)	09-217
<a href="#">OAA FY2010 Budget Signed into Law</a> (Tim Catherman)	09-218
<a href="#">Governor's 2010 Volunteerism and Community Service Awards</a> (Bill Peterson)	09-219

Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.



*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

December 22, 2009

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Tim Catherman  
Director of Administrative Services

**RE:** Older Americans Act Reauthorization Forums

In advance of the 2011 reauthorization of the Older Americans Act, the Administration on Aging (AoA) plans to convene a series of Reauthorization Listening Forums early in 2010 to get input from the aging network, stakeholders, policymakers and the public (in particular older Americans) on key issues that will impact our growing aging population and their families.

The date and location for our region will be February 18<sup>th</sup> in Washington, DC. As more information becomes available, we will share it with you.

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

December 22, 2009

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Tim Catherman  
Director of Administrative Services

**RE:** State Offices Closed Thursday, December 31

The Governor has just announced state offices will be closed on Thursday, December 31.

The following is the holiday leave schedule for the remainder of the 2009–2010 holiday season:

- Thursday, December 24, State offices will be closed for the entire day.
- Christmas Day, December 25, State offices will be closed for the entire day.
- Thursday, December 31, State offices will be closed for the entire day.
- New Year's Day, January 1, State offices closed for the entire day.

If you have any questions, please let me know.

**COMMONWEALTH of VIRGINIA**  
*Department for the Aging*

December 22, 2009

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Tim Catherman  
Director of Administrative Services

**RE:** OAA FY2010 Budget Signed into Law

President Obama signed the Consolidated Appropriations Act, 2010 on December 16, 2009. The AoA budget, which totals \$1,516,297,000, is \$22 million over last year's level. It contains a \$7 million increase for home and community-based services and \$9.7 million more for nutrition services. Title V Senior Community Service Employment Program (SCSEP) increased 44% by \$254 million. Modest increases have also been included for Program Innovations and the long-term care ombudsman.

**FY 2010 APPROPRIATION  
ADMINISTRATION ON AGING**

(Dollars in Thousands) Program	FY 2009 Enacted	FY 2009 Recovery Act	FY 2010 Enacted	FY 2010 +/- FY 2009 Enacted
<b>State &amp; Community-Based Services:</b>				
Home & Community-Based Supportive Services	\$ 361,348	\$ --	\$ 368,348	\$ 7,000
Congregate Nutrition Services	434,269	65,000	440,783	6,514
Home-Delivered Nutrition Services	214,459	32,000	217,676	3,217
Nutrition Services Incentive Program <sup>1</sup>	161,015	--	161,015	--
Preventive Health Services	21,026	--	21,026	--
Family Caregiver Support Services	<u>154,220</u>	--	<u>154,220</u>	--
Subtotal, State & Community-Based	\$ 1,346,337	\$ 97,000	\$ 1,363,068	\$ 16,731

**OAA FY2010 Budget Signed into Law**  
**Page 2 of 3**

Services				
Services for Native Americans:				
Native American Nutrition & Supportive Services	\$ 27,208	\$ 3,000	\$ 27,708	\$ 500
Native American Caregiver Support Services	<u>6,389</u>	--	<u>6,389</u>	--
Subtotal, Services for Native Americans	\$ 33,597	\$ 3,000	\$ 34,097	\$ 500
<b>Protection of Vulnerable Older Americans:</b>				
Long Term Care Ombudsmen Program	\$ 16,327	\$ --	\$ 16,827	\$ 500
Prevention of Elder Abuse & Neglect	<u>5,056</u>	--	<u>5,056</u>	--
Subtotal, Vulnerable Older Americans	\$ 21,383	\$ --	\$ 21,883	\$ 500
Program Innovations	\$ 18,172	\$ --	\$ 19,023	\$ 851
Aging Network Support Activities <sup>2</sup>	\$ 41,694	\$ --	\$ 44,283	\$ 2,589
Health and Long-Term Care Programs (non-add)	28,000	--	30,589	2,589
Alzheimer's Disease Supportive Services Program	\$ 11,464	\$ --	\$ 11,464	\$ --
Lifespan Respite Care <sup>3</sup>	\$ 2,500	\$ --	\$ 2,500	\$ --
Program Administration	\$ 18,696	\$ --	\$ 19,979	\$ 1,283
<b>Total, Discretionary Budget Authority</b>	<b>\$1,493,843</b>	<b>\$ 100,000</b>	<b>\$1,516,297</b>	<b>\$ 22,454</b>
Health Care Fraud and Abuse Control	\$ 3,200	\$ --	\$ 3,200	\$ --
Medicare Enrollment Assistance	\$ 17,500	\$ --	\$ --	\$ --
<b>Total, Disc. Program Level</b>	<b>\$1,514,543</b>	<b>\$ 100,000</b>	<b>\$1,519,497</b>	<b>\$ 22,454</b>

<sup>1</sup> Includes \$2,681,000 in FY 2009 budget authority appropriated to AoA and transferred to the Department of Agriculture for commodities purchases pursuant to Public Law 110-19.

<sup>2</sup> FY 2009 and FY 2010 include amounts for Aging and Disability Resource Centers, Community Living Programs, and Evidence-Based Prevention Programs.

<sup>3</sup> Funding for the Lifespan Respite Care Act was appropriated to the HHS General Department Management Account in FY 2009 and requested under the same account in FY 2010. HHS delegated the authority to administer these funds to AoA through an Intra-Departmental Delegation of Authority. AoA received the appropriation directly in FY 2010. This table has been comparably adjusted.

**FY 2010 APPROPRIATION  
DEPARTMENT OF LABOR – OLDER AMERICANS ACT**

<b>(Dollars in Thousands) Program</b>	<b>FY 2009 Enacted</b>	<b>FY 2010 Enacted</b>	<b>FY 2010 +/- FY 2009 Enacted</b>
SCSEP	\$ 571,925	\$ 825,425	\$ 253,500

If you have any questions, please call me.



09-219

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Bill Peterson

**DATE:** December 22, 2009

**SUBJECT: Governor's 2010 Volunteerism and Community Service Awards**

Attached, please see the instructions for submitting a nomination packet for the **Governor's Volunteerism and Community Services Awards**. Nominations may be submitted online by going to:  
[http://www.vaservice.org/go/volunteer/award\\_nomination/2010/](http://www.vaservice.org/go/volunteer/award_nomination/2010/). [Hold down the CTRL key and click on the link]

Attachment

# 2010 Governor's Volunteerism & Community Service Awards

The Governor's Volunteerism & Community Service Awards are presented by the Governor's Advisory Board on National and Community Service, and the Office on Volunteerism and Community Service on behalf of the Office of the Governor. These awards recognize the significant contributions of Virginia citizens to the life and welfare of the Commonwealth and its people. The awards will be presented during the month of April to recognize these exceptional contributions.

"Everybody can be great because anybody can serve."

*Dr. Martin Luther King, Jr.*

## NOMINATION PACKETS MUST INCLUDE:

Nominee Profile	III.	Nomination Narrative
Nominator Profile	IV.	Two Letters of Support

**NOMINATION PERIOD: NOVEMBER 30, 2009 - FEBRUARY 1, 2010**

**ALL NOMINATIONS MUST BE RECEIVED VIA MAIL, FAX, OR SUBMITTED ONLINE NO LATER THAN 5:00 PM, MONDAY, FEBRUARY 1, 2010.**

Incomplete nomination packets or nominations received after the deadline will not be accepted. Please carefully read the Frequently Asked Questions section at the end of this document.

Please call (800) 638-3839 or email [info@vaservice.org](mailto:info@vaservice.org) with questions.

## Mail or fax nomination forms to:

Governor's Volunteerism and Community Service Awards  
Office on Volunteerism and Community Service  
801 East Main Street, 15th Floor  
Richmond, VA 23219-2901  
Fax: (804) 726-7088

## NOMINATION PROFILE

COMPLETE ALL FIELDS FOR NOMINATION TO BE CONSIDERED

### NOMINEE Profile

Full/Legal Name of Volunteer/Group:

If Group, Contact Person:

Nominee's Daytime Phone:

Nominee's Address:

Nominee's Other Phone:

City/State/Zip:

Nominee's Email Address:

### AWARD CATEGORIES

PLEASE CHECK ONE CATEGORY ONLY OF NOMINEE (NOT NOMINATOR'S CATEGORY)

#### Individual Achievement Awards

- Youth Volunteer* – Individual up to age 18
- Adult Volunteer* - Individual aged 19 - 59
- Senior Volunteer* – Individual aged 60+

#### Group Awards

- Family* - Family who volunteers together for a specific project or organization.
- Faith-Based Volunteer Service* – Group of volunteers serving in or from a faith-based organization (church, synagogue, temple or other religious organization)
- Educational Institution* – Group of volunteers serving in or from an educational institution (K-12, College or University)
- Community Organization*- Group of volunteers serving in or from a nonprofit, civic, governmental, or other service organization
- Business or Corporation* - Employee group representing a for-profit business or corporation that has made an outstanding contribution to the community or State. .

### Nominator Profile

Name:

Organization:

Daytime Phone:

Other Phone:

Address:

Email Address:

City/State/Zip:

How did you hear about the Governor's Awards? (check one)  newspaper  website  colleague  friend  
 other

Recipients of the Governor's Volunteerism and Community Service Awards exemplify the following characteristics:

- Engage in the creation, organization, and/or mobilization of volunteers, groups and resources that are involved in projects benefiting the greater community.
- Demonstrate sustained commitment to meeting community needs.  
Utilize unique and creative approaches to meeting needs.  
Develop and foster the virtues and skills of civic engagement and social responsibility

**Nomination Narrative** – This should be no more than one page, single-spaced on 8 ½ x 11 paper with one-inch margins and typed in 12-point font. The narrative must answer the following questions:

1. What service does the nominee provide within the organization for which they volunteer?
  - Include the population served and approximate number of hours the nominee commits to the volunteer activity.
  - Include any unique motivations regarding the willingness of the nominee to volunteer.
2. What achievements can be cited as the direct result of the nominee's volunteer service to the community?
  - Include specific measurable outcomes if possible. For example, improved conditions, services, or the lives of others in the community and state.
3. Does the nominee provide innovative approaches in their service?
  - List results such as: building community support, generating resources, mobilizing additional volunteers, developing public/private sector partnerships, connecting communities and schools, encouraging civic engagement and responsibility, etc.
4. Has the nominee overcome any unique challenges or obstacles to perform this activity?
5. Is there further information the judging panel should be aware of when evaluating the nominee?

**PLEASE NOTE THAT ADDITIONAL INFORMATION, SUPPORT LETTERS, PHOTOGRAPHS, OR NEWS CLIPPINGS WILL NOT BE CONSIDERED**

Each of the **two** Letters of Support must:

- Be no longer than one page
- Clearly state the author's relationship to the nominee and knowledge of his/her service in order to provide sufficient information on the individual or organization
- Not be used to serve as both a letter of support and the nomination narrative
- Be submitted by someone other than the nominator and by someone not directly related to the nominee
- If available, it is suggested, but not required, that letters of support be submitted on the letterhead of the letter writer's organization.

Mailing Address: Governor's Volunteerism and Community Service Awards  
Office on Volunteerism and Community Service  
801 E. Main Street, 15th Floor  
Richmond, VA 23219-2901  
Fax: (804) 726-7088  
E-mail: [info@vaservice.org](mailto:info@vaservice.org)

## FREQUENTLY ASKED QUESTIONS

### *How do I submit a nomination?*

Your nomination may be submitted in either of the following ways:

- Download and complete the nomination document from our website at [www.vaservice.org](http://www.vaservice.org) and mail, e-mail, or fax it to our office.
- Complete the online nomination form on our website at [www.vaservice.org](http://www.vaservice.org) and submit it electronically. Before you submit online, you will need to register on the website. Save your narrative in a word processing application such as Microsoft Word, then cut and paste the narrative into the online form. Letters of support can be downloaded and submitted online or by mail, fax, or e-mail (see below).

Mailing Address: Governor's Volunteerism and Community Service Awards  
Office on Volunteerism and Community Service  
801 East Main Street, 15th Floor  
Richmond, VA 23219-2901

Fax: (804) 726-7088  
Email: [info@vaservice.org](mailto:info@vaservice.org)

### *How long is the nomination period?*

The nomination period lasts two (2) months, beginning Monday, December 1 2009 – Monday, February 1, 2010. All nominations must be RECEIVED via mail, fax or submitted online no later than 5:00 PM, Monday, February 1, 2010. Any incomplete nomination or nomination received after 5:00 PM on February 1, 2010 will not be considered. Nomination narratives received without the two letters of support will be considered incomplete and will not be considered.

### *Have the nomination categories changed since last year?*

Yes. In an effort to streamline the process, the nomination categories have been modified.

### *Is it necessary to complete the nomination profile form for the nominee and the nominator in addition to the nomination narrative?*

Yes. Please include the full name (first, middle and last for individuals) or full legal name (for organizations or businesses). It is very important that the category selected is that of the nominee, rather than the affiliation or category of the nominator.

### *How long must the nomination narrative be?*

The nomination narrative must be no more than one page single-spaced on 8 ½ x 11 paper with one-inch margins and typed in 12-point font.

### *Does the nomination narrative need to follow any specific format?*

Yes. The nomination narrative should answer all five of the questions as stated in the nomination narrative section of the nomination form and in the order presented.

### *May I nominate someone for a category that isn't listed on the nomination form?*

No. Nominators must select only one of the listed categories. Please do NOT select multiple categories for the same candidate.

### *May I submit multiple nominations for different individuals or organizations?*

Yes. An individual or organization may submit as many nominations as desired for different individuals and organizations.

### *What are the general requirements for the letters of support?*

Two letters of support are required, no longer than one page each. Letters should clearly state the author's relationship to the nominee and knowledge of his/her service in order to provide sufficient information on the individual or organization. Letters may not be used to serve as both a letter of support and the nomination

narrative. Letters must be submitted by someone other than the nominator and by someone not directly related to the nominee. If possible, letters of support should be submitted on the letterhead of the letter writer.

***Can the author of the letter of support remain anonymous?***

We prefer that the nominator provide the contact information of those submitting letters of support. Providing the contact information allows us to contact the author in case we need to track the letter of support.

***Can the author of the nomination narrative also write a letter of support?***

No. A letter of support must be submitted by someone other than the nominator. Letters must also be written by different individuals, not the same person.

***May I submit additional information such as additional support letters, photographs and/or new clippings to further support my nomination?***

No, such additional information will not be considered. However, you may mention this information in the narrative. Two letters of support is the required number and additional letters will not be considered.

***Are previous Governor's Award winners eligible for nomination?***

Previous winners of a Governor's Award are eligible to be nominated again provided that five (5) years have elapsed since receipt of the previous award.

***Who reviews the nominations?***

Nominations are reviewed by a panel of independent judges. Judges are selected based on their experience and expertise in the field of volunteerism.

***When will I be notified about my nomination's status and when is the 2010 Governor's Volunteerism & Community Service Awards ceremony?***

A judging panel review nominations during February to determine the 2010 Governor's Volunteerism and Community Service awardees. Letters will be mailed to all nominators in late March notifying them of the judging results. The awards ceremony and reception will take place in late April 2010 in a location yet to be determined.

***If I have further questions, where may I call or e-mail for assistance?***

You may contact the Office on Volunteerism and Community Service at (800) 638-3839 or email at [info@vaservice.org](mailto:info@vaservice.org).