

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):		3. DATE RECEIVED BY STATE: 10-DEC-10	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID: 11AC124409		4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER: 09ACHPA0010002														
5. APPLICATION INFORMATION																	
LEGAL NAME: Keystone SMILES Community Learning Center DUNS NUMBER: 933013005		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Joyce A. Fosdick TELEPHONE NUMBER: (814) 797-1184 FAX NUMBER: (814) 797-5439 INTERNET E-MAIL ADDRESS: jfosdick@smilesamericorps.org															
ADDRESS (give street address, city, state, zip code and county): PO Box 352 420 Main Street Knox PA 16232 - 1912 County: Clarion																	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 251764570		7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Community-Based Organization															
8. TYPE OF APPLICATION (Check appropriate box). <input type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input checked="" 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:94.006 10b. TITLE: AmeriCorps State		11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Keystone SMILES/AmeriCorps															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Allegheny, Beaver, Clarion, Crawford, Erie, Indiana, Jefferson, Lawrence, Mercer, and Venango Counties of Pennsylvania		11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
13. PROPOSED PROJECT: START DATE: 08/22/11 END DATE: 08/18/12		14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="PA 005"/> b.Program <input type="text" value="PA 005"/>															
15. ESTIMATED FUNDING: Year #: <input type="text" value="3"/>		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;">\$ 1,415,345.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 1,182,185.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 0.00</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;">\$ 2,597,530.00</td> </tr> </table>		a. FEDERAL	\$ 1,415,345.00	b. APPLICANT	\$ 1,182,185.00	c. STATE	\$ 0.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 2,597,530.00	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	\$ 2,597,530.00																
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: Tami Burns-Stevenson		b. TITLE: Grants Manager	c. TELEPHONE NUMBER: (814) 797-2127														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:			e. DATE SIGNED: 05/02/11														

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Executive Summary

By "empowering and strengthening people of all ages, with a focus on children and youth, to enhance the quality of their lives through learning and service" Keystone SMILES AmeriCorps has seen Service Making Impact through Learning Experience with Students (SMILES). In the last 2 years alone, Keystone SMILES AmeriCorps members have tutored and mentored 10,199 students, surpassing targets by nearly 4,000 students and have engaged 9,124 volunteers in service learning projects spanning 10 counties.

Rationale and Approach

1. COMPELLING COMMUNITY NEED

Thumb through any copy of popular magazines like "Country Home" or "Country Living" and you will see a handsome assortment of rustic getaways. From sumptuous ski chalets, to lavish cattle ranches and genteel lakeside cabins, the photos present a dreamlike image of life in rural America. Look beyond those pages, however, and you'll see a very different reality for the struggling rural residents of northwestern Pennsylvania: persistent poverty, lack of major employers and skilled workers, and a large population of under-achieving students. Keystone SMILES AmeriCorps has begun to foster hope for the future of youth in this isolated and impoverished area by improving the academic success of students. However, many more children and youth must be reached, or the dreamlike image of "Country Living" will remain just that --- a dream.

The reality for children and families in Keystone SMILES AmeriCorps' vast service region adds to the challenge of promoting education as the ladder to brighter futures. Consider the statistics:

The median family income of Keystone SMILES AmeriCorps' rural home county of Clarion, PA falls more than \$12,000 short of the national average, and per capita earnings likewise are \$6,344 below the national level (US Census Bureau, American Fact Finder). At 6.4%, the average unemployment rate in all eight counties served by the program surpasses both state and national averages.

Nearly one in five children residing in these eight counties lives below the poverty level, according to

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Pennsylvania Partnerships for Children (www.papartnerships.org). An additional 24% live in families classified as "working poor," a group that includes children in homes where parents or guardians are employed or looking for work but whose total household income is below 200 percent of poverty. Taken together, these statistics represent an astonishing 42% of children in the counties served by Keystone SMILES AmeriCorps. These PA counties include: Allegheny, Clarion, Crawford, Indiana, Jefferson, Lawrence, Mercer, and Venango.

In Pennsylvania, rural schools and districts are large, spending on transportation in rural districts is the 5th largest in the nation, and the rural student-teacher ratio is well above the national median, at 15.6 to one. Pennsylvania ranks a mediocre 22nd from the top among states on rural student test scores says a report by National Assessment of Educational Progress. The report suggests this low student achievement is related to larger schools, larger districts, larger class sizes, and higher transportation costs.

Despite firsthand knowledge of their students' struggle, rural educators are often unable to effectively address students' needs due to a lack of resources. According to surveys collected from each rural school district served by Keystone SMILES, these schools spent an average \$6,744 per student during the 2007 school year. The statewide district average was \$11,926 per student. In a classroom of 20 students, this represents a gap of more than \$100,000.00.

Recognizing that fewer school district dollars means fewer programs and services, Keystone SMILES AmeriCorps strives to bridge that gap by providing academic tutoring and mentoring to 5,000 of the region's neediest students. "AmeriCorps allows us to leverage our resources to provide the much needed small group and one-on-one assistance students need," noted one superintendent, while another indicated, "AmeriCorps enables the District to be able to provide our struggling students with targeted assistance to help them improve their achievement."

In report cards issued annually, the Pennsylvania Department of Education assesses each district's performance using No Child Left Behind (NCLB) Act Standards. In 2004, all 24 districts served by the

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school and community based efforts of Keystone SMILES AmeriCorps failed to meet NCLB targets in some area. Two short years later, in 2006, there was a nearly 40% improvement in meeting NCLB targets. In one district alone, a superintendent noted a 46% increase in student performance on Pennsylvania State Standardized Assessments (PSSAs). "This amazing increase in student achievement was largely the result of intervention from our AmeriCorps members," testified the administrator. For more than a decade, Keystone SMILES AmeriCorps has diligently strived to accomplish its mission of "empowering and strengthening people of all ages, with a focus on children and youth, to enhance the quality of their lives through learning and service." In our fourteen years of National Service, AmeriCorps members have enhanced academic performance for more than 33,000 rural students through tutoring and support services and have impacted an additional 13,000 students through mentoring programs that address their social and behavioral needs. Furthermore, members recruited 32,000 volunteers to serve and learn with them. Through the 165,000 hours of service these volunteers contributed to Keystone SMILES AmeriCorps projects, they most assuredly enhanced both the quality of their lives and the lives of those they served.

In the last two years of this current grant cycle, 11,574 children and youth have been served with measurable outcomes in target grade levels, promotion rates, and social skills.

Even so, students continue to need the tutoring and mentoring Keystone SMILES AmeriCorps members offer. Sadly, in rural counties such as those in which Keystone SMILES AmeriCorps serves, rural needs are often "out of sight, out of mind." While Pennsylvania schools provide educational services to 370,000 rural students -- the sixth largest rural population in the nation - rural people constitute less than one-third of this urban state, making rural students largely invisible in a culture increasingly driven by statistics and bottom lines. In addition, though a study conducted by the Center for Rural PA found that 91 % of rural superintendents cited the provision of internal academic support programs for students as an essential element of meeting NCLB mandates in their districts, another study found that only 18 % of all eligible students nationwide received tutoring. Experts say a lack of tutoring providers in

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areas beyond cities and suburbs makes that percentage much lower in rural communities.

For Keystone SMILES AmeriCorps, these children, their schools and their communities matter. They are our neighbors, our friends, our family and they deserve the hope offered to them through the assistance AmeriCorps members provide. Through the activities proposed, members will continue to implement programs that address our rural region's critical need for tutoring and mentoring and ensure a brighter future for 5,250 youth. Finally, truly "demonstrating that what we do together vastly outweighs what can be done alone," members will recruit and engage 5,000 volunteers, who will contribute 25,000 hours to "America's Armies of Compassion."

2. DESCRIPTION OF MEMBER ACTIVITIES AND ROLES

To address the needs of impoverished students and schools in rural communities, Keystone SMILES AmeriCorps has created and maintained a National Service network of partners and programs that provide tutoring and mentoring services that would otherwise be unavailable. Through this network, in school and community settings, 116 members will help improve academic outcomes of rural children and youth in grades K-8 by providing before, during, after-school, weekend, and summer programs in individual, small, and large group formats. Each program is tailored to meet individual district and community need.

In school-based service, Keystone SMILES AmeriCorps members will provide 14 school districts with the extra hands they need to help combat growing class sizes and shrinking budgets. Members will provide targeted tutoring to students who have demonstrated a lack of proficiency in specific subject areas. Unlike staff members and teachers who address the needs of the entire student body, AmeriCorps tutors and mentors can concentrate specifically on the needs of particular students who desperately need more focused attention. In addition, school based AmeriCorps member positions provide intensive support to districts throughout the entire academic year by utilizing full and part time positions that are 10 to 11 months in length. This allows members to provide consistent, weekly and sometimes, daily support to needy students, unlike many volunteers who have less time or attention to

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offer.

In community-based efforts, Keystone SMILES serves as an Intermediary, providing 11 organizations with extra hands to bolster and organize community volunteers. Some community-based members will serve in team-based assignments through the preschool and alternative education programs of Keystone SMILES' Community Learning Center, in Knox, PA as well as through the Sharpsville Gardens Community Learning Center, in Sharpsville, PA. All other community-based members will serve in individual placements with a consortium called Venango SOS (SMILES Opportunities for Service), a council of human services agencies in Venango County. Like their counterparts in school-based settings, these community-based members focus their attention on the neediest of students served by these programs.

All member slots for the Keystone SMILES program are methodically designed to meet collaborating partner's program needs and timelines, aligning them with program objectives and timelines during the school year and summer term. Host sites that provide mentoring or tutoring services throughout the SMILES program make use of the full-time service slots. Half-Time slots are utilized for those programs that implement part-time programs during the school year. Half-Time slots are also awarded to host sites that recruit college students or graduates who seek the opportunity to serve while attending school.

A reduced term of service of 450 hours is also important in providing the opportunity for college students to serve while maintaining academic pursuits. Students apply the skills they acquire through coursework to provide service to children at reduced hours during the academic year and full-time hours in the summer months. The Ed Award Only positions requested create an excellent chance to put learning into service while ensuring that students have chosen the best area of study for their future careers. In addition, members earn the opportunity to access an Education Award, experience diversity in leadership, and contribute to citizenship at its best. The Quarter-Time positions also provide a full-time service experience for individuals to serve and address social and behavioral objectives for youth

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during the summer months.

To ensure members comply with regulations regarding prohibited service activities, Keystone SMILES also employs an educational strategy. Potential members are made aware of all eligibility and compliance issues in a four step system: the introduction to Keystone SMILES AmeriCorps website which provides an overview of the program; a PowerPoint presentation of the requirements and expectations of an AmeriCorps member; the distribution of written material; and member orientation training. To underscore their importance, prohibited activities are also referenced in the Agreement and Service Description that each member signs upon enrollment. Copies of these documents are forwarded to host site personnel. In addition, host sites verify their compliance with prohibited service activities through the Host Site Application they complete each year to qualify to host Keystone SMILES AmeriCorps members. Staff and supervisors are kept abreast of any changes in Prohibited Service Activities through periodic staff meetings and training.

Since the inception of Keystone SMILES in 1994, members have matched apathy with action, conflict with common ground, and adversity with perseverance through the services provided by Keystones SMILES AmeriCorps. Keystone SMILES' accomplishments and outcomes confirm that progress is being made. Nonetheless, the resources provided through the Corporation for National and Community Service have been the catalyst and foundation for these accomplishments. The problems facing rural, Western Pennsylvania remain significant, and Corporation funding is still needed to bridge the gaps which make the difference for our children and youth in rural communities at the northern tip of the Appalachian region of Pennsylvania.

3. MEASURABLE OUTPUTS AND OUTCOMES

To address the need for academic support demonstrated by Districts' failure to meet NCLB targets, 56 full-time, 16 half-time, and 12 quarter-time school and community-based members will provide tutoring to 4000 students, primarily in grades K-8, who have been identified by teachers, parents, or school administrators as academically deficient in a target subject area. Tutoring support will be provided in

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one-on-one or small group settings, at least 3 times a week for 20 minutes, through before, during and after school sessions hosted by school districts and community agencies.

The scope of member activity within this aligned performance measure is wide, but shares the common goal of helping students who are ready to engage in active learning to become more successful in traditional education settings and to be more prepared to adapt to life in an ever-changing world. In keeping with the No Child Left Behind Act, members will provide academic support through research-based methods, which multiply the ability of school districts to meet those standards outlined in the Act.

Regarding preventative measures as the most effective means of avoiding future academic struggles, some members will provide early childhood and school readiness instruction to 58 children enrolled in learning centers, following the guidelines and design of the Pennsylvania's Pre-K Counts Program. Other members will focus on the provision of systematic activities supporting the development of literacy skills and math concepts. Literacy activities will center on the five areas of reading instruction- phonemic awareness, phonics, fluency, vocabulary, and text comprehension- as identified by the National Institute for Literacy, the National Institute of Child Health and Human Development, and the U.S. Department of Education. Math activities will focus on helping students understand numbers, ways of representing numbers, relationships among numbers, and number systems; understand meanings of operations and how they relate to one another; compute fluently; and make reasonable estimates, as encouraged by the Standards and Principles of the National Council of Teachers of Mathematics.

As a result of tutoring services delivered by Keystone SMILES AmeriCorps members, 80% of students will gain at least one grade level in the targeted subject area and 85% will be promoted to the next grade or graduate by the conclusion of the year. Members will use Teacher Progress Reports, conducted twice a year, to measure student achievement.

Believing social/behavioral performance and academics to be intrinsically linked, members will also provide mentoring to an additional 1,200 students, primarily in grades 4 through 12, who have been

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identified by teachers, parents, school administrators, or the juvenile justice system as being in danger of failing, being suspended, expelled, or adjudicated. Services will be provided 2-5 times a week for at least 30 minutes in before, during and after school sessions hosted by school districts and community agencies. Members will utilize school district curriculum, which meets National Standards in all subject areas, integrated with service-learning methodology. The schedule of member activity will be based on what is identified by school district and community agencies as the most effective means of supporting student development.

As a result of mentoring activities provided by Keystone SMILES AmeriCorps members, 70% of students will demonstrate an increase in social and behavioral performance of at least one level in 3 of 5 identified skill areas: teamwork/cooperation, listening and communication skills, responsibility, motivation/attitude, and study habits. Members will conduct rubric assessments, which measure student performance in these 5 areas, twice a year to evaluate mentoring outcomes.

Finally, all members will collectively recruit and engage more than 5,000 youth and adults who will contribute a minimum of 25,000 hours as volunteers during the 2009-2010 program year. As the primary thrust of this performance measure, Keystone SMILES will continue to engage youth as volunteers in year round service-learning programs provided by AmeriCorps members who have been trained to use service-learning as a teaching methodology. 30 quarter-time members serving full time hours in summer service programs will continue to increase the number of youth engaged in the Summer of Service Youth Initiative in Clarion, Venango, and Mercer Counties. Members will recruit youth, ages 10-14 to participate in "Summer of Service Programs". All students will serve a minimum of 50 volunteer hours within the 9-week program, with a goal of 100 hours per youth of direct service to earn the President's Youth Service Award.

4. PLANS FOR SELF-ASSESSMENT AND IMPROVEMENT

Keystone SMILES AmeriCorps is proud to have an extremely successful record with regards to Performance Measures. In the last two program years alone, Keystones SMILES recruited 2,230 more

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volunteers than required by its volunteer generation performance measure. The volunteers contributed 9,067 more hours of service than the goal of 42,500 hours. Even more remarkably, in terms of tutoring and mentoring services, Keystone SMILES AmeriCorps members met or exceeded all achievement outcomes for students in the same period and did so for 11,486 total students-- 3,936 more students than the target. Ultimately, 66% more students received tutoring and mentoring services while maintaining or exceeding the targeted level of achievement for all students served.

With these successes in mind, Keystone SMILES plans to continue formerly established protocols to track and evaluate progress toward Performance Measures. Via these procedures, members utilize program prepared Service Data Reports to track all statistics related to Program Measures, including Teacher Progress Reports for evaluating academic growth, and rubrics for evaluating social/behavioral improvement. Members will report data using a web based monthly reporting system, America Learns. AmeriCorps program coordinators will continue to aggregate and evaluate the data and prepare Progress Reports to comply with Corporation and State Commission standards.

To gather feedback and provide to and from members, service sites and partners, Keystone SMILES will use a digital communication system, available via the organization's website, to facilitate agency-wide communication. In addition, periodic reports are provided to both members and host site personnel regarding progress toward outputs and outcomes. Through these tools, the program will identify strengths and weaknesses and resolve problems while engaging in continuous assessment and improvement.

5. COMMUNITY INVOLVEMENT

Faced with an 8-county, 23 school district service region, Keystone SMILES is continually challenged to provide opportunities for the community voice to be heard. Accordingly, Keystone SMILES has made a concerted effort to develop a broad scope of communication tools in which the community may contribute to program design and activities, as well as stay informed of the latest organizational

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developments. Some examples of these communication tools are: the Keystone SMILES website; listservs for members and community partners; community and AmeriCorps newsletters; public service announcements; and community, participant, and partner surveys. Several councils, each designed to target a different community voice, provide periodic opportunities for community input. Additionally, Keystone SMILES hosts quarterly meetings for education administrators from school districts within the region.

6. RELATIONSHIP TO OTHER NATIONAL AND COMMUNITY SERVICE PROGRAMS

Keystone SMILES is very excited about its relationship to National and Community Service programs and initiatives. From the early days when AmeriCorps Leaders were an integral part of National Service, Keystone SMILES AmeriCorps members and leaders assisted with the coordination of service projects along the borders of western Pennsylvania to Washington DC. Although our resources are limited, the creative juices of our staff generate alternative resources in order to "get things done." With an outside-the-box attitude, we have afforded our members the experiences of a lifetime through our collaborative relationships with other National Service Programs. Such relationships are encouraged and supported through PennSERVE, which demonstrates the commitment of our state to help make these connections happen. Some examples include: Keystone SMILES participation in installing new book shelves for a school in Washington, DC., building Housing for the Homeless in San Francisco, Hurricane Hugo Relief in South Carolina, attending AmeriCorps Launch Events in Philadelphia and Pittsburgh, AmeriCorps InterCorps Council, Make a Difference Day Projects, Martin Luther King Day Events in Philadelphia, VISTA projects, joint member trainings, and building a network for service through conferences sponsored by the Corporation for National and Community Service.

7. POTENTIAL FOR REPLICATION

Keystone SMILES AmeriCorps takes great pride in its AmeriCorps program. The staff members model

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National Service attributes daily in their professional and personal lives. Disseminating information and guidance to potential new organizations and communities for replication is an anticipated responsibility for our program. Although our expertise encompasses a rural focus, the recipe for success in National Service remains the same. The ingredients may shift, the cooking temperature and utensils may vary, but creating a magnificent service program always begins with the desire to serve others. It is a common practice for the program staff to enthusiastically provide assistance to anyone who comes through our doors, whether interested in National Service or in helping families, friends, or community. With more than a decade of experience in fruitful service to a broad scope of rural communities as demonstrated in our outcomes and accomplishments, and equal experience in the administration and management of Corporation grants, Keystone SMILES AmeriCorps feels confident in its potential for replication. We have used our model and expanded it beyond the local area to address needs throughout a broad geographical area encompassing eight western Pennsylvania counties and beyond. Keystone SMILES AmeriCorps believes it is our responsibility to help ease the challenges of new endeavors through the learning experiences of our own. We are committed to continue to serve as a catalyst for others.

Organizational Capability

1. ORGANIZATIONAL HISTORY/CAPACITY TO OPERATE PROGRAM

In 1994, a group of concerned citizens, led by Keystone SMILES' Executive Director, Joyce Fosdick, vowed to begin addressing the needs of youth and education in local rural communities. The group believed that combining learning and meaningful service was the most effective means of enriching the minds of its students, while addressing community needs and bolstering the sense of citizenship. Keystone SMILES was born and incorporated on May 12, 1995, out of this group and their grass-roots commitment to enhance educational opportunities through service to positively impact the future for area youth and families.

Over the past decade, the face of this rural, impoverished community has started to change. With the

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momentum of the National Service movement, and through the service of 947 AmeriCorps Members, Keystone SMILES AmeriCorps has stepped forward to meet the needs of local populations by providing much needed support services in academic, social / behavioral and service-learning areas. In the past grant cycle alone, members helped "ensure a brighter future for area youth" by providing academic and social/behavioral support to 11,524 students and generated 50,744 service hours to fuel the region's "Armies of Compassion" by recruiting 11,495 volunteers and service-learning participants.

Keystone SMILES has significant experience managing federal, state and private grants. Not only has the organization received 15 AmeriCorps grants since its founding, but SMILES is also the recipient of multiple grants from the PA Dept of Ed, Learn & Serve, PA Safe Kids, Heinz Foundation, State Farm Insurance, Rosie O'Donnell and Venango Area Foundations, VISTA, PA Child and Adult Lunch Program, and Keystone STARS. SMILES operates its rural, multi-site program from a central office in Knox, PA that houses its administrative and fiscal staff who have had many years of AmeriCorps program experience. The seasoned staff work cooperatively with AmeriCorps host sites to ensure that they are fully aware of and complying with all AmeriCorps grant regulations.

2. PROGRAM AND FISCAL OVERSIGHT

Due to the rural nature of service areas, Keystone SMILES has worked diligently to implement monitoring procedures for host sites that are partners in the Keystone SMILES AmeriCorps program. Strategies for monitoring include the following: host site in-kind supervision for compliance, increased number of visits to host sites, semi-annual meetings on program goals and requirements, and correspondence through a variety of venues. Regional trainings have also expanded the opportunity to monitor sites and additional staff has been added in Venango and Mercer counties to oversee members serving in those regions.

Keystone SMILES AmeriCorps is very proud to have a unique and ongoing relationship with many of its original partners. The strength of this relationship is demonstrated by a 95% retention of partner's

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involvement in the program. Each partner understands the sustainability requirements of the Corporation and continues to seek supporting documentation of financial resources to assist the Keystone SMILES AmeriCorps program in its efforts to generate resources to meet the expectations of the Corporation for National and Community Service.

Each host site must submit a yearly application to the Keystone SMILES AmeriCorps Program. A review of program performance and compliance to policies and procedures is conducted annually by the AmeriCorps staff to determine the quality of the host site. Partners are provided an expectation outline at the beginning of each year with the service objectives, volunteer, member development, and community outreach goals tailored to each site. A report card is distributed biannually to each host site illustrating the site's progress towards each expectation. Throughout the year, data is collected through America Learns, a web based reporting system. The report cards serve as a great tool for each site to present to their Board of Directors regarding the impact of members' service and to the members during their evaluations.

Documentation of matching funds is monitored by the AmeriCorps office through a tracking system for in-kind contributions. Financial requirements are established and monitored through a partner agreement which is signed by each host site agreeing to meet the compliance regulations.

3. BOARD, ADMINISTRATORS, STAFF

Keystone SMILES is fortunate to employ a seasoned staff and Board of Directors with a wealth of experience in grants management. Keystone SMILES has an active Board of Directors comprised of eight members and a Board Secretary. Service is no stranger to the staff, Board of Directors and administrators of the Keystone SMILES agency. Members of the Board are active in state and local National Service initiatives as volunteers and as advisory board members to agencies within the Keystone SMILES service area. They work closely with collaborating partners to ensure that community strengthening and support is available for host sites and that their needs are met. Staff members for

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Keystone SMILES are professionals that have experience and certification in the fields of education, business, and nonprofit management, constituting a very unique flexibility and diversity to the organization. Staff members also bring experience working with Learn and Serve Programs; AmeriCorps and VISTA programs. Board members and staff alike have been recognized for their volunteer service and leadership. They are exemplary examples to the AmeriCorps members of the dedication, creativity, and integrity needed for the success of the programs. Keystone SMILES has developed and focused on the goal of developing a "family of service".

Key staff includes the Executive Director, who has 15 years of experience as the Director for the SMILES AmeriCorps program and 3 years experience with Learn and Serve. The fiscal department consists of two full time staff who share the responsibilities of the AmeriCorps program as well as nonprofit responsibilities. These individuals have attended fiscal training by technical assistance provider, Walker and Walker, with one member completing the Grants Management Certificate Program through Management Concepts. Together, they will continue to ensure federal guidelines are met in regards to program and fiscal compliance. With 11 years average National Service experience, 3 staff will serve directly from the Keystone SMILES AmeriCorps hub, focusing on the timeliness and accuracy of member eligibility documentation, timesheets, reflections, host site visits and member support and coordination. Other program staff, with 76 years combined experience with AmeriCorps programs, will train, supervise, and assist in the implementation of service activities for all members participating in the program and with all member development activities.

4. SELF ASSESSMENT AND TECHNICAL ASSISTANCE:

Self-assessment of program procedures, policies, and operations is a continuous process for our organization. History has demonstrated the agency's growth in this area. With the assistance of outside evaluators, internal checks and balances, and external evaluations, Keystone SMILES has created and improved systems for higher quality services and programs for our service recipients. Evaluation tools

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have been designed to effectively measure outcomes, which demonstrate the impact and accomplishments of the AmeriCorps members. A variety of evaluation tools are used including: evaluations created by our staff with the technical assistance of Project Star, Teacher Progress Reports, and rubrics. Keystone SMILES has also contracted with Gill Consulting, LLC to serve as an outside evaluator.

5. ACCOMPLISHMENTS, ORGANIZATION AND COMMUNITY LEADERSHIP

Believing reputation is a fair barometer of a program's success, Keystone SMILES was proud to be selected from among its many peers as one of the 51 "Most Innovative" AmeriCorps Programs in the nation by Innovations in Civic Participation (ICP), who honored the program as "a beacon of hope and progress." As a service agency whose identity is more firmly defined by what we do, rather than by what people say about us, ICP's observations regarding Keystone SMILES' influence were even more gratifying: "SMILES is having a positive impact on the lives of real people, while simultaneously demonstrating that what we do together vastly outweighs what can be done alone.

Keystone SMILES AmeriCorps has gained recognition from local, state, and national entities for its successful programming. Most recent examples include recognition in the following areas:

- I. National Association of Housing and Redevelopment Officials Award (NAHRO Award) in conjunction with Mercer County Housing Authority, 2004 -- Service-Learning/Habitat for Humanity's Home in Farrell, PA
- II. Northwest PA Workforce Investment Act (WIA) Youth System Community Partner of the Year, 2004 --Empowering Youth into Service and Leadership Programs
- III. Pennsylvania Association of Housing and Redevelopment Agencies Award (PAHRA Award) in conjunction with Mercer County Housing Authority, 2004- Recognition for Service-Learning/Habitat for Humanity's Home for a Keystone SMILES Volunteer Family

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IV. Featured as 1 of 51 of the "Most Innovative AmeriCorps programs in the United States" by V. Innovations in Civic Participation Northwest in 2005

VI. 2005 Summer Food Culinary Arts Service-Learning Program chosen by the PA Department of Education for a training video to be used as an example of a successful pilot summer program for implementation involving rural communities

VII. PA Safe Kids Community Outreach Award, 2007

VIII. 2007 Spirit of Service National Service Award Finalist-- SMILES' Staff Member
Liborio Hansford

IX. Exemplary Bridge Builder Service Award, the Venango Area Community Foundation, SMILES'
Director Joyce Fosdick, 2007

X. PA Senate and House of Representative Citations, PA RULE Leadership Program, SMILES' Director
Joyce Fosdick, 2008

6. VOLUNTEERS GENERATION AND SUPPORT

While the longevity and experience of staff and Board members play an essential role in organizational capacity, volunteers also support and multiply any agencies' capability to accomplish its mission. Each year, new and returning volunteers provide support to their communities through the opportunities coordinated by Keystone SMILES AmeriCorps members. These volunteers increase the capacity of the organization to provide students with the mentoring and tutoring services they need. Keystone SMILES' AmeriCorps generated 50,774 service hours through the contributions of 11,495 volunteers and service-

Narratives

learning participants in just the past 2 program years.

7. COLLABORATION

Since its inception in 1994, Keystone SMILES has evolved as a result of strategic community and school collaborations. The most recent recognition of our ongoing collaborative efforts was acknowledged through The Venango SOS Initiative (SMILES Opportunities for Service). Since 1975, The Venango Area Community Foundation exclusively served Venango County residents. Through a strong and sincere community relationship with the Keystone SMILES AmeriCorps and AmeriCorps VISTA programs, a new opportunity arose to include Clarion and Forest Counties which led to the birth of the Bridge Builders Community Foundation. In 2008, the new foundation presented five Bridge Builder awards. Keystone SMILES is very proud to have been recipients of three of the five awards, in honor of our ongoing commitment to collaboration. Through the Venango SOS Initiative and the leadership of the Bridge Builders Foundation, Keystone SMILES AmeriCorps has also gained a number of AmeriCorps Host Sites in other faith- and community based organizations.

8. SUCCESS IN SECURING MATCH RESOURCES

Keystone SMILES AmeriCorps has met and often exceeded its budgeted match for each year of its grants. Nonetheless, it is a yearly challenge to meet match expectations, considering the lack of philanthropic resources, foundations or even large corporations in small, rural communities, and the instability of local budgets in difficult economic times.

9. SUCCESS IN SECURING COMMUNITY SUPPORT

Keystone SMILES AmeriCorps has distinguished itself among the communities it serves by placing relationships as a priority among constituents. Promoting members and host sites before the organization, with a person-first mind-set, is an ongoing emphasis. A most recent example of

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community support involved the need to secure the trainer status for Certified Emergency Response Training (CERT). After nine months of contacting the appropriate agencies for assistance in approving staff to be CERT trainers proved fruitless, Keystone SMILES called on a member of its service network for support. Through the help of Clarion County Commissioner Donna Hartle, the Keystone SMILES AmeriCorps program was approved to provide internal CERT training for its 116 members within two weeks, thanks to the agency's relationship with this important community supporter.

In another example of relationship driven community support, a parent of a youth volunteer in our program recently inquired about the resources of the agency. She stated that she had received a small inheritance from her mother and felt compelled to help in some way because of the impact Keystone SMILES AmeriCorps services had made on her son. Her donation of \$9,000 helped an AmeriCorps Alum travel to Romania to help complete an orphanage and assisted with profoundly needed facility renovations at a Keystone SMILES AmeriCorps site.

These are two of the local stories that demonstrate the support for the Keystone SMILES AmeriCorps Program. Other resources continue to be generated through school district partners, Bridge Builders Foundation, Clarion University, Mercer County Housing Authority, the Salvation Army of Oil City, the Boys and Girls Club Along the Allegheny, Mercer County Children's Aids Society, Venango Training Development Corporation, Oil City YMCA, Jefferson Clarion Head Start and local businesses. These supporters are helping Keystone SMILES AmeriCorps exceed the minimum requirement for matching funds for the purpose of this grant application.

10. WIDE RANGE OF COMMUNITY STAKEHOLDERS

Community Stakeholders are also increasingly important to sustainability efforts. However, documenting the support of community supporters often proves challenging when those supporters choose to remain anonymous. The program has been the recipient of many undisclosed contributions by individuals and business donors who have helped with materials, equipment, and supplies for many

Narratives

service learning projects, facilities and partner programs. However, the blessings of the community stakeholders cannot be discounted even if they are not documented. These donors serve as an exemplary model of humility and service for our volunteers and members.

As the program has matured, we have also seen an increasing growth in AmeriCorps Alums as community stakeholders. One member recently wrote, "I just wanted to let you know how important your program has been to me. Following my service, I went to Edinboro University to get my Master's of Arts in Rehabilitation Counseling. My major there was a direct result of the work I was able to do with the students in the alternative education program. I found a lot of personal fulfillment working with youth with different behavioral issues, acting as a mentor, an educator, and a leader. During the time I was in school, I also worked one-on-one to directly help these kids. Now that I have finished school, I am working as a career counselor for people with disabilities (focusing on mental health). I am an advocate for AmeriCorps to any students who I think would be a good fit for the program, because of how it helped me gain direction in my career and my goals. Without Keystone SMILES, I do not believe that I would have made the decisions that I have, helping me succeed by helping others. I feel privileged that I was able to work with the amazing staff at SMILES, and I often think about how many lives they change every year (whether they know it or not)." It is encouraging to hear this level of buy in from many other program participants as well, particularly in view of the growing ranks of Keystone SMILES AmeriCorps Alumni.

Cost Effectiveness and Budget Adequacy

1. COST EFFECTIVENESS

Keystone SMILES AmeriCorps has been aggressive in generating support for this application in regards to cost effectiveness. The program works very hard to generate new and used supplies for community service projects. For example, a kitchen expansion was needed to accommodate an increase of students in Keystone SMILES' alternative education, preschool and summer youth volunteer programs. Recycled commercial equipment such as metal doors, ceiling tile, energy efficient lighting and the like were

Narratives

donated by an anonymous business. The value of the kitchen expansion donations was \$18,400. The program budget continues to demonstrate the efforts of the program to keep overhead and administrative costs low by allocating only 4% of the total budget for these expenses.

The budget reflects an MSY of \$12,476, \$124 below the maximum cost set by the Corporation. The proposed budget also reflects a cost share of 43% - 4% higher than the minimum set by the Corporation for a year 6 program, demonstrating the efforts of Keystone SMILES to attain the sustainability expectation of 50%. With \$58,814 fewer federal dollars requested and an increase of 4% in the minimum required cost share-- a clear effort can be documented concerning the conscientious use of federal dollars.

Through the support of matching dollars and in-kind services committed to support this grant proposal, one can see the important role Keystone SMILES AmeriCorps members play in the Northwest Pennsylvania service region. Local match dollars have been committed by 14 school districts to date, with a waiting list of other potential partners. Community Agencies to date for this proposal include: Salvation Army of Oil City, Boys and Girls Club Along the Allegheny, Youth Alternatives, Keystone SMILES Inc, Mercer County Housing Authority Mercer County Children's Aids Society, Venango Training and Development Center and the Bridge Builders Foundation. The agency's longtime relationship with Clarion University and the Center for Teaching Excellence will provide additional in-kind contributions including Federal Work Study dollars amounting to \$68,000 for the 2009-2010 program year. Diverse funding will include in-kind contributions of the AmeriCorps service sites and program income. Ongoing efforts to diversify funding for match requirements are foremost in the minds of the Keystone SMILES AmeriCorps staff, Keystone SMILES Board of Directors, and friends of AmeriCorps.

Match dollars for Section 1 - Program Operating Costs will include \$32,107 for QT time University Ed Award Only Member support costs. Contributions from Mercer County Housing Authority and Keystone SMILES Inc will provide in-kind facility use valued at \$68,530 and supplies or materials with

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a cash match of \$74,175. The remaining support of \$158,678 for operation match will be cash contributions from the remaining collaborating partners.

Match dollars for Section II -- Member Costs will include cash match from 14 Local School Districts, 11 Community Agencies, and the Samuel L. Justus Trust/Venango Area Community Foundation, Keystone SMILES Community Learning Center totally \$471,132 for living allowances and member support costs. Match dollars for Section III --will include a combination of in-kind and cash support in the amount of \$18,000 for administrative expenses. Support will be generated from Clarion University, Keystone SMILES Community Learning Center, and Host Sites of \$18,000.

2. BUDGET ADEQUACY

Rural communities often have difficulty supporting grant programs with large match requirements. Through the efforts of Keystone SMILES leadership and its broad multi-site service network, the increasing match requirements have been consistently met. The longevity of participating host sites demonstrates the need for the service provided by members. This exceptional retention of host site partners through the years also can be directly associated with the program's commitment to keep costs affordable and equitable, while meeting sustainability and accountability expectations set forth by CNCS. The budget is designed to meet the expenses necessary to support members in providing high quality tutoring and mentoring programs which produce measurable outcomes for students, schools, agencies and communities at large. Ultimately, through the activities proposed, 116 Keystone SMILES AmeriCorps members will provide 5,200 needy students with the tutoring and mentoring they need to ensure them a brighter future for roughly \$280 per student. At less than the cost of the average video game system, this price tag seems adequate and efficient by any definition.

Evaluation Summary or Plan

NA

Amendment Justification

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NA

Clarification Summary

09-10 Clarification Items:

Criminal, Child Abuse, and Sex Offender background checks will be completed for all staff and AmeriCorps members. In addition, staff and members serving in school based settings will undergo FBI fingerprint checks.

Keystone SMILES AmeriCorps will operate from August 20, 2009 to August 19, 2010.

11-12 Clarification Items:

Budget Clarification Items:

(3) Section C. Staff and Member travel: Member Travel -- How many vehicles are included in the expense insurance for AmeriCorps Program vehicles? Justify reimbursement for members travel to training and orientation when the program indicates program vehicles are available.

A fleet of six vehicles are used to transport staff and AmeriCorps members to various locations for training, site visits, and service projects. The vehicles serve the Clarion, Mercer, and Venango County members.

AmeriCorps members serving in the remaining six counties serve in school-based programs.

Approximately 66 additional members need to travel for their member development activities. This travel is coordinated by the use of members carpooling for mileage reimbursement.

(6) Section G. Staff and Member trainings: justify use of funds to pay for meals.

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Staff Training: Being a rural program with sites scattered over a 100 square mile area requires long distance travel.

Member Training: Meals are provided for the members in attendance to expedite all-day trainings and pre-service training week due to the travel time involved in getting to and from their scattered sites.

(9) Section I. Other Program Operating Costs: provide justification for supplies for member service learning projects at \$520/month.

One of the core values of Keystone SMILES AmeriCorps' in accomplishing our objectives is to utilize service-learning to empower and strengthen people. We mandate that members implement service-learning projects during their term of service (in conjunction with the Service-Learning Course / Training). Members must plan service-projects and have it approved by the AmeriCorps Program Director or Assistant Program Director. Should the project require any supplies and the supplies are reasonable cost, we purchase the supplies for the members since they are impacting impoverished communities. All attempts are made to generate as much local match support for supplies as possible.

(10) Section I. Other Program Operating Costs: provide justification for hand and power tools for construction projects as this was not mentioned in the narrative.

These items are an ongoing maintenance cost due to breakage or wear and tear in the ongoing service-learning projects members complete.

Performance Measure Clarification Items:

Narratives

(1) Program indicated it would like to opt into the national measures for Opportunity. To opt into the measure the program must select from O1 -- O17.

Program did not intend to opt into the National Measures for Opportunity.

(2) Measure Academic Support (Tutoring and Child Literacy) no clarification issues.

(3) Measure Social/Behavioral Support (Mentoring): It is difficult to determine what the program wants to achieve. What is the rubric and how does it fit with social/behavioral support? Please determine the output.

The goal of mentoring activities is to increase students' social and behavioral skills. These skills include those in the areas of cooperation, communication, responsibility, motivation and attitude.

As such, the rubric is an instrument used to measure change in these skills as a result of mentoring provided by AmeriCorps members. The form asks AmeriCorps members to evaluate student's skill level, on a scale of 1-5 in these topic areas prior to mentoring or as early in the relationship as possible. At the conclusion of the program or when services are complete, the members are asked to reevaluate student's skill level in the same areas. The difference in the pre and post scores are used to evaluate the change in skills level and the achievement of the intermediate target -- a gain of at least one skill level in 3 of the 5 areas, or a gain of at least 12%.

The rubric form was adapted to fit our program needs from a rubric originally provided to us by Project Star. It is very similar to the Youth Social Skills Inventory available on the National Service Resource Center at <http://nationalserviceresources.org/star/ac-youth>.

Narratives

The activities under this performance measure are described as social and behavioral support instead of mentoring because they do not always take the form of traditional one-on-one mentoring. Activities within this performance measure include anti-bullying programs, teambuilding, homework assistance, study skills instruction, student clubs and after school programs, and character education. While the scope of these activities is wide, they all share the goal of improving students' social and behavioral skills in the areas of cooperation, communication, responsibility, motivation and attitude.

(4) Measure Volunteer Generation -- Please consider deleting this measure, or explain why you think it should be left in the application. When volunteer generation is not the primary focus of a program, we are directing applicants to remove these performance measures from their application. Volunteer generation outputs are captured in the annual progress report. Understandably, a grantee or a commission may find it valuable for its programs to collect volunteer generation data even if these measures aren't part of the AmeriCorps grant application and subsequent grant award.

We have removed the volunteer component of this Performance Measure to address the clarification rationale. We have, however, retained that portion of the Performance Measure that speaks to service learning activities, as these are one of the primary foci of Keystone SMILES AmeriCorps. Keystone SMILES AmeriCorps members are extensively trained in service learning and use it as a teaching methodology to enhance student learning, as detailed in the original AmeriCorps narrative proposal under Member Outcomes and Outputs and Member Development, Training and Supervision.

Narratives

As such, our revised Performance Measure proposal reads:

168 AmeriCorps members will recruit and engage 2,000 service-learning participants through personal contact at the school districts and agencies they serve. Students will be engaged in service-learning projects planned and implemented with members that meet identified community needs and enhance student learning.

Continuation Changes

CHANGES IN MEMBER DEVELOPMENT, TRAINING AND SUPERVISION:

As quoted by Leo Buscaglia, renowned author and speaker, "Change is the end result of all true learning." In that spirit, Keystone SMILES AmeriCorps has made several changes to its Member Development, Training and Supervision efforts based on lessons learned in the 17 prior years of program operation.

In August 2010, Keystone SMILES AmeriCorps hosted incoming AmeriCorps Members for a four day retreat-style orientation. In the early days of the program, a multi-day, retreat style training model was utilized. But as the program grew, resources were strained as match requirements increased. This model was replaced by a regional approach in an effort to meet new program costs, require less travel for members and create smaller training groups. However, as a multi-site program, this limited individual member's contact with other members and did not provide time for intensive relationship and corps-building experiences. In an effort to restore these elements, as well as address the need for the completion of eligibility and clearance requirements prior to service, the program sought new resources to return to this model.

The Keystone SMILES AmeriCorps members' retreat was held at McKeever Environmental Center located in Sandy Lake, PA. The four-day orientation included 16 hours of Citizen Emergency Response Training (CERT), Orientation sessions on CNCS, The History of National Service, Keystone SMILES AmeriCorps Policies, Procedures and Paperwork, new technology tools for reporting and student

Narratives

outcomes, The Power of Words, Teamwork and Group Processes, and Ethic of Service. In addition, members were sworn in, attended an AmeriCorps Alumni panel session, were fingerprinted for FBI checks, received uniforms and photo ids and had ample opportunity for networking and teambuilding during evening activities. The program plans to continue with this training model in 2011-2012. Keystone SMILES AmeriCorps has also added regional monthly Member trainings to its Member Development repertoire. Our service area was divided into 5 regions and a monthly training was scheduled for each. Monthly agenda consists of a member development topics based on performance objectives, calendar updates, and ongoing networking and reflection. These trainings inspire esprit d'corps, service reflection and new learning.

In an effort toward continuous improvement, Keystone SMILES is very pleased to have implemented a new timesheet and data collection system to AmeriCorps members and site supervisors. The new systems have been designed and created through the efforts of the Keystone SMILES AmeriCorps staff and our technology consultant. Using this forward-looking system, members remotely log on to the Keystone SMILES AmeriCorps network in which they enter their timesheet information and monthly data collection report information. Since the data is entered directly to the network, staff can digitally access monthly numbers, cumulative data, great stories, and pictures instantly. Having information immediately available to AmeriCorps staff and host site supervisors allows for more timely supervision and oversight. In addition, the spreadsheets completed by the members aggregate and summarize the information for both members and supervisors. Access to cumulative statistics regarding progress toward minimum hours and performance measure targets empowers members site supervisors.

NEW SITE LOCATIONS AND JUSTIFICATION

Each year, Keystone SMILES AmeriCorps receives host site applications for new school and agencies eager to provide the tutoring, mentoring and service learning activities our members offer to their

Narratives

students. Their applications are evaluated based on need, risk and available resources. In 2010-11, Keystone SMILES AmeriCorps added 4 host sites to its service region -- Highlands School District in Allegheny County, Fairview School District in Erie County, Union School District in Clarion County and Next Generation, a community agency located in Beaver Falls School District of Beaver County. At each host site, members will provide tutoring, mentoring and service learning activities to students. The need for these services is particularly clear in view of the sites' recent performance in statewide evaluations. In report cards issued for the 2009 Academic Year, the Pennsylvania Department of Education assessed each District's performance using No Child Left Behind (NCLB) Act Standards. Three of the four new school districts applying to be Keystone SMILES AmeriCorps host sites failed to meet NCLB targets in some area. At Highlands School District and at Beaver Falls School District, the failures were related to student performance in reading and math. In these instances, economically disadvantaged students and students with an Individualized Education Plan (IEP), as targeted populations, performed below NCLB targets. Union School District in Clarion County failed to meet NCLB targets for graduation rates and was issued a formal warning regarding their performance related to No Child Left Behind goals. Fairview District has identified bullying as the most critical issue among their student population. Members will develop a mentoring program to involve students in character education and to assist in the goal of decreasing bullying incidents among middle school students. Members will also focus on the economically disadvantaged and special education populations in need of academic support. For Keystone SMILES AmeriCorps, these children, their schools and their communities matter. They are our neighbors, our friends, our family and they deserve the hope offered to them through the tutoring and mentoring Keystone SMILES AmeriCorps members provide. Accordingly, Keystone SMILES has expanded its network to include them in the 18 school districts and 15 community agencies across 10 counties that represent our service family.

PLANS FOR IMPROVING RETENTION

In 2009-2010, Keystone SMILES AmeriCorps exited 14 members without an education award, resulting

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in an 89% retention rate. Eleven of the 14 members exited without an award were dismissed for cause, largely due to issues relating to attendance. In keeping with CNCS and PennSERVE directives, Keystone SMILES AmeriCorps strives to closely monitor the average weekly number of hours members need to complete their terms successfully. When this number exceeds what is reasonable or feasible, members are exited from the program.

Keystone SMILES AmeriCorps believes leveraged resources providing the changes in training and supervision described above will help drive this number lower in the coming year.

EXPLANATION OF BUDGET CHANGES

An increase in the category for member training has been added in the amount of \$18,560 to support the addition of a pre-service Keystone SMILES AmeriCorps retreat consisting of four days and three nights. The costs to be incurred are: member travel, overnight accommodations, training facilities' fees, meals, supplies, and trainers fees.

SOURCES of MATCH

Sources of match for the 2011-2012 program year will include cash match generated from contributions and program income from the local host sites which include nonprofits, school districts, and a local foundation. In-Kind contributions will consist of facilities for AmeriCorps programs provided by Clarion University, Mercer County Housing Authority, Bridge Builders Foundation, Beaver Falls Presbyterian Church, The Emlenton Mill, Keystone SMILES Community Learning Center, and some school district partners.

Match dollars for Section 1 - Program Operating Costs will include \$12,000 for QT time University Ed Award Only Member support costs and \$22,000 for Erie School District AmeriCorps member support costs. Contributions from Mercer County Housing Authority, Erie School District, Emlenton Mill

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Foundation and Keystone SMILES Inc will provide in-kind facility use valued at \$70,800 and supplies or materials with a cash match of \$32,400. In addition, \$14,698 will be provided in in-kind contracted services in the area of technology and evaluation. The remaining support of \$253,236 for operation match will be cash contributions from the remaining collaborating partners.

Match dollars for Section II -- Member Costs will include cash match from 18 Local School Districts, 15 Community Agencies, and the Samuel L. Justus Trust/Venango Area Community Foundation, Keystone SMILES Community Learning Center totally \$742,491 for living allowances and member support costs.

Match dollars for Section III --will include a combination of in-kind and cash support in the amount of \$34,560 for administrative expenses. Support will be generated from Clarion University, Keystone SMILES Community Learning Center, and Host Sites of \$34,560.

Performance Measures

SAA Characteristics

- AmeriCorps Member Population - None
 Geographic Focus - Rural
 Geographic Focus - Urban
 Encore Program

Priority Areas

- | | |
|---|---|
| <input checked="" type="checkbox"/> Education | <input type="checkbox"/> Healthy Futures |
| <i>Selected for National Measure</i> <input type="checkbox"/> | <i>Selected for National Measure</i> <input type="checkbox"/> |
| <input type="checkbox"/> Environmental Stewardship | <input type="checkbox"/> Veterans and Military Families |
| <i>Selected for National Measure</i> <input type="checkbox"/> | <i>Selected for National Measure</i> <input type="checkbox"/> |
| <input type="checkbox"/> Economic Opportunity | <input type="checkbox"/> Other |
| <i>Selected for National Measure</i> <input type="checkbox"/> | <i>Selected for National Measure</i> <input type="checkbox"/> |

Grand Total of all MSYs entered for all Priority Areas 86.46

Service Categories

- | | | |
|--|---|---|
| Service-Learning | Primary <input type="checkbox"/> | Secondary <input type="checkbox"/> |
| Tutoring and Child (Elementary) Literacy | Primary <input checked="" type="checkbox"/> | Secondary <input type="checkbox"/> |
| Tutoring and Child (High Sch.) Literacy | Primary <input type="checkbox"/> | Secondary <input type="checkbox"/> |
| Mentoring | Primary <input type="checkbox"/> | Secondary <input checked="" type="checkbox"/> |

Service Learning

Service Category: Service-Learning

Measure Category: Strengthening Communities

Strategy to Achieve Results

Briefly describe how you will achieve this result (Max 4,000 chars.)

168 AmeriCorps members will recruit service-learning participants through personal contact with students at the school and agencies they serve. Students will be engaged in service-learning projects planned and implemented with members that meet identified community needs and enhance student learning.

Results

Result: Output

Students will participate in service learning projects.

Indicator: serving students

Target: K-12 students participating in service-learning projects

Target Value: 2000

Instruments: Members will utilize project reports and student logs to track the number of students participating in service learning projects.

Result: Output

PM Statement: 168 AmeriCorps members will recruit and engage 2,000 service-learning participants through personal contact at the school districts and agencies they serve. Students will be engaged in service-learning projects planned and implemented with members that meet identified community needs and enhance student learning.

Prev. Yrs. Data

Academic Support - Aligned

Service Category: Tutoring and Child (Elementary) Literacy

Measure Category: Needs and Service Activities

Strategy to Achieve Results

Briefly describe how you will achieve this result (Max 4,000 chars.)

89 members will provide tutoring to students, primarily in grades K-8, who have been identified as by teachers, parents, or school administrators as academically deficient in a target subject area. Services will be provided in a one-one-on or small group setting, at least 3 times a week for 20 minutes, in before, during and after school sessions hosted by school districts and community agencies.

Results

Result: Output

Students will receive academic support services provided by AmeriCorps members.

Indicator: student beneficiaries

Target: Students, primarily in grades K-8, who have been identified as by teachers, parents, or school administrators as academically deficient in a target subject area

Target Value: 4000

Instruments: Members will utilize attendance logs to track students served.

PM Statement: 89 members will provide tutoring to 4000 students, primarily in grades K-8, who have been identified as by teachers, parents, or school administrators as academically deficient in a target subject area. Services will be provided in a one-on-one or small group settings, at least 3 times a week for 20 minutes, in before, during and after school sessions hosted by school districts and community agencies.

Prev. Yrs. Data

Result: Intermediate Outcome

Students will demonstrate an increase in academic performance as a result of academic support services provided by AmeriCorps members.

Indicator: Students will improve functional grade level in target subject area by at least one level.

Target: 80% of students served and evaluated with Teacher Progress Reports will demonstrate an increase of 1 grade level in his/her target subject area over the course of the academic year

Target Value: 80%

Instruments: Student's academic performance will be evaluated using a student progress report, completed by

Result: Intermediate Outcome

each student's teacher, twice during the year. The progress report, provided to us through Project Star, asks the teacher to evaluate the student's functional grade level in the target subject area.

PM Statement: 89 Members will provide tutoring to students, primarily in grades K-8, who have been identified as by teachers, parents, school administrators or IEPs as academically deficient in a target subject area. Services will be provided in a one-on-one or small group settings, at least 3 times a week for 20 minutes, in before, during and after school sessions hosted by school districts and community agencies. 80% of students served and evaluated with Teacher Progress Reports will demonstrate an increase of 1 grade level in his/her target subject area over the course of the academic year.

Prev. Yrs. Data

Result: End Outcome

Students will be promoted to the next grade or graduate by the conclusion of the academic year.

Indicator: Student Promotion Records

Target: 85% of students served and evaluated with Teacher Progress Reports will be promoted to the next grade or graduate by the conclusion of the academic year.

Target Value: 85%

Instruments: Student's academic performance will be evaluated using student promotion records, gathered from teachers, via the Final Teacher Progress Report

PM Statement: 89 Members will provide tutoring to students, primarily in grades K-8, who have been identified as by teachers, parents, or school administrators as academically deficient in a target subject area. Services will be provided in a one-on-one or small group settings, at least 3 times a week for 20 minutes, in before, during and after school sessions hosted by school districts and community agencies. 85% of students served and evaluated with Teacher Progress Reports will be promoted to the next grade or graduate by the conclusion of the academic year.

Prev. Yrs. Data

Social / Behavioral Support

Service Category: Mentoring

Measure Category: Needs and Service Activities

Strategy to Achieve Results

Briefly describe how you will achieve this result (Max 4,000 chars.)

79 Members will provide social and behavioral enrichment activities such as teambuilding, mentoring, and study skills instruction to students, primarily from grades 4 through 10, who have been identified by teachers, parents, school administrators, IEPs and / or the juvenile justice system as being in danger of failing, or being suspended, expelled, or adjudicated. Services will be provided 2-5 times a week for at least 30 minutes in before, during and after school sessions hosted by school districts and community agencies.

Results

Result: Intermediate Outcome

Students will demonstrate an increase in social and behavioral skills as a result of programs

Result: Intermediate Outcome

implemented by AmeriCorps members.

Indicator: Increase in social/ behavioral skills

Target: Students will improve social / behavioral performance by one level in 3 of the 5 areas identified by the rubric, or by at least 12%.

Target Value: 12%

Instruments: Student's social and behavioral performance will be evaluated via social and behavior skills rubrics which measure teamwork/cooperation, listening and communication skills, responsibility, motivation/attitude, and study habits and are completed twice a year by members.

PM Statement: 79 Members will provide social and behavioral enrichment activities such as teambuilding, mentoring, and study skills instruction to students, primarily from grades 4 through 10, who have been identified by teachers, parents, school administrators, IEPs and / or the juvenile justice system as being in danger of failing, or being suspended, expelled, or adjudicated. Services will be provided 2-5 times a week for at least 30 minutes in before, during and after school sessions hosted by school districts and community agencies. 70% of students served and evaluated will demonstrate an increase in social and behavioral performance of one level in 3 of the 5 identified areas over the course of the program year.

Prev. Yrs. Data

Result: Output

Students will receive social and behavioral support services provided by AmeriCorps members 2-5 times a week for at least 30 minutes in before, during and after school sessions hosted by school districts and community agencies.

Indicator: beneficiaries

Target: 1200 students, primarily from grades 4 through 10, who have been identified by teachers, parents, school administrators, IEPs and / or the juvenile justice system as being in danger of failing, or being suspended, expelled, or adjudicated

Target Value: 1200

Instruments: Members will use student participation logs to track the number of beneficiaries.

PM Statement: 79 Members will provide social and behavioral enrichment activities such as teambuilding, mentoring, and study skills instruction to students, primarily from grades 4 through 10, who have been identified by teachers, parents, school administrators, IEPs and / or the juvenile justice system as being in danger of failing, or being suspended, expelled, or adjudicated. Services will be provided 2-5 times a week for at least 30 minutes in before, during and after school sessions hosted by school districts and community agencies.

Prev. Yrs. Data

Required Documents

Document Name

Status

Evaluation

Already on File at CNCS

Labor Union Concurrence

Already on File at CNCS