

## PART I - FACE SHEET

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction															
Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)																	
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):		3. DATE RECEIVED BY STATE:  15-DEC-10	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID:  11AC124492		4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER:  09ACHUT0010001														
<b>5. APPLICATION INFORMATION</b>																	
LEGAL NAME: Utah Conservation Corps DUNS NUMBER: 072983455		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Sean D. Damitz TELEPHONE NUMBER: (435) 797-0964 FAX NUMBER: (435) 797-8138 INTERNET E-MAIL ADDRESS: ucc@cc.usu.edu															
ADDRESS (give street address, city, state, zip code and county): Utah State University 7205 Old Main Hill Logan UT 84322 - 7205 County:																	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 876000528		7. TYPE OF APPLICANT: 7a. Higher Education Organization - State Controlled 7b. 4-year college															
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: <b>Corporation for National and Community Service</b>															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006 10b. TITLE: AmeriCorps State		11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: AmeriCorps-Utah Conservation Corps															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): The Utah Conservation Corps project will affect the entire state of Utah.		11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
13. PROPOSED PROJECT: START DATE: 01/01/12      END DATE: 12/31/12		14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="UT 001"/> b.Program <input type="text" value="UT 001"/>															
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;">\$ 440,184.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 440,581.00</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;">\$ 880,765.00</td> </tr> </table>		a. FEDERAL	\$ 440,184.00	b. APPLICANT	\$ 440,581.00	c. STATE	\$ 0.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 880,765.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
a. FEDERAL	\$ 440,184.00																
b. APPLICANT	\$ 440,581.00																
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f. PROGRAM INCOME	\$ 0.00																
g. TOTAL	\$ 880,765.00																
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: Sean D. Damitz		b. TITLE: Program Director	c. TELEPHONE NUMBER: (435) 797-0964														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:			e. DATE SIGNED: 12/15/10														

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### Executive Summary

The Utah Conservation Corps (UCC) is an organization dedicated to improving public lands and the communities surrounding them through partnership projects, service, and education. The UCC meets critical conservation and environmental education needs of different federal, state, local, and non-profit agencies throughout the state through utilizing AmeriCorps members in its conservation field crews, individual placements, veterans crew, Bilingual Youth Corps, and mixed ability crews.

### Rationale and Approach

#### A. Program Design

##### Compelling Community Need

According to the U.S. Census Bureau, Utah's population is expected to approach 3.5 million by 2030, a growth rate of 56% over three decades. This population growth will put more stress on Utah's natural resources at a time when many public land management agencies have restricted budgets that limit their scope of services. According to Library of Congress researchers, the backlog of deferred maintenance at National Parks has recently grown to between \$4.5 billion and \$9.7 billion ("Despite Spending, Park's Maintenance Backlog Still Grows" Seattle Post Intelligencer 6/20/2006). This statistic is even more worrisome when the National Park Service has an annual budget shortfall of \$800 million dollars ("Voluntary Excess" High Country News 5/28/2007).

Despite the budget shortfalls, public land visitation has increased in Utah. Zion National Park may set a visitation record of over 2.7 million people in 2008 ("Zion National Park May Set Visitation Record" Salt Lake Tribune 12/31/2008). In recent years visitation on Utah's Bureau of Land Management sites has increased sharply and is among the top three BLM states in visitation numbers with nearly 6 million annual visits ([www.blm.gov/ut/st/en/info/about\\_blm.2.html](http://www.blm.gov/ut/st/en/info/about_blm.2.html)). Adding to the problem is the recent

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economic downturn that has affected not only state and federal land management agencies but also non-profit organizations that assist these land managers with education and conservation programs ("Nonprofitable Times" High Country News 12/08/2008). Many federal, state, and local agencies have expressed the need for partnerships to address this crisis.

In Utah, a state where 78% of the land is publicly owned, many community members are denied the opportunity to volunteer with public land management agencies due to lengthy volunteer contracts and personnel shortages. In addition, people with disabilities represent 20% of the population and are rarely given the opportunity to volunteer and serve others, let alone conservation-oriented projects on public lands. This pattern simply perpetuates the idea that people with disabilities should be pitied for what they cannot do rather than valued for their considerable contributions to society. Furthermore, education is needed to connect citizens and communities with public lands to increase the sustainability of service efforts.

The UCC's mission is to collaborate with public land management agencies and other non-profit organizations to complete needed natural resource projects, increase community awareness and understanding of natural resources conservation, and recruit volunteers. The UCC will complete needed projects through the three main components of its program 1) conservation field crews 2) the Access to Service program and 3) individual placements with environmental education non-profit organizations. UCC AmeriCorps conservation field crews will serve with public land managers to accomplish different natural resource management and volunteer-generation projects. In the past five years, 100% of 85 project sponsors have indicated that the projects completed by UCC AmeriCorps members would have otherwise gone uncompleted. The UCC's Access to Service program will integrate AmeriCorps members with and without physical disabilities to improve accessibility on public lands. By placing individuals with disabilities in positions of service and leadership, their self image and image within the community

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will improve dramatically. Lastly, UCC will serve as an intermediary organization to individually place AmeriCorps members at non-profit organizations to reach Utah's students with environmental education presentations. In the past three years, 100% of 31 project sponsors indicated that their students gained a greater understanding of selected educational topics and their organization gained capacity as a result of AmeriCorps members.

### Description of Activities and Member Roles

In locations throughout Utah, eight half-time and twenty-four quarter-time AmeriCorps members will serve on UCC conservation field crews to create or maintain sixty miles of trail; remove noxious weeds and restore habitat on six hundred acres of public lands; and maintain or construct six miles of fence. The UCC will continue to work in places like the Logan Ranger District of the Wasatch-Cache National Forest where trails near urban areas are heavily used and in need of maintenance. These trails also act as fire breaks and emergency fire access routes in urban interface zones across northern Utah. AmeriCorps members will also serve Zion National Park where the Park Botanist works with AmeriCorps members to bring back native plant species to improve habitat and reduce the risk of wildfires.

Six requested quarter-time AmeriCorps members of varying physical abilities will serve with the Access to Service program to complete ADA surveys of at least eight recreational facilities and eight trails on the Wasatch-Cache National Forest. These surveys, completed with Forest Service staff, will be used to complete the National Forest's mandated transition plan to upgrade all recreational facilities to ADA standards. The accessibility information of recreational facilities and trails obtained will be further disseminated to Forest Service users.

AmeriCorps members from conservation field crews and Access to Service will track project

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accomplishments on weekly report forms that will be submitted to the UCC Director. All activities will be done with supervision from agencies such as the National Park Service (NPS), United States Forest Service (USFS), Bureau of Land Management (BLM), Utah State Parks, local governments, and non-profit organizations. UCC crew supervisors will provide additional staff supervision to ensure that project sponsors are aware of AmeriCorps provisions and AmeriCorps members are completing service projects in an efficient, professional, and safe manner. Through a project sponsor evaluation, these agencies will verify the accomplishments of UCC AmeriCorps members. Project sponsor evaluations will indicate the number of people positively affected, rate the quality of work, and indicate if the accomplished work could have been completed without the UCC. Before beginning their term of service, all field-based AmeriCorps members will be trained on hand tool use and safety, trail construction and maintenance techniques, invasive weed identification and removal, defensive driving, as well as First Aid/CPR. All AmeriCorps members will receive disability awareness training so members of conservation field crews can rotate onto the Access to Service program, giving all AmeriCorps members understanding of disability issues on public lands.

In addition to the above requested AmeriCorps members, thirteen full-time AmeriCorps members will work with agencies like Stokes Nature Center, Ogden Nature Center, Tree Utah, Tracy Aviary, Wasatch Community Gardens, and Red Butte Gardens in an effort to provide environmental education to fourteen thousand students. These AmeriCorps members will track accomplishments from environmental education projects on quarterly report forms. Education project sponsors will complete an evaluation verifying the number of students benefiting from the program, if those students gained a greater understanding of selected educational topics as a result of the presentation, and if their organization gained capacity as a result of the AmeriCorps member's service. AmeriCorps members completing education projects will be trained in principles of environmental education, curriculum development, and First Aid/CPR. AmeriCorps members completing environmental education projects

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will also have an opportunity to complete the Utah Environmental Education Certification Program through Utah Society for Environmental Education.

During the initial orientation of all UCC AmeriCorps members, UCC staff will give a comprehensive training on prohibited service activities. These activities will be fully outlined in both member policy manuals and member contracts. On both these documents members are required to verify that they understand this policy through signing the documents. During summer training, full-time and part-time members will lead all members through scenarios that will emphasize appropriate decision making in respect to prohibited activities.

An AmeriCorps grant will greatly increase the value to the UCC by leveraging funding and making the program even more cost effective for project sponsors. Both conservation and environmental education project sponsors benefit from having a highly motivated group of AmeriCorps members serving their needs at a minimal financial cost. These organizations further benefit by having UCC members use their education award to gain further education and returning to careers in the non-profit and public land management arena. Being part of both AmeriCorps and The Corps Network allows the UCC to have more name recognition and leverage in creating and expanding existing partnerships.

### Measurable Outputs and Outcomes

The UCC will form partnerships with at least forty other agencies to construct, maintain, and increase accessibility of sixty miles of trail; remove noxious weeds and restore habitat on six hundred acres of public lands; and maintain or construct six miles of fence. Through a project evaluation form, project sponsors will report the number of people positively affected, rate the quality of work, and indicate if the work AmeriCorps members accomplished would have otherwise not been completed. The UCC expects

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at least 95% of project sponsors to indicate that needed natural resource projects could not have been completed without the UCC.

The six quarter-time Access to Service AmeriCorps members will partner with the Wasatch-Cache National Forest and other non-profits to survey at least eight recreational facilities and eight trails for ADA compliance. These surveys of trails and recreational facilities will assist the Forest Service in completing federally-mandated transition plans. The information obtained through the surveys will be widely distributed and made available to the public at local trailheads and recreational facilities.

In addition to needed conservation and accessibility projects, the UCC will reach fourteen thousand school children with education presentations. The UCC expects 95% of education project sponsors to indicate that their students gained a greater understanding of selected topics as a result of presentations and their organization gained capacity as part of the AmeriCorps member's service. In the past five years, 100% of natural resource and education project sponsors responded that UCC AmeriCorps members provided essential assistance to their agency.

The UCC expects 100% of the total requested thirteen full-time, eight half-time, and thirty quarter-time AmeriCorps members will rate as satisfactory in completing training in the areas of citizenship and lifelong service ethic on end of year performance evaluations. The UCC will keep track of all outputs and outcomes through an internal database that will be submitted via quarterly progress reports to the Utah Commission on Volunteers.

In an effort to strengthen communities, UCC will involve 1060 volunteers in service learning projects on public lands throughout the year and on national service days. AmeriCorps members will work with natural resource project sponsors to design and implement these projects.

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### Plan for Self-Assessment and Improvement

UCC staff will track and evaluate progress toward these goals through weekly report forms and project sponsor evaluation forms. Weekly report forms will indicate progress toward output goals, as well as detailing ongoing training received from project sponsors and if any additional assistance is needed from UCC staff. Project sponsors will directly send UCC staff evaluation forms indicating if outcomes were achieved. All data will be entered into the UCC database on a weekly basis and progress reports will be compiled and sent to the Utah Commission on Volunteers on a quarterly basis. UCC staff will meet with AmeriCorps members on a weekly basis to resolve issues and ensure achievement of the desired outputs and outcomes. AmeriCorps members will fill out debrief forms after every project to provide feedback and suggestions. UCC staff will also perform site visits to all project sponsors to gather feedback and ensure compliance of AmeriCorps provisions. In addition, UCC staff will meet on a weekly basis to assess strengths and weaknesses in the program and take appropriate actions. Long-term guidance will be sought from the UCC's advisory council on a quarterly basis. Lastly, UCC will renew its ECO (Excellence in Corps Operation) status from The Corps Network in the summer of 2009. This process will involve peer reviewers from other conservation corps identifying strengths and weaknesses of the UCC. Furthermore, the UCC will also participate in a peer evaluation completed by state-funded AmeriCorps programs within Utah.

### Community Involvement

The UCC will solicit projects from prospective conservation, accessibility, and education project sponsors through UCC Assessment Forms. Prospective project sponsors will use this form to describe need and outline service plans for AmeriCorps members. The UCC will also solicit project sponsors



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through its website at [www.usu.edu/ucc](http://www.usu.edu/ucc). Past project sponsors that wish to renew will have to complete a letter of agreement stating needs, goals, and objectives of the continuing project. Projects will be selected based on community need, impact of the project, and available resources to complete the project. During site visits by UCC staff, project sponsors will be asked to provide their vision of community-strengthening projects that the UCC can help them accomplish on a long-term basis. An example of a sustainable community partnership that the UCC has been involved with over the past five years has been a habitat restoration project at Zion National Park. Park staff and AmeriCorps members have worked with a variety of different volunteer groups to remove invasive plant species, collect native seeds, and re-vegetate damaged areas. Zion National Park has gone on to hire four former UCC AmeriCorps members on as staff to continue this effort.

At UCC-sponsored service learning projects local community members will gain a greater appreciation of public lands by becoming involved in their management. Through the volunteer evaluation form, volunteers will indicate if they wish to complete more similar capacity-building projects and how current community needs can be addressed through future UCC projects. As communities become more involved, long-term sustainable partnerships will increase the health of public lands. The UCC Advisory Council will also be involved with assessing stakeholder input and drafting future strategic plans.

AmeriCorps members with Access to Service will work with a number of partners to improve the model of the program. Forest Service project sponsors will provide direct feedback on the quality and quantity of ADA surveys being completed for transition plans. These transition plans will be published by the Forest Service and available for public comment. The Corps Network and the Mitsubishi Electric America Foundation will evaluate the published results from the Access to Service crew. UCC staff will continue presenting to other conservation non-profit organizations and AmeriCorps programs at events like the annual Corps Network Forum and National Service Inclusion Project conference in Washington

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D.C.

### Relationship to other National and Community Service Programs

The UCC is a program built upon partnerships with other national service programs. The UCC completes service projects on a regular basis with other national service programs. An example of this is the UCC's annual National Trails Day project where other Utah AmeriCorps programs participate with UCC AmeriCorps members and community volunteers to maintain vital urban pathways. In 2005, the UCC cooperated with other Utah AmeriCorps programs to draft a set of peer evaluation standards, endorsed by the Utah Commission on Volunteers, for programs to work with each other to identify areas of improvement and best practices while maintaining proper program compliance. These peer evaluation standards are currently being used by all Utah AmeriCorps programs for mandatory annual reviews.

In addition to working with the Utah Commission on Volunteers and other Utah AmeriCorps programs, the UCC cooperates with the Utah Corporation for National and Community Service state office to invite AmeriCorps VISTA members to complete service projects with UCC AmeriCorps members when the UCC is in their communities. The UCC maintains relationships with other national service programs including other youth conservation corps and National Civilian Community Corps (NCCC). An example of this was UCC's participation with NCCC and other AmeriCorps programs at the Team AmeriCorps project during the 2002 Salt Lake Winter Olympics.

Since the start of the Access to Service crew in 2007, UCC staff members have been collaborating with other national service programs to replicate this inclusive crew-based model. The UCC is in the process of developing a toolkit that will be available through The Corps Network. The toolkit will enable corps

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throughout the country to develop inclusive crew programs based on UCC's model. In 2008, the UCC worked with the Minnesota Conservation Corps and Operation Fresh Start (Wisconsin) to develop and expand upon inclusive programs. UCC staff has presented this model of inclusion for national service programs at The Corps Network Forum and National Service Inclusion Project conference.

The Utah Conservation Corps is also a member of the Mountain Alliance of Conservation Corps (MACC) with other conservation corps programs from Utah, Colorado, Nevada, Arizona, and New Mexico. MACC members have been granted a National Direct AmeriCorps award to reduce hazardous fuels and invasive weeds throughout the four corners area. UCC has been supporting MACC's mission "to build a strong alliance of supportive Corps across the region, providing a seamless network of programs that offer high quality experiences for participants and complete high quality projects for sponsors" by participating in AmeriCorps member training sessions and exchanges. In addition, staff of MACC programs conduct monthly conference calls and meet on annual basis to discuss best practices and further potential for corps collaboration.

### Potential for Replication

As a member of The Corps Network, the UCC is built upon a model for team-oriented service that dates back to the Civilian Conservation Corps. The UCC has participated in The Corps Network's Excellence in Corps Operation (ECO) process to assess its effectiveness as a corps and its innovative practices that can be replicated by other service programs. The team-oriented model of the UCC enables the program to be replicated and to be effective in a variety of service situations. UCC staff plans on using this model to continuously improve the program as it serves throughout the state. Similar model AmeriCorps programs exist in the neighboring states of Nevada, Colorado, Wyoming, and Arizona.

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According to funding guidelines from The Corps Network and the Mitsubishi Electric America Foundation, the model of the Access to Service crew will be documented, evaluated, and published to allow for replication across the country. The team-oriented model of the Access to Service crew enables the program to be replicated and to be effective in a variety of service situations, especially within other conservation non-profits within The Corps Network. UCC staff has collaborated with The Corps Network to start inclusive crews with Minnesota Conservation Corps and Operation Fresh Start. The operation of this crew as well as the publication of its impacts will allow for more individuals with disabilities to participate in service activities throughout the nation. Furthermore, it will document how to integrate AmeriCorps members of all abilities into a successful outdoor team-based service-oriented model.

### Organizational Capability

#### D. Organizational Capacity

##### Sound Organizational Structure

##### Ability to Provide Sound Programmatic and Fiscal Oversight

The UCC began operation in January 2001 and was created by a group of concerned citizens, public land managers, and USU administrators, staff, faculty, and students. Since its inception, the UCC has furthered USU's land grant mission by providing service to all of Utah. Since 2001, over 300 UCC AmeriCorps members have constructed or maintained 562.3 miles of trail, maintained 82.2 miles of fence, restored habitat or removed noxious weeds from 4,131 acres of public lands, reached over 73,000 students through outreach education, and recruited over 5,700 volunteers contributing over 19,500 hours of service at UCC service projects. During the past five years 100% of project sponsors have indicated that they were satisfied with the service of UCC AmeriCorps members and without those

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members the project would have not been completed.

The UCC Director will work closely with USU Controller's and Sponsored Programs offices in the fiscal and legal oversight of the AmeriCorps grant as well as other matching awards. After completing initial assessment paperwork, all approved project sponsors will enter into a letter of agreement assuring that all parties understand and agree to their responsibilities. The services with UCC project sponsors will be performed as outlined in the letter of agreement. The USU Controller's Office will then send an invoice to the project sponsor and collect payment. Expenditures relating to all awards, including the AmeriCorps grant, will be tracked by the UCC Program Director and will reflect their respective original budgets. The UCC will also work with the USU Controller's Office to complete quarterly requests for reimbursement from the Utah Commission on Volunteers. USU Sponsored Programs and Controller's Office deal with financial administration and accounting of federal grants on a daily basis and will monitor financial compliance of the UCC.

UCC staff has been managing AmeriCorps grants since January 2001. Since this time UCC staff has also managed numerous awards from federal project sponsors including National Park Service, Forest Service, and Bureau of Land Management. UCC's sponsor, USU, has a great deal of experience in obtaining and administering large federal grants. Before the UCC's existence, USU already had extensive relationships with many of same federal project sponsors through research grants. USU as a non-profit, education, and research institution has the capacity to sponsor and operate an AmeriCorps program. The official record of financial records used by USU has been approved by the Office of Naval Research auditors. This accounting system provides fiscal oversight of all grants and contracts. In fiscal year 2007, USU was awarded and managed 133 million dollars in federal, state, and local funds. USU's track record for obtaining outside research support has increased steadily over the past twelve years. Receiving and administering AmeriCorps funds for the last eight years has allowed the UCC to have a

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greater positive impact and allowed the program to establish itself programmatically and financially itself since its 2001 inception.

Although the UCC is not an official multi-site AmeriCorps program since it does not pass through funds to other organizations, it does act as an intermediary organization that places AmeriCorps member at organizations that lack the capacity to apply for and manage their own AmeriCorps grant. All potential new UCC project sponsors, whether natural resource projects or environmental education non-profit host sites, will need to complete an Assessment Form outlining the needs, scope, mission, and resources available for the project. Environmental education project sponsors will be selected based on the quality and adherence to UCC's mission of service activities for AmeriCorps member(s), financial capacity, impact of AmeriCorps member upon the capacity of the organization, and opportunities for AmeriCorps member training and development.

All selected environmental education project sponsors will need to complete a letter of agreement verifying continued need and financial support for their project. UCC staff will meet with the project sponsor before the AmeriCorps member(s)' term of service begins to ensure compliance to AmeriCorps regulations. Thirteen full-time AmeriCorps members completing environmental education projects with non-profit education sponsors will be trained together at the beginning of the year on presentation techniques and curriculum development as well as mission, goals, and guidelines of the UCC. UCC staff will visit with all thirteen full-time and their environmental education project sponsors on a quarterly basis to collect and distribute paperwork, evaluate successes, receive training, and brainstorm possible collaborative projects. UCC staff will coordinate with all project sponsors about potential and existing service learning projects at the site as well as community resources to implement the projects. These service learning projects will then be assigned to AmeriCorps members for their individual service projects.

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All new and continuing natural resource project sponsors will need to complete a letter of agreement verifying continued need and support for their project. After selection, UCC staff will visit project sponsors at least a month in advance of their project to orient supervisory staff to the mission, goals, and guidelines of the UCC and AmeriCorps to ensure compliance to AmeriCorps regulations. At this time a project timeline will be established as well as a detailed scope of service tasks. During the completion of these projects, UCC staff will visit the site to assess progress and attend to any concerns of AmeriCorps members or project sponsors. All fiscal compliance and other programmatic compliance for natural resource and environmental education project sponsors will be handled by UCC staff and the USU Controller's Office on an ongoing basis.

### Board of Directors, Administrators, and Staff

The UCC does not have a board of directors as it is part of Utah State University under the Division of Student Services. In 2005, it did however form an advisory council to provide further guidance. This council consists of Ron Vance from the Wasatch-Cache National Forest, Jeff Gilbert from the Bear River Association of Governments, Mark Brunson from the USU College of Natural Resource, and Suzanne Pratt-Johnson from USU Facilities.

Sean Damitz, the co-founder of the UCC, will continue as the Director for a ninth year. The Director's duties will include direct supervision and scheduling of AmeriCorps members, tracking the program outcomes and outputs, submitting progress reports, and initiating and developing partnership projects. Damitz will also be responsible for accounting of UCC funds, and coordinating financial matters between the program, USU Controller's, and Sponsored Programs Offices. Damitz has a Bachelor's degree in Psychology from St. Norbert College and a Master's degree in Technical Communication from

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Utah State University. From November 1998 through November 2000, Damitz served as an AmeriCorps VISTA at the USU Val R. Christensen Service Center.

Kate Stephens will continue as the Assistant Director for a seventh year. Kate is an adjunct faculty member for USU College of Natural Resources and oversees all internship and college credit offerings for AmeriCorps members. Stephens has her Bachelor's degree from Southwestern University in Psychology and Sociology and her Master's degree in Environmental Education and Wilderness Leadership from Prescott College. Before her position with the UCC, Stephens was the founder and executive director of Common Ground Outdoor Adventures in Logan. She served as a VISTA and an AmeriCorps VISTA leader with Options for Independence where she founded Common Ground. She also served two years as an environmental educator with the Peace Corps in Ecuador, where she founded "Jambi Sacha", a successful community-based ecotourism project.

### Plans for Self-Assessment or Improvement

The UCC will use both external and internal evaluation to assess the effectiveness of the organization. In 2004, the UCC completed The Corps Network's ECO process. This external evaluation is designed to assess, support, document, and recognize corps committed to high quality standards. ECO is based on peer-based assessment process and rigorous self-assessment. During this evaluation peers from the corps community visit the program over a two- or three-day time period and offer recommendations on how to strengthen operations while recognizing effective practices. The UCC will renew its ECO certification in 2009.

In 2005, the UCC along with other Utah AmeriCorps programs developed a set of peer review standards that were approved by the UCOV. These standards reflect effective management practices specific to



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AmeriCorps programs. In the fall of 2005, the UCC and the Boys and Girls Club of Cache Valley conducted peer reviews at each other's sites using these standards. The UCC was again reviewed in February of 2007 by the Youth Garden Project. Suggestions and most effective practices of the program have been included with this application. The UCC has formalized its internal safety review with the USU Risk Management office which will be conducted annually.

In 2006, the UCC completed a three-year strategic plan. This strategic plan, based on the input from stakeholders such as project sponsors, former AmeriCorps members, and USU administration outlined goals and recommended action steps towards those goals. In conjunction with the draft of this plan, the UCC has formed an advisory council to ensure that the program maintains adherence to its mission. UCC will continue to utilize the USU Human Resources Office to provide guidance in matters of staff structuring and organizational capacity.

The UCC will also receive evaluation forms from project sponsors at the completion of each project. These sponsor evaluations will indicate if the UCC is accomplishing its goal of providing public land agencies with the critical labor and volunteer support needed to complete natural resource projects that would otherwise be incomplete. Education project sponsors will evaluate if their students gained a greater understanding of selected educational topics. The UCC will also ask all AmeriCorps members to formally evaluate the program at the end of their service. An evaluation form and an exit interview will let members assess the effectiveness of training, level of support from UCC staff, experiences with project sponsors, and provide suggestions to improve the operation of the organization. UCC staff will also conduct more informal interviews with full-time members when reviewing personal development plans at mid-year. All members will have a chance to meet with UCC staff one-on-one to discuss programmatic issues during the members' mid and end-of-year evaluations. The UCC will assess and evaluate outcomes internally through weekly report forms and quarterly progress reports. As a USU

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program, UCC staff will also be evaluated by the USU Division of Student Services administration.

### Plan for Effective Technical Assistance

As a program within USU, the UCC can secure a great deal of financial and programmatic technical assistance. The UCC has access to many services within USU including the Controller's Office, the Sponsored Programs Office, the College of Natural Resources, Human Resources Office, Center for Persons with Disabilities, and the Faculty Assistance Center for Training that will assist the program in identifying and assisting with technical assistance needs. These USU services provide UCC staff with the ongoing training necessary to make it a sustainable program. In addition to its sponsor USU, the UCC will seek needed technical assistance from the Utah Commission on Volunteers as well as ongoing support from outside consultants. Lastly, the UCC can seek assistance from The Corps Network and its conservation corps members to improve the program through peer review, member exchanges, and sharing of best practices.

### Sound Record of Accomplishment as an Organization

#### Volunteer Generation and Support

The UCC recruits and supports a diverse group of volunteers through effective collaboration with different partners throughout the state and nation. The program is also designed to and has demonstrated effective cross-stream collaboration with other national service programs. UCC also coordinates with local organizations like USU Disability Resource Center, USU Center for Persons with Disabilities, Options for Independence, Common Ground Outdoor Adventures, and other disability organizations to recruit diverse volunteers. Full-time AmeriCorps members serving with non-profit

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organizations have been able to successfully recruit youth, college students, and Baby Boomer volunteers. Due to the UCC's mission to create these partnerships, the program builds internal support as well as capacity of community organizations through ongoing volunteer support. Internally, the UCC will benefit from the volunteer service of trainers from the USU College of Natural Resources and volunteers that serve on the UCC advisory council.

### Organizational and Community Leadership

Since beginning operation in 2001, the UCC has shown exceptional leadership in the community. The UCC has the resources to effectively assess community needs and respond quickly through collaborative partnerships. One example of this would be the Access to Service crew that has been created to give outdoor conservation-related service opportunities to people of all abilities. This program started as a collaborative effort between Assistant Director Kate Stephens and former AmeriCorps member Andrew Zimmer, who was paralyzed midway through his term of service in 2005. This collaboration expanded to include other organizations and funding sources to create the first conservation corps crew inclusive of persons of all abilities.

UCC staff and AmeriCorps members have also garnered many awards for their commitment to service. In November of 2001, Sean Damitz received the Young Alumni Award from his alma mater (St. Norbert College) for outstanding leadership and service to the community. In addition, Sean currently serves on the Utah State Recreational Trails Advisory Board, Bonneville Shoreline Trail Council, and the Cache County Trails Council.

Assistant Director Kate Stephens currently serves as an Emeritus Board Member for Common Ground Outdoor Adventures. She has also served on the Board of Directors for several non-profits including

## Narratives

Bridgerland Audubon Society, Whittier Community Center, Stewart Nature Park, Bioneers, and Logan Transit District. Stephens has also earned two prestigious alumni awards from her alma mater (Southwestern University) as well as the Utah Governor's Golden Key Award.

In 2005, UCC AmeriCorps member Carolyn Wyler was recognized by the Utah Commission on Volunteers as the AmeriCorps Member of the Year. In 2006, UCC AmeriCorps member Adam Christensen was given the same award for his creation of the Aggie Blue Bikes program. Also in 2006, UCC AmeriCorps member Andrew Zimmer earned The Corps Network Corpsmember of the Year award. Zimmer was also awarded the AmeriCorps Member of the Year in 2008 by the Utah Commission on Volunteers. In addition, UCC has been nominated for the USU Robbins Award for Organization of the Year in 2002, 2003, 2004, 2005, and 2007. In 2008, The Corps Network recognized the UCC's Access to Service program with its National Service Project Award.

### Success in Securing Match Resources

The UCC has the ability and reputation to generate needed match from diverse federal, state, and private funding sources. The UCC has built secure partnerships with ongoing project sponsors and has been applying for grants and other funding opportunities with these agencies to address ongoing needs. The UCC has been able to meet its matching requirement since initial AmeriCorps funding in 2001 and in the last three years was able to match over \$80,000 above the level required by its AmeriCorps grant. The UCC expects to continue this success by creating more diverse partnerships and budgeting more funds to reflect an increased AmeriCorps grant match. In its first year, Access to Service was able to leverage matching resources from The Corps Network, Mitsubishi Electric America Foundation, the USU Assistive Technology Program, and Wasatch-Cache National Forest. Access to Service also gained additional assistance from the Utah Commission on Volunteers to create ADA accessible workspaces for

## Narratives

AmeriCorps members.

Success in Securing Community Support

Collaboration

As mentioned previously, the UCC has an extensive collaborative partnership network with various federal, state, and private agencies. Natural resources project sponsors have included the National Park Service (Zion, Bryce Canyon, Glen Canyon, Canyonlands, Capitol Reef, Timpanogos Cave, Cedar Breaks, Golden Spike), United States Forest Service (Wasatch-Cache, Ashley, Dixie, and Manti-LaSal National Forests), Bureau of Land Management (Vernal Field Office), Utah State Parks, local governments (Logan City, Bear River Association of Governments), and non-profit organizations (Weber Pathways, Mountain Trails Foundation, and Bridgerland Audubon Society). In the last five years 100% of these natural resource project sponsors responded that UCC AmeriCorps members provided essential assistance to their agency.

Being a program within USU gives the UCC access to a wide range of resources otherwise unavailable to programs of similar size. As a member of The Corps Network and Mountain Alliance of Conservation Corps (MACC), UCC is part of a youth service movement that has significant impact throughout the nation. On a local level the UCC is not only partnered with USU, but with a number of community organizations such as Bear River Association of Governments, Boys and Girls Club of Cache Valley, The Volunteer Center, Stokes Nature Center, Ogden Nature Center, Tree Utah, Wasatch Community Gardens, Swaner Nature Preserve, Wasatch Community Gardens, Red Butte Garden, Tracy Aviary, Utah Rivers Council, Hawkwatch International, Salt Lake City Bicycle Collective, Summit Land Conservancy, and the Utah Society for Environmental Education. These organizations are vital to assessing changing

## Narratives

community needs and providing meaningful service. The UCC will continue to serve the community with faith-based organizations like the Sandy Crescent Stake (Church of Jesus Christ of Latter-Day Saints) and Newman Center of St. Thomas Aquinas Catholic Church which sent over 200 volunteers to the UCC's annual Green Canyon Clean-Up. St. Thomas is also working with the Access to Service crew to develop an accessible community garden on the church's property in North Logan.

### Local Financial and In-Kind Contributions

Since the UCC's inception in 2001, it has increased the diversity and amount of local and in-kind contributions. Of UCC's \$719,190 total revenue in 2008, \$151,785 (21.1%) consisted of funding from non-profit partnerships, local grants, and individual donations. In 2001, UCC started with a budget of under \$250,000 with funding from AmeriCorps and the National Park Service. UCC's total revenue has almost tripled since 2001 due to the creation of more collaborative partnerships with federal, state, and non-profit organizations. With the creation of the Access to Service program, the UCC has gained additional support from The Corps Network, Mitsubishi Electric America Foundation, Wasatch-Cache National Forest, and the Utah Commission on Volunteers to help cover the costs of running, documenting, and publishing program outcomes as well as upgrading office facilities to accommodate AmeriCorps members of all abilities.

In addition to diversifying fiscal revenue, the UCC has garnered much in-kind support to increase the capacity of the organization. These sources of in-kind match include donations from local vendors for service projects, trainings by USU faculty, and access to the USU yurt system and high ropes course for member development activities.

### Wide Range of Community Stakeholders

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Many organizations throughout the state have a stake in UCC's continued success. Federal partners such as the National Park Service, United States Forest Service, and Bureau of Land Management depend not only on UCC AmeriCorps members, but community volunteers generated by the UCC which allow these agencies to complete projects that ensure the quality of state's natural resources. Local environmental education agencies depend on their partnership with the UCC to supply AmeriCorps members and non-AmeriCorps volunteers to accomplish needed service and education projects as well as increase organizational capacity. In recent years, the UCC has expanded these partnerships to include non-profit agencies throughout northern Utah including Tree Utah, Tracy Aviary, Swaner Nature Preserve, Hawkwatch International, Utah Society for Environmental Education, Utah Rivers Council, Red Butte Gardens, Utah Federation for Youth, Cottonwood Canyons Foundation, Wasatch Community Gardens, Salt Lake Bicycle Collective, and Summit Land Conservancy. This increase in local and regional partners has resulted in more a diverse base for gaining financial and in-kind resources accomplish UCC's mission and goals. These stakeholders have provided valuable feedback for the UCC over time through meetings, evaluation forms, and by serving on the UCC advisory council.

### Special Circumstances

The UCC has been an AmeriCorps-funded organization since 2001 and has successfully run a program of twenty MSY annually. The UCC works in remote and rural areas throughout the state of Utah that often lack access to philanthropic and corporate resources. The UCC also has formed partnerships with the Ogden Nature Center and Utah Federation for Youth to create and expand opportunities for youth in the resource-poor Ogden community.

### **Cost Effectiveness and Budget Adequacy**

E. Cost Effectiveness and Budget Adequacy

## Narratives

### Cost Effectiveness

#### Corporation Cost per Member Service Year (MSY)

The Corporation cost per MSY for this proposal is \$12,580 which is below that maximum of \$12,600.

#### Diverse Non-Federal Support

The UCC will work with USU to achieve financial sustainability through creating more community partnerships, seeking private sector support, and building upon existing relationships with project sponsors. The UCC will seek out funding from private foundations and will gain sponsorship from local and regional corporations to cover uniform expenses, member development, and member training. The UCC will also continue to work with USU to develop the program within the University through the long-term compact planning process.

As mentioned previously, the UCC will enter into partnership with a many non-federal agencies throughout the state to obtain the needed financial and in-kind resources to efficiently run the program. A letter of agreement will be used for each partner to outline both financial and in-kind resources devoted to the partnership. The UCC non-federal total revenue, much of which has been matched to AmeriCorps awards, has increased from 18% to 21.1% from 2005 to 2008. Finally, the UCC will ask established project sponsors to annually set aside a part of their budget to cover the costs of their project. Many of these federal project sponsors are specifically authorized to work with youth corps through congressional designation (e.g. National Park Service's Public Land Corps).

#### Decreased Reliance on Federal Support



## Narratives

The UCC will decrease its reliance on federal support through expanding its non-profit individual placement and Access to Service programs using funding from a variety of non-profit and philanthropic organizations. USU will also contribute upwards of \$55,000 in-kind match generated from indirect costs on these agreements. Furthermore, USU will waive \$29,805 on indirect costs on this AmeriCorps proposal. The UCC will also generate cash and in-kind match through working with other partners around the state. In the past three years the UCC's cash match has exceeded the required match by \$80,000 and the program has many resources available in the future to adjust to the increasing match requirements of the AmeriCorps grant.

As program within USU, the UCC is able to take advantage of many resources that are unavailable to other programs of similar size. Support from USU allows the UCC to run a more cost-efficient program that stresses member development, sustainable partnerships, and community capacity-building. The UCC has been able to use this support to effectively achieve desired outputs and outcomes in previous years.

### Budget Adequacy

The UCC has over eight years of experience budgeting sufficient funds to sustain program activities that will accomplish desired outputs and outcomes. The UCC has a diverse group of partnering federal, state, and local agencies that will help raise necessary funds. These funds will be vital in the budget areas of staff salaries, staff benefits, travel, and training. Non-federal funds will also meet the necessary match to AmeriCorps funds in other operation and member support costs. Most UCC AmeriCorps members will serve during the summer months, which is when most UCC partners have the most financial and in-kind resources available. The UCC is submitting over \$550,000 in grant proposals from Public Land Corps,

## Narratives

National Park Foundation, National Fish and Wildlife Foundation, and National Forest Foundation for 2010.

The UCC experienced a very successful first eight years of achieving its financial goals. The UCC has consistently been asked back to project sponsor sites and has been positively evaluated by over 100% of these project sponsors in the past five years. The UCC is a reputable program that has the flexibility to meet the financial challenges to address diverse natural resources, education, disaster relief, and community volunteer generation needs.

### Evaluation Summary or Plan

#### Evaluation Summary

The UCC was evaluated in February of 2007 by the Youth Garden Project. Suggestions and most effective practices of the program have been included with this application. This evaluation has been sent to the Utah Commission on Volunteers.

This strategic plan was created by feedback obtained from UCC members, project sponsors, UCC staff, UCC Advisory Council, and volunteers over the last two years. UCC staff and UCC Advisory Council approved this document on 12/07/2006.

#### UCC Strategic Plan 2006

1. To continue to diversify the UCC programmatically and financially through expanding the following areas:

\* Individual Placements with Utah non-profit agencies focused on environmental education and conservation

## Narratives

- \* Access to Service crews that integrate crew members with and without disabilities in service.
  - \* The Aggie Blue Bikes to serve a broader USU student base to improve physical health and air quality.
  - \* The Youth Conservation Corps to give high school students the opportunity to serve
2. The UCC will pursue these projects over the next three years while maintaining a strong focus on its natural resource crews that will average a between 25-35 crew members each summer.
3. The UCC will work with a large number of stakeholders to pursue and obtain long term office and storage space. This space could be located either on or off the USU campus.
4. The UCC will continue to strengthen its ties with the USU College of Natural Resources, especially with the Department of Environment and Society. The UCC will work to improve its currently successful ENVS 4950 class offered to corps members while supporting the creation of an outdoor leadership minor.
5. The UCC will work to improve areas identified by crew members in its operation including:
- \* Refined risk management, especially in the areas of off hour safety and policy compliance as well as driving safety.
  - \* Streamlined training that effectively gives members the skills they need in a timely and cost-effective manner
  - \* Identifying and maintaining high quality projects while improving or discontinuing projects that have been historically been identified by staff and crew members as unrewarding.
6. The UCC will work to increase visibility through a long-term media campaign that will include improved relations with the press, inviting more elected officials to service projects, improved web site,

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and making the UCC logo more visible through bumper stickers, patches

7. The UCC will work with USU Student Service and the Department of Campus Recreation to:

- \* Properly staff the operation of the UCC
- \* Ensure staff members are compensated equitably compared to other conservation corps
- \* Ensure staff have a clear line of communication with USU staff that oversee program

### Amendment Justification

No requested Amendment Justification.

### Clarification Summary

FY 2011 Budget Clarification Items:

The UCC has revised the budget to reflect an award of \$440,184 for 33.87 MSY. UCC has reduced the number of positions to 78 (18 full-time and 60 quarter-time). The UCC has reduced budget items in every section to reflect the \$440,184 budget and required match.

UCC has also addressed the following clarification items:

Section C- Costs for CNCS travel are now budgeted at \$1500.

Section C- Staff travel for four conferences is for educating staff and promoting the UCC at conservation-related events. The UCC has reduced the number of site visits from forty to twenty with 10,000 miles of travel to more accurately reflect mileage throughout the state to ensure programmatic compliance.

Section G Mileage rate and per diem rates have been clarified on the Utah Program Director's Retreat line item.

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Section G: 60 quarter-time members will attend Wilderness Medicine Institute training as their seasonal term of service take place on conservation field crews in more remote backcountry locations throughout the state versus the 18 full-time members that will primarily serve at non-profits completing education projects. This is also why only the 18 full-time members will receive the USEE Environmental Education Certification. All members will receive First Aid/CPR and Orientation Training.

Section H- Costs included in program evaluation have been itemized.

Section I- FBI checks are included in the costs for background checks as needed for members with recurring access to vulnerable populations.

Section I & 5 staff members have been budgeted to criminal history checks.

FY 2011 Performance Measure Clarification Items:

All targets have been revised to reflect one year of programming (2012 calendar year) rather than three. Targets for some measures have been adjusted accordingly based on the number of MSY for which this application is being considered.

The UCC has deleted the Improved Organizational Capacity, Emergency Medical Training, Volunteer Mobilization, Citizenship Training, and ADA Surveys performance measures.

The UCC has changed the Outreach Education performance measure to a national performance measure (EN3) Natural Resource and Sustainable Agriculture Education.

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The UCC has added an intermediate outcome to the Veterans performance measure assessing knowledge gained through post-secondary education.

The UCC has separated restoration of habitat from EN5 measures miles of trails or rivers improved and/or created. Acres of habitat restored (EN4) is now a separate performance measure. The UCC has clarified the intermediate outcome that all three indicators are needed in order for a project sponsor to rate the work favorably.

Response FY10

"Criminal History Check Requirement: Criminal history checks are required for all grant funded staff and AmeriCorps members. A detailed description of the requirements can be found at: <http://www.nationalservicerresources.org/criminal-history>. Please verify that you will conduct criminal history checks on all grant funded staff as well as members, as the budget does not include background checks for any staff. Add these costs to the budget as well."

UCC Response: The budget has been modified to account for expenses for required background checks for all AmeriCorps members and UCC staff.

"Performance Measurement:

Thank you for opting in to the Clean Energy/Environment Priority Area.

For this selected Priority Area, you will have to complete an MSY chart indicating the proportion of

## Narratives

AmeriCorps members' time expected to be devoted to this Priority Area. The total of MSYs in the Priority Area should be equal to your total budgeted MSYs. If they are not equal, then please provide an explanation in the "clarification" section of the application narrative. Please note that the MSY by Priority Area Chart screens in eGrants will be available starting April 29th."

MSY Priority Area Chart has been completed and Priority Area is equal to number of total budgeted MSYs.

"Confirm that the program did not opt in to the National Performance Measures Pilot."

UCC has opted into the National Performance Measures Pilot.

Clarification Response FY09

Clarification Items: Please clarify why this application includes a lower target for partners than actual for the previous year.

UCC stated it planned to "form partnerships with at least twenty other agencies to construct, maintain, and increase accessibility of sixty miles of trail; remove noxious weeds and restore habitat on six hundred acres of public lands; and maintain or construct six miles of fence." This is in regards to just conservation field projects, it doesn't count our environmental education partners. However, I have adjusted the conservation field projects partnerships to "forty" and with environmental education partners that number will most likely be over fifty-five total partners in program year 2009-2010.

## Narratives

Budget Clarification Response FY09

Budget

Budget Items:

-Is 2 full-time staff sufficient to oversee a program of this complexity? Please provide clarification on your staffing pattern.

We have revised our staffing pattern to anticipate needing more support during the busier spring, summer, and fall months when most UCC AmeriCorps members are serving on conservation field crews. See next question for a more detailed response.

Section 1-A Personnel Expenses

- the staff listed does not seem adequate to supervise a cadre of 51 members. Only 1 person is full time and the other three staff are .25 FTE each. Please explain.

The Staff Supervisor positions are a new addition and we will be using them at 75% time instead of 25% to accommodate more AmeriCorps members throughout our entire field season in the spring, summer, and fall. We had originally planned to use them for just the summer conservation field crew season. This has been changed in the budget under "Personnel Expenses".

-Please provide additional information demonstrating that the full-time individual placement members will not displace staff.

All individual placement project sponsors must submit an application outlining the AmeriCorps position responsibilities and work plan. It is made very clear to project sponsors that AmeriCorps members



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cannot replace professional staff. They are specifically told that AC members cannot engage in fund raising for staff salaries, programming, etc. and cannot engage in fund raising for special projects beyond 10% of their total hours. UCC individual placement members must engage in direct service with volunteers and the community. Project sponsors are made aware that UCC AmeriCorps members are not to fulfill staff administrative responsibilities. UCC staff meets all with returning and new individual placement project sponsors annually to discuss these guidelines before placing AmeriCorps members and UCC staff conduct regular site visits to ensure compliance.

-Please provide justification for the 44% fringe.

The 44% fringe is a benefits package rate for contract employees at Utah State University that includes social security, worker's compensation, unemployment, short & long term disability, health insurance, and retirement. These rates are available at <https://spo.usu.edu/htm/resources/rates>. I have included this justification on the budget item "Staff Fringe Benefits".

### Section C

- Member travel - Please provide a purpose for member travel.

This is travel throughout the state of Utah to complete conservation field projects. I have included this justification on the budget item "Member Travel".

### Section G - Staff Training

- Clarify the \$180 for the UT P.D. Retreat

## Narratives

This is the cost estimate from the Utah Commission on Volunteers has given for the expense of hotel and per diem for the annual. I have updated this estimate in the "Staff Training: Utah Program Director's Retreat" budget line.

- Confirm the meals budgeted are for all day P.D. meetings

The meals budgeted are for all day P.D. meetings. I have updated this on the budget item "Staff Training: Travel and per diem for 4 Program Director's Meetings".

- What costs make up the \$145/day for the Wilderness training?

This is a rate for the Wilderness Advanced First Aid training which includes the cost of the actual training, travel, camping, and per diem. I have updated this estimate in the "Staff Training: Wilderness Medicine Training" budget line.

MISC

-There is no budget for criminal history background checks.

I have updated the budget to include this "Other Program Operating Costs".

-Provide more detail on sources of match.

I have updated the budget providing a more specific estimation of match from our project sponsors on the Budget Sections 1 and 2.

## Narratives

-There is no budget for evaluation.

I have included a budget line for evaluation in the "Evaluation" budget section.

-Typically youth corps budget more for the equipment and supplies they need to carry out trail building and other conservation efforts. If these items are supplied by the sites, they should be represented as match.

UCC conservation field crews complete mostly hand labor projects in backcountry locations and typically do not use motorized equipment. The UCC uses the budget line "Supplies: Small tools" to budget for the annual expense of replacing and updating these hand tools.

Other

-Please confirm that criminal background checks will be completed for staff and AmeriCorps members if you are serving vulnerable populations.

Criminal background checks are completed for all UCC staff and AmeriCorps members. I have revised the "Member Outputs and Outcomes: Member Development, Training, and Supervision" to reflect this policy.

-If you haven't done so yet, please complete performance measures in e-Grants

Performance measures were previously entered.

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### Continuation Changes

Year 2

There will be no significant changes to the Utah Conservation Corps' Rationale and Approach, Community Outputs and Outcomes, Organizational Capability, and Cost-Effectiveness and Budget Adequacy.

The UCC has applied for significantly more MSYs due to an increased demand from project sponsors. The UCC was awarded an AmeriCorps Recovery grant for 2009-2010 and will enroll all slots by 5/31/2010. This award, in addition to UCC's current AmeriCorps State grant, has allowed the UCC to increase the number of young adults it serves. The AmeriCorps Recovery grant has also allowed the UCC to complete multiple ARRA-funded projects with federal land management agency project sponsors. The UCC anticipates sustained demand from these project sponsors in future years and will need additional AmeriCorps members to complete these service projects.

In addition to Recovery-related funding increasing the service capacity of the organization, the UCC has also expanded a number of key partnerships in the state. The UCC will expand its partnership with Southern Utah University's Intergovernmental Internship Cooperative that will recruit and place more AmeriCorps members in rural southern Utah with federal land management project sponsors. The UCC has also expanded its partnership with the Multicultural Adventures Outdoors Foundation to recruit more local youth to serve in a youth conservation corps based out of Logan, Utah. More AmeriCorps slots will be used to recruit college-age mentors for these high school-age youth conservation corps members.

The UCC has hired more full-time staff to administrate more AmeriCorps members with its AmeriCorps

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Recovery grant in 2009-2010 and will maintain those staff positions for this larger AmeriCorps State proposal. In addition to Director Sean Damitz, Kate Stephens will assist administration of the grant as the full-time Assistant Director. Kate's time had previously been split between two AmeriCorps State grants that are now combined in this proposal. Dave Bastian was hired in July 2009 as the Program Coordinator to develop and maintain relationships with current and prospective project sponsors. In January 2010, Rachael Senft will be hired as a full-time Staff Assistant that will handle member recruitment and selection as well as data entry associated with the AmeriCorps State grant.

The UCC has updated its Volunteer Mobilization Performance Measure to reflect Utah Commission on Volunteer's request to increase volunteer numbers by 2% each year.

### Enrollment

During the 2007-08 grant year the UCC enrolled 100% of slots it received.

### Retention

During the 2007-08 grant year the UCC retained 100% of its AmeriCorps members. Although four AmeriCorps members did not complete their terms of service, their slots were refilled with members that did complete the term service.

### Year 3

There will be no significant changes to the Utah Conservation Corps' Rationale and Approach, Community Outputs and Outcomes, Organizational Capability, and Cost-Effectiveness and Budget Adequacy.

## Narratives

The UCC has applied for significantly more MSYs (33.876 to 44.4) due to an increased demand from project sponsors and diversification of the program to meet needs of veterans and underserved populations. Performance measures have been changed to reflect the growth and diversification of the program.

### A. New Site Locations

In 2011 the Utah Conservation Corps (UCC) will open a new office in Moab, Utah that will reflect the program's commitment to serve more effectively statewide. This office will compliment the existing Logan office on the Utah State University campus and will be based out of Utah State University's Moab Education Center.

### B. Justification for expansion to new sites, including the need that will be met in expansion communities, activities of expansion members and organizational capacity to support the expansion

The UCC will be expanding to this new site in Moab as a response to serve the state more effectively and efficiently to provide more career-building service opportunities for youth and young adults, especially veteran and underserved populations. The Moab office will host UCC's AmeriCorps conservation field crews that serve in the southern part of the state. The UCC has hired a new Program Coordinator that will provide leadership for this office, develop project sponsors in the southern part of the state, give technical support in the field, and recruit AmeriCorps members from local underserved and veteran populations. The UCC has the capacity to expand as its parent organization, Utah State University, has a strong land-grant mission to serve the state through its Regional Campus Distance Education program. As part of Utah State University's Regional Campus Distance Education, the Moab Education Center has

## Narratives

agreed to give the UCC office space free of charge and will allow UCC to build a tool shed on site for outfitting AmeriCorps conservation field crews.

In addition, the UCC will continue building upon its veterans crew that started as a pilot project in 2010 with assistance from Utah State University's Veterans Resource Office and Veterans Green Jobs. In 2011, the UCC will continue to build upon this successful four-person veterans conservation field crew by developing a mixed ability veterans crew. In 2012, the UCC will recruit, select, and train at least four veterans for AmeriCorps positions with either conservation or mixed ability field crews. As part of these veterans' AmeriCorps service, they will complete a three-credit college course from Utah State University College of Natural Resources entitled Field Studies in Environmental Conservation and Sustainability. The UCC has created a performance measure for this goal based on the CNCS 2010 National Pilot that is included in this proposal.

Finally, the UCC is seeking more AmeriCorps slots to increase the capacity of the Bilingual Youth Corps. The UCC has run a high school age youth conservation program since 2005 but in 2010 targeted local underserved Hispanic youth through the Bilingual Youth Corps model that provides all enrollment, training, and environmental education materials in English and Spanish. The UCC used college-age AmeriCorps members to act as crew leaders and mentors for these high school youth during a five week summer program. In 2010, twenty-five local youth participated in the Bilingual Youth Corps and the UCC expects this program to double by 2012 based on local interest from high schools and support from local donors.

C. An explanation of any changes in the budget

All changes in budget reflect the program's expansion to have a more effective and efficient statewide

## Narratives

presence. The travel budget has been dramatically increased on the grantee match end to more accurately reflect UCC's member and staff travel expenses. Other budget changes include the addition of another Program Coordinator position for the Moab office, an increased staff and member training budget for technical field and safety training, and more accurate estimates of anticipated phone and printing expenses. The grantee budget reflects a 50% match rather than the required 46% in anticipation of UCC receiving AmeriCorps funds beyond ten years.

### D. Justification for any increase in requested cost per MSY

As in its previous continuation request, the UCC has requested \$5 under (\$13,295) the maximum per MSY of \$13,300.

### E. Plans for improving enrollment, retention, or other compliance issues. If recruitment/retention are below 100%

In the 2008-2009 grant year the UCC enrolled and retained 100% of its AmeriCorps slots (20.27 MSY) on grant 06ACHUT0010002. In the 2009-2010 grant year the UCC enrolled 100% of its AmeriCorps slots (24.46 MSY) on grant 09ACHUT0010001. In the 2009-2010 grant year the UCC enrolled 93% (17.4 of 18.62 MSY) 100% of its AmeriCorps slots on grant 09RCHUT0020002. Although at the time of writing this proposal, the UCC will not achieve 100% retention for both 2009-2010 AmeriCorps grants, it expects to have a retention rate around 95%.

In 2011, the UCC will refine its AmeriCorps recruitment and selection process to educate all incoming members about their terms of service to increase enrollment and retention. The UCC will also have two full-time Program Coordinators that will give AmeriCorps members more staff mentorship during initial



## Narratives

training and orientation as well as during member service. The UCC Director will be updating the UCC Policies and Procedures Manual to more accurately reflect and incorporate changes based on the program's growth and diversification. The UCC will also roll out a Microsoft Access database in 2011 that will accurately track required AmeriCorps paperwork for all members and will be available for all staff to view and monitor remotely. Finally, the UCC will incorporate more continuous feedback opportunities for AmeriCorps members through online surveys to assess program effectiveness and enhance member satisfaction.

## Performance Measures

### SAA Characteristics

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

### Priority Areas

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

Grand Total of all MSYs entered for all Priority Areas      44.4

### Service Categories

- Disaster Response
- Environmental Awareness-building and Education
- At-risk Ecosystems Improvement

## National Performance Measures

**Priority Area: Environmental Stewardship**

### Strategy to Achieve Results

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

Eighteen full-time and sixty quarter-time AmeriCorps members will complete at least forty needed conservation projects including one hundred miles of creation, maintenance, and improving access to trail and six miles of fence construction and maintenance.

### Result: Output

Result.

The UCC will partner with at least forty agencies and to construct, maintain, and increase accessibility of one hundred miles of trail and maintain or construct six miles of fence.

Indicator: (PRIORITY) EN5: Miles of trails or rivers improved and/or created.

Target : The UCC will partner with at least forty agencies to construct, maintain, and increase accessibility of one hundred miles of trail and maintain or construct six miles of fence.

Target Value: 100

Instruments: Weekly Report Forms

PM Statement: In 2012, the UCC will partner with at least forty agencies to construct, maintain, and increase accessibility of one hundred miles of trail and maintain or construct six miles of fence.

### Result: Intermediate Outcome

Result.

Natural resource project sponsors will indicate all of the following: 1) UCC completed needed natural resource projects that would otherwise not have been completed, 2) they were satisfied with the series provided, and 3) the quality of work completed met their agency's standards.

Indicator: Sponsor Evaluation

Target : 95% of 40 natural resource projects sponsors will indicate all of the following: 1) needed projects could not have been completed without the UCC 2) they were satisfied with the project and 3) the project met the quality of the agency's stan

Target Value: 38

Instruments: Sponsor Evaluation Form

PM Statement: In 2012, 95% of forty natural resource project sponsors will indicate all of the following: 1) needed natural resource projects could not have been completed without the UCC , 2) they were satisfied with the project and, 3) the project met the quality of the agency's standards.

**Priority Area: Veterans and Military Families**

### Strategy to Achieve Results

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

The UCC will recruit, select, and train at least four veterans for AmeriCorps positions with either conservation or mixed ability field crews. As part of these veterans' AmeriCorps service, they will complete a three-credit college course from Utah State University College of Natural Resources entitled Field Studies in Environmental

## National Performance Measures

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

Conservation and Sustainability.

### Result: Intermediate Outcome

Result.

Four veterans selected for AmeriCorps positions will gain knowledge in conservation and sustainability from a three-credit college course from Utah State University College of Natural Resources entitled Field Studies in Environmental Conservation and Sustainability as demonstrated by receiving a passing grade.

Indicator: Veterans gaining knowledge in conservation and sustainability.

Target : A minimum of four veterans recruited into AmeriCorps positions will receive a passing grade in the college class.

Target Value: 4

Instruments: Utah State University grade report form.

PM Statement: In 2012, four veterans selected for AmeriCorps positions will gain knowledge in conservation and sustainability from a three-credit college course from Utah State University College of Natural Resources entitled Field Studies in Environmental Conservation and Sustainability as demonstrated by receiving a passing grade.

### Result: Output

Result.

The UCC will recruit, select, and train at least four veterans for AmeriCorps positions that will complete a three-credit college course from Utah State University College of Natural Resources entitled Field Studies in Environmental Conservation and Sustainability.

Indicator: V3: Veterans assisted in pursuing education.

Target : A minimum of four veterans recruited into AmeriCorps positions and enrolled on college class.

Target Value: 4

Instruments: Class roster and grade sheet from Utah State University.

PM Statement: In 2012, UCC will recruit, select, and train at least four veterans for AmeriCorps positions with either conservation or mixed ability field crews. As part of these veterans' AmeriCorps service, they will complete a three-credit college course from Utah State University College of Natural Resources entitled Field Studies in Environmental Conservation and Sustainability.

### Priority Area: Environmental Stewardship

#### Strategy to Achieve Results

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

Eighteen full-time AmeriCorps members will work with non-profit project sponsors to provide natural resource and sustainable agriculture education for over fourteen thousand students.

### Result: Intermediate Outcome

Result.

School children will gain a greater understanding of topics.

Indicator: Project sponsor evaluation

## National Performance Measures

Result.

Target : 95% of ten education project sponsors will indicate that their students gained a greater understanding of natural resource and sustainable agriculture.

Target Value: 9

Instruments: Sponsor Evaluation Form

PM Statement: In 2012, 95% of ten education project sponsors will indicate that their students gained a greater understanding of natural resource and sustainable agriculture topics through presentations to fourteen thousand schoolchildren by eighteen full-time AmeriCorps members.

### Result: Output

Result.

Students will gain a greater understanding of natural resource and sustainable agriculture.

Indicator: EN3: Individuals receiving education in energy-efficiency.

Target : UCC AmeriCorps members will partner with education project sponsors to reach fourteen thousand students with natural resource and sustainable agriculture education.

Target Value: 14000

Instruments: Weekly Report Forms

PM Statement: In 2012, eighteen full-time UCC AmeriCorps members will partner with education project sponsors to reach fourteen thousand students with natural resource and sustainable agriculture education.

### Priority Area: Environmental Stewardship

#### Strategy to Achieve Results

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

Eighteen full-time and sixty quarter-time AmeriCorps members will complete at least ten needed habitat restoration projects that will restore 500 acres of public lands.

#### Result: Output

Result.

Eighteen full-time and sixty quarter-time AmeriCorps members will complete at least ten habitat restoration projects.

Indicator: (PRIORITY) EN4: Acres of parks cleaned or improved.

Target : The UCC will partner with at least ten agencies to restore 500 acres of habitat on public lands.

Target Value: 1000

Instruments: Weekly Report Forms

PM Statement: In 2012, the UCC will partner with at least ten agencies to restore 500 acres of habitat on public lands through the efforts eighteen full-time and sixty quarter-time AmeriCorps members completing at least ten habitat restoration projects.

## Required Documents

<u>Document Name</u>	<u>Status</u>
Evaluation	Sent
Labor Union Concurrence	Sent