

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction															
Modified Standard Form 424 (Rev.02/07 to conform to the Corporation's eGrants System)																	
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):		3. DATE RECEIVED BY STATE: 25-JAN-11	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID: 11AC123740		4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER: 09ACHIN0010002														
5. APPLICATION INFORMATION																	
LEGAL NAME: Indiana State University DUNS NUMBER: 075953448		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Heather Miklozek TELEPHONE NUMBER: (812) 237-2334 FAX NUMBER: (812) 237-2335 INTERNET E-MAIL ADDRESS: heather.miklozek@indstate.edu															
ADDRESS (give street address, city, state, zip code and county): 200 N. 7th Street Terre Haute IN 47809 - 1902 County:																	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 356001670		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: 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: Sycamore Service Corps															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Indiana counties of Clay, Parke, Sullivan, Vermillion, and Vigo		11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
13. PROPOSED PROJECT: START DATE: 09/01/11 END DATE: 08/31/12		14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="IN 008"/> b.Program <input type="text" value="IN 008"/>															
15. ESTIMATED FUNDING: Year #: <input type="text" value="2"/>		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;">\$ 185,109.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 136,342.00</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;">\$ 321,451.00</td> </tr> </table>		a. FEDERAL	\$ 185,109.00	b. APPLICANT	\$ 136,342.00	c. STATE	\$ 0.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 321,451.00	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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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: Mark D. Green		b. TITLE: Chief Research Officer	c. TELEPHONE NUMBER: (812) 237-3088														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 05/11/11															

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Executive Summary

The Sycamore Service Corps is an intergenerational corps of volunteers that include local residents and students from the area's higher education institutions. Volunteers are placed in human service agencies within a five county area of West Central Indiana. Members provide service in the priority areas of family self-sufficiency and stability, poverty, economic development, public safety and education.

Rationale and Approach

COMPELLING COMMUNITY NEED-Terre Haute is a small city located in Vigo County in west-central Indiana with a population of approximately 59,000 residents. The city is the economic center of west-central Indiana drawing commuters from several outlying rural counties. The Terre Haute Metropolitan Statistical Area includes Vigo, Clay, Sullivan, and Vermillion counties and has a population of 168,059 residents. The region has experienced significant population and economic decline during the past few decades due to its shift from an agricultural and industrial to a service-based economy. The community is challenged by poverty and illiteracy rates which are higher than comparable figures in Indiana and the Midwest. Terre Haute's median household income (2008) was \$37,082, 76% of the state median income level of \$48,675. Similarly, 21.8% of Terre Haute families with dependent children are below the poverty line, in comparison to the state level of 14.59%.

In 2002, the COMPASS II community assessment, a collaborative survey of human services providers conducted by Indiana State University (ISU), United Way of the Wabash Valley (UWWV), and Wabash Valley Community Foundation, identified several human service issues as moderate or major community challenges: unemployment or underemployment (95.2%), lack of job opportunities (93.5%), poverty (89.5%), alcohol and/or drug abuse (89.5%), family violence/child abuse (77.6%), lack of affordable child care (72.8%), illiteracy (71.9%), crime (70.3%), and teen pregnancy (65.9%). In addition, human service providers independently observed that the current human services system is difficult to navigate and not "user friendly." Residents can obtain support services from a variety of

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community-based, faith-based, and governmental agencies, but there is little coordination or communication between the agencies and there is not a single referral agency in the community to match client needs with agency services. Findings from COMPASS II were reaffirmed through an update in 2007.

More than 300 nonprofit organizations, including Sycamore Service Corps host organizations, provide services to the citizens of the Terre Haute community and region. The UWWV funds less than one-fifth of these agencies and fewer than 10% receive direct support from a congregation or other formal church structure. The economic downturn and loss of a major employer caused the United Way to cut funding by over 30% in 2008-09.

In spring 2006, an ISU public relations class, under the supervision of Dr. Debra Worley, conducted a situation assessment of the capacity of local CBO/FBOs to fulfill their mission. The purpose of the survey was to identify needs that could be met through assistance from ISU. Twenty-six survey participants responded with respect to the capacity and technical facility of their organization. Responses from participants were that the size of their agency staff is too small (typically <5); often staff members lack defined roles; many agencies lack a significantly developed or functional board; organizations lack volunteers, as well as a mechanism for recruiting and coordinating volunteers; a lack of technology and technical expertise creates dysfunction in the areas of accounting, tracking errors, planning and implementing solutions to problems; and there is a critical lack of ability to secure funds beyond short-term loans; many nonprofits are uncertain how to even obtain loans.

Based on socio-economic data, the COMPASS II assessment, Professor Worley's CBO/FBO assessment, and our on-going experience working in the community, we have chosen to focus on the community needs of education, community and economic development, human needs, public safety, and health.

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Our program operates at multiple sites in a five-county area.

In addition to the needs we have identified in our community, ISU also has a need to create civic engagement opportunities for students. ISU's mission and recent strategic planning have focused on experiential learning and community engagement as the centerpiece of actualizing our mission. Service-learning and civic engagement are central to ISU's focus on experiential learning. Service-learning and related service activities have been incorporated in courses and co-curricular programs at ISU for many years. The Sycamore Service Corps (SSC) enables ISU to advance community engagement efforts with greater quality and impact.

DESCRIPTION OF ACTIVITIES AND MEMBER ROLES-SSC is an intergenerational, multi-site program based in Vigo, Sullivan, Parke, Vermillion, and Clay counties. ISU serves as an intermediary organization. In 2009-10, 51 college students and community residents served as members at one of 25 non-profit organizations. Member's activities focused on the priority needs of education, community and economic development, human needs, public safety, and health and nutrition. SSC is administered through the ISU Center for Public Service and Community Engagement (CPSCE). Our first operational program year was 2005-06.

Each year our non-profit sites request the number and type of placements desired through an application process detailed later in this application. Sites are evaluated on their ability to meet the contractual agreement and on performance from the previous year.

Placement breakdown by agency for 2008-09 is shown below.

14th & Chestnut Community Center-9

American Red Cross-3

Bethany House (women's shelter) -1

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Court Appointed Special Advocates (CASA)-1

CHANCES for Indiana Youth-5

Terre Haute Children's Museum-1

Terre Haute Housing Authority (THHA)/Family Self-Sufficiency-Program-1

Gary's Place (Crossroads Connection)(at risk teen girls)-3

Happiness Bag(recreational program for people with developmental disabilities) -3

Hamilton Center (mental health services) -1

Purdue Extension Service-Vigo County-1

Mental Health America-1

Recreation Education Information Nutrition (REIN)(community library)-1

Ryves Youth Center-7

Saint Ann's Medical Clinic-1

Spectrum Services(day program for people with developmental disabilities)-3

Vigo County Head Start-3

Vigo County Juvenile Justice Center-2

West Vigo Community Center-6

White Violet Center for Eco-Justice-2

Specific member responsibilities under each service area are as follows:

EDUCATION-Members support school preparedness, child literacy, and provide homework help. They develop educational programs for children living in poverty. Sites include the Children's Museum, 14th & Chestnut Community Center, Ryves Youth Center, Clinton Public Library, West Vigo Community Center, Educational & Family Services-PSSM, Vigo County Juvenile Justice Center and Purdue Extension Service.

COMMUNITY AND ECONOMIC DEVELOPMENT-Members work with job skills development and

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promote job placement for low-income residents, promote arts programming in the Wabash Valley, provide ESL instruction and related activities, assist with the planning and implementation of special events, and work with environmental sustainability.

Sites include THHA Family Self-Sufficiency Program, Arts Illiana, Vigo County Public Library, White Violet Center for Eco Justice and Vigo County Lifeline.

HUMAN NEEDS- Members provide mentoring to children and youth, interact with agency clients through music/recreation therapy, develop programs, and help with providing basic needs for clients such as meals and clothing distribution. Sites include 14th and Chestnut Community Center, CASA, Ryves Youth Center, CHANCES for Indiana Youth, West Vigo Community Center, Crossroads Connection, Vigo County Juvenile Justice Center, McMillan Adult Day Care, Hamilton Center, Happiness Bag and Spectrum Services.

PUBLIC SAFETY- Members support public safety through safety/accident prevention and juvenile justice programs, respond to disasters and teach disaster preparedness. Sites include CHANCES for Indiana Youth and American Red Cross.

HEALTH/NUTRITION- Members work with childhood health and prevention of childhood overweight and obesity, sports programming, educate on nutrition, health education programs and patient services, provide information on local environmental issues, and assist with medical needs. Sites include 14th and Chestnut, Ryves Youth Center, West Vigo Community Center, Happiness Bag, Saint Ann's Clinic, PATH (People Attempting to Help) and White Violet Center for Eco-Justice.

Every position has a unique position description that is reviewed prior to posting to ensure that activities are allowable and meet the non-displacement requirement. Program staff monitor member activities consistently through review of the member's descriptive codes submitted on timesheets and through one-on-one program staff-member meetings.

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Our part-time program meets the expressed needs of community organizations for more volunteers, especially student volunteers, and the need for ISU to provide civic engagement opportunities for students. Host site supervisors frequently report examples of how members contribute to and expand their ability to create and maintain new programs and services to the public which would not be possible without our members. For example, Spectrum Services reported that members have expanded their capacity to serve clients. Members developed various therapeutic activities, created and conducted music groups, a spa day, fishing program, and a client art gallery. The Sweeties program at Ryves Youth Center was developed by one of our members and each year, members continue to mentor this group of teen girls.

SSC members provide intensive quality service in part due to the professional development and site training provided and because of consistent communication with program staff.

MEASURABLE OUTPUTS AND OUTCOMES-Our program will address the areas of Education and Healthy Futures. We will utilize the standard national performance measures. Specifically, we will provide mentoring and utilize performance measure 3, number of disadvantaged youth/mentor matches that are commended by the AmeriCorps program; measure 4, number of disadvantaged youth/mentor matches that were sustained by the AmeriCorps program for at least the required time period; and measure 5, number of students with improved academic performance. Mentoring has been an area of focus of SSC since the inception of the program. Previously, we have measured the number of members participating in mentoring, the number of children/youth participating, and hours of mentoring. We have reached our target goals each year. During the 2010-11 year we will track progress related to measures 3 and 4 through member bi-weekly timesheets. Progress toward measure 5 will be collected by the host organization at the end of each grading period.

Our secondary service area is Healthy Futures. We have selected measure 4, number of clients

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participating in health education programs. Data will be collected by members and host organizations utilizing attendance logs for programs. Unduplicated numbers of clients receiving health education will be submitted monthly by the member with the approval of the host organization.

PLAN FOR SELF-ASSESSMENT AND IMPROVEMENT- Our program is continually improving to make it more efficient and meaningful. Project staff carefully track mentoring, volunteerism, attendance at professional development sessions, participation in national days of service, projected member hours by month, and host site data. We use evaluation surveys developed for our program. Members submit an evaluation of the placement site and of our program. Site supervisors also submit an evaluation of our program. An exit interview provides the member an opportunity to comment on the specific aspects of the program and to make suggestions for improvement. Each summer, program staff design the upcoming year's program. Suggestions are reviewed and considered and if applicable are applied to the new program. One-on-one member meetings, host site visits, emails, and professional development sessions are also good times to receive feedback, resolve issues, and improve our program.

COMMUNITY INVOLVEMENT-Client and member needs at each host site are determined by the leadership within that organization. These are translated into a specific member position description for each position. These managers help determine member training needs and they assist in the planning of professional development for the following year through their recommendations of the topics that they wish for their member(s) to receive. For example, "understanding the culture of poverty," "recognizing abuse and neglect," and "conflict resolution" were suggested and are scheduled on the 2009-10 SSC professional development calendar. Program staff communicate with host site leaders frequently throughout the year through host site visits, emails, and phone calls. This involvement with site supervisors in the planning process will continue over the next three-year period as it has been an efficient and beneficial process.

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RELATIONSHIP TO OTHER NATIONAL AND COMMUNITY SERVICE PROGRAMS- SSC members serve alongside Foster Grandparents at Head Start, Ryves Youth Center, and 14th and Chestnut Community Center. We administer the AmeriCorps Midwest Campus Compact Citizen-Scholar Fellows program (M3C) which is an education award program. These members interact with our SSC members.

POTENTIAL FOR REPLICATION- Indiana State University's region consists of a mid-size city and expanded rural areas. Like many regions in the U.S. faced with declining opportunities in industry and agriculture, the Wabash Valley is continually challenged to overcome a stagnant economy and declining population. Although the challenge of meeting human needs may be more difficult in our region than in others, we believe that an effective model for utilizing volunteers in this capacity is greatly needed and can benefit higher education institutions and regions with similar characteristics throughout the U.S. Our program is designed to be easily replicated by a service-learning or civic engagement office, as we have an extensive detailed policies and procedures manual. SSC staff have detailed position descriptions. Our member and site supervisor handbooks are thorough and quite extensive and other programs could easily transfer information to fit into their processes. Many SSC resources are readily available on the program website.

An important component of facilitating replication is developing resources that can be shared with other institutions. Our specific plans for disseminating information about our program during this grant year include making a state or national presentation about the program, developing at least one article about the program for publication and submitting program information through the CNCS Service-Learning Clearinghouse and the Program Model section of the Campus Compact website.

Organizational Capability

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SOUND ORGANIZATIONAL STRUCTURE

ABILITY TO PROVIDE SOUND PROGRAMMATIC AND FISCAL OVERSIGHT-Indiana State

University was established in the City of Terre Haute by the General Assembly of the State of Indiana on December 20, 1865 as Indiana State Normal School, with the preparation of teachers as its primary mission. Now a residential, doctoral-degree-granting university, ISU offers instruction at the associate's, bachelor's, master's, and doctoral levels. As a state university and the anchor of public higher education in West and South Central Indiana, Indiana State University recognizes its responsibility as a steward of the region and state. ISU is committed to a curriculum that is relevant to external demand, applied research that addresses state needs, and a robust program of public service and community-based learning opportunities. ISU engages in a variety of research and outreach activities with the purpose of solving difficult challenges in the local community.

The Center for Public Service and Community Engagement (CPSCE) was established in 2001 to serve as a "front door" to the resources of the University. This center coordinates the University's outreach and community engagement activities, including service and other types of community-based learning. CPSCE staff work directly with external partners and ISU faculty, staff, and students to develop partnerships that advance the mission of the university and enhance the quality of life in the state and region. The proposed activities of this project are coordinated through CPSCE.

Host sites must meet certain host site criteria to qualify as a partnering host site. For example, the organization must provide services in at least one of our targeted need areas, have the ability to provide non-federal cash match, and have a paid staff member to supervise members. Program oversight is provided by CPSCE. The Director of CPSCE, Dr. Nancy Brattain Rogers, serves as the Executive Director of the program with additional support provided by a project director, two graduate assistants, an undergraduate assistant and an accounting services specialist. CPSCE is administratively housed in the Division of Academic Affairs of which Dr. Rogers is Associate Vice President for Academic Affairs. Dr. Rogers reports to Dr. Jack Maynard, Provost and Vice President for Academic Affairs. The CPSCE

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provides leadership for the coordination, enhancement, expansion, and assessment of ISU outreach, economic development, and community engagement activities, including internships, service-learning and student volunteerism.

Program staff stay connected to host sites by email, phone and by conducting site visits to non-profit partnering sites to ensure that members are progressing, doing allowable activities, and are providing quality service. These monitoring visits provide the opportunity to ensure that sites are in compliance with AmeriCorps guidelines. This interaction is beneficial to enhancing the grantee-site relationship, fosters communication leading to program improvement, and allows time to discuss any issues or concerns.

Fiscal administration is conducted by the Grants and Contracts Office under the University Controller. The office establishes and maintains individual project accounts, reviews all transactions in accordance with standard accounting principles and individual project agreements, and oversees the preparation and audit of required reporting to external agencies and within the university. The fiscal integrity of these processes is reviewed annually as a part of an A-133 audit.

BOARD OF DIRECTORS, ADMINISTRATORS, AND STAFF-The Indiana State University Board of Trustees governance does not affect the Sycamore Service Corps. The CPSCE manages the AmeriCorps grant. Dr. Nancy Brattain Rogers, Associate Vice President for Academic Affairs, is the Director of The CPSCE and the Executive Director of the AmeriCorps Sycamore Service Corps (SSC) and Professor in the Department of Recreation and Sport management. Dr. Rogers is involved with planning and development of the program.

Sycamore Service Corps has a large team in place to manage the program. The ISU Volunteer Programs Coordinator, Debbie Miller, serves as the SSC Director and provides day to day oversight of the program. Ms. Miller has a degree in Human Resource Development and has a PHR (Professional Human Resources) certification. She has been with the CPSCE since 2001.

She is assisted by a graduate assistant that is assigned solely to work on AmeriCorps. A one half-time

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graduate assistant is also assigned to the program. Both students serve as AmeriCorps Program Coordinators and are pursuing a Masters Degree in Student Affairs and Higher Education. There is one undergraduate student worker assigned to the program that works 20 hours per week. Jo Ellen Larimer, CPSCE, is the Accounting Services Specialist/Administrative Assistant that dedicates one-half of her job responsibilities to AmeriCorps budgeting, member management, and compliance. She is responsible for maintaining all internally and externally funded CPSCE budgets. Ms. Larimer has several years of experience in accounting. She works closely with Sarah Ber, Director, Grants and Contracts, who handles fiscal administration and oversight of the program and manages all ISU grants and contracts. Ms. Ber handles all financial reporting for the grant. The office establishes and maintains individual project accounts, reviews all transactions in accordance with standard accounting principles and individual project agreements, and oversees the preparation and audit of required reporting to external agencies and within the university. The fiscal integrity of these processes is reviewed annually as a part of an A-133 audit. Dawn Underwood, Director, Office of Sponsored Programs, is the university's designated grant principal investigator.

Program staff collaborate with several other on-campus departments. The Financial Aid office and Student Employment refer several qualified candidates to the program. Communications and Marketing provide advertising and stories to local media for the newspaper and for television interview segments. A detailed systematic protocol is in place between the CPSCE and Payroll and Human Resources which ensures compliance with AmeriCorps and ISU guidelines. A partnership with the Commuter Student Endowment provides opportunities for Federal Work Study students to be placed in a non-profit organization with the match paid by the endowment. This program enables non-profits without adequate funds to host members without the federal match requirement.

PLAN FOR SELF-ASSESSMENT OR IMPROVEMENT-the SSC operates within the CPSCE. The CPSCE has weekly staff meetings where structure, programming, operations, and staffing issues are regularly discussed. The CPSCE Director/Associate Vice President for Academic Affairs provides insight of

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institutional structure and planning initiatives. The SSC Team (including the program director, graduate and undergraduate assistants, and accounting services specialist) meets weekly to discuss specific issues within the program. Improvements that have been completed include the CPSCE's development of a critical incident report and procedures to document and respond to extraordinary issues that could occur for participants in the Center's activities. Planned improvements for the 2010-2011 SSC program include the addition of an evaluation consultant, member exit interview transcription, and portable identification card magnetic stripe reader to track member participation during orientation and professional development sessions. The transcription and identification card reader are discussed in the member training section.

In 2007-08, SSC participated in an external evaluation conducted as part of the OFBCI statewide AmeriCorps State Formula Portfolio Evaluation. This evaluation identified the following nine best practices:

Our program offers two-hour training presentations monthly over the dinner hour that increases participation; AmeriCorps gear includes a magnetic name tag with the logo and member's name; A "Host Site Criteria" handout spells criteria for participation and evaluation; sites complete an "Agreement for AmeriCorps Host Site" and members and site supervisors complete a signed Community Service Plan before a member starts their term of service; program staff use a Host Site Visit form to standardize visits; information sessions clearly lay out program expectations and insure applicants fully understood the required commitment before applying; members complete reflection activities to help process their experience; members can apply for a mini grant to be used for materials/programming at their service site.

The evaluation listed very few concerns and we addressed each as follows; there were a few isolated negative experiences of members with the supervision they received at their site. We now have more frequent one-on-one member meetings to identify issues early. There were also some challenges

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expressed by site supervisors--some felt they needed less training while others wished they had more training. The widely differing proficiency of site supervisors was addressed by having a two-part site supervisor orientation. Returning site supervisors had the option to join the session after the first hour which was directed at first-time supervisors.

During orientation and monthly professional development meetings, beginning with the 2010-2011 year, attendance will be recorded through a portable identification magnetic stripe card reader. This will allow SSC to track check-in and check-out times more accurately. Four one on one interviews are conducted by SSC staff throughout a member's placement. The final interview will be enhanced in the 2010-2011 year with audio recording, transcribing and identifying member responses for trends. Members complete a midterm self-evaluation and are also evaluated by the host-site supervisor at midterm and at the end of their placement. Host site evaluations are conducted by members and SSC staff. Members evaluate the host site at midterm and exit. SSC's staff visits serve as an evaluation method. The SSC program is evaluated by both members and host sites.

PLAN FOR EFFECTIVE TECHNICAL ASSISTANCE--SSC has access to a variety of technical assistance resources on the ISU campus. The Office of Grants and Contracts provides oversight and advice regarding the financial management of the grant. The Office of Communications and Marketing provides assistance with promotion of the program, including working with the media and web page development. The Department of Human Resources and Office of Legal Counsel provide direction regarding the development and implementation of human resource policies. Several offices on campus have assisted and will continue to assist with member training, including the Office of Diversity, Career Center, Counseling Center, Student Health Centers, and several academic departments. All of this university technical assistance is provided to the SSC program free of charge.

The Center for Public Service and Community Engagement has long-term experience arranging for technical assistance for our host organizations and other non-profit partners. Our methods of

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Identifying areas of need for technical assistance include documenting needs expressed during site visits and gleaned information from the year-end survey. One example of technical assistance provided through CPSCE is a summer grant writing workshop that was offered to AmeriCorps host organizations and other nonprofit partners during the summer 2009 term. Over 50 individuals attended that workshop. We also offer an annual one-day nonprofit conference each year that is focused on needs identified by a steering committee of nonprofit staff and CPSCE staff.

SOUND RECORD OF ACCOMPLISHMENT AS AN ORGANIZATION

VOLUNTEER GENERATION AND SUPPORT-CPSCE has several accomplishments with related community service and civic engagement activities. The community-service program at ISU strives to offer a diverse range of experiences to students and currently includes the following programs and activities:

SERVICE-LEARNING: CPSCE provides University-wide support for service-learning. This support includes individual faculty consultation, faculty development workshops, provision of a service-learning faculty handbook, student placement forms, and related supporting material; and coordination of service opportunities with community partners. Each academic year, several hundred students participate in service-learning. Departments and programs that support service-learning include: Sociology, Social Work, Psychology, Women's Studies, History, Recreation and Sport Management, Community Health, Physical Education, Management, Political Science, and Communications.

STUDENT VOLUNTEERISM-The responsibility of coordination for student volunteerism is located with CPSCE. Our staff works closely with the local United Way and other organizations to encourage student volunteerism, provide assistance to individuals and student organizations seeking volunteer opportunities, and coordinate a campus volunteer fair.

SSC members are required to recruit a minimum of five volunteers to serve at a non-profit event. More than 300 volunteers were generated for 2008-09. Martin Luther King Day of Service and Global Youth

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Service Day (GYSD) provides student and community volunteers to serve at several different sites. AmeriCorps members were among the 2009 MLK Day participants that sent 150 volunteers out and among 62 volunteers for GYSD to several different non-profits.

FOCUS INDIANA INTERNSHIP PROGRAM - provides annual scholarships to support 55 students to complete 300-hour internships in a variety of geographic and service areas. Juniors and seniors apply for \$1000 scholarships within several Indiana counties. In addition, freshmen and sophomores participate in the Summer Alumni Internship program. This program places students in a 150-hour internship with ISU alumni. Students receive a \$1000 scholarship program.

LIBERAL LEARNING IN ACTION: This project is collaboration between CPSCE and the Office of General Education. Small grants of up to \$3000 are awarded to faculty to incorporate community-based experiences into a course or department curriculum. Approximately eight projects are funded each year.

ORGANIZATIONAL AND COMMUNITY LEADERSHIP: ISU is proud of it's accomplishment in receiving the President's Higher Education Community Service Honor Roll in 2006, 2007, and 2008. The Honor Roll increases the public's awareness of the contributions that colleges and their students make to local communities and the nation as a whole. ISU also received the community engagement elective classification Carnegie Foundation for curricular engagement, outreach, and partnership. We were honored with an award of both curricular engagement and outreach and partnership in 2006 and 2008. This community engagement classification identifies the collaboration between ISU and our larger communities for the mutually beneficial exchange of knowledge and resources in a context of partnership reciprocity.

Indiana State University provides leadership to numerous community initiatives. The CPSCE has served as the primary or co-sponsor for several community forums, including: Riverfront Development, Child Welfare, Child Literacy, Childhood Obesity, and Minority Health. The University provides administrative support and one-third of the Executive Director's salary for Downtown Terre Haute, Inc., an independent 501(c)(3) dedicated to downtown development. CPSCE sponsors "Sycamore Showcase

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at Noon", a program that provides the opportunity for campus and community representatives to present and learn about important community issues. Numerous administrators and faculty serve on community boards and task forces, including the local United Way and all of the community strategic planning committees.

SUCCESS IN SECURING MATCH RESOURCES-The Controller's office invoices our host sites quarterly for positions that involve a living allowance. Sites hosting Federal Work Study students in education award only slots are billed bi-weekly.

SUCCESS IN SECURING COMMUNITY SUPPORT

COLLABORATION-The CPSCE collaborates consistently with several non-profit sites through projects such as the Community Garden, Special Olympics, Farmer's Market and Homeward Bound Walk. We are committed to these partners as evidenced by offering free grant writing workshops and an annual volunteer fair. CPSCE staff serve on several community coalitions. We show our appreciation for our relationship at our annual recognition banquet.

LOCAL FINANCIAL AND IN-KIND CONTRIBUTIONS- ISU has increased its sub-grantee match from last year's application. Furthermore, we have set a goal of increasing the host site match for member living allowance from 15% to 20% over a three-year period.

WIDE RANGE OF COMMUNITY STAKEHOLDERS- The stakeholders in our organization include ISU students, faculty, and staff, nonprofit community partners, business and industry, K-12 education, local public officials and alumni. Stakeholders provide non-financial support by serving as mentors/employers to students, working with classes and student organizations, and collaborating with the University to complete service projects and other community-initiatives (i.e. COMPASS II and Sycamore Showcase at Noon). We added five partners this year. In addition, host sites are hosting several of our monthly training programs this year.

Cost Effectiveness and Budget Adequacy

COST EFFECTIVENESS AND BUDGET ADEQUACY

Narratives

CORPORATION COST PER MEMBER SERVICE YEAR (MSY): Our project supports 14.2 members. Our cost per member service year is \$12,999.

DIVERSE NON-FEDERAL SUPPORT- The University has committed financial match to the program, in-kind match through space allocation, and indirect costs. Specifically this includes the Project Director Salary (\$6599), 50% Graduate Assistant Salary & Fringe Benefits (\$6970), and Evaluation Consultant (\$3003) Host organizations provide matching funds for member living allowances. Over the next three years we will increase the host organization match of member living allowances from 15% to 20%. The University invoices host organizations on a quarterly basis.

CURRENT GRANTEES ONLY: DECREASED RELIANCE ON FEDERAL SUPPORT-SSC has as a goal to increase the host organization share of the member living allowance from 15% to 20% over three years. To better staff the SSC program an additional half time Graduate Assistant has been placed with the program. The cost of an additional 50% staff member is included in the sub-grantee share of funding. ISU is working to increase community service by promoting volunteerism to the campus, providing volunteer matching and placement services, acquiring private and/or public funds to support internship placements, supporting faculty who incorporate service-learning in their courses, and increasing the percentage of FWS students with community-service placements.

BUDGET ADEQUACY

The 2010-2011 budget request reflects a decreased reliance on federal support while still representing the priorities of the project: developing a corps of members to address critical community needs and supporting members in their personal, professional, and civic development. We plan to increase the host organization share of member living allowances over a three year period (see Decreased Reliance on Federal Support section). The annual budget of CPSCE is \$413,135, including salaries. Several smaller budgets also are managed through CPSCE. Requested funds for this project are equivalent to six percent

Narratives

of the annual operating budget.

FY10 BUDGET CLARIFICATION RESPONSE

STUDENT ASSISTANT'S DESCRIPTION OF DUTIES

There is one position for a graduate student with pay shown for the 2010-11 academic year and summer. The total amount budgeted is \$13,400.

There is a one-half time graduate student position funded by the ISU Center for Public Service and Community Engagement that is listed as a match amount.

The graduate assistant's position descriptions provide that they conduct one-on-one update meetings with members and develop and deliver ice breakers and presentations at professional development sessions. They assist in the screening of applicants, conduct interviews, finalize placements, assign and track reflection activities and attendance at required sessions. They develop and organize two National Days of Service which members are required to participate.

There is one position for an undergraduate student. The total amount budgeted is \$6,199.

The undergraduate student assistant performs data entry, conducts file management, communicates with members, and performs general clerical duties.

ITEMIZATION OF TRAVEL TO CNCS SPONSORED MEETINGS

Narratives

Costs include mileage to the Indianapolis airport at \$58 (132 miles x .44). The airfare expense is \$400.

Lodging is estimated at \$750

(3 days @ \$250). The registration fee is \$375. The subsistence amount is \$300 (3 days @ \$100).

Included are miscellaneous

charges for ground transportation and computer connection for \$117. The total amount budgeted for CNCS sponsored meetings is \$2000.

MEMBER TRAVEL

Members attend the Governor's Conference on Service and Volunteerism in Indianapolis, Indiana.

Expenses for \$790 include mileage reimbursement for 51 members with carpooling arrangements (13 vehicles x 138 miles x .44/mile). Another conference expense is parking at \$130 for 51 members with carpooling arrangements (13 vehicles x \$10/vehicle). The total amount budgeted is \$920.

STAFF TRAVEL TO CONFERENCES

The Program Director attends the National Conference on Service Learning. The Graduate Assistant will attend the National Association of Student Personnel Administrators (NASPA).

JUSTIFICATION OF FOOD AT MEMBER TRAINING

Some type of refreshment or meal is served at all orientations and evening professional development sessions as an opportunity for members to network and get to know each other. To accommodate student's class schedules, sessions are offered late afternoons though evenings and generally occur during a typical dinner hour.

Narratives

There are approximately 26 member professional development and orientation sessions. Members are required to attend a reasonable amount of sessions based on the number of months of their service.

We provide eight introductory orientations over a period of months accommodating new members that are continually enrolled until 100% of our positions are filled. Orientations last 3.5 hours. Refreshments cost approximately \$100 per session totaling \$800.

We require all members to attend an additional part two orientation session. These are offered twice per year accommodating a large group of the cohort at each session. These sessions last 4.5 hours. A meal is served @ \$350 per session. The total expense for the part two orientations is \$700.

Sixteen monthly professional development sessions are held throughout the calendar year from 6:00 p.m. -8:30 p.m. A light meal is provided @ \$220 totaling \$3520.

ROLE OF ASSESSMENT CONSULTANT

Dr. Cat Stemmans, Associate Professor of Athletic Training, will serve as our assessment consultant. Dr. Stemmans has previously conducted assessment of Indiana State University's participation in Martin Luther King Day of Service and Global Youth Service Day, as well as our freshman orientation service experience. Dr. Stemmans will plan, implement, and provide results for the assessment. Our expectation is that her assessment will include program staff, members, and host organizations. The agreement with Dr. Stemmans is for the equivalent of 9.5 days of service during the program year.

MAGNETIC ID CARD READER

Narratives

This expense has been removed from the budget. We have already purchased an ID card reader to track ISU student participation in AmeriCorps related events, including national days of service.

BACKGROUND CHECKS

Background checks will be conducted on 51 members with expenses paid for from this grant.

INDIRECT COST RATE AGREEMENT

The current indirect cost rate is 33% and is effective from 07/01/09 to 06/30/13. The negotiating agency is the Department of Health and Human Services.

Evaluation Summary or Plan

SENT

Amendment Justification

N/A

Clarification Summary

CLARIFICATION RESPONSE FY10, PART 2

Performance measures in the healthy futures priority area now have an aligned measure.

The education performance measures have been revised.

The program will demonstrate its impact through the interaction between mentors and mentees.

Mentors will focus on the importance of positive student behavior. Specifically, mentors will work with

Narratives

mentees to focus on existing or potential behavioral problems that could be linked to school suspension or other disciplinary action. Mentors will continually acknowledge positive behavior and will discuss it at meetings with the mentee.

Comparison from the previous year's ISTEP scores will demonstrate an increase in ISTEP scores. We are requesting that parents self-report their children's scores.

Note: The Healthy futures indicator would not allow an alternate selection. It only allowed "other."

FY10 BUDGET CLARIFICATION RESPONSE, PART 2

EVALUATION COSTS

Don Rogers' stipend and fringe benefits were moved from Member Training to Personnel and Fringe Benefits as appropriate. We also moved Catherine (Cat) Stemmans' in-kind contribution from Evaluation to Personnel as requested.

CRIMINAL HISTORY CHECKS

Fifty-one background checks for members are conducted at \$22 each. Staff are checked as part of ISU hiring procedures.

A copy of our most recent Indirect Cost Rate agreement is attached.

CLARIFICATION RESPONSE FY10

COLLABORATION WITH OTHER NATIONAL SERVICE PROGRAMS

Narratives

National service programs in the area are the Foster Grandparent and RSVP programs. Members from these programs will be invited to attend AmeriCorps member professional development sessions.

Program directors from both programs will present a joint training session for AmeriCorps, FGP, and RSVP members.

MEMBERS ENGAGEMENT IN ACTIVITIES CORRESPONDING TO PRIORITY AREAS - MEASURABLE OUTPUTS AND OUTCOMES

EDUCATION

Fifteen members will be paired with three economically disadvantaged children/youth at local community centers. Forty-five disadvantaged youth will be mentored during the grant year.

Mentoring relationships will be formed through after-school programs. There are two outputs for this priority. We will initiate 45 mentoring relationships. We will sustain at least 38 of those mentoring relationships. In addition, we have one outcome-twenty-three mentees will have improved academic performance. Members will work with children through behavioral activities that may be linked to academic success and through homework help.

HEALTHY FUTURES

Sixteen members will work with children, teens, or adults regarding healthy eating, healthy relationships, health care, disease prevention, and health literacy. Our output is that the members will deliver health promotion initiatives related to health services or health education programming to a total of 400 recipients. The outcome will be that 85% of these recipients will report an increased knowledge of health related issues or will receive access to health care.

Members will work with economically disadvantaged families at Saint Ann's Medical Clinic which provides free physician and dental visits and prescriptions. HIV/AIDS prevention programming will be

Narratives

the focus at People Attempting to Help (PATH). Obesity and healthy eating are targets at Spectrum Services and local community centers. Crossroad Connection members will work with at-risk teen girls on healthy relationships. Health literacy programming will occur at 14th & Chestnut Community Center and the American Red Cross.

EVIDENCE OF MEETING PERFORMANCE MEASURES

The Indiana Office of Faith-Based and Community Initiatives reported on our 2009-10 program second quarter progress report that we are on track for our current program year. The report listed:

Citizenship: At 88.2% of target, we have exceeded our second quarter expectation.

Disaster Relief: N/A

Mentoring: With 573 member mentoring hours provided, we are at 47.8% - just short of second quarter target.

Volunteerism: This data will be collected at the end of this service year.

The Indiana Office of Faith-Based and Community Initiatives reported on our 2008-09 program fourth quarter progress report the following:

Citizenship: Output was met.

Disaster Relief: N/A

Mentoring: Output was met and exceeded.

Volunteerism: The output, IO, and EO were met.

Data recorded in e-grants for 2007-08 were:

Increased volunteerism at sites: We met our goal of increased capacity to serve clients due to increased volunteerism.

Narratives

Mentoring: We exceed our goal of 1200 hours of mentoring by providing 5080 hours of mentoring.

Statistics recorded in E-grants for 2005-06 were:

Mentoring: We exceeded our target of 1200 hours by providing 4813 hours of mentoring.

Civic education and training: 100% of goal was reached.

PROGRAM PLAN FOR SUSTAINABILITY

Sycamore Service Corps will be engaged in several strategies to ensure program sustainability. These include the following activities:

1. Develop and cultivate relationships with important stakeholders. Sycamore Service Corps will utilize several strategies to cultivate relationships with stakeholders. Executive directors and volunteer board leaders of local non-profit organizations are stakeholders that ensure the on-going participation and financial support of important local host organizations. We will cultivate relationships with this group by meeting with key individuals annually, hosting and publicly thanking stakeholders at our annual banquet, and sharing success stories through written communication and media activities. A good example of this activity happened recently. Sycamore Service Corps staff nominated Spectrum Industries, a host organization that serves people with developmental disabilities, for the Indiana Campus Compact Outstanding Community Partner Award. Spectrum Industries received the award at a luncheon in Indianapolis. The host site coordinator, her executive director, the Sycamore Service Corps Project Director, Sycamore Service Corps Executive Director, and a member serving at Spectrum all attended the luncheon together. This event and award provided good publicity for both organizations and strengthened our relationships.

Narratives

2. Utilize diverse sources of funding for project activities. Sycamore Service Corps continues to diversify funding in support of service activities at our host organizations. Federal Work Study funds are used to provide compensation for our ten 300-hour members. The utilization of Federal Work Study funds to support these activities will continue beyond the life of the grant. Indiana State University also provides internship scholarships to at least six students serving at host organizations each year. The activities of the interns are very much comparable to the activities of Sycamore Service Corps members. The internship scholarship program also will continue beyond the grant. During the past several years, we have utilized the Commuter Student Endowment at Indiana State University as a source of funding for member stipends and Federal Work Study wages. This endowment has allowed host organizations with minimal financial resources to participate in the program.

3. Building organizational capacity through utilization of volunteers. Sycamore Service Corps members must create a volunteer plan as part of their service requirements. These plans identify volunteer needs of host organizations, including responsibilities of specific volunteer positions. The volunteer plans are utilized by Indiana State University and the host organization in volunteer recruitment efforts. During the summer 2010 term, Indiana State University will develop an on-line system that can be utilized by University students to find volunteer and service activities. Students will enter information about their interests and qualifications. A staff member at Indiana State University will review the submission and provide the student personalized recommendations regarding prospective service sites. All of the Sycamore Service Corps host organizations will be included in this new system.

4. Market and promote the Sycamore Service Corps program. Sycamore Service Corps staff work closely with the Indiana State University Office of Communications and Marketing to secure media coverage of the program. We typically receive bi-monthly coverage of an AmeriCorps member/s or host supervisor in the local media. In addition, host organizations include announcements and stories about the

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program in their newsletters. Stories regarding Sycamore Service Corps have also been featured in the Indiana Office of Faith Based and Community Initiatives weekly newsletter and the Indiana Campus Compact web site.

TOTAL MSY IN ALL PRIORITY AREAS DO NOT EQUAL TOTAL BUDGETED MSY

Members will be providing service related to healthy futures and education but will also be involved in other service activities. It is estimated that they will serve 50% of their time in each of these priority areas.

COST EFFECTIVENESS AND BUDGET ADEQUACY

CORPORATION COST PER MEMBER SERVICE YEAR (MSY): Our project supports 14.2 members. Our cost per member service year is \$12,999.

DIVERSE NON-FEDERAL SUPPORT- The University has committed financial match to the program, in-kind match through space allocation, and indirect costs. Specifically this includes the Project Director Salary (\$6599), 50% Graduate Assistant Salary & Fringe Benefits (\$6970), and Evaluation Consultant (\$3003) Host organizations provide matching funds for member living allowances. Over the next three years we will increase the host organization match of member living allowances from 15% to 20%. The University invoices host organizations on a quarterly basis.

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Narratives

volunteer matching and placement services, acquiring private and/or public funds to support internship placements, supporting faculty who incorporate service-learning in their courses, and increasing the percentage of FWS students with community-service placements.

BUDGET ADEQUACY

The 2010-2011 budget request reflects a decreased reliance on federal support while still representing the priorities of the project: developing a corps of members to address critical community needs and supporting members in their personal, professional, and civic development. We plan to increase the host organization share of member living allowances over a three year period (see Decreased Reliance on Federal Support section). The annual budget of CPSCE is \$413,135, including salaries. Several smaller budgets also are managed through CPSCE. Requested funds for this project are equivalent to six percent of the annual operating budget.

FY10 BUDGET CLARIFICATION RESPONSE

STUDENT ASSISTANT'S DESCRIPTION OF DUTIES

There is one position for a graduate student with pay shown for the 2010-11 academic year and summer. The total amount budgeted is \$13,400.

There is a one-half time graduate student position funded by the ISU Center for Public Service and Community Engagement that is listed as a match amount.

The graduate assistant's position descriptions provide that they conduct one-on-one update meetings with members and develop and deliver ice breakers and presentations at professional development

Narratives

sessions. They assist in the screening of applicants, conduct interviews, finalize placements, assign and track reflection activities and attendance at required sessions. They develop and organize two National Days of Service which members are required to participate.

There is one position for an undergraduate student. The total amount budgeted is \$6,199.

The undergraduate student assistant performs data entry, conducts file management, communicates with members, and performs general clerical duties.

ITEMIZATION OF TRAVEL TO CNCS SPONSORED MEETINGS

Costs include mileage to the Indianapolis airport at \$58 (132 miles x .44). The airfare expense is \$400.

Lodging is estimated at \$750

(3 days @ \$250). The registration fee is \$375. The subsistence amount is \$300 (3 days @ \$100).

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charges for ground transportation and computer connection for \$117. The total amount budgeted for CNCS sponsored meetings is \$2000.

MEMBER TRAVEL

Members attend the Governor's Conference on Service and Volunteerism in Indianapolis, Indiana.

Expenses for \$790 include mileage reimbursement for 51 members with carpooling arrangements (13 vehicles x 138 miles x .44/mile). Another conference expense is parking at \$130 for 51 members with carpooling arrangements (13 vehicles x \$10/vehicle). The total amount budgeted is \$920.

Narratives

STAFF TRAVEL TO CONFERENCES

The Program Director attends the National Conference on Service Learning. The Graduate Assistant will attend the National Association of Student Personnel Administrators (NASPA).

JUSTIFICATION OF FOOD AT MEMBER TRAINING

Some type of refreshment or meal is served at all orientations and evening professional development sessions as an opportunity for members to network and get to know each other. To accommodate student's class schedules, sessions are offered late afternoons through evenings and generally occur during a typical dinner hour.

There are approximately 26 member professional development and orientation sessions. Members are required to attend a reasonable amount of sessions based on the number of months of their service.

We provide eight introductory orientations over a period of months accommodating new members that are continually enrolled until 100% of our positions are filled. Orientations last 3.5 hours. Refreshments cost approximately \$100 per session totaling \$800.

We require all members to attend an additional part two orientation session. These are offered twice per year accommodating a large group of the cohort at each session. These sessions last 4.5 hours. A meal is served @ \$350 per session. The total expense for the part two orientations is \$700.

Sixteen monthly professional development sessions are held throughout the calendar year from 6:00 p.m. -8:30 p.m. A light meal is provided @ \$220 totaling \$3520.

Narratives

ROLE OF ASSESSMENT CONSULTANT

Dr. Cat Stemmans, Associate Professor of Athletic Training, will serve as our assessment consultant. Dr. Stemmans has previously conducted assessment of Indiana State University's participation in Martin Luther King Day of Service and Global Youth Service Day, as well as our freshman orientation service experience. Dr. Stemmans will plan, implement, and provide results for the assessment. Our expectation is that her assessment will include program staff, members, and host organizations. Dr. Stemmons will commit 5% of her time during the academic year.

MAGNETIC ID CARD READER

This expense has been removed from the budget. We have already purchased an ID card reader to track ISU student participation in AmeriCorps related events, including national days of service.

BACKGROUND CHECKS

Background checks will be conducted on 51 members with expenses paid for from this grant.

INDIRECT COST RATE AGREEMENT

The current indirect cost rate is 33% and is effective from 07/01/09 to 06/30/13. The negotiating agency is the Department of Health and Human Services.

CLARIFICATION RESPONSE FY11

Narratives

Start Date and Member Enrollment Period:

Start Date: 9/1/2011

Member Enrollment Period is 9/1/2011 - 8/31/2012

FY11 BUDGET CLARIFICATION RESPONSE

SECTION 1A: PERSONNEL

We have reduced the CNCS portion for one graduate assistant to \$8253 and increase the ISU portion to \$747 to account for the required reductions. Both graduate assistants will work throughout the academic year for 20 hours per week. During the summer, one graduate assistant will work the full summer for 20 hours a week, and the other will either work the full summer for 10 hours per week, or work half of the summer for 20 hours per week.

The member trainer is Dr. Don Rogers. Dr. Rogers leads members through (2) sessions of group building activities. Due to potential scheduling conflicts for members, one will be offered in the Fall 2011 semester, and another will be offered in the Spring 2012 semester. His stipend of \$1992 is for work over and beyond his normal job duties and across departmental lines, and is thus considered a supplemental stipend, which has been calculated at 3.34% of his academic year salary. He is not the same presenter as mentioned in Section F. The individuals under the "Contractual and Consultants Services" are the Monthly Professional Development presenters.

The "evaluator" and the "assessment consultant" are referring to the same individual, Dr. Cat Stemmens.

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SECTION 1B: FRINGE

Due to the reallocation of a portion of graduate assistant stipend from CNCS to ISU's portion, CNCS's share of fringes has been reduced by \$15 and ISU's portion has been increased by \$15. Both graduate assistants will work throughout the academic year for 20 hours per week with a fringe rate of 2%.

During the summer when the fringe benefit rate will be 10%, one graduate assistant will work the full summer for 20 hours a week, and the other will either work the full summer for 10 hours per week, or work half of the summer for 20 hours per week. Fringe benefits for the member trainer are calculated at 12% of the stipend amount to cover FICA, Workers' Compensation, and Unemployment.

SECTION 1C: TRAVEL

Staff travel for "CNCS sponsored meeting" refers to the National Conference on Volunteering and Service.

Travel to "training, Governor's Conf/OC & Corp meetings" refers to the AmeriCorps Retreat, Governor's Conference, and Opening Ceremonies.

SECTION 1G: TRAINING

Each year, we are required to train all site supervisors on the policies and procedures of the AmeriCorps program, and to educate them on any changes for the current grant year. These sessions last approximately 3 hours and are usually scheduled in the late afternoon or early evening to accommodate agencies' schedules. We provide a moderate meal due to the length and time of day.

SECTION 1H: EVALUATION

The exit interview provides a significant final review of our Sycamore Service Corp members who have successfully completed their role. As such we want to collect data during this meeting. By recording and

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transcribing the responses by our Sycamore Service Corp members to scripted and follow-up questions, we will be able to determine important trends. We intend this qualitative assessment to complement traditional quantitative assessment. Often qualitative assessment strategies provide context that quantitative data may not. The evaluator, Dr. Cat Stemmans, will be assessing the transcriptions.

SECTION 1I: OTHER

The criminal background check expenses were reduced to \$41 each per new estimates.

Salaried employees, graduate students, and student assistants will undergo the same criminal history background check as required by CNCS guidelines. This includes (6) staff and students at the Center for Community Engagement. Heather Miklozek, Stephanie Squires, Tonya Collier, Kelley Miller, Jody Dean, a fall 2011 semester student assistant. The cost of the additional (6) background checks will be covered by the cost share.

INDIRECT COSTS:

A copy of our federal indirect rate agreement has been emailed to the state office. The reduction in CNCS cost has resulted in a reduction of CNCS share of indirect costs, which is now a portion of the ISU in-kind cost share.

FY11 BUDGET CLARIFICATION RESPONSE 2

SECTION 1B: FRINGE

Due to the reallocation of a portion of graduate assistant stipend from CNCS to ISU's portion, CNCS's share of fringes has been reduced by \$15 and ISU's portion has been increased by \$15. Both graduate assistants will work throughout the academic year for 20 hours per week with a fringe rate of 2%.

During the summer when the fringe benefit rate will be 10%, one graduate assistant will work the full

Narratives

summer for 20 hours a week, and the other will either work the full summer for 10 hours per week, or work half of the summer for 20 hours per week. Fringe benefits for the member trainer are calculated at 12% of the stipend amount to cover FICA, Workers' Compensation, and Unemployment.

SECTION 1H: EVALUATION

The current exit interview process allows AmeriCorps staff to identify areas for improvement in the administration of our program. There is potential for this interview to provide more valuable data. Currently, we are asking questions related to member development, program administration, and the service work and administration of the AmeriCorps site, however we do not have a reliable method to properly assess the data we are collecting. For example, the exit information is paraphrased by an AmeriCorps staff member therefore we are not obtaining first person accounts of the information. Therefore, we will audio record the interviews, transcribe the audio recordings, and identify trends in the above listed areas through research-based qualitative analysis. This process will allow us to review the data more critically, which we hope will help us improve our knowledge of services offered at each site, assess members' personal development, identify the best recruiting methods, and improve our retention rates. The evaluator, Dr. Cat Stemmans, will be assessing the transcriptions, and will do so by constantly comparing the data across interviews. Additionally, this information will help us prepare the required evaluation.

SECTION 1I: OTHER

The criminal background check expenses were reduced to \$40 each per new estimates.

PERFORMANCE MEASURES

Education: We combined the education performance measures into one section rather dividing them as two sections. We deleted ED6, Improved School Attendance, because we were not able to obtain school

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attendance data from the Vigo County School Corporation. For ED5, we deleted the instrument of ISTEP test scores and replaced it with pre- and post- test using a standardized instrument.

Healthy Futures: We deleted "disease prevention," as this is redundant of health promotion. Health promotion most broadly covers the services our varied sites provide to community members.

FY11 BUDGET CLARIFICATION RESPONSE 3

PERFORMANCE MEASURES:

Education: We identified an externally validated assessment tool, the Monitoring Basic Skills Progress pre- and post- test, and specified that twenty-three of the forty-five mentees who receive assistance with math education by AmeriCorps members (15), will evidence at least a 15% increase in academic improvement based on the MBSP tests.

Continuation Changes

YEAR 2

Application Info

PROGRAM DIRECTOR

Sycamore Service Corp Program Director name is changed to Stephanie Squires.

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RATIONALE AND APPROACH

The following three host sites met SSC criteria:

The Maple Center-2

Salvation Army-1

United Cerebral Palsy of the Wabash Valley-1

MEASURABLE OUTPUTS AND OUTCOMES: no change

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DESCRIPTION OF ACTIVITIES AND MEMBER ROLES: No change

ENROLLMENT

PY 2009-2010, SSC had an enrollment rate of 105.9% (54/51).

RETENTION

Sycamore Service Corps retention rate was 85.2% based on 105.9% enrollment rate. Program staff worked very hard to retain each member but some terminations were unavoidable. Two members left for personal reasons. One had a medical condition that prevented him from completing his service. Program staff devoted a great deal of time to retaining other members who were not in compliance with program requirements or violated their member contracts by unauthorized absences. After considerable attempts for each member's success, termination was necessary in order to maintain a high quality program. Plans for improvement are to continue to meet with members regularly in person, by email and phone, to keep them updated on progress toward successful program requirements, and to continue to go above and beyond program management expectations to maintain a high retention rate.

ORGANIZATIONAL CAPABILITY

The Center for Public Service and Community Engagement (CPSCE) as of August, 2010 has been renamed to The Center for Community Engagement (CCE).

Due to Dr. Nancy Brattain Rogers new appointment of Associate Vice President for Academic Affairs, Heather Dalton Miklozek has been appointed the Executive Director of Sycamore Service Corps effective August 2010.

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BOARD OF DIRECTORS, ADMINISTRATORS AND STAFF:

The CCE manages the AmeriCorps grant. Heather Dalton Miklozek serves as the Executive Director of Sycamore Service Corps.

AmeriCorps Graduate Assistants are selected from a pool of Student Affairs in Higher Education (SAHE) Masters students. A 3.0 grade point average is required as well as an interest in volunteerism and community engagement. On-the-job continuity is ensured by rotation of first and second year graduate students. These assistant's roles and responsibilities include extensive tracking of new applicant's incoming application documents. They work closely with the program director by interviewing candidates, conducting criminal history checks, checking references, and recommending placement sites. Graduate assistants communicate with potential host sites about candidate(s). Follow-up is made until placement is completed and successful. Assistants track and conduct a minimum of three to four one-on-one meetings with each member throughout the year of service to ensure that members are on track with the member's goals and objectives stated on the Community Service Plan document as well as program requirements. Graduate Assistants make contacts with host sites if necessary. Assistants develop ice breakers for member's professional development sessions. They develop and assign monthly reflection assignments and develop and deliver reflections for every professional development session. They read each reflection and discuss areas of concern with the Program Director. Assistants monitor the AmeriCorps Sycamore Service Corps website www.indstate.edu/americorps and instruct the undergraduate AmeriCorps assistant on website changes to be uploaded. The graduate assistant tracks member's progress toward program requirements on spreadsheets such as recruitment of volunteers, attendance at monthly professional development sessions, and reflection assignments. They organize and implement three national days of service.

The AmeriCorps undergraduate assistant is selected from a pool of applicants from the Indiana State University online Applicant Tracking System. Candidates are selected based on work history,

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references, and interest in working in an office environment. Applicants must be attentive to detail and successful in multi-tasking. Interpersonal skills are very important as this position interacts with members, site supervisors, and members of the community. The undergraduate assistant performs routine clerical functions working extensively with word processing and spreadsheets.

ORGANIZATIONAL AND COMMUNITY LEADERSHIP:

CCE received the 2009 President's Higher Education Community Service Honor Roll for 2009. The CCE was recognized in Washington Monthly's annual pool ranking national institutions relating to their commitment to community service and engagement.

COST EFFECTIVENESS AND BUDGET ADEQUACY

CORPORATION COST PER MEMBER SERVICE YEAR (MSY): Sycamore Service Corps supports 14.26 members. SSC cost per member service year is \$13,284 which is an increase of \$285 from last year. SSC has grown with member interest through applications and community needs. Additional professional development sessions have been offered to support our reflection component and provide honorariums for speakers to enhance our member's experience. The CNCS has created regulations on conducting FBI background checks on applicants. The regulation has increased the cost of background checks by \$83 per member. The performance measures (Healthy Futures and Education) have increased the load of assessment and data collection necessary to track SSC's success. SSC has had one project director, one full-time graduate assistant and one half-time graduate assistant to support the SSC members and sites. SSC has increased the request of MSY to support the half-time graduate assistant to a full-time graduate assistant. DIVERSE NON-FEDERAL SUPPORT- The University has committed financial match to the program, in-kind match through space allocation, and indirect costs. Specifically this includes the Project Director Salary (\$13,896), Graduate tuition for one Graduate Assistant (\$5,688) and partial Graduate Assistant Stipend, Fringe Benefits, & Graduate tuition (\$13,015), and Evaluation Consultant

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(\$3231) Host organizations provide matching funds for member living allowances. PY 2011-2012 host sites will match 18.3% of member living allowances. The University invoices host organizations on a quarterly basis.

CURRENT GRANTEEES ONLY: DECREASED RELIANCE ON FEDERAL SUPPORT- Host organization share of the member living allowance has been increased to 18.3%. Matched percentage has been increased to 42%.

To better staff the SSC program one half time graduate assistant has been increased to full time. The Project Director's time commitment to the program has been increased to 40%. Both increases are required due to the increased community and coordination needs.

BUDGET ADEQUACY

The 2011-2012 budget request reflects a decreased reliance on federal support while still representing the priorities of the project: developing a corps of members to address critical community needs and supporting members in their personal, professional, and civic development. We plan to increase the host organization share of member living allowances over a three year period (see Decreased Reliance on Federal Support section). The annual budget of CCE is \$356,415, including salaries. Several smaller budgets also are managed through CCE. Requested funds for this project are equivalent to six percent of the annual operating budget.

STUDENT ASSISTANT'S DESCRIPTION OF DUTIES:

AmeriCorps Graduate Assistants are selected from a pool of Student Affairs in Higher Education (SAHE) Masters students. A 3.0 grade point average is required as well as an interest in volunteerism and community engagement. On-the-job continuity is ensured by rotation of first and second year graduate students. These assistant's roles and responsibilities include extensive tracking of new

Narratives

applicant's incoming application documents. They work closely with the program director by interviewing candidates, conducting criminal history checks, checking references, and recommending placement sites. Graduate assistants communicate with potential host sites about candidate(s). Follow-up is made until placement is completed and successful. Assistants track and conduct a minimum of three to four one-on-one meetings with each member throughout the year of service to ensure that members are on track with the member's goals and objectives stated on the Community Service Plan document as well as program requirements. Graduate Assistants make contacts with host sites if necessary. Assistants develop ice breakers for member's professional development sessions. They develop and assign monthly reflection assignments and develop and deliver reflections for every professional development session. They read each reflection and discuss areas of concern with the Program Director. Assistants monitor the AmeriCorps Sycamore Service Corps website www.indstate.edu/amerikorps and instruct the undergraduate AmeriCorps assistant on website changes to be uploaded. The graduate assistant tracks member's progress toward program requirements on spreadsheets such as recruitment of volunteers, attendance at monthly professional development sessions, and reflection assignments. They organize and implement three national days of service.

The AmeriCorps undergraduate assistant is selected from a pool of applicants from the Indiana State University online Applicant Tracking System. Candidates are selected based on work history, references, and interest in working in an office environment. Applicants must be attentive to detail and successful in multi-tasking. Interpersonal skills are very important as this position interacts with members, site supervisors, and members of the community. The undergraduate assistant performs routine clerical functions working extensively with word processing and spreadsheets.

ITEMIZATION OF TRAVEL TO CNCS SPONSORED MEETINGS

Narratives

Costs include mileage to the Indianapolis airport at \$106 (132 miles x .40/mile for two vehicles) represents an increase from last year of \$48. The airfare expense is \$600 which represents an increase from last year of \$200. Lodging is estimated at \$750 (3 days @ \$250) which represents no change in last years cost. The registration fee for two attendees is \$750 which represents an increase from last year of \$375. The subsistence amount is \$256 (\$32 x 4 days x 2 attendees) represents a decrease from last year of \$44. Included are miscellaneous charges for ground transportation and computer connection for \$160 whichs represents an increase from last year of \$43. The total amount budgeted for CNCS sponsored meetings is \$2,312 which represents an increase from last year of \$312.

MEMBER TRAVEL

Members attend the Governor's Conference in Indianapolis, IN. Expenses of \$718 include mileage reimbursement for 51 members with carpooling arrangements (13 vehicles x 138 miles x .40/mile) which is an increase from last year of \$72. Additional conference expense is parking \$117 for 51 members with carpooling arrangments (13 vehicles x \$9 vehicle) which is a decrease from last year of \$13. The total amount budgeted is \$907 which is a decrease from last year of \$13.

HOST SITE MONITORING VISITS

Project Director and Graduate Assistants visit all host sites during the grant year. Mileage monitoring visits total \$174.

JUSTIFICATION OF FOOD AT MEMBER TRAINING

\$4,050 for food expenses: The Sycamore Service Corps professional development component has been cited as Best Practices among other Indiana programs. The evening/dinner hour is best suited to member schedules, there fore a meal is provided. 20 monthly professional development (mpd) sessions are offered each year which is an increase from last year of 6. The cost per mpd is \$150 which is a decrease of \$70 per session. Total cost of mpd's for year 2 is \$3000 which is a decrease \$520. Two

Narratives

mandatory orientations for 4.5 hours for a total of \$650 has decrease by \$50. Eight Perspective member orientations are offered throughout the year with minimal refreshments and enable members to begin their service as soon as possible at \$50 per session. The amount of sessions has not changed but the cost per session has decreased \$50 with a total amount for Year 2 totaling \$400.

BACKGROUND CHECKS

Background checks cost \$105 per member which is an increase of \$83 per member from last year. SSC will complete 51 member background checks.

Performance Measures

SAA Characteristics

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

Priority Areas

- | | | | |
|--|-------------------------------------|---|-------------------------------------|
| <input checked="" type="checkbox"/> Education | | <input checked="" type="checkbox"/> Healthy Futures | |
| <i>Selected for National Measure</i> | <input checked="" type="checkbox"/> | <i>Selected for National Measure</i> | <input checked="" 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 5.24

Service Categories

- Afterschool Programs
- School Readiness/Head Start/Early Childhood Education
- Health Education
- Mental Retardation

National Performance Measures

Priority Area: Healthy Futures

Strategy to Achieve Results

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

Sycamore Service Corps members will provide health education to economically disadvantaged and medically underserved children and adults.

Result: Intermediate Outcome

Result.

Clients served will increase their awareness of health promotion.

Indicator: Clients will increase their awareness of health promotion through presentations on

Target : 85% of clients served will increase their awareness of health promotion.

Target Value: 170

Instruments: A questionnaire will be given to clients. Clients will receive a pre- and post- test facilitated by the presenter. Questions will be adapted to clients' education and ability levels, and are objective. Changes in knowledge are self-reported through the questionnaire.

PM Statement: 85% of clients served report increased understanding of health promotion.

National Performance Measures

Result.

heart health, first-aid response, cleanliness, emergency response, and other health-

National Performance Measures

Result.

related topics.

Result: Output

Result.

Economically disadvantaged or medically underserved individuals will receive health education. Clients will increase their awareness of health promotion through presentations on heart health, first-aid response, cleanliness, emergency response, and other health-related topics.

Indicator: H4: Clients participating in health education programs.

Target : Unduplicated clients receiving health education.

Target Value: 200

Instruments: Attendance logs will be utilized to determine an unduplicated count of people participating in health education.

PM Statement: Two hundred economically disadvantaged or medically underserved individuals will participate in health education.

Priority Area: Education

Strategy to Achieve Results

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

Sycamore Service Corps members will mentor disadvantaged youth. Host organizations will identify disadvantaged youth who could benefit from mentoring. These youth will be participants in the host sites' after-school programming. Fifteen Sycamore Service Corps members will be paired with three mentees each.

Result: Output

Result.

The mentor/mentee matches will be sustained throughout the program year.

Indicator: (DELETED) ED4: Youth/mentor matches sustained.

Target : Thirty-eight mentor/mentee relationships will continue throughout the program year.

Target Value: 38

Instruments: A monthly contact log will be maintained.

PM Statement: Thirty-eight mentor/mentee relationships will be sustained.

Result: Intermediate Outcome

Result.

23 mentees who receive 10 or more hours of assistance with math education from AmeriCorps members will demonstrate academic improvement in math.

Indicator: (PRIORITY) ED5: Students w/ improved academic performance.

Target : Mentees with improved academic performance in mathematics

Target Value: 23

Instruments: Students in grades 1 - 6 will complete the Monitoring Basic Skills Progress (MBSP) pre- and post-tests. The assessment and monitoring tool has been validated externally.

National Performance Measures

Result.

PM Statement: Twenty-three mentees of the forty-five mentees who receive assistance with math education by AmeriCorps members (15) will evidence at least a 15% increase in academic improvement in mathematics based on the results MBSP pre- and post- tests.

Result: Output

Result.

Mentees and mentors will be matched.

Indicator: (DELETED) ED3: Youth/mentor matches started.

Target : Mentee/mentor relationships will be initiated.

Target Value: 45

Instruments: Mentoring relationships will be documented using the member/mentee monthly contact log.

PM Statement: Youth mentor matches will begin.

Required Documents

Document Name

Status

Evaluation

Already on File at CNCS

Labor Union Concurrence

Not Applicable