

## 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 conform to the Corporation's eGrants System)																
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):	3. DATE RECEIVED BY STATE:  01-DEC-10	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID:  11AC123896	4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER:  09ACHNM0010004														
<b>5. APPLICATION INFORMATION</b>																
LEGAL NAME: Families and Youth  DUNS NUMBER: 049331325  ADDRESS (give street address, city, state, zip code and county): 1320 S. Solano Las Cruces NM 88001 - 3758 County: Dona Ana	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):  NAME: Brian Kavanaugh  TELEPHONE NUMBER: (575) 556-1623  FAX NUMBER: (575) 522-9017  INTERNET E-MAIL ADDRESS: bkavanaugh@finm.org															
6. EMPLOYER IDENTIFICATION NUMBER (EIN):  850275762	7. TYPE OF APPLICANT: 7a. Non-Profit  7b. Community-Based Organization															
8. TYPE OF APPLICATION (Check appropriate box).  <input type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTE <input checked="" type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT  If Amendment, enter appropriate letter(s) in box(es): <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" 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: Families and Youth, Inc. AmeriCorps Program  11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):  Families and Youth, Inc. AmeriCorps Program seeks to continue the provision of AmeriCorps members and their service as identified in the narrative to individuals throughout the City of Las Cruces, New Mexico and surrounding communities in Do	13. PROPOSED PROJECT: START DATE: 09/01/11      END DATE: 07/31/12															
14. CONGRESSIONAL DISTRICT OF: a.Applicant <u>NM 002</u> b.Program <u>NM 002</u>	15. ESTIMATED FUNDING: Year #: <u>2</u>															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">a. FEDERAL</td> <td style="padding: 2px; text-align: right;">\$ 198,775.00</td> </tr> <tr> <td style="padding: 2px;">b. APPLICANT</td> <td style="padding: 2px; text-align: right;">\$ 608,039.00</td> </tr> <tr> <td style="padding: 2px;">c. STATE</td> <td style="padding: 2px; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="padding: 2px;">d. LOCAL</td> <td style="padding: 2px; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="padding: 2px;">e. OTHER</td> <td style="padding: 2px; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="padding: 2px;">f. PROGRAM INCOME</td> <td style="padding: 2px; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="padding: 2px;">g. TOTAL</td> <td style="padding: 2px; text-align: right;">\$ 806,814.00</td> </tr> </table>	a. FEDERAL	\$ 198,775.00	b. APPLICANT	\$ 608,039.00	c. STATE	\$ 0.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 806,814.00	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	
a. FEDERAL	\$ 198,775.00															
b. APPLICANT	\$ 608,039.00															
c. STATE	\$ 0.00															
d. LOCAL	\$ 0.00															
e. OTHER	\$ 0.00															
f. PROGRAM INCOME	\$ 0.00															
g. TOTAL	\$ 806,814.00															
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO																
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:  Anthony Rodriguez	b. TITLE:	c. TELEPHONE NUMBER:  (575) 556-1628														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED:  12/01/10														

## Narratives

### Executive Summary

Families and Youth, Inc. (FYI)-AmeriCorps Program has been in existence for 14 years and was established to strengthen educational and supportive services to community members in Las Cruces (Dona Ana County), New Mexico. Members will be enlisted to implement the following: FYI-AmeriCorps proposes to continue In School Support Project (ISSP) and Safe-Out-Of-School Program (SOSP); FYI-AmeriCorps proposes to continue the Enterprise City Program during the summer months; and FYI-AmeriCorps proposes to continue The Youth Opportunities (YO) Program.

### Rationale and Approach

#### Program Design

##### I. Rationale and Approach

This application addresses the Corporation's Priority Areas of Education and Economic Opportunity. Families and Youth, Inc. AmeriCorps Program staff will develop and implement national performance measures contingent upon funding for this application from the Corporation for National and Community Service. Predominately rural in nature, New Mexico boasts a population of 1,928,384 and comprises a land area of 121,356 square miles. Las Cruces is located in Dona Ana County. Dona Ana County had 20.2% of its families living below poverty level, well above the national average of 9.8%. In addition, 135,428 children are being raised in single-parent families.

With a total population of 193,888 (U.S. Census Bureau, 2006), Dona Ana County, in Southern New Mexico, covers a land area of 3,807 square miles. The area's population is characterized as young, predominately Hispanic, and consists of large families and households living in or near poverty. Geographically positioned between the Organ Mountains and the Rio Grande River, Las Cruces is the major city in Dona Ana County, and a regional hub linking with El Paso, Texas and Ciudad Juarez, Mexico. Dona Ana County shares borders with Mexico and is designated as a High Intensity Drug Trafficking Area (HIDTA). The county is one of the major gateways for illicit drug entry into the United States. This creates an open drug culture where substance abuse has become a major threat to the health

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of the typical Hispanic immigrant family. Dona Ana County and the City of Las Cruces are characterized by rapid growth. This is typical for a border area where disparity in compensation for labor, between the United States and Mexico, creates a disproportionate number of immigrants that work at entry-level positions for minimum wage or less.

Las Cruces ranks as New Mexico's second largest and fastest growing metropolitan area with a population of approximately 90,000. Las Cruces also ranks as one of the poorest cities in the Nation. Incomes are lower in Las Cruces than for the state as a whole. Only 70% of Dona Ana County residents ages 25+ are high school graduates, in comparison with national average of 80.4% (U.S. Census Bureau). Disadvantaged youth encounter several challenges in their lives further increasing their risks and the gap between them and their counterparts, non-disadvantaged youth. Inadequate familial support and/or access to resources may lead these youth to seek other forms of support to include but not limited to negative peer relationships and gang involvement. Unmet basic needs may also motivate disenfranchised youth to turn to a life of crime to meet their needs. Others experiment with drugs and alcohol. Many of these youth lack parental support and access to resources for healthy lifestyles increasing their risk of drug and alcohol dependency. National Service can provide many opportunities to disadvantaged youth. More specifically, service projects offer youth the opportunity to take healthy risks, solve problems with peers, and effectively utilize internal psychological processes with external social demands and expectations (Schneider-Munoz, 2009).

Risk factors encountered by children in Dona Ana County are not much different than the problems faced by children statewide or nationwide. Children often return to homes with no adult supervision after school. These youth begin to use this time to experiment with alcohol, drugs, truancy, and due to peer influence may become involved with gang activity and later become delinquents. Now more than ever, we see our youth having to deal with negative peer pressures on a daily basis. For many, the ability to participate in risk-taking activities is often symbolic of maturity or "rite of passage" and an indication that the youth is worthy of identification with a particular group (i.e., gang, clique, etc). These factors

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are thought to predispose children and adolescents to problem behaviors. In today's culture, children and adolescents are increasingly confronted with the problems associated with illegal drug use, including alcohol, sexual issues and violence. These problems affect overall emotional and physical health, as well as, school performance. According to the County Profile, Dona Ana County students begin to drop out of school in middle school with most dropouts occurring between the 9th and 10th grade. Hispanic students are 2.5 to 4 times more likely to dropout or not to complete high school.

### Risk Areas Identified By Local Needs Assessments and Surveys

1. According to the Dona Ana County Promise for Success Initiative Research Findings conducted throughout the summer months of 2008, top youth needs and services gaps included: poverty, hard drug-use and depression, school drop-out and failure, educational neglect by parents and low availability of quality out of school time programs.
2. According to the 2006 New Mexico Kids Count Data Book, 2,946 juvenile arrests took place in the county during 2005. Breakdown by offense includes: 887 assault convictions, 1,082 property vandalism convictions, 98 weapon convictions and 879 drug convictions.

Families and Youth, Inc. (FYI) has operated an AmeriCorps service program for the past fifteen years. Throughout this history, FYI/AmeriCorps has served over 6,000 youth throughout Dona Ana County. The mission of the FYI/AmeriCorps Program is to increase academic success and improve student wellness among children/youth placed-at-risk, and to have positive and sustained community impact, through a holistic approach providing safe creative learning environments, tutoring services, enrichment activities, guidance, service awareness and service engagement, social service support, and by engaging multi-generational community volunteers. Since the program year 2006-2007, a total of 65 members have provided approximately 55,821 hours in carrying out this mission in their service to over 1,340 children in our community. Together with these members 25 volunteers have provided over 500 hours of service.

Due to changes over the past fifteen years (i.e., program administration, school administration,

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economic changes, changes in instruction, and changes in parenting styles), the following data presented is representative of the past six years unless otherwise noted. Based on test scores, student and parent evaluations, teacher and principal evaluations, FYI/AmeriCorps Program evaluations, and data from Las Cruces Public School (LCPS) personnel, on average, 85% of the students who have participated in the FYI/AmeriCorps Safe Out-of-School Program and In-School Support Program have improved academic performance. These evaluations and reports also indicate, on average, a 90% satisfaction rate from students, parents and LCPS personnel. Since 2004, the program has secured additional funds for program expansion. The number of students and community members participating in FYI/AmeriCorps services has increased each year with a waiting list. The program has received approximately \$2,500 in donations from local businesses and private citizens. Local businesses, elected officials and community partner agencies have increased their support and involvement in the FYI/AmeriCorps programs as evidenced by career/occupation presentations during Enterprise City and partnerships in community service projects (i.e., Special Olympics, Fall Festival, and Cyclovia a community-based physical enrichment activity for families).

For the purpose of on-going program enhancement and improvement, program and community needs are identified through meetings with the Las Cruces Public School District (LCPS), local stakeholders associated with the Dona Ana County Promise for Success Initiative, and the professional evaluator that has been working with all staff associated with this year's current AmeriCorps contract throughout the funding cycle. Las Cruces Public Schools, as a District, uses various resources to gather input from different stakeholder groups throughout the year. These resources include: principal meetings, parent advisory councils, public input at board meetings, and the day-to-day issues brought to the attention of central administration. Based on the input gathered, LCPS continues to request that Families and Youth, Inc. address the need for additional support for at-risk students in their schools.

It has been through on-going discussions with these funding partner representatives, that time after time FYI is called to meet the demands of addressing the needs of children in high crime/poverty

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neighborhoods requiring a safe place to be when not in school and also needing quality in and out of school academic support services throughout the school year and during the Summer months. Local stakeholders participating in the Dona Ana County Promise for Success Initiative highlighted the huge need for out-of-school time programs for young people in order to prevent gang association, early drug and alcohol use and delinquent activities due to lack of programs available. Evaluation activities conducted by the professional evaluator included working with all AmeriCorps members, program staff, and students and their parents participating in the programs. Evaluation tools utilized by the evaluator included: satisfactions surveys, focus groups, in-services trainings and one-on-one meetings with all individuals involved with the AmeriCorps Program throughout the 2009-2010 contract period. Utilizing this additional information presented in the evaluator's final report, for the 2010-2011 (September 1, 2010 to July 31, 2011) contract period, the FYI/AmeriCorps program proposes to enroll 30 AmeriCorps members to serve in the following programs.

FYI/AmeriCorps will utilize two full-time members, thirteen half time members, seven half time members (work-study, education award only) and 3 quarter time members (work study, education award only) to staff the Safe Out of School Time program held during the school year, the In-School Support academic tutoring and literacy program held during the school year, and the annual Enterprise City program, a Safe Out of School Time program held during the summer month. These services will be offered in Las Cruces, New Mexico at the Las Cruces Public Schools.

FYI/AmeriCorps will utilize one half-time member to provide life skills/youth employment training and work readiness services to the clients within the residential facilities operated by FYI including: the homeless/runaway shelter, the boys and girl's group home facilities and the transitional living program. The member assigned to provide these services will work toward the economic opportunity performance measures described in this proposal. This component serves to the meet the needs of at-risk youth in grades 8th through 12th of the Las Cruces Public Schools and youth ages 14 to 21 in acquiring and/or enhancing work readiness skills ultimately having an impact on economic opportunity for the

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participating youth and their community.

FYI/AmeriCorps will utilize two half-time members for collaborative partnership with Jardin de Los Ninos, a community service agency and former AmeriCorps service agency, which provides services to homeless children from 6 weeks up to 10 years of age. The two half-time AmeriCorps members will provide afterschool services to children housed at Jardin de Los Ninos.

In addition, FYI will also provide one half-time member each to Las Montanas Charter School for In-School Support Services and The Rivers Academy Alternative School for In-School Support and mentoring services. The following proposed program components follow NM Priorities List for All Funds including: mentoring, improving literacy, supporting cultural diversity, preparing citizens for work and job training, supporting low performing schools, promoting life long service and volunteerism by New Mexicans, assisting communities addressing their unmet needs, utilizing service as a strategy and sustainability.

### Description of Activities & Member Roles

In collaboration with the Las Cruces Public School District, by offering in-school instructional support, a tutoring program that follows CNCS guidelines, enrichment activities, and social services support on a daily basis throughout the academic year, the In-School Support (ISS) and Safe Out of School (SOSP) time programs provides approximately 275 children with the additional help, support, and activities they need to enhance the learning experience. All ISS and SOSP activities are implemented under the supervision of licensed instructors in schools selected for services. LCPS staff must adhere to both state reform (NM House Bill 212) and the reform directed by No Child Left Behind (NCLB). Therefore, the activities of the program are based on the curricula and instructional requirements set forth by the reform directives mentioned above which include systematic instruction and researched-based reading programs. 2 full-time members and 2 half-time members will complete a competency test required by Las Cruces Public Schools for the In-School Support (tutoring) Program at a cost of \$45 per test per member. All members are trained in the school's reading program and supervised to assure compliance

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with the program.

School staff selects all students that will participate in the program. Once referred, members complete an initial intake on students referred to the program. For the 2010-2011-contract year, twenty-five members, (2 full-time members, 20 half-time members, and 3 quarter-time) will be placed in eight high priority schools chosen by LCPS to provide the above-mentioned services. Members meet bi-monthly with students and teachers to obtain direction and guidance in curricula and systematic instruction in order to comply with both state and national reform directives. The members report to their school sites to provide services (In-School Support and Safe Out of School Time) from 7:45 a.m. to 5:30 p.m. Monday through Friday. Each member assists students in understanding concepts, maintaining focus, and completing assignments. This instructional support (tutoring) takes place in one-on-one and group settings in and out of the classrooms. Enrichment activities are planned by the members to give the students the opportunity to experience and understand the concepts they are learning. Members document their services in a Daily Service Log indicating the type of service provided, students served, and the date and time the service was delivered. Members also complete a Student Monthly Service Log indicating the type of service and amount of service a student received from the member in a given month. Members collect quarterly grades on students to assess the effectiveness of the services and student progress. Additionally, pre and post-standardized test scores and promotion to the next grade are used to measure the end result of the services. The Safe-Out-Of-School Program (SOSP) takes place on site in the school cafeterias and/or multi-purpose rooms of the selected schools. It is offered Monday through Friday from 2:30 p.m. to 5:30 p.m. Along with collaboration and combining resources with the LCPS, FYI also provides programs based on the Out-of-School-Time manual developed by the Corporation for National and Community Service (CNCS). The CNCS manual is used to provide training for the staff.

All members meet bi-monthly, throughout the program year and have time to prepare for service activities, complete data logs, attend the member team-building meeting, and participate in training and



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member development sessions.

Twenty half-time AmeriCorps members and three quarter time members along with the two full-time members from the In-School Support (tutoring) Program, will staff the Safe Out Of School Program. This gives the program a 10-to-1 ratio of students to staff. Members are responsible for all aspects of the program except for snacks, which are provided by LCPS. All planning, ordering of supplies, registration of children, implementation of activities, and events are the responsibility of the members. A member at each site is selected as the team leader to facilitate the services provided by the team. The team leader is also responsible for convening the team to evaluate the past weeks activities, planning future events, delegating assignments to team members, and ordering needed supplies and resources. During past program years, a team leader has not been assigned to the different sites, however based on input from past and current members, the idea of a "go to person" seems to help the members feel comfortable and confident of evident leadership at each site. Team leaders and members will be supervised by FYI/AmeriCorps Program Supervisor(s).

Additionally, FYI/AmeriCorps will continue the Enterprise City Program during the summer for two months Monday thru Friday from 8am to 5pm. Twenty-five AmeriCorps members, consisting of 2 full-time members, 20 part-time members, and 3 quarter-time members will work the Enterprise City Program. The program will provide a safe out-of-school time environment for 120 students in grades 3rd thru 6th. The morning session will run from 8am to 12pm with 60 student participants. The afternoon session will run from 1pm to 5pm with 60 student participants. Volunteer junior counselor positions are offered to past participants, in grades 7th thru 8th. The Enterprise City Program provides a fun interactive learning environment that consists of a mock city maintained by the student participants. The AmeriCorps members guide the student participants and provide direction and supervision throughout the program. The students learn essential life skills to include: leadership, decision-making, financial management, problem solving, responsibility, civic service, communication and social skills. The student participants work in the various departments in the mock city.

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The departments consist of a restaurant where the youth learn food safety, marketing, customer service, and money management. The youth assist with preparing food to be sold in the restaurant and overall operation of the restaurant. The bank provides the youth an opportunity to learn about balancing a checkbook and financial management. Youth that work in the bank assist other youth with their accounts and learn about customer service and basic computer skills. The public safety department enforces the laws set by all the student participants in Enterprise City. More importantly, the youth in the public safety department learn about fairness, respect, and personal responsibility. The retail store provides the youth with the opportunity to be innovative and artistic. Youth in the retail store make products like necklaces, paintings, and hats that are then sold to other participants. The youth learn about customer service, marketing, and develop social skills. The youth in the media department produce the Enterprise City Newspaper and the Enterprise City Radio. They learn communication skills including interviewing, listening, and reporting. They also enhance their literacy skills in reading and writing. The theatre department provides the youth with an outlet for artistic expression and uniqueness. The youth develop and direct a talent show to showcase the talents of all youth at Enterprise City.

The student participants learn work ethics in each department and are given the opportunity to learn different jobs. Guest speakers from the various job sectors represented at Enterprise City volunteer to present to students to share their experiences in their jobs/careers. Student participants are taken on field trips to visit businesses and organizations in the community that mirror their department. This provides them with an opportunity to learn about how their department functions in a real world setting as well as career exploration. At the end of the program, the students participate in an auction where they can purchase items with the money saved in their bank accounts. All student participants, junior counselors, and AmeriCorps members are rewarded with a picnic at the park. Community and business partners are recognized with a certificate of appreciation and are invited to the AmeriCorps end-of-year graduation.

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### Plan for Self-Assessment and Improvement

The program self-assessment and improvement plan consists of three components; 1) collection of data necessary for evaluation, 2) weekly member and site observations, and 3) weekly meetings to assess and discuss progress to allow for on-going member and program improvement. In the first component, the program staff collects data to assure that we are meeting the numbers set by each performance measurement. For example, in the In-School Support program tracks the number of members and work-study assigned to this activity along with the number of sites and the number of students served. These numbers are reported weekly so program staff is aware of what needs to be done to achieve the goals. To insure the quality of services, the program oversight staff visits program sites weekly communicating with the site supervisors and members to assess any needs, concerns, etc.

From this feedback, the program staff is able to address concerns and issues as they arise, improve the program and provide adequate training. Examples of issues with staff may include: lateness, inconsistent attendance, personality conflicts, conflicts with non-compliant parents or any other issue that may hinder program success. Thirdly, program staff meets once a week to discuss the performance measurements, review data collection, and discuss issues and concerns. In addition, the program oversight staff meet with the professional evaluator monthly to discuss any programmatic concerns and improvements as necessary. Additionally, peer evaluations were added for the 2009-2010-contract year. This tool has enhanced the program by allowing for constructive criticism among peers and allow for growth with all program members. Member file reviews also occur monthly to ensure all forms are in place and signed if necessary. Forms included may be timesheets, daily logs, and any other information necessary for record keeping maintenance.

### (b) Measurable Outputs and Outcomes

This application addresses the Corporation's Priority Areas of Education and Economic Opportunity. Families and Youth, Inc. AmeriCorps Program staff will develop and implement national performance measures contingent upon funding for this application from the CNCS.

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### Education Priority Area

Measure 1: Number of students who start in an AmeriCorps education program.

Measure 2: Number of students who complete participation in an AmeriCorps education program.

Measure 5: Number of students with improved academic performance.

Measure 6: Number of youth who have improved their school attendance over the course of the AmeriCorps program's involvement with the student.

Goal I: Provide In-School Support (Tutoring) Services to school sites in the Las Cruces Public School District identified as low-income, high risk neighborhood schools. By providing these services to high-risk students, the students will be able to maintain a G.P.A. of 2.0. The end result of these services will be that the students show an increase in their state mandated test as well as be promoted to the next grade. For success, 90% of the students served must achieve these goals.

Objective I: 2 full-time members, and three half-time members will work with at least, but not limited to 275 at-risk students, Monday through Friday for a period of 180 days or the full 2010-2011 academic year. Services will include instructional support (tutoring), enrichment activities, and case management services. They will be tailored for the individual needs of each child. These services will be provided throughout the school day and after school in one-on-one and group settings under the supervision and/or direction of a certified instructor. Two elementary schools, Las Montanas Charter High School and Rivers Academy alternative school will participate in this activity.

### Safe Out-of-School-Time Program Activities

Goal II: To provide Safe Out-of-School Time Services program to school sites in the Las Cruces Public School District to be selected by the LCPS Central Office administrators based on low-income, high-risk neighborhood status. The main goal of this service is to provide a safe place for children of high-risk neighborhoods where they can be free of drugs, gang activity, and violence through adult supervised activities. To be successful, 90% of the participants, and 90% of the parents who complete a survey must agree or strongly agree that the program kept their children safe and free from drugs, gang activity,

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and violence as well as helped their children with their homework. Six elementary schools will participate in this program component.

Objective I: Twenty-five members (two full-time, twenty part-time and three quarter-time members, will plan and implement a safe out of school time program at five school sites, selected by the LCPS, serving at least, but not limited to 25-50 children at each site. The sites will conduct programs in the cafeteria or the multi-purpose room at the schools identified by the LCPS. This service will be provided for at least 180 days during the academic year at each of the selected sites. The planned activities will include but are not limited to arts and crafts, supervised recreation, field trips, special events, team sports, homework assistance, and reading time.

Objective II: Twenty-five AmeriCorps members, consisting of 2 full-time members and 20 part-time members and 3 quarter-time members will work the Enterprise City Program. The program will provide a safe out-of-school time environment for 120 students in grades 3rd thru 6th. The morning session will run from 8am to 12pm with 60 student participants. The afternoon session will run from 1pm to 5pm with 60 student participants. Volunteer junior counselor positions are offered to past participants, in grades 7th thru 8th. The program will be conducted during the summer months when school is not in session and will run for approximately 60 days.

Goal III: Collaborate with Jardin de Los Ninos to implement services to homeless children from six weeks old up to ten years of age.

Objective I: Families and Youth, Inc. will collaborate with Jardin de Los Ninos, an community agency that provides services to homeless children from 6 weeks of age up to ten years of age. This collaboration will extend services into other areas of the community to an additional population that warrants the provision of services. Two half-time members will deliver services to the after school program offered to the target population served by Jardin de Los Ninos. Approximately 20 children will participate in the after school program.

Economic Opportunity Priority Area

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Measure 1: Number of economically disadvantaged individuals receiving financial literacy services.

Measure 2: Number of economically disadvantaged individuals receiving job training and other skill development services.

Measure 9: Number of economically disadvantaged individuals with improved financial knowledge.

Goal IV: Collaborate with the FYI/Residential facilities to provide life skills with a focus on job training and development. This activity will be available to clients of FYI as well as any other members of the community that would benefit from this service.

Objective I: Families and Youth, Inc./AmeriCorps Programs will provide one half-time member that will work with resident clients at the Runaway/Homeless Shelter, the boy's and girl's group home facilities and the Transitional Living Program (all facilities operated by FYI) to provide tutoring, life skills training on decision making, financial management, goal setting, employment training and readiness services, job placement services when applicable and any other training that will assist the youth achieve permanency and success. At least but not limited to 100 clients will receive the benefits from these services.

### Community Capacity Building

There are two AmeriCorps programs in our community. Our program focuses on the educational needs of at-risk children, and the second program focuses on art-based enrichment. At this time no duplication of services has been identified, and every effort is made to consistently collaborate with the other program. Additionally, the FYI/AmeriCorps Program participates in all statewide activities and meetings to assure collaboration with other AmeriCorps programs throughout the state.

The program and members play an important part in enhancing the capacity of FYI, city services, school services, and community services. By leveraging community resources whether it is a tangible good or a service, strength happens in numbers. Without the AmeriCorps program, countless at-risk students would not receive the additional support they need to be successful in school. In addition, at least but not limited to 275 children from high risk neighborhoods would not have a safe place to be

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after school, and the community would not have a process to respond to community needs that arise throughout the year. By not duplicating services, the program and members build upon the existing services already provided by the community, schools and city. The members play an important part of this capacity building, not only by increasing services to the community by their direct service, but also by organizing and mobilizing the community to respond to community needs that arise throughout the year.

When necessary, FYI/AmeriCorps Programs link clients to useful resources offered within the community. By linking clients to additional community agencies and leveraging funding and resource opportunities whenever possible, FYI extends otherwise limited availability to these resources and allows for sustainability of programs. FYI accesses a comprehensive network system of community services as follows: Youth educational services, post-secondary education, adult education, housing, health, labor, disabilities, Children, Youth and Families Department, TANF/welfare to work, juvenile justice, community based organizations, and all of the FYI programs. Additionally, FYI has affiliations with community service providers: Rio Grande Behavioral Health, Jardin de Los Ninos, Maternal-Child Health Council, the Las Cruces Community Team, Las Cruces Public Schools, the South Central NM Prevention Coalition Las Cruces City Government, Las Cruces DOL One-Stop Center, and the Juvenile Parole and Probation Office.

### Potential for Program Replication

As Families and Youth, Inc. continues to expand into other counties throughout Southern New Mexico, it is the agency's plan to replicate the FYI/AmeriCorps Program enhancing services in these counties. To date, FYI provides services in three other counties besides Dona Ana County. On-going needs assessments are conducted in the other counties that receive services, and a strong need has been identified by community members to allow the provision of AmeriCorps Programs. The program has developed forms, processes, and databases to track its services in addition to its strong partnerships. Over the past 15 years this has been refined. The program has also provided direction to other programs

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on how to collaborate with the public schools not only as a program partner, but also as a funding partner. This program can easily be replicated in other communities seeking services for their at-risk students.

### Organizational Capability

#### Organizational Capability

Many rural individuals and families residing in New Mexico have fewer resources and may not own a home, carry insurance, or have any savings for responding to emergencies. Although many social and educational resources exist to provide a positive and productive atmosphere of growth and development for children, the family unit is likely to endure greater hardships when living from paycheck-to-paycheck. Economically disadvantaged people are often difficult to locate. A lack of stable employment, living arrangements, and social relationships can make these people a moving target when it comes to outreach. The pre-existing level of need, the present difficulties, and the lack of potential for a very positive outcome all create an almost overwhelming set of needs.

Families and Youth, Inc. was founded on April 1, 1977 as a pilot project, Children in Need of Supervision (CHINS) and became incorporated in October of 1979. The initial delivery of service targeted the CHINS population and has expanded to meet the multi-needs of youth and their families. As the needs and services have become more diversified, the agency has expanded from a single-purpose program to an agency that covers the range from prevention and educations to intervention. FYI is the major provider of quality social services for youth and their families in the Las Cruces area. Jose Frieze has served as the director from the agency's inception to the present.

Since the beginning, FYI has provided a variety of programs and services to the community. These programs cover the spectrum from prevention and education to intervention. The following are additional examples of programs offered at FYI. FYI Mental Health Services help individuals in dealing with mental health problems, substance abuse, childhood trauma, and adjustment to a more positive life style. As mentioned above in addition to individual counseling, family counseling, group counseling,



## Narratives

services include: anger management, substance abuse, home-based services, family preservation, and psychiatric services. Many times youth cannot succeed in employment because of mental, substance abuse, emotional, or psychiatric problems. These programs help by recognizing the total needs of the participants. For homeless, runaway, and foster children, FYI has residential programs including the youth shelter for homeless and runaways, group homes for boy & girls, treatment foster care, and a transitional living program. These programs help when families cannot adequately provide for the child's needs. For youthful offenders, FYI Juvenile Community Corrections, home surveillance and electronic monitoring, provide wrap-around services for offenders. For pregnant and parenting youth, FYI offers family counseling and parenting classes. Case management services are available to assist in finding the most adequate community resources. Counseling services help young parents to learn about managing multiple responsibilities of parenting and supporting the family. A wide array of prevention and education services are offered to the clients already participating in services at FYI and to youth and their families throughout Dona Ana County. These services include but are not limited to: tobacco prevention/education, HIV/AIDS prevention/education, life skills education, youth employment services and any other subject matter identified that is useful to ensure the success of the youth served at FYI.

Families and Youth, Inc. has operated an AmeriCorps service program for the past 15 years. Throughout this fifteen-year history, FYI/AmeriCorps has served over 6,000 youth throughout Dona Ana County.

The agency has a committed and professional staff, which works well with and for the community. Providing program oversight to the FYI/AmeriCorps program is Anthony Rodriguez, LMSW. Anthony currently serves as the Health Education and Prevention Program Director of which the FYI/AmeriCorps program falls under this umbrella. Anthony brings over ten years of service to FYI and has brought his expertise and experience to the FYI/AmeriCorps program and gives daily input to the members, staff and volunteers of the program. Working with Anthony are the incumbent Program

## Narratives

Supervisors, Chassidy Stephens and Rose Espino both former AmeriCorps members that have managed the program for the past year. Both of these dynamic young women bring combined expertise of 5 years to the program and have introduced and implemented many positive ideas thus further enhancing an already successful program.

The accounting department of FYI, Inc. is very knowledgeable and experienced in monitoring the finances of a federal grant. It continually receives excellent reviews and fiscal audits. The accounting department, headed by Gloria Sabo, has successfully managed the AmeriCorps budget for the past 15 years. The state commission staff has continually commented on how well Ms. Sabo administers the fiscal component of the AmeriCorps grant.

The FYI Board of Directors are a gender and ethnically diverse group of 9 members representing the FYI consumer, private, public and educational sectors. The FYI Board of Directors oversee the Chief Executive Officer and provide support to the agencies mission and strategic plan.

### Plan for Staff Self-Assessment and Improvement

The program self-assessment and improvement plan consists of annual staff evaluations; staff self-evaluations and peer evaluations of staff. In addition the program oversight staff meet with the professional evaluator monthly to discuss any programmatic concerns and improvements as necessary. Staff is encouraged to participate in any/all trainings and continuing education opportunities as time permits throughout the funding cycle.

### Success in Securing Match Resources:

Through its strong presence in the community and its solid network of partners FYI has never struggled in obtaining the necessary local funds to support the AmeriCorps efforts. Local partners believe in AmeriCorps and value the services the members bring to the community. Securing match resources has not been an issue for the agency. Past and present additional funding has been secured through the Las Cruces Public School District, as well business donations and donations from private citizens.

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### Cost Effectiveness and Budget Adequacy

Cost-Effectiveness and Budget Adequacy

#### (a) Program Cost Per MSY and Cost-Effectiveness Indicators

The proposed continuation of the Families and Youth, Inc. (FYI) AmeriCorps Program is very cost effective. The program is aligned with the maximum allowable costs per Member Service Year (MSY). The FYI AmeriCorps Program MSY is \$13,000. FYI AmeriCorps is supported by many of the programs already in place at FYI as well as the Las Cruces Public Schools. The total FYI share of costs is over 60% of the total AmeriCorps budget. The addition of 10 Federal Work-study AmeriCorps Member Education Award only positions will provide a greater impact on the communities to be served and a broader reach to community members in service with a minimal increase in Federal costs. As identified in the program narrative and line-item budget, the proposed budget adequately supports the program design.

#### (a) Program Age, Program Location, Achieving Greater Program Impact

The Families and Youth, Inc. (FYI) AmeriCorps Program has operated for the past fifteen years. Each year, the FYI AmeriCorps Program seeks to expand the "ethic of service" to reach more youth and adults in southern New Mexico. As noted in the program narrative, Las Cruces and Doña Ana County, New Mexico are described as having a high poverty rate. Doña Ana County has several rural communities to include, Hatch, Vado, Anthony, Santa Teresa, Anapra, and Chaparral. AmeriCorps members are recruited throughout Doña Ana County. According to the New Mexico Workforce Connection Website, Doña Ana County's unemployment rate in the October 2009 reporting period was 7.2%. The distressed economy and steady unemployment rate has impacted Las Cruces and Doña Ana County, New Mexico.

The FYI AmeriCorps Program will partner with Jardin de Los Ninos, a community agency serving homeless children/families, and a former AmeriCorps service agency; Rivers Academy, an alternative school for high-risk youth; Las Montanas Charter High School, a technology based charter school for all youth; and the FYI Residential Programs for homeless, runaway and other at-risk youth. These partnerships will leverage resource and extend program services to other populations throughout the

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service area. In the past, FYI-AmeriCorps has been successful in securing funding from the City of Las Cruces, Las Cruces Public Schools, and the United Way of Southwest New Mexico to provide the cash match needed to run the program. These funding sources will be sought after for the 2010-2011 program year. Supply fees collected from the Safe Out of School Time Program provide additional support for the required match. A combined \$305,031.00 for in-kind support will be utilized through work-study students from New Mexico State University, Las Cruces Public Schools and other mentioned partners building/space use, partner staff support, volunteers, snacks for Out-of-School Time programs provided by LCPS, and in-kind training opportunities for members. The FYI AmeriCorps Program seeks to achieve a greater program impact in alignment with the priority areas identified in the narrative to include Education and Opportunity.

### Evaluation Summary or Plan

#### Evaluation Summary/Plan

Families and Youth, Inc. AmeriCorps Program has operated for the past fifteen years and has submitted a professional evaluation of the program to the Corporation for National and Community Service in the past. The program evaluation completed for the program year 2008-2009 will be submitted to CNCS as instructed in the Egrant application. As proposed and in accordance with CNCS requirements, FYI-AmeriCorps Program will conduct an internal program evaluation for the requested funds for program year 2010-2011 (September 1, 2010 to July 31, 2010).

The program self-assessment and improvement plan consists of three components; 1) collection of data necessary for evaluation, 2) weekly member and site observations, and 3) weekly meetings to assess and discuss progress to allow for on-going member and program improvement. In the first component, the program staff collects data to assure that we are meeting the numbers set by each performance measurement. For example, in the In-School Support program tracks the number of members and work-study assigned to this activity along with the number of sites and the number of students served. These numbers are reported weekly so program staff is aware of what needs to be done to achieve the

## Narratives

goals. To insure the quality of services, the program oversight staff visits program sites weekly communicating with the site supervisors and members to assess any needs, concerns, etc. From this feedback, the program staff is able to address concerns and issues as they arise, improve the program and provide adequate training. Examples of issues with staff may include: lateness, inconsistent attendance, personality conflicts, conflicts with non-compliant parents or any other issue that may hinder program success. Thirdly, program staff meets once a week to discuss the performance measurements, review data collection, and discuss issues and concerns.

In addition, the program oversight staff meet with the professional evaluator monthly to discuss any programmatic concerns and improvements as necessary. Additionally, peer evaluations will be added for the 2010-2011-contract year. This tool will enhance the program by allowing for constructive criticism among peers and allow for growth with all program members. Member file reviews will also occur monthly to ensure all forms are in place and signed if necessary. Forms included may be timesheets, daily logs, and any other information necessary for record keeping maintenance.

### **Amendment Justification**

N/A.

### **Clarification Summary**

Clarification Response FY10

FYI/AmeriCorps Program 2010-2011 (September 1, 2010 to July 31, 2011)

Executive Summary: Revised, under 500 Characters

Budget Clarification Items:

All budget clarification items have been reviewed and revised directly in the application budget.

Programmatic Clarification Items:

## Narratives

All programmatic clarification items have been reviewed and revised directly in the Clarification Summary as requested (listed below):

### Criminal History Checks:

Criminal history checks will be conducted on all members, employees and/or other individuals who receive a salary, education award, living allowance, stipend or similar payment from the grant, regardless of whether these costs are coming from federal or non-federal share. Criminal history background checks will include a search of statewide criminal history repositories and the National Sex Offender Public Website for all members and employees as described above. An FBI check will also be performed for members, employees or other individuals with recurring access to vulnerable populations.

### Employee Liability Insurance:

The purpose of the Employee Liability Insurance is to provide protection for claims from "third parties" brought against FYI (and/or employees/volunteers) alleging physical injuries or physical damage to property. Moreover, professional liability insurance provides protection for FYI (et al) for claims alleging negligence in the delivery of professional services. Lastly, it provides protection for claims from a third party that brings a claim alleging that they have been abused or molested by FYI/employee/volunteer.

### Recruitment/Retention:

FYI's recruitment and retention rates are consistently high. During the past year, the rates for recruitment (enrollment) and retention have remained above 90%. Even though FYI maintains a desirable percentage in these areas, FYI continuously strives toward improving the rates of enrollment and retention. In addition to ongoing training and support, the tone and atmosphere of service projects

## Narratives

that FYI provides is filled with "excitement" and a "sense of belonging". It is one of FYI's priorities that our AmeriCorps members feel valued either by the service beneficiary or by the program staff -- and optimally by both. The main reason why members stay at our placement is because they feel that the staff values them, they are part of something fun, as well as having opportunities for personal growth. FYI will continue to focus on the task of the service assignments and the environment within which the tasks are to be accomplished. FYI's position descriptions set the foundation necessary to determine "what" tasks have to be completed, provide some guidelines on "how" to perform the tasks (methodology, resources, and support available), and "who" (the optimal skills, education, life experience, attitudes, and personal characteristics) would be best to engage in this service. Enhancing and maximizing FYI's recruitment and retention guidelines will ensure that FYI maintains a high rate of recruitment and retention.

### Performance Measures:

FYI expects that the number of students who start the program will also be the same number of students to complete the program for ED1 and ED2 in the Education national performance measure.

The primary form of measurement for ED5, improved academic performance, will be measured by using pre- and post-standardized tests.

The measure of improved attendance (ED6) will be recorded as a separate intermediate outcome and will not be included in the outcomes result for ED5.

### Continuation Changes

For the 2011-2012 funding cycle, Families and Youth, Inc. will include a Bullying Prevention Campaign to be implemented at each after-school site. Student participants at each school campus will be a part of the planning and implementation of the Bullying Prevention Campaign and will act as school

## Narratives

ambassadors to other students that may not attend the after school programs. Community participation will also be enlisted in order to incorporate Bullying Prevention throughout Dona Ana County.

In addition, the following member slots will be filled to support the FYI-AmeriCorps Program:

2 Full-Time Members w/Living Allowance

18 Half-Time Members w/Living Allowance

7 Half-Time Members w/o Living Allowance

13 Quarter-Time Members w/o Living Allowance

4 Minimum-Time Members w/o Living Allowance



## Performance Measures

### SAA Characteristics

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

### Priority Areas

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

Grand Total of all MSYs entered for all Priority Areas      15.29

### Service Categories

- Afterschool Programs
- Tutoring and Child (Elementary) Literacy
- Job Development/Placement

## National Performance Measures

**Priority Area: Education**

### Strategy to Achieve Results

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

Students in low-income neighborhoods continue to score below state test score standards. Based on community input, program evaluations from previous years and direction from school administrators and staff from the Las Cruces Public School District, FYI/AmeriCorps will continue the provision of In-School Support Services.

### Result: Intermediate Outcome

Result.

High risk students receiving tutoring and literacy services during the school day will be able to maintain a GPA of 2.0 or better. At least but not limited to 125 students will receive services for approximately 180 days during the academic year. Students will also increase better attendance rates by at least 25% if not a higher level. Two Elementary Schools and Two High Schools will participate.

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

Target : 75 High-risk students in the Kindergarten through fifth grade age group that attend schools

identified as low-income status. Additionally 50 high-risk students in the 9th through 12th grade age group will also participate in the program.

Target Value: 125

Instruments: Quarterly student grade reports, monthly contact/service logs indicating type of service and amount of service a student receives, education service output summary, pre/post standardized test scores are analyzed, and promotion to the next grade level.

PM Statement: A total of 125 high-risk students will receive In-School Support Services and will maintain at least a 2.0 GPA. Additionally will improve school attendance rates by at least but not limited to 25%.

### Result: Output

Result.

By providing in-school tutoring and literacy services to high-risk students, the students will be able to maintain a GPA of 2.0 or better. At least but not limited to 125 students will receive services for approximately 180 days during the academic year. Students will also increase better attendance rates by at least 25% if not a higher level. In addition, number of students who have not been suspended over the course of the AmeriCorps program's involvement during the academic year.

Two Elementary Schools and Two High Schools will participate.

Indicator: ED1: Students who start in an AC ED program.

Target : 75 High-risk students in the Kindergarten through fifth grade age group that attend schools

identified as low-income status. Additionally 50 high-risk students in the 9th through 12th grade age group will also participate in the program.

Target Value: 125

Instruments: Quarterly student grade reports, monthly contact/service logs indicating type of service and amount

## National Performance Measures

Result.

of service a student receives, education service output summary, pre/post standardized test scores are analyzed, and promotion to the next grade level.

PM Statement: By providing in-school tutoring and literacy services to high-risk students, the students will be able to maintain a GPA of 2.0 or better. At least but not limited to 125 students will receive services for approximately 180 days during the academic year. Students will also increase better attendance rates by at least 25% if not a higher level. Two Elementary Schools and Two High Schools will participate.

### Result: Output

Result.

By providing in-school tutoring and literacy services to high-risk students, the students will be able to maintain a GPA of 2.0 or better. At least but not limited to 125 students will receive services for approximately 180 days during the academic year. Students will also increase better attendance rates by at least 25% if not a higher level. In addition, number of students who have not been suspended over the course of the AmeriCorps program's involvement during the academic year.

Two Elementary Schools and Two High Schools will participate.

Indicator: (PRIORITY) ED2: Number of students who complete an AC ED program.

Target : 75 High-risk students in the Kindergarten through fifth grade age group that attend schools identified as low-income status. Additionally 50 high-risk students in the 9th through 12th grade age group will also participate in the program.

Target Value: 125

Instruments: Quarterly student grade reports, monthly contact/service logs indicating type of service and amount of service a student receives, education service output summary, pre/post standardized test scores are analyzed, and promotion to the next grade level.

PM Statement: A total of 125 high-risk students will receive In-School Support Services and will maintain at least a 2.0 GPA. Additionally will improve school attendance rates by at least but not limited to 25%. Fewer students will be suspended due to participation in the program by 25%

### Priority Area: Economic Opportunity

#### Strategy to Achieve Results

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

Families and Youth, Inc. will provide a comprehensive youth employment training program to foster the development of skills conducive to future employability and career opportunities, educational attainment, and literacy and numeracy gains. At least 100 economically disadvantaged youth residing in Las Cruces, NM and Dona Ana County will receive these services during the 2010-2011 contract period.

### Result: Output

Result.

## National Performance Measures

### Result.

100 economically disadvantaged youth in the 14-21 age category will receive job training/skills readiness training services. Training will take place in the areas such as career opportunities, educational attainment, and literacy and numeracy gains along with any other viable options conducive to employability of the individual.

Indicator: O2: Individuals receiving job training services.

Target : Families and Youth, Inc. will target youth in the 14-21 age category meeting the economically disadvantaged criteria as identified through the most recent income standards criteria.

Target Value: 100

Instruments: Client attendance and output log, client satisfaction questionnaire, parent satisfaction questionnaire and interview protocol for both client and parent participation.

PM Statement: 100 economically disadvantaged youth in the 14-21 age category will received job training/skills readiness training services. Training will take place in the areas such as career opportunities, educational attainment, and literacy and numeracy gains along with any other viable options conducive to employability of the individual.

### Result: Intermediate Outcome

### Result.

After the completion of the job training/skills readiness services, at least but not limited to 25% of the youth participants will be assisted to secure and hold employment. Factors directing this component may include:

100% completion of the job training program, not completing the program, etc.

Indicator: O10: Individuals placed in jobs.

Target : Families and Youth, Inc. will target 100 youth in the 14-21 age category meeting the economically disadvantaged criteria as identified through the most recent income standards criteria.

Target Value: 100

Instruments: Client attendance and output log, client satisfaction questionnaire, parent satisfaction questionnaire

PM Statement: After the completion of the job training/skills readiness services, at least but not limited to 25% of the youth participants will be assisted to secure and hold employment. Each student participant will complete and Individual Service Plan for goal setting and achievement in the job training/job placement program. Factors driving this component may include: 100% completion of the job training program, not completing the program, etc.

## Required Documents

Document Name

Status

Evaluation

Sent

Labor Union Concurrence

Not Applicable