

# Grant Continuation Report from Task Force

**Recommendation:** Authorize proposal request with conditions.

**Legal Applicant:** Maine Youth Alliance

**Program Name:** I Know ME AmeriCorps Program

**Category:**  AC Formula  
 AC Competitive  
 Other Competition

**Type:**  Planning  
 Operating  
 Fixed Price  
 Ed Award Only

**Year in Grant Cycle:**  Year 1  Year 2  Year 3

**Continuation Dates:** Start: 01/01/2024  
 End:12/31/2024

## New Resources for Continuation: Funds and Slots

	CNCS	Local Share	% change from prior year				
<b>Operating</b>	115,200	n/a		10.8%			
<b>Member Support</b>		n/a					
<b>Indirect (Admin)</b>		n/a					
<b>% sharing proposed</b>	0%	n/a					
<b>% share required</b>	0%	n/a					
<b>Cost-per-member proposed (max allowed)</b>	\$28,800 proposed (\$28,800 allowed)		10.8%				
<b>Total AmeriCorps Member Service Years:</b>							
		<b>Slot Types Requested</b>					
		FT	HT	RHT	QT	MT	Total
<b>Slots With living allowance</b>		4					4
<b>Slots with only ed award</b>							

### TASK FORCE REVIEW SUMMARY:

#### BUDGET

- No issues with their plan to raise funds for their match and their budget is on track to meet their goals.
- Given that Maine Youth Alliance surpassed the number of participants by over 200%, continued funding will be required to ensure that those participants achieve the program's outcomes.

#### PERFORMANCE TARGETS

- MYA was close on many of its targets, but the risk level for the program is high. The weak performance in the measure of growth (expanding the base of volunteers) could hinder sustainability. I'd like to see a more solid plan for growth.
- The Maine Youth Alliance served more than double their target -- and yet they did not achieve their target for the number of students with improved academic performance, I would rather see the organization hit this target than increasing the number of youth served.

#### CHANGES IN OPERATING PLANS

- Although there has been some transition with regard to the Program Manager position, the number of slots/positions is realistic in my estimation. I'd like to know what Zacharia Dewey's qualifications are to be the Program Manager. The previous PM's (Brian Phleps) were clearly stated.
- Not sure if I missed it, but I didn't see any changes in the operating plans to account for more timely reporting and accurate documentation. This should possibly be a condition for the continuation of funding.

**OTHER COMMENTS**

- 1. Need a stronger and more detailed plan for growth. 2. A comprehensive plan outlining a process that will lead to the improvement of meeting reporting timelines and accurate documentation.
- It is imperative that the Maine Youth Alliance comply with all reporting in a timely fashion. I recommend that their funding be conditioned on their submitting a plan to indicate how they will be in full compliance this year.

	<b>Authorize Proposal</b>	<b>Modify: Increase</b>	<b>Modify: Decrease</b>	<b>Deny Request</b>
Budget	X			
Positions/participant slots	X			
Performance targets	X			
Operating plans		X		
Other:				

**Conditions or requirements of continuation award:**

- Submit corrective action plan (action, responsible party, time for completion) that addresses chronic late submission of program reports to funder/Commission.
- Notify grantee that if the first quarter report is not on time, no reimbursements will be processed until all late reporting is compliant. This will apply to any subsequent quarter as well, if reports are not submitted by due dates.
- The living allowance for each member slot serving on a full-time basis must be stated in the budget narrative and meet the Commission’s minimum standard amount.

**PROGRAM DESCRIPTION** (executive summary from grant application):

The Maine Youth Alliance dba The Game Loft/I Know ME proposes to have 4 AmeriCorps members who will serve as mentors for youth in grades 7-12 in Waldo County, ME. At the end of the second program year, the AmeriCorps program will have improved educational outcomes for economically disadvantaged youth and will improve educational and behavioral outcomes of students in low achieving middle and high schools. In addition, the AmeriCorps members will leverage an additional ten volunteers who will be engaged in youth mentoring. This program is based on the Aspirations Incubator model of the Lerner Foundation and reports on the success of this model have been positive and are reported in [www.aspirationsincubator.org](http://www.aspirationsincubator.org). The IKME program uses field trips and instruction to teach youth about the people, places, economy, ecology, challenges, and potentials of the state of Maine as well as coaching for improved social and behavioral skills and communicating with adults and peers. Field trips, while costly in time and resources, provide the best platform for transformational change especially when combined with small group and individual meetings for reflection and planning.

**SERVICE LOCATIONS** (new sites are italicized):

Members are assigned to the applicant’s operating site.

**PERFORMANCE MEASURES** (targets and achievement for prior years; targets proposed for new year):

- **Mentoring Program**

Output: Number of individuals served

Target: 60

Actual: 154 (256.67% of target)

New: 60

Outcome: Number of students with improved academic engagement or social-emotional skills

Target: 54

Actual: 44 (81.48% of target)

New: 54

- **Member Development**

Output: Program trainings/Development activities that result in increased member outcomes

Target: 12

Actual: 11 (91.67% of target)

New: 12

Outcome: Number of individual members with improved skills, knowledge and abilities used to carry out service assignment responsibilities and tasks

Target: 3

Actual: 4 (100% of target)

New: 3

- **Volunteer Coordination**

Output: Number of organizations that received capacity building services

Target: 1

Actual: 1 (100% of target)

New: 1

Output: Number of units of service completed by leveraged volunteers

Target: 10

Actual: 7 (70% of target)

New: 10

Outcome: Number of organizations that increase their efficiency, effectiveness, and/or program reach

Target: 1

Actual: 8 (400% of target)

New: 1

**OPERATING PERFORMANCE SUMMARY:**

Enrollment current year.

Service Term	Awarded slots	Used Slots	% Of enrollment
1700	4	4	100%
1200			
900			
675			
450			
300			
<i>Overall</i>	4	4	100%

Retention -- keeping members engaged once they start service. Data is last completed year (Jan-Dec 2022)

Service Term	Filled slots	Left early	Successfully completed	% Retained
1700	4	0	N/A	100%
1200				
900				
675				
450				
300				
<i>Overall</i>	4	0	N/A	100%

**COMPLIANCE:**

The program has had a history of some administrative shortcomings with staff turnover and the Grantee Progress Reports which have been usually late. There have been challenges in getting the Program Director to input the appropriate information in the forms in OnCorps, some issues have taken a week or more to resolve.

The program is consistently compliant in the following areas -

- Member eligibility documents complete and accurate.
- Member enrollment and retention within CNCS tolerance for variability (typically 5%). See table in comments below for data.
- Member time logs are signed and approved in accordance with regulations and within reasonable time.
- Member training requirements are met.
- Personnel system for program staff results in compliance with grant/contract/provisions.
- Member host site selection, agreements, training, performance monitoring, and supervision are compliant.
- Fiscal systems result in program compliance.
- Financial reports complete, accurate, submitted on time.
- Income Reports (including cash & in-kind match) reported quarterly:
- Inclusion and accessibility requirements are met.
- Performance data system in place to track and report progress related to grant/contract data and performance measures.
- Develops community partnerships to foster community ownership, sharing of resources, service coordination and infrastructure development.
- Accesses community support for volunteer/member development and training that is beyond what was required in the program design and budget.
- Access additional funding from diverse sources
- Successfully expands program/site service delivery
- Access additional equipment/supplies/ materials/resources/training (beyond those budgeted) to accomplish unexpected projects
- Build community awareness to advocate the importance of the project to potential supporters and general community.

Needs improvement -

- Program administrative system results in compliance with grant regulations, contract, special terms/conditions.
- Program Progress Reports complete, accurate, and submitted on time.
- Expands the base of community volunteers as means of growing ability to deliver services
- Grantee articulates lessons learned and uses them to refine plans for the continuation year under review.