

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:

Application Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):

3. DATE RECEIVED BY STATE:

18-JAN-12

STATE APPLICATION IDENTIFIER:

2b. APPLICATION ID:

12AC134471

4. DATE RECEIVED BY FEDERAL AGENCY:

FEDERAL IDENTIFIER:

12ACHNY0010007

5. APPLICATION INFORMATION

LEGAL NAME: Jewish Institute of Queens

DUNS NUMBER: 612972005

ADDRESS (give street address, city, state, zip code and county):

6005 Woodhaven Blvd
Elmhurst NY 11373 - 5537
County: Queens

NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):

NAME: Shmuel Kogan
TELEPHONE NUMBER: (718) 426-9369 229
FAX NUMBER: (718) 446-2071
INTERNET E-MAIL ADDRESS: skogan@queensgymnasia.org

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

542068797

7. TYPE OF APPLICANT:

7a. Non-Profit

7b. Community-Based Organization
School (K-12)

8. TYPE OF APPLICATION (Check appropriate box).

NEW NEW/PREVIOUS GRANTEE
 CONTINUATION AMENDMENT

If Amendment, enter appropriate letter(s) in box(es):

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:

Jewish Institute of Queens AmeriCorps Program

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):

Elmhurst, Flushing, Corona, Jamaica, and Lefrak City; Queens County; New York City; New York.

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: 09/01/12 END DATE: 08/31/13

14. CONGRESSIONAL DISTRICT OF: a.Applicant b.Program

15. ESTIMATED FUNDING: Year #:

a. FEDERAL	\$ 132,213.00
b. APPLICANT	\$ 59,018.00
c. STATE	\$ 0.00
d. LOCAL	\$ 0.00
e. OTHER	\$ 0.00
f. PROGRAM INCOME	\$ 0.00
g. TOTAL	\$ 191,231.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

YES if "Yes," attach an explanation. 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:

Zalman Zvulonov

b. TITLE:

Executive Director

c. TELEPHONE NUMBER:

(718) 426-9369

d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

e. DATE SIGNED:

07/17/12

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Executive Summary

Twenty-three AmeriCorps Members (10 MSY) will leverage an additional 3-4 Volunteers per day to serve in an Education and Nutrition program in the Jewish Institute of Queens and the Bukharian Jewish Community Center, both located in Queens, New York. At the end of the 12 month period, 56 one-on-one mentor-mentee matches will be sustained, 70% of students will demonstrate improved academic performance in literacy and in math, 100 individuals will receive support, services, education and/or referrals to alleviate long-term hunger and 60% of individuals will report increased food security for themselves and their children. This project will focus on the CNCS focus areas of Education and Healthy Futures. The CNCS investment of \$132,213 will be matched with \$57,089.

Rationale and Approach

JIQ is a successful, non-profit CBO and school providing programs for the education and absorption of recent and second-generation immigrants from the former Soviet Union. Over the past 10 years, JIQ has evolved into a full-fledged social and educational service agency that is now an anchor of the NYC Bukharian immigrant community.

a. Need: The JIQ AmeriCorps program will address the EDUCATIONAL and HEALTH needs of children in the community, providing a program that will include MENTORING to help students succeed in grades 1 to 8, and NUTRITION SERVICES to reduce childhood obesity and increase access to nutritious food (food security). Located on the border of Rego Park in Elmhurst, NY, JIQ primarily serves the low-income immigrant neighborhood of Rego Park and its environs. This area contains the highest concentration of Bukharian immigrants in the United States, with the local Bukharian population projected to be between 40,000 and 60,000 and growing. JIQ also serves the neighborhoods of Flushing, Corona, Jamaica and Lefrak City, all of which have low-income neighborhoods with high immigrant populations. 50.1% of the Queens population over the age of 5 is foreign-born, over 50% of the Queens population over the age of 5 speaks a language other than English at home, 20.3% of adults over age 25 in Queens did not graduate high school and children in households below the poverty level amount to 16.2% of all children in Queens (American Community Survey, Queens County, NY 2005-2009). Close to 75% of JIQ's student population is classified as at or below poverty level. 97% of the students enrolled in JIQ's programs are eligible for free/reduced-price meals. The acute poverty and LEP level in this community contributes to clients' significant socio-economic difficulties including poor literacy, unemployment, underemployment, low food security and the social and emotional problems issuing from feelings of isolation. Queens CD 4, which includes the targeted areas of Elmhurst and Corona, has greatly increased its need for government income support over the past decade with percentages growing from 16.4% of the population to 47.2% (NYC Dept. of City Planning 2010). JIQ's

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school statistics demonstrate the extreme need for services. Approximately 15% of JIQ students are at risk of failing transition to the next grade. MORE THAN 50% of elementary school students REQUIRE REMEDIAL OR ESL ASSISTANCE. A staggering 170 OUT OF 250 K-6th Grade students are TITLE I STUDENTS (JIQ School Records 2010-2011). In 2011, 38% of JIQ students scored below 45% (failed) in math and/or literacy. Due to language and cultural barriers, as well as financial struggles, many families are unable to provide the academic help and emotional support children need for success in school. Indicators demonstrate that many of JIQ's target families have low food security levels. In Queens Community Board 4, 32,775 persons received food stamps in FY 2011 (nyc.gov). JIQ distributes food packages to approximately 500 families yearly. Queens has a 13.2% food insecurity rate in comparison to the NYS rate of 12.9% (nysed.gov). Queens is at 43% below SNAP (food benefits) threshold of 130% poverty (Feeding America 2009 data). With a free/reduced lunch rate at 97%, food security is clearly lower among JIQ households. Numerous studies have linked household food insecurity to poorer nutrition and obesity. The least expensive food options to obtain a given amount of calories are typically high in calories and low in nutrients. Households with limited resources tend to spend less on food overall and, more specifically, less on healthy foods (Food Insecurity and Risk for Obesity Among Children and Families: Is There a Relationship? A Research Synthesis, April 2010). In Queens, statistics show that one in six children is overweight or obese. These statistics are up from 10 years ago when one in eight children was listed as weighing too much for his/her height. Two out of five, or 40%, of NYC's nearly 637,000 children in kindergarten through the eighth grade, were found to be overweight or obese in the 2008-2009 school year. Less-affluent neighborhoods had the most severe childhood obesity problems. In the 2008-2009 school year, the HIGHEST RATES OF CHILDHOOD OBESITY WERE FOUND IN CORONA, QUEENS where 51% of schoolchildren were overweight or obese! JIQ has chosen the priority areas of Education and Healthy Futures as providing a solution to the pressing needs in these categories determined through a review of national, state and community statistics as well as consultation with community members including community leaders, parents, youth, and other organizations providing related services such as NYANA, Bukharian Congress, BJCC, the local School District 28, B₂Above Worldwide Head Start, Forest Park Head Start, and Children International. This assessment led JIQ to develop an AmeriCorps program to enable local immigrant families to break free from a cycle of instability and look towards a future of health and opportunity.

b. Value Added - AmeriCorps Member Roles/Responsibilities: EDUCATION: The 100 mentor/mentee matches sustained by JIQ in 2011 represent less than 1/3 of JIQ after school program participants which number over 330! At BJCC, there are 5 mentor/mentee matches, but there is a strong community need for additional services. With the requested AmeriCorps funding, the impact of JIQ's after school program and BJCC community services will be much stronger. MORE MENTOR/MENTEE MATCHES

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will be formed. Currently, there are not enough mentors for each at-risk child to receive the INDIVIDUALIZED mentoring services s/he needs. There are insufficient funds in the after school program to expand the mentoring component. JIQ will operate a Mentoring Program to improve the academic outcomes among at-risk ELL community youth. Iowa Test scores, school report card grades, and teacher and parent input will be used to determine participant eligibility for the mentoring activities. 6 MSY will be dedicated to the education component. 10 half-time AmeriCorps Members will be recruited to work with children after school hours at JIQ's site, and 4 quarter-time Members will work with children at the BJCC site. Members will serve as mentors for 56 at-risk youth grades 1 through 8 promoting positive outlooks and behaviors; school participation; age-appropriate social and emotional development; the setting of clear, attainable educational goals; and youth leadership and volunteerism. Mentors will encourage children to take their education seriously, discuss academic and career plans, provide academic support, motivate children to succeed in school and involve youth in service learning. Mentoring activities will take place Monday through Thursday, and on Saturdays, for a total of 20 hours per week at JIQ and 10 hours per week at BJCC. Mentors will work one-on-one with mentees. Activities will include art, math games, sports, library time, homework help, journal writing, service learning activities and informal discussions. Mentoring activities may include reading and discussing books/newspaper articles, organizing school assignments, and ensuring homework is done on time. HEALTHY FUTURES: Currently, JIQ and BJCC's food pantries distribute 585 food packages annually. No nutrition education is provided. The proposed AmeriCorps funding would result in the implementation of a critically needed Nutrition Education program at JIQ and BJCC. Food insecure families and individuals who have been receiving food packages will additionally receive the direct support they need to change their household food status and alleviate the risk of long term hunger. Food packages will also contain a healthier balance of food, thereby helping to improve the diet of seniors, parents, and children who benefit from the packages. 3 MSY will be dedicated to the Healthy Futures component of the program. 4 half-time Members will serve at JIQ's site and 4 quarter time Members will serve at BJCC Monday through Friday for a total of 20 hours per week. At both sites, Members will provide immigrants with nutrition education classes targeting childhood obesity and nutrition counseling, expand the capacity of Food Pantry programs, and offer referral services to entitlements (e.g. food stamps, WIC, housing, medical insurance), all of which will help to alleviate long-term hunger (low food security). Nutrition education and counseling provided will include group classes and in-person and/or phone family/individual counseling. The two sites' Food Pantry programs prepare, package, and distribute weekly food parcels to poverty-stricken children and their families in the community. Members will receive training from a Nutritionist on providing low-income families with the tools they need to adopt a healthy diet. Members will provide nutrition education and counseling

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classes to families twice weekly. Classes will teach the basics of healthy eating, the importance of proper nutrition, and how to buy healthful foods on a low budget. Many topics will be covered, including getting started with a good breakfast, the food pyramid, how to read food labels, sources of vitamins and nutrients, eating a balanced meal, healthy fats vs. unhealthy fats, budgeting for healthy meals, smart snacking, etc. Nutrition counseling will include group workshops and individual meetings with community members to discuss their nutrition needs, review entitlements and plan healthy weekly menus that are within the parameters of their budgets. Members will also improve the current Food Pantry program, ensure that food packages consist of a balance of nutritious foods, and promote a balanced diet as part of healthy eating. In this way, JIQ's AmeriCorps program will empower the community to alleviate long-term hunger in neighborhoods where household income is low, access to nutritious food is limited, and rates of obesity and diet-related disease are high.

MOBILIZING VOLUNTEERS: Members will mobilize 3-4 episodic volunteers daily to provide additional mentoring services and homework help; research and access nutrition information; and assist with the packing and delivering of healthy, balanced food packages. One full-time Member (1 MSY) will oversee volunteer recruitment and management. A full-time Member is needed to ensure that there is a sufficient pool of qualified volunteers throughout program duration. Members Highly Effective to Solve Need: The target community has limited funding available to address its myriad needs. JIQ wishes to capitalize on the human resources available; AmeriCorps Members have the talents and skills needed to positively affect the target population and inspire children and families to make positive, life-altering choices in the areas of education and nutrition. The diversity of the Member corps will create effective mentor/mentee matches as well. JIQ and BJCC's current youth programs (DYCD OST, NYSED 21st Century, and OCFS Advantage Afterschool) do not have the resources to provide the optimal 1:1 mentoring services. Members' mentoring services will significantly strengthen the impact of these programs and increase student achievement in literacy and math. Students will be encouraged to make positive choices and end the cycle of poverty, low graduation rates and limited English proficiency prevalent in the community. Community organizations will benefit from student volunteerism which will be promoted by Members who will fill a critical gap in the currently available food support services which do not include a nutrition education component.

Members Requested/Service Terms: JIQ will recruit 1 full-time, 14 half-time and 8 quarter-time AmeriCorps Members for a total of 10 MSY. The full-time Member will oversee recruitment and management of volunteers. Four quarter-time Members will serve as mentors at BJCC, ten hours per week for 45 weeks. 10 half-time Members will serve as mentors at JIQ, offering services for 20 hours per week for 45 weeks. Mentors/mentees will meet regularly over a period of 12 months, a minimum of three hours per week (excluding holidays/school vacation days). JIQ has dedicated 6 MSY to the mentoring activity which represents 10,700 hours of service. This

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allows for a minimum of 135 hours of mentoring per participant in addition to time for mentor training and related activities. 4 quarter time and 4 half-time Members will serve in the nutrition program for 20 hours per week for 45 weeks. The variety of slots is necessary to have adequate Members for 1:1 mentoring; to ensure Members are available when food packages are distributed; and to accommodate immigrants' schedules.

c. Evidence-Based: There is clear and convincing evidence that caring relationships between non-relative adults and youth can be created and supported by programs, and can yield a wide range of tangible benefits. (Joseph P. Tierney and others, *Making a Difference: An Impact Study of Big Brothers/Big Sisters*. [Philadelphia, PA: Public/Private Ventures, November 1995]) Mentored children were 53% less likely to skip school, felt more competent about schoolwork and showed gains in grade point averages. They also had higher college enrollment rates and educational aspirations (Floyd, 1993) and showed improved academic performance (Cragar, 1994; Pringle et al., 1993; Sipe, 1996). The USDA defines food security as access by all household members at all times to enough food for an active, healthy life. Food security includes, at a minimum, the ready availability of nutritionally adequate and safe foods and an assured ability to acquire acceptable foods in socially acceptable ways. A study conducted at Cornell University using data from 1999-2000 supported the importance of nutrition education in decreasing the food insecurity of low-income families, showing a dose response relationship between the number of lessons received and decreases in food insecurity. According to a study published in the *Journal of Nutrition Education and Behavior* in 2010, coordinated nutrition education can significantly influence consumption towards more healthful foods.

d. Member Experience: Powerful Service Experiences: Through AmeriCorps training, service, education about service and reflection on service, Members will see themselves as problem solvers, not problems; become leaders, not just followers; and act on their responsibilities in addition to their rights. The program will enable Members to explore and exercise their responsibilities toward their communities, their families, and themselves. Members will be closely supervised by the Program Director, who will provide them with individualized support and guidance. The Director will dedicate 60% of his time, or a minimum of 24 hours per week (on average). This will allow for him to be on-site, closely supervising Members on a daily basis and readily available to provide Member support. The Director will accept Members' feedback and make changes as necessary. Through this relationship, Members will develop leadership skills which can be used in future civic service. Members will develop coaching, communication, and leadership skills and experience a sense of achievement as they assist students to reach goals. Seeing how they can help food insecure individuals will have positive effects on Members' personal growth and encourage them to continue with community service. A Member support group as well as the participation of Members in national, state, and local AmeriCorps Member

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activities and events will allow for Members to bond with their colleagues. This will enable Members to support each other and thereby sustain their initial excitement about and dedication to service and civic participation. As AmeriCorps Members, participants will have access to professional, high quality training in successful, best practices that will enable them to develop and strengthen skills to continue their impact on communities. Recognition at community events and on JIQ's website will build Members' morale. Reflection: Monthly team-building meetings, conducted by the Director, will serve as a forum for Members and volunteers to reflect on their service and share inspirational stories. Members will keep service journals in which they will write weekly journal entries describing their experiences and the personal knowledge they have gained from their service, including what they have learned about the community. Community leaders will participate in meetings and discuss other community service opportunities. Members will participate in biannual surveys, at the beginning and end of the program year, which will measure the changes in their perceptions of service and civic responsibility. Surveys will help demonstrate JIQ's impact on creating a spirit of continued civic participation in the community. AmeriCorps Brand: JIQ's pre-service training will ensure that Members identify as AmeriCorps Members. The program will administer the AmeriCorps pledge when Members begin service. Members will wear the AmeriCorps pin when in service and follow a dress code. Member recognition will be provided at graduation ceremonies honoring completion of a service term. JIQ will participate in national and state days of service and in AmeriCorps gatherings, conferences, award ceremonies, and AmeriCorps for a Day events and connect with each other at team-building meetings.

e. Overall Picture: Program design incorporates mentoring activities for at-risk, ELL youth, as well as nutrition services. Volunteers will assist with activities as needed. The target community is comprised of low-income ELL children performing below grade level and at-risk of dropping out or failing. Members serving as mentors will be supportive, patient, people-oriented, good motivators, respectful, and sensitive to the target population's culture and participate in intense AmeriCorps training. 56 mentor/mentee matches will be sustained, and 70% of mentored students will show an improvement in literacy and math on Iowa Tests of Basic Skills (ITBS) post-tests as opposed to ITBS pre-tests. One-on-one and small group nutrition counseling; nutrition education; the distribution of healthy food packages, and assistance with entitlements such as food stamps, housing, WIC, and medical insurance, will alleviate low food security and childhood obesity. Members will be respectful, sensitive to the culture of clients, bilingual, and receive AmeriCorps training and will therefore be well-suited to achieve the outcome of alleviate long-term hunger and increase food security. 100 will receive support, services, education and/or referrals, and 60% will report increased food security of themselves and their children as a result of program services.

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f. AmeriCorps Member Selection, Training and Supervision: Recruitment: The Director and Site Coordinator will recruit Members by publicizing available positions through local community organizations, including the Bukharian Congress; BJCC; Queens College; B₂Above Worldwide Head Start; Forest Park Head Start; Children International; local library; senior centers; FEGS; JBFCS; NYANA; School District 28; Queens JCC and the families of JIQ's own UPK and elementary, middle and high school. Members recruited will reflect the diversity of the populations served by these organizations. JIQ will disseminate flyers at community events and post notices on its website and in local health clinics, community councils and shopping centers. The Director will recruit Members by means of calls, emails, information sessions and announcements at staff meetings and CD meetings. Recruitment will also take place via word-of-mouth. Efforts will be supplemented by utilization of the online AmeriCorps recruitment and placement system. Diversity, Selection Criteria, Underrepresented Populations: JIQ will maintain a diverse Member corps by conducting recruitment activities throughout the community and in neighboring communities. Members will be selected for meeting AmeriCorps requirements as well as for their good interpersonal skills, suitability as role models, reading and math skills, bilingual capability, responsible nature and sensitivity towards the target population's cultural mores. Target groups will include low-income immigrant populations with knowledge of the English language and proficiency in Russian/Bukharian and include recent high school graduates, college students, UPK parents, unemployed adults and seniors. JIQ has close to ten years of experience working with the low-income and new American populations in the Bukharian immigrant community it serves. BJCC refers community seniors to JIQ for volunteering. In addition, seniors frequent JIQ as grandparents of JIQ youth, volunteering in JIQ's community services, and/or serving as museum guides for the Bukharian Museum of Culture and Heritage located in the JIQ building. The agency's staff is multi-lingual and many are themselves new Americans. Many staff began as LEP and became proficient in English through their work at JIQ. Orientation: AmeriCorps Members will attend two days of orientation. This intensive pre-service training will be divided into 4 parts: Belonging to AmeriCorps/Ethics of Service, The Community and its Needs, The Site and Pre-Service Mentoring/Nutrition Education. Orientation topics for Part I will include the mission of AmeriCorps; history of national service; importance of national service; what it means to be an AmeriCorps Member; program rules and regulations; and program benefits. A Member handbook will be distributed at orientation and discussions will be held with regards to topics including prohibited activities; rules of conduct; program operating policies; staff and Member roles; benefits of participation; objectives of the program; program evaluation methods and information on the target community. Getting Things Started: The AmeriCorps Orientation Video will be shown. During Part II, JIQ's community service director, after-school director and school principal, as well as the youth services director at the

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Bukharian Congress will introduce AmeriCorps Members to the community needs and strengths. Staff will review all the background and history of the community, its cultural mores, prevalent customs and sensitivities of families in order to encourage culturally appropriate interventions and practices and to minimize misunderstanding. The Director will subsequently meet with Mentors individually to assign mentor-mentee matches that will be successful. The Director will describe project goals, outputs and outcomes, and the services that will be performed to achieve the goals. The details of the project, including hours of operation, activity resources and data collection will be reviewed. Each Member will receive a plan book, sign-in sheet, and data collection forms. Part III, site specific training, will be provided at BJCC by the Site Coordinator and at JIQ by the Director. Directors will take Members on a tour of the site and describe the expectations of Members. Members will learn the site's code of conduct, security procedures, sign-in requirements, accommodation of persons with disabilities, etc. For Part IV, USDA's The Center for Nutrition Policy and Promotions, My Plate program will be used to train Members in nutrition education activities. Evaluation and Tracking Training will be conducted by the Director. Members will learn how to use tracking instruments, be initiated into the importance of accurate reporting, and learn reporting requirements. Volunteer Recruitment Training will be provided to all Members by the Director, JIQ development staff, and volunteer action agencies such as the Hands On Network. Members will learn outreach techniques and develop necessary organizational and monitoring skills to coordinate and supervise volunteer activities. Timeline: Training will include pre-service training in July, monthly training, mid-year in-service training in January, and end of year training in May. Training will be divided into categories: review of AmeriCorps Member requirements and prohibited activities, citizenship/ethics of service, site information, program skills and service reflection, evaluation and tracking, and volunteer recruitment. Citizenship training will use Corporation recommended curricula including A Guide to Effective Citizenship through National Service and By the People. Training will be conducted by the Director and will focus on privileges and obligations of citizenship, understanding of government policies and the rights and benefits of citizens. Program Skills Training will be for Mentoring and Nutrition Education. Mentoring: Members will receive training conducted by the Director using The ABC's of School Based Mentoring published by the Hamilton Fish Institute on School and Community Violence and the National Mentoring Center at Northwest Regional Educational Laboratory. A social worker sent from FEGS will provide training to Mentors as well. Mentors will learn how to communicate effectively, how to provide emotional support to mentees and how to prepare youth with the skills they need to succeed in school and in their future careers. Nutrition Education: Members will be trained by a Nutritionist and the JIQ School Nurse. USDA curriculum will be used. Part of the training will focus on the development of communication and case management skills so that Members can direct and assist children and their families to enroll in nutrition programs

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and educational workshops. Monthly training in food safety, which includes the safe handling and storage of food, will also be provided by agencies including United Way and Food Bank for NYC as well as by JIQ staff maintaining a Food Protection Certificate from the Department of Health. Member training will include periodic development activities such as the Personal Style workshop to assist Members to recognize and apply their own talents and strengths to serving the community. Members will each participate in 50 hours of training. Positive Member Experience for Underrepresented Populations: Training provided by bilingual staff will offer opportunities for group role play, feedback, and question/answer sessions. 1:1 TA training will also be available. As low-income and/or new Americans, Members will have access to quality training otherwise not available to them. Supervision: As the program is comprised of 10 MSY (23 Members), the Director will be able to provide direct supervision to all Members. He will be assisted by the Site Coordinator who will supervise Members at BJCC and report to the Director. The Director will report to the Executive Director and the Board. He will maintain contact and communication with Members on a daily basis, meet with Members a weekly basis for reporting, advise and guide Members, affect program change as necessary, supervise monthly team meetings, lead Members in reflection activities, will use program specific Member contracts to be designed using the AmeriCorps Member contract template, ensure Members perform service in accordance with their contracts, and ensure that AmeriCorps regulations are followed. The Director has been selected because of his excellent managerial and supervisory skills and for his knowledge of the target population. He will participate in orientation and training opportunities offered to AmeriCorps grantees by the Corporation as well as program management/staff supervision training offered through NY agencies such as CCR, New Yorkers Volunteer, etc. The Director will also contact successful AmeriCorps programs for guidance.

g. Outcome: Performance Measures: Overall Change and Measuring Impact: JIQ's AmeriCorps program will affect significant improvements for immigrant youth and. EDUCATION: At the end of each program year, JIQ anticipates to have developed and sustained 56 mentor-mentee match relationships. These meaningful, continuous partnerships will result in consistent academic improvements as measured by CNCS Priority National Performance Measures. Each program year, 70% of mentored students will show academic improvement in literacy/math as demonstrated by pre- and post- test scores (using the Iowa Tests of Basic Skills). In the long term, participants will maintain or exceed grade level reading and/or math as they continue through school. Mentors will help students improve their self-esteem and develop a positive attitude towards school and learning. Youth will therefore improve their academic performance in literacy and math as measured by an improved demonstration of skill/knowledge at post-test as compared to pre-test (gain score) using the Iowa Tests of Basic Skills. 56 one-on-one Mentor/Mentee matches will be sustained. 70% of the students mentored

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will improve post-test scores as opposed to pre-test scores by at least 15%. **HEALTHY FUTURES:** The nutrition program will ensure that community members receive the support, services, education and referrals they need in order to alleviate long-term hunger (low food security). Impact will be measured by counting the unduplicated number of individuals receiving the support, services, education and/or referrals using a tracking database. JIQ anticipates that the level of intervention required by participants will vary, depending on their level of food insecurity. The level of intervention required to meet stated outcomes will be determined by questionnaires based on USDA definitions for food security which will be completed on-site and submitted to designated Members. Eligible participants will be encouraged to participate in the AmeriCorps program. At the initial meeting, a Member will help participants develop an individualized food security plan which will include the number of workshops/counseling sessions needed. JIQ is projecting that participants with low food security will need to participate in 6-8 sessions to achieve desired outcomes, while participants with very low food security will require 12-20 sessions. This is based on the need of participants to at minimum, 1) develop goals, 2) participate in a series of 3 workshops on health education, 3) meet with a counselor individually to follow up/discuss barriers to success and receive referrals, 4) follow up again several weeks later to discuss progress and achievements. Participants with higher levels of food insecurity, and or larger families, will require additional counseling and follow up. Participants will be counted only once, upon their initial enrollment, to ensure the count is not duplicated. As a result, each program year, 60% of the individuals will report increased food security of themselves and their children. Data will be measured based on a survey of the adult family member who received the services. The survey will contain questions pertaining to levels of food security which are based on the USDA definitions for Hunger and Food Security. **VOLUNTEER RECRUITMENT:** Members will recruit a corps of volunteers who will assist with and thereby expand and enhance the Education and Healthy Futures programs. The use of volunteers will improve the quality of the program and increase its ability to make a significant impact in the community. The program will have a long lasting effect by promoting a spirit of volunteerism within the community which will lead to further community service to support essential programs. **Annual Reporting:** For the Mentoring component of the program, JIQ will use attendance sheets and Member logs to establish the number of youth who began the program and how many completed the program. Members will compare ITBS pre- and post-test scores to measure academic improvements. For the Nutrition component, JIQ will use a tracking database to count the number of individuals receiving the support, services, education and/or referrals. Members will administer surveys to the adult family members who received services to count the number of individuals that report increased food security of themselves and their children. The program will use pre/post tracking logs, nutrition services tracking database, and participant surveys to report on progress on an annual

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basis. Outcome data will be collected three times each year with pre-assessments conducted at the onset of the program and post assessments conducted mid-way and at the end of the program. At orientation, Members will be trained by the Evaluator to use logs and attendance sheets to collect outcome data daily. The information obtained through these tools will be recorded daily by each Member and submitted weekly to the data entry clerk. Then, the data will be collected and uniformly arranged so that it can be compared to pre-determined benchmarks. This data will be presented to the Director who will analyze the information. Together with the Evaluator, the Director will make program changes as necessary and prepare program reports.

Determining Performance Measure Targets: JIQ determined its performance measure targets based on its extensive knowledge of the targeted families and the input of school and BJCC staff. Students' academic deficiencies were recorded and analyzed, as were the needs of over 500 families who currently receive food packages from JIQ. JIQ has operated many youth programs including a 21st CCLC and OST which include similar educational goals. The outcomes of these programs were studied in order to set specific performance measure targets for the mentoring activity. JIQ has also researched successful mentoring and nutrition programs to determine performance measure targets. The need for a minimum of 56 youth/mentor matches was determined based on requests by teachers and after school group leaders. JIQ has successfully maintained 100% of its mentor/mentee matches in current mentoring activities. Therefore, JIQ has projected this success rate for the AmeriCorps program as well. A review of similar program models by JIQ staff has shown that in quality mentoring programs, approximately 60-80% of participants improve their academic achievements. JIQ therefore identified a target of 70% of participants who will improve in math and literacy. JIQ and BJCC's Food Pantry programs currently distribute food packages to 585 families. Prior to participation, staff conducts brief surveys of families' household conditions and request to see their Medicaid card. Based on this initial assessment, as well as on ongoing interactions with families, staff determined that, at minimum, 100 families are food insecure and require intervention. This determination was further supported by data collected at this school from its parent body to determine eligibility for free/reduced lunches. JIQ based its target outcome of 60% of participants increasing their food security on research of other successful nutrition education programs such as the Expanded Food and Nutrition Education Program (Iowa State University) and the Adult Nutrition Education Program at the University of California. Currently, families receiving food packages through JIQ and BJCC do not receive any nutrition education. Therefore, the impact of this new program will be significant.

h. Volunteer Generation: Members will recruit a corps of volunteers so that there will be 3-4 episodic volunteers at the program daily. Volunteers will support mentoring outcomes by providing extra mentoring and additional homework assistance. Volunteers will research and locate nutrition information; help assemble materials for presentations; prepare various lesson aides, such as charts and

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posters; and assist in packing and distributing healthy food packages. A spirit of volunteerism will be created in the community, laying the ground for further service activities. Members will post and distribute flyers about volunteer opportunities throughout the community; recruit via word-of-mouth; interact with Good Will Industries, a partner of JIQ, which provides a pool of volunteers; disseminate information at local partnering agencies; explain the value of AmeriCorps service; communicate the need for volunteer assistance; delineate the benefits to volunteers; provide contact information to those wishing to volunteer; provide volunteers with direction and guidance; support of volunteers by making sure that they are welcomed, recognized and shown appreciation; encourage volunteers to join monthly team-building meetings; write thank you cards to volunteers; assist volunteers to obtain letters of reference; write articles describing successes of volunteers; and present volunteers with awards at end of term ceremonies. A full-time Member will oversee volunteer communication, information, screening, policies and job descriptions; recognition activities; annual measurement of impact; training and professional development opportunities. Waiver of Recruitment: N/A

Organizational Capability

a. Organizational Background and Staffing: JIQ's mission is to assist immigrant children and their families to reach their full potential by providing the myriad educational, social, emotional and human resources necessary for them to integrate fully into American society. To this end, JIQ provides comprehensive educational, social, health and human services in a multilingual and supportive atmosphere. While earlier Russian immigrants tended to settle to Brooklyn, the 1990s brought a new wave of Russian immigration with a high concentration hailing from Asiatic Russia who gravitated to Queens. A Queens community center and school which could serve the rapidly growing Bukharian community was an urgent imperative, and JIQ was therefore established. JIQ first opened its doors in September 2002 with 85 students. Enrollment has since surged, growing to 400 students in grades Pre-K & 12 to date, and 304 community youth in its after school programs. The agency also provides numerous community service programs for adults. Notably, JIQ's food pantry distributes packages to approximately 500 food insecure families. Contacts: The primary contact: Zalman Zvulonov, Executive Director; secondary contact: Shmuel Kogan, Director of Institutional Advancement. Both contacts may be reached at (718) 426-9369. Experience Administering Federal Funds: JIQ has been the recipient of federal, state and city funds to support its many educational and social service programs, including a UPK program; National School Lunch program; NYS Education Department 21st CCLC under the auspices of the JCC of Greater Coney Island, a multi-year award which was recently refunded at an increased service level; a NYS OCFS School-age Child Care program; and NYC DYCD OST and Service Learning programs for elementary, middle and high school youth. In August of 2009, grant funding from the NYS OCFS was awarded to the JCC of Greater Coney Island for an Advantage After-School

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program. JIQ was allocated funding through this award to operate a 5-year Advantage After-School program at its site. JIQ's programs have been refunded and renewed and routinely receive positive reviews. Experience Raising Funds for Service Activities: JIQ has operated a multi-year, DYCD-funded Service Learning program for its high school youth. Linkages with communal agencies and healthcare providers ensured a holistic service approach for participants. Service activities, combined with curriculum-based learning and reflection time, foster youth engagement in school and community, promoting responsible behaviors. JIQ implemented the Brighter Day Intergenerational Program, a community service program. The program received multi-year funding from private sources. JIQ operates the Clothes Closet, a community service program to distribute clothes to needy recipients. The program is funded by Ohr Avner. JIQ operates a Food Drive funded by from private donors and Ohr Avner. The Food Pantry receives support from Food Bank of NYC and City Harvest as well as from private sources. Sources of Funding, Percent Project Represents in Budget: Percentages of organizational funding sources are as follows: 37% tuition, 23% private donations, 14% National School Lunch program, 11% Department of Youth and Community Development, 4% 21st Century and NYS OCFS Advantage Afterschool Program, 3% city vouchers, 2% Universal Prekindergarten program, 2.5% rent, 2% Mandated Services and 1.5% catering revenue. The proposed project of \$189,302 represents approximately 5.7% of JIQ's total annual budget of approximately \$3.3 million. Support from CNCS: N/A % from CNCS: N/A Management Structure: JIQ is governed by a Board of Directors comprised of professionals and leaders who have experience in the target community and are familiar with its culture and challenges. The Executive Director, Zalman Zvulonov, oversees all organizational operations and reports to the BOD. Shmuel Kogan, Director for Institutional Advancement, reports to the Executive Director and BOD. The Controller oversees the Fiscal Services/Bookkeeping Department and reports to the BOD. The Directors of Community Services, Youth Services, and Early Childhood Services report to the Executive Director. BOD, Administrators and Staff Support/Role and Experience: Zalman Zvulonov, the Executive Director, has overall agency and fiduciary responsibility for the program and will, in conjunction with the board, make ultimate program decisions. As Executive Director since 2004, he has provided leadership to expand the agency which now serves as a highly acclaimed, multi-service and multi-funded educational and social service agency providing services to 700+ families and operating an annual budget of \$3.3 million. The BOD, together with the Executive Director, governs administration of all JIQ programs. JIQ's Board members hold leadership positions in the community and will utilize their contacts to spread the AmeriCorps mission to community corporations, institutions, businesses and associations. The BOD will review program reports and lend their financial and administrative expertise to the program. Shmuel Kogan will be the Director for the AmeriCorps program. He will maintain responsibility for Member recruitment, supervision and development;

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provide program orientation and coordinate Member training activities; act as a liaison to community organizations; supervise and report on volunteer recruitment and services and ensure program compliance with all AmeriCorps regulations. He is responsible for program quality and meeting or exceeding of performance measurements, goals and objectives and will report to the Executive Director. Mr. Kogan has extensive supervisory, management and coordination experience, having served as a middle school and high school principal, an administrator of the National School Lunch program grant at JIQ, and a director of several day camps, including one in which he managed to nearly double the enrollment, saving it from closing. Mr. Kogan is accredited from the Institute for Day School Management and Leadership at Columbia Business School in Executive Education and maintains a Certificate of Completion from the Research for Better Teaching. The Site Coordinator for the BJCC site, Isaac Wolwik has ten years of experience serving in management capacity at community centers. He will be responsible for the overall operation of the BJCC site, supervising Members and Volunteers and ensuring compliance with AmeriCorps regulations. The Site Coordinator will report to the Director. An experienced Evaluator will be hired who is an expert in developing evaluation instruments, analyzing program data, preparing program reports and modifying programs. Ms. Joan Alt will be the designated AmeriCorps program bookkeeper/fiscal officer. She will be paid by JIQ. Her work experience includes over 20 years of ensuring maintenance of effective internal controls; ensuring proper preparation for financial audits; payroll administration and distribution; and ensuring compliance with all fiscal requirements for private and public funding including numerous federal, state, and city grants. Integrating Program: N/A Financial/Programmatic Orientation, Training and TA, Compliance: The Director and Bookkeeper will receive coaching from an AmeriCorps provider and participate in CNCS training. The Director will attend a minimum of 30 hours of training and will orient the BOD to AmeriCorps regulations so they may effectively supervise the program. Training and/or orientation will be provided for AmeriCorps staff involved with financial and programmatic aspects of the program in order to enable them to carry out their responsibilities effectively and accurately according to Federal regulations. JIQ's certified public accountant reviews fiscal operations, ensuring transparency and accurate and responsible disbursement of grant funds. JIQ's staff hierarchy ensures that each program element is performed, recorded, reviewed, and reported for effective oversight. Staff handbooks will be used which outline the policies and procedures for the program and include the role/responsibilities of each key staff member as well as how their job duties impact program process. The Director will attend at least 30 hours of training on the program development topics offered through the Corporation's TA providers or local TA providers. JIQ will maintain a partnership agreement with BJCC, ensuring the center reports to JIQ and maintains compliance with AmeriCorps regulations. It will include a commitment from the Site Coordinator to participate in all AmeriCorps

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trainings provided by JIQ.

b. Sustainability: JIQ will share program results with its community partners to leverage support for the program making it sustainable beyond the presence of federal support. JIQ maintains close collaborations with a range of funding sources including the NYC DYCD, City Harvest, UPK, the State Education Department, the NYS OCFS and private foundations. JIQ will continue to seek local and state funding to sustain the program. Community leaders and donors will be invited to participate in program events and may be asked for financial support. JIQ will also apply to private foundations to support the program if needed. In addition, by fostering the spirit of volunteerism in the community, JIQ will help sustain service activities even after federal support is no longer available.

Stakeholders Involvement: JIQ maintains solid liaisons with diverse community stakeholders, including, but not limited to Astoria Federal Savings Bank, HSBC, Royal Stones Corporation and GNI Bakery. Elected officials supporting JIQ include NYS Senator Toby Ann Stavisky and NYS Assemblyman Andrew Hevesi. JIQ will partner with BJCC to provide the AmeriCorps program. The Bukharian Congress will help with the continuous assessment of community needs as will Forest Park Head Start and Children International. JIQ maintains close ties with these organizations, including serving as their SFA vendor. JIQ will collaborate with Good Will Industries for volunteer recruitment. The Food Bank of NYC and City Harvest will provide training on food safety for the nutrition component of the program. FECS will provide a social worker to train and guide mentors. B₂Above, an organization operating a network of community Head Starts, will help JIQ with needs assessments and will provide a nutritionist for the program to train Members working on Healthy Futures. Astoria Federal Savings Bank has donated computers to be used in the AmeriCorps program. JIQ participates in the Queens Partners in Caring Community Advisory Board, organized by FECS and the Jewish Child Care Association to discuss and plan programming and the best use of resources for the community. JIQ maintains contact with local political figures and the city council. Spokespersons, such as those from local police and the DA's office, make presentations at JIQ. Executive staff maintains ongoing ties to the community. JIQ partnered with the regional instructional specialist in what was then Region 3 for a technology grant.

c. Compliance and Accountability: The Director will ensure program compliance with all AmeriCorps regulations; be responsible for program quality and meeting or exceeding performance measurements, goals and objectives; and report to the Executive Director and BOD. The Site Director will report to the Director to ensure compliance through regular contact via email, phone and in-person meetings. JIQ has a comprehensive internal monitoring system in place. Program directors ensure that their program is in compliance with regulations and identify areas in need of improvement to administrative staff. An inconsistency in planned program activities, financial expenditures, or poor participant and/or staff attendance is detected by project director reviews. Directives regarding any program changes are issued

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by the Executive Director, as authorized by the board, during meetings with project directors and department heads held monthly and/or as needed. Personnel issues are identified through a system of staff supervision, training and mentoring. A grievance procedure is in place involving department heads and the Executive Director. Corrective action for any form of discrimination and/or harassment may include disciplinary measures up to and including termination of employment. Additionally, participant and community input via interviews and/or questionnaires play a key role in evaluating programmatic and personnel issues. Fiscal issues are monitored through reports submitted to the executive director, board of directors and program directors for review. Corrective action for unauthorized expenses may include disciplinary measures such as withholding from paycheck, and/or termination of employment.

d. Current and Former Grantees Only - Enrollment and Retention: N/A

e. Current and Former Grantees Only Performance Targets and Compliance: N/A

f. Multi-Sites: The program will operate at JIQ's site at 60-05 Woodhaven Boulevard in Elmhurst and at BJCC located at 106-16 70th Avenue in Forest Hills. BJCC and JIQ serve the same population, have a successful partnership history, and are committed to the AmeriCorps mission. In keeping with AmeriCorps regulations 45 CFR 2522.475, they involve many community members in operating and participating in the program and maintain innovative educational methods. BJCC opened in 2005 and serves a community of 50,000. BJCC has the support of private donors, thus making the agency well-positioned to increase JIQ's access to the community and to relationships with community stakeholders. Both sites meet many of the special considerations of the AmeriCorps regulations in 45 CFR 2522.450; both are community organizations, address local problem, addressing the needs of children and youth, address educational needs, and support a distressed community. BJCC is an impressive five floor building with the lower level totaling 8,000 sq. ft.; the main floor having the capacity to host 400 people; the second floor comprised of conference rooms; the third floor having an 8,000 sq. ft. event room; the fourth floor having 1,500 sq. ft. of space for programs; the fifth floor (6,000 sq. ft) having a receptionist desk, 16 offices, a tea room and a balcony. Separate rest rooms are located on each floor. Programmatic and Funding Relationship: JIQ and BJCC participate in programs funded by private donors to distribute food and books to low-income families. JIQ and BJCC regularly refer clients to each other for services. JIQ operated a DYCD OST program and utilized BJCC as a site for non-school days. JIQ also holds holiday fairs and events at BJCC.

g. Special Circumstances: Age, Rate of Growth: JIQ opened in 2002 with 85 students with enrollment growing to 400 in 2011. JIQ currently operates a UPK; distributes close to 7,000 food packages yearly; and provides extensive community programming. The increasing enrollment in JIQ and expansion of its services has occurred without compromising on high quality performance standards and clearly demonstrates evidence of JIQ's organizational capacity. JIQ owns and occupies a 6-story, brick

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building with 69,000 sq. ft. of floor space which is centrally located in Queens. High Poverty Rate, Scarcity of Philanthropic/Corporate Resources: In Queens CD 4, 73,927 persons received income support (Cash assistance [TANF], SSI, Medicaid) in 2009 (NYC Department of Planning). 25% of the Queens County school-age child care population lives in poverty. In the immigrant community, the percentage is far higher; 97% of the students enrolled in JIQ's programs are eligible for free/reduced-price meals. In School District 28, where JIQ is located, over 50% of schools are Title I schools. Unfortunately, with the global financial crisis, benefactors in JIQs community have been forced to cut the support of their many philanthropic activities, which has had an impact on service provision.

Cost Effectiveness and Budget Adequacy

a. Cost Effectiveness: Cost Per MSY: JIQ is requesting \$132,221 for 10 MSY. The cost per MSY is \$13,065, significantly lower than the NYS Office of National and Community Services' maximum cost per MSY, despite the fact that the program is operating in NYC, which has the highest cost of living index than any other city in the US (Runzheimer International). Diverse Non-Federal Resources: JIQ's budget offers to match 30% of the total program cost through carefully calculated leveraging. This exceeds the 24% match minimum for the first year. In addition, BJCC will contribute space, supplies and a Site Coordinator; Astoria Federal Savings Bank donated pre-owned computers; B₂Above Worldwide Headstart will provide a Nutritionist for training; and FECS will provide a social worker for training. JIQ's reputation for implementing innovative, successful community programming has generated the interest and support of local businesses, agencies and residents. Program partners and JIQ staff will offer their time in areas such as training, recruitment, outreach, etc. In addition, JIQ will offer space in its state-of-the-art facilities. The building has spacious classrooms, meeting rooms, computer lab, gym, kitchen, bathrooms on each floor and a selection of supplies and curricula. JIQ has a high quality infrastructure for fiscal, administrative and programmatic management. JIQ will provide in-kind funds toward salary and fringe, Member recognition and advertising.

b. Current Grantees Only: N/A

c. Special Circumstances: N/A

d. Budget Adequacy: Budgeted PERSONNEL costs include the salary/fringe of a Program Director who will dedicate 60% of his time to the program. This position is necessary and adequate for overall supervision of service activities and program compliance with all regulations, and Member and participant satisfaction assurance for a program of 10 MSY. JIQ's cadre of administrative and development personnel will support the Director and create a team of personnel sufficient to support program activities and achieve outcomes. Costs also include salary/fringe for a Site Coordinator who will dedicate 20% of his time to the program. While the Director will serve as the Site Coordinator for the JIQ site, this position is necessary and adequate for coordination of the site at BJCC. STAFF

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TRAVEL includes \$915 for staff to attend CNCS-sponsored annual grantee meetings so that staff will improve program components and network with other AmeriCorps grantees to further program outcomes. SUPPLIES have been budgeted at \$20 per week for 45 weeks. This includes basic office supplies necessary for Members to prepare for nutrition classes, assist with activities and homework and keep records and report on the program. 3 pre-owned computers at a total value of \$750 have been donated to JIQ by Astoria Federal Savings Bank and will be used for the program. MEMBER TRAINING will be ongoing and sponsored by JIQ. Training will help Members achieve program excellence and offer an ongoing avenue to discuss program direction, modifications and improvements that will help to achieve outcomes. EVALUATION costs are vital to assessing program outcomes. An outside Evaluator will be necessary to determine the data sets that need to be collected and to analyze outcomes. Evaluation costs are only for work that is necessary from an outside party. All supportive evaluation work will be done by existing program personnel. BACKGROUND CHECKS, averaging \$25 per Member, will be performed for all 23 Members to ensure the safety of program participants. JIQ will conduct criminal history checks which will include an FBI fingerprint check, state registry check and NSOPR. RENT is committed by JIQ and BJCC. Member living allowances and other incentives (e.g. education awards) will draw individuals to participate in the program. JIQ has budgeted for a health care plan (AmeriCorps benefits plan) for the 1 full-time Member. Administrative costs are charged to the Grantee and are less than 10%.

Evaluation Summary or Plan

N/A

Amendment Justification

N/A

Clarification Summary

Programmatic Clarification Items:

1. Please confirm your proposed grant award start date and member enrollment period start date.

The proposed grant award start date is 8/01/2012. The Member enrollment period start date is 09/01/12.

2. Please describe how the time allotment for both staff members was determined to be sufficient to meet the management and oversight needs of the grant. Describe how other staff involvement

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referenced in narrative but not included in the budget (i.e., the bookkeeper) will be funded.

Supervisory staff time allocated for this project in the budget includes a Program Director dedicating 60% of his time, or a minimum of 24 hours a week (on average), as well as a Site Coordinator dedicating 20% of his time or 8 hours a week (on average) annually. These are staff persons who are experienced in program management and are individuals who have a history working together in the development and administration of programs. Additionally, they are both on-site for over 30 hours per week, including during Member activities, and will closely supervise Member conduct on a daily basis. They will be readily available to provide Member support, interact with a contract manager, report to an evaluator, etc. JIQ determined this allocation of time based on its successful experience managing other government grants with many more participants and for longer hours.

In addition to budgeted staff, the AmeriCorps project will be supported by: a full-time After School Coordinator (funded by NYS OCFS Advantage/NYSED 21stCCLC/NYC DYCD OST) who will assist with the direct supervision and training of Members; experienced office staff (paid by JIQ) who will assist with recruitment activities and maintaining program records; and a full-time Member who will coordinate and manage volunteer activities to ensure that these outcomes are met and volunteers are satisfied with their service.

JIQ has a diverse range of funding sources which support existing staff and consultants. The Bookkeeper's salary is paid by the Jewish Institute of Queens. (The Bookkeeper has been with JIQ since its inception.) The consultant Nutritionist who will provide Member training is paid by B&Above Worldwide Headstart. The Social Worker who will provide Member training is paid by FECS.

3. Please provide additional information about the specific member activities that would lead to increased performance in literacy and math. Describe the current level of performance in math and literacy of the target population, and the need for this intervention. How will the program identify students who need this assistance to be matched with a mentor? What activities will the mentor do to lead to increased academic performance in these subject areas?

In 2011, 38% of JIQ students scored below 45% (failed) in math and/or literacy on the Iowa Tests of Basic Skills (Title I School Records 2011).

Iowa Test scores, school report card grades, and teacher and parent input will be used to determine

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participant eligibility for the mentoring activity. This will involve review of student report cards and teacher and parent input. Factors that will be considered include grades, classroom behavior, school attachment, etc. Participants will be enrolled according to priority needs.

Mentoring activities will supplement the academic support students receive during the school day and/or after school. Mentors will involve their mentees in various activities which build responsibility, develop confidence and leadership skills, and encourage them to appreciate academic success. They may read and discuss books and/or newspaper articles (literacy skills); get involved in enjoyable activities which build academic skills (e.g. wood working, science experiments, art, sports, library time, journal writing, service learning, etc.); prepare career plans; and talk about their experiences at home and in school. The mentor will help his/her mentee organize school assignments and ensure that homework is done on time. This kind of mentoring has shown to be crucial to improving academic success and leading to improved grades.

4. Please describe how the program will ensure that children being mentored meet the definition of disadvantaged youth required by the national performance measure. Also clarify the number of hours mentors are meeting with their mentees each week since the mentoring definition requires meeting with the same mentor for two to three hours per week for 12 months. (As currently stated, the program does not appear to meet the requirements; it's unclear how long each of the three meetings per week is, and the plan is to meet for 45 weeks versus 12 months). Identify the age or grade level of students who will be mentored.

Disadvantaged Youth: JIQ and BJCC participants are economically disadvantaged as demonstrated by their eligibility for free or reduced lunch. In fact, 97% of the students enrolled in JIQ's programs are eligible for free/reduced-price meals (JIQ School Records 2011). In addition, as required by the national performance measure, participants are also limited English proficient and/or at-risk of leaving secondary school without a diploma. In the local neighborhood, more than half the population is foreign born. Twenty eight percent are not proficient in English, of which a 1/3 speaks Russian as their primary language (NYC Department of City Planning 2005). It is these Russian-speaking families who are targeted for services by JIQ and BJCC. 20.3% of adults over age 25 in Queens did not graduate high school (NYC Department of City Planning 2005), and the current student population is at-risk of continuing this trend.

Prior to enrollment in the program JIQ will verify income eligibility (through school records / free or

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price reduced lunch eligibility) and English proficiency levels (determined through student testing). The documents will be kept on file for each participant.

Mentor/Mentee Meeting Hours: Mentors/mentees will meet regularly over a period of 12 months, a minimum of three hours per week (excluding holidays / school vacation weeks). JIQ has dedicated 6 MSY to the mentoring activity which represents 10,700 hours of service. This allows for a minimum of 135 hours of mentoring per participant, in addition to time for mentor training and related activities.

Age or Grade Level of Students who will be Mentored ∫ Mentees will be youth in grades 1 through 8.

5. Provide additional description of the member activity for nutrition education and how the program will determine who is in need of this intervention.

Member activity: JIQ will provide 100 individuals with nutrition education and counseling. This will include group classes and in-person and/or over the phone family/individual counseling. The counseling will help participants to understand their nutrition needs, assist them in planning healthy menus, and ensure that they have access to nutritious foods. While Members will make sure to direct food insecure families to entitlement programs which will alleviate their hunger, this will not be the sole focus of the program (per AmeriCorps requirements and family needs).

Members will also improve the current Food Pantry program at JIQ and BJCC. They will review the current food orders and make necessary adjustments to ensure that the packages contain the proper balance of nutritious foods.

At set intervals throughout the year, Healthy Futures Members will distribute questionnaires to JIQ and BJCC Food Pantry recipients, BJCC families, and JIQ school parents. Questionnaires will be completed by heads of households on-site and handed in to the Members. The survey will indicate food-related conditions in the household, each of which will be designated (according to the USDA definitions of Hunger and Food Security) as having:

High food security: No reported indications of food-access problems or limitations.

Marginal food security: One or two reported indications, typically of anxiety over food sufficiency or shortage of food in the house. Little or no indication of changes in diets or food intake.

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Low food security: Reports of reduced quality, variety, or desirability of diet. Little or no indication of reduced food intake.

Very low food security: Reports of multiple indications of disrupted eating patterns and reduced food intake.

Members will phone/personally approach individuals classified as having low food security or very low food security to encourage their participation in the JIQ AmeriCorps program.

6. Describe the need for a member to serve as a full-time volunteer coordinator.

A full-time volunteer coordinator is needed to oversee the recruitment and management of 3-4 volunteers per day. This Member's activities will ensure that there is a sufficient pool of qualified volunteers to assist in the program each day. The volunteer coordinator needs to work full-time in order to perform his/her duties of overseeing volunteer communication, information, screening, policies and job descriptions; recognition awards; annual measurement of impact; training and professional development opportunities.

7. Describe the organization's current programming in these areas, and the outcomes or impact of such efforts.

Education: In 2011, JIQ's comprehensive after school program included a mentoring component involving 100 youth. Overall, the after school program has shown significant success. 100% of enrollment was achieved consistently across programs and projected participation rates were exceeded.

In the 21st CCLC program, 60% of participants increased their mathematics grade by half a grade or more; and 45% participants increased their reading/language arts grade by half a grade or more.

Healthy Futures: Currently, JIQ and BJCC's food pantries distribute 585 food packages annually. No nutrition education is provided.

8. Please provide additional information about how AmeriCorps members would add value and have an impact on these issues; it is not clear what services may already be provided.

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The 100 mentor/mentee matches sustained in 2011 represent less than 1/3 of JIQ after school program participants which number over 330! At BJCC, there are 5 mentor/mentee matches, but there is a strong community need for additional services. With the requested AmeriCorps funding, the impact of JIQ's after school program and BJCC community services will be much stronger. MORE MENTOR/MENTEE MATCHES will be formed. Currently, there are not enough mentors for each at-risk child to receive the INDIVIDUALIZED mentoring services s/he needs. There are insufficient funds in the after school program to expand the mentoring component.

The proposed AmeriCorps funding would result in the implementation of a critically needed Nutrition Education program at JIQ and BJCC. Food insecure families and individuals who have been receiving food packages will additionally receive the direct support they need to change their household food status and alleviate the risk of long term hunger. Food packages will also contain a healthier balance of food, thereby helping to improve the diet of seniors, parents, and children who benefit from the packages.

Performance Measure Clarification:

Education Performance Measure:

1. Based on the narrative, the targets appear to be three-year values; please revise to be one-year targets.

The targets identified in the performance measure section are one year values.

Each year of the program, JIQ plans to sustain 56 youth/mentor matches. Each year, 70% of the 56 participants will demonstrate improvement in literacy and/or math.

2. Please further describe, beyond what is already in the narrative, how the target numbers were identified.

The need for a minimum of 56 youth/mentor matches was determined based on requests by teachers and after school group leaders. In its current mentoring activities, JIQ has successfully maintained 100% of its mentor/mentee matches. Therefore, it projected this success rate for its AmeriCorps

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program as well.

A review of similar program models by JIQ staff has shown that in quality mentoring programs, typically approximately 60 to 80% of participants improve their academic achievements. JIQ therefore identified a target of 70% of participants who will improve in math and literacy.

3. Please describe what the program will count as "improved academic performance"; also specify what tests will be used to assess academic performance and whether those tests meet the standards of the education performance measure.

Improved academic performance will be measured by improved scores on the Iowa Tests of Basic Skills (ITBS) which will be given to youth prior to participation in the program as well as toward the end of the program year. The ITBS are standardized tests provided by the College of Education of the University of Iowa and are validated by states and schools across the country.

Healthy Futures Measure:

1. Describe what level of service (e.g., number of visits) is necessary to participate in this activity to achieve the desired outcomes. Describe how the program will determine the level of intervention needed to meet this outcome.

JIQ anticipates that the level of intervention required by participants will vary, depending on their level of food insecurity. The level of intervention required to meet stated outcomes will be determined as follows:

Periodically throughout the year, Members will distribute questionnaires to Food Pantry participants and/or school parents to determine their food security levels. Questionnaires will be completed on-site and submitted to designated nutrition education Members. Eligible participants (according to priority need) will be encouraged to participate in the nutrition education and/or counseling service provided by the AmeriCorps program. At the initial meeting with the participant, a Member will help them develop an individualized food security plan, which will include the number of workshops/counseling sessions they will need to participate in to reach their goals. JIQ is projecting that participants with low food security will need to participate in 6-8 sessions to achieve desired outcomes, while participants with very low food security will require 12-20 sessions. This is based on the need of participants to at minimum, 1)

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develop goals, 2) participate in a series of 3 workshops on health education, 3) meet with a counselor individually to follow up/discuss barriers to success and receive referrals, 4) follow up again several weeks later to discuss progress and achievements. Participants with higher levels of food insecurity, and or larger families, will require additional counseling and follow up.

2. Clarify how the program ensures that individuals being counted in this measure meet the definition of "low" or "very low" food security.

As noted above, prior to participation in the program, each individual will complete a questionnaire, on-site, which assesses their eligibility to participate in the program and their level of need. A Nutrition Education Member will review the survey and label the participant as having low food security or very low food security.

3. Please further describe (beyond what is already in the narrative) how the program determined the target values for both the Output and the Outcome. How does this compare to the number already being served?

JIQ and BJCC's Food Pantry programs currently distributes food packages to 585 families. Prior to participation in the programs, program staff conducts brief surveys of these families' household conditions and ask for their Medicaid card. Based on this initial assessment as well as ongoing interaction with these families, JIQ Food Pantry staff determined that, at minimum, 100 of these families are food insecure and require intervention to alleviate long-term hunger. This determination was further supported by data collected by the school from its parent body to determine eligibility for free and/or price reduced lunches. In this way, JIQ identified its output target of 100 individuals in the health education program component.

JIQ based its target outcome of 60% of participants increasing their food security on their research of other successful nutrition education programs such as the Expanded Food and Nutrition Education Program (Iowa State University) and the Adult Nutrition Education Program at the University of California.

Currently, families receiving food packages through the JIQ and BJCC Food Pantries are not receiving any nutrition education. Therefore, the impact of this new program will be significant, with 0 individuals being served previously and 100 being served through AmeriCorps.

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4. If target values are three-year values, revise to be one-year values. Describe how you will ensure an unduplicated count of beneficiaries.

The target values are one year values. Each year of the program, 100 low-income individuals will receive the support, services, education and/or referrals they need to alleviate long-term hunger (low food security). Each year, 60% of the 100 participants will report that they had increased food security for themselves and for their children.

Data on each individual participant will be maintained in the program's computer files to ensure an unduplicated count of beneficiaries. Participants will be counted only once, upon their initial enrollment in the program, to ensure that the count is not duplicated when various types of services are provided.

5. Please further describe how the questionnaire will be distributed and collected, and what information will be gathered to assess level of food security.

At the end of the program, Members will distribute a survey to the adult family member who received the services. The survey will be completed on the spot and collected by Members. The survey will include questions as to the kinds of food eaten in the household, how often balanced meals were eaten each day, the level of worry experienced in the household that food would run out before money was obtained to buy more, how often meals were skipped because there wasn't enough money for food, how often less was eaten at meals because there was no money for food, how often someone in the household complained of hunger because there was no money for food, how often weight was lost because there was no money for food, how often someone did not eat a whole day because there was no money for food.

Budget Clarification:

1. Personnel Fringe Benefits: the fringe benefits of the site coordinator are matched by an individual donor. In the source of Funds it appears there would be \$535 of fringe. The components of the fringe section tally \$454. Please align the benefit and the match sections.

The fringe benefits of the Site Coordinator come to a total of \$882. The source of funds will be corrected to read δ Bukharian Jewish Community Center - \$7,882 for the salary and fringe benefits of the Site

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Coordinator.

2. Section C. Staff Travel: provide justification for \$650 airfare. Include per night calculation for lodging. Member Travel: in clarification narrative, explain how any member travel costs (i.e. training) will be covered.

Staff Travel - The numbers which currently appear represent two meetings (not one).

Staff Travel will be revised as follows: 2 staff x 2 meetings (Bi-Annual CNCS Sponsored Meetings in Washington DC): \$325 airfare, \$25 ground transportation, \$135 lodging (one day), \$17.50 per diem x 2 staff = 1,005 x 2 meetings = \$2,010.

Member Travel: Member training will be provided on site at JIQ and BJCC and therefore no funds were included for Member travel.

3. Section E. Supplies: Please clarify if the three computers are allocated solely to AmeriCorps program. Identify who will use the third computer, given that there are two staff. Please identify consumable supplies.

Computers - 1 computer is for use of the Program Director and two are for Members. The computers will be dedicated to the AmeriCorps program. One will be used for tracking program attendance and outcomes, preparing Member recruitment, training, and recognition materials, and generating reports. The other two will be used by Members to input data regarding their service hours and available for other program use during program activities.

Consumable supplies include supplies for Member training (software and hand-outs), Member badges (with AmeriCorps logo), as well as mentoring supplies (project supplies and books) and health education supplies (printing materials: paper, ink, etc.).

4. Section G. Please supplement the staff and Member training descriptions in the budget narrative to explain the nature of the expenses. Topics, food, housing expenses, trainers, materials, meeting room etc. should be itemized.

Staff Training - The Program Director will participate in 30 hours of training. Topics will include

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Program Development, Community Partnerships, Program Management/Staff Supervision, Reporting, Training, and Environment. These will be divided into five 6 hour workshops (30 hours), at a cost of \$100 per workshop. $5 \times \$100 = \500 . Workshops will be provided by the NYC Child Care Resource and Referral agency.

Member Training: \$1,600 was allocated for 32 hours of training. $32 \text{ hrs} \times \$50 \text{ per hour (on average)} = \$1,600$. Training will include pre-service training, monthly training, mid-year in-service training and end of year training. This training will include Program Skills and Service Reflection (Nutritionist - \$500 for 10 hours annually or the Social Worker on Mentoring - \$500 for 10 hours) in addition to another 12 hours of training which will include part of the Site Orientation (JIQ Afterschool Coordinator); Community Needs and Strengths (JIQ's Community Service Director, After School Coordinator, School Principal, and the Youth Services Director); and volunteer recruitment (JIQ development staff and representatives from volunteer action agencies).

5. Section I. Other Program Operating Costs: Criminal history checks: Please verify that criminal history checks will include a FBI fingerprint check as well as a state registry check and NSOPR for all employees or individuals who receive a living allowance or salary.

JIQ will conduct criminal history checks which will include an FBI fingerprint check as well as a state registry check and National Sex Offender Public Registry (NSOPR) for all employees or individuals who will receive a living allowance or salary through the AmeriCorps program.

6. Section I. Other Program Operating Costs: List the items included in recognition costs.

Personalized in appreciation cards with pictures of Members involved in service, mailed twice per year ($\$5 \text{ per card} \times .45 \text{ mailing} \times 3 \text{ times per year} \times 23 \text{ Members} = \155.25).

Certificates/Awards given at the graduation ceremony - $\$3.87 \times 23 \text{ Members} = \89.01

AmeriCorps Alums pins and water bottles distributed at the end of a year of service - $\$10 \text{ per Member} \times 23 = \230 .

7. Source of Funds: Please identify the source of the cash match from JIQ. The nutritionist that will provide the training was not included as a consultant. This is listed in the match but not in the member

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training nor in the consultant section. Please adjust. The calculation in the match and fringe sections do not match and need adjustment. Ensure that the Source of Funds equals the Grantee Share.

The source of the cash match from JIQ is the Federation of Jewish Communities of the CIS (FJC).

The Nutritionist and Social Worker are included in the revised justification of the Member training.

The funds listed in the Source of Funds will be revised as follows to ensure that match and fringe sections match and that the Source of Funds equals the Grantee Share:

Match Description

JIQ will contribute \$49,386 for personnel salary/fringe, staff travel, training, evaluation Member recognition, supplies, Member medical insurance, and administrative costs. The Amount is \$49,386; the Type is Cash; and the Source is Private.

Astoria Federal Savings Bank will contribute pre-owned computers valued at \$750. The Amount is \$750; the Type is In Kind; and the Source is State/Local.

B'Above World Headstart will provide a Nutritionist for training at \$500. The Amount is \$500; the Type is In Kind; and the Source is Private.

FEGS will provide the services of a Social Worker for training at \$500. The Amount is \$500; the Type is In Kind; The Source is Private.

Bukharian Jewish Community Center will contribute the salary and fringe benefits for a Site Coordinator at \$7,882. The Amount is \$7,882; the Type is Cash; and the Source is Private.

The Total Source of Funds is \$59,018.

Continuation Changes

N/A

Required Documents

Document Name

Status

Evaluation

Not Applicable

Labor Union Concurrence

Not Applicable