

# Narratives

## Executive Summary

This planning grant will be used to develop an AmeriCorps program which will identify, engage, recruit and train economically disadvantaged tribal members on ten reservations in Southern California in the area of disaster services. These tribal AmeriCorps members (members) will apply those skills in their respective tribal communities by conducting disaster planning, mitigation, response and recovery activities, resulting in increased safety and preparedness on these reservations. AmeriCorps members will conduct home inspections, install fire alarms, clear brush, and conduct fire prevention, safety and evacuation planning seminars for youth, seniors, the disabled, and other high-risk community groups. AmeriCorps members will also be trained to respond to disasters that may impact their reservation and surrounding area. Specifically, they will be trained in the provision of sheltering and other support services, such as staffing a Local Assistant Center and providing Disaster Case Management, and they will be immediately deployable in crisis situations in the region.

## Rationale and Approach/Program Design

### INTRODUCTION

San Diego County is home to more Indian Tribes than any other county in the contiguous United States. The Inter Tribal Long Term Recovery Foundation (ITLTRF) is a non-profit, 501(c)(3) organization comprised of ten federally recognized Tribes in Southern California. It was founded in October 2007 in the aftermath of the devastating wildfires in San Diego County to support and coordinate recovery efforts for the tribes and to help streamline funding during crises. The ITLTRF serves as an inter-tribal resource and network that provides immediate assistance with disaster preparedness, coordination of emergency response, and long-term recovery needs. ITLTRF supports and promotes sharing of disaster relief information, simplification of access to disaster relief services, and the provision of mutual assistance to tribal communities that have experienced natural disasters. The mission of ITLTRF has expanded over the past five years to encompass long-term disaster planning, mitigation and response strategies.

Representatives from ten of the eighteen federally recognized tribal nations in San Diego County sit on the Executive Board of ITLTRF. They provide leadership in the development of the organization's strategic plans and community outreach. Although our primary outreach is to the Native American communities in Southern California, our service area and community outreach includes all individuals on tribal lands affected by natural or manmade disasters; this includes visitors, employees,

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renters, and neighbors to tribal lands, an area with a total population over 40,000.

### **RATATIONALE**

Because tribes are heavily dependent on natural resources, severe weather events like droughts, floods, earthquakes and wildfires make tribal communities particularly vulnerable and impact American Indians and Alaska Natives more than they impact the general population. Southern California tribes are at heightened risk, as they are located in areas of sustained heat waves and droughts, making them particularly at high risk for wildfires. Three of California's worst wildfires in the state's history have occurred over this past decade in Southern California with many thousands of homes destroyed, hundreds of thousands of acres burned including tribal lands, and a substantial loss of life and property as a result. In the past ten years alone, three catastrophic wildfires raged on the Southern California reservations in 2003, 2005, and 2007. In 2007, fires burned 94% of the La Jolla Reservation and displaced hundreds of its residents for months.

While ITLTRF's ten member tribes are located in areas at high risk for wildfire and other disasters, they have limited capacity to plan for and respond to major disasters on or near their reservations. 75% of our tribes employ professional emergency response personnel; however the remaining 25% who have little resources are located in the most remote, mountainous, and vulnerable locations for wildfire. These tribes do not have dedicated emergency management personnel, utilizing instead either volunteer first responders or else adding the emergency responsibility to the duties of the tribe's chief law enforcement officer. As a result, the resources of our tribes are severely strained when such disasters occur.

### **APPROACH**

An AmeriCorps planning grant will give our member tribes the opportunity to build their emergency planning, mitigation and response capacity through a strategy utilizing AmeriCorps members. Our planning phase will lead to the recruitment and training of five AmeriCorps members for each of the ten member tribes, through a separate proposal submission in spring 2014. These 50 AmeriCorps members will be recruited from their respective tribes, trained, and then deployed in support of each tribe's emergency planning, mitigation and response activities.

During times of normal operations, Tribal AmeriCorps members will support the tribe's safety,

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preparedness and mitigation efforts for all hazards. They will be involved in measures to minimize the risk of home fires, and increase community awareness of fire prevention and planning activities. Specifically, AmeriCorps members will be trained to conduct home inspections, install fire alarms, clear brush, and conduct fire prevention, safety and evacuation planning seminars for youth, seniors, the disabled, and other high-risk community groups. AmeriCorps members will be also trained to respond to disasters that may impact their reservation and surrounding area. Specifically, they will be trained in the provision of sheltering and other support services, such as staffing a Local Assistant Center and providing Disaster Case Management, and they will be immediately deployable in a crisis situation, wherever it occurs.

The disaster planning, mitigation and response training provided to AmeriCorps members will also provide tangible skills for tribal members which will be transferrable to any reservation to which they might relocate.

The planning process will be utilized for each tribe to assess its needs/use for and modify their respective AmeriCorps programs to make it best meet their tribe's needs. Once awarded the grant, ITLTRF will work with each member tribe to identify a primary point of contact. This individual might be from the tribe's emergency management agency, or if no such department exists, it could be a representative from the tribe's law enforcement or tribal chairman's office. These ten individuals will comprise the core of ITLTRF's AmeriCorps planning team, which will be led by the ITLTRF.

We will also engage the services of a consulting firm skilled in disaster planning, mitigation and response assessments and gap analysis to assist us during this planning phase. That firm has not yet been identified, but we will solicit competitive proposals from capable firms, with a preference for firms owned by Native Americans and/or with experience working with Native American tribes.

The following activities will be conducted during the one-year grant planning period.

- 1) Plan and conduct assessments of all ten tribes, two to three site visits per quarter. ITLTRF will oversee the planning for the assessments, which will be conducted by the consultant.
- 2) Conduct two meetings of the ten core members of ITLTRF's Tribal AmeriCorps Planning team. The

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first meeting will be convened within six weeks of receiving the grant to initiate the planning process. The second meeting will be held approximately nine months into the grant, after the majority of the tribal assessments are completed. The purpose of the second meeting is to discuss and obtain input/approval from the ten member tribes on a proposed plan-of-action from ITLRF for the 2014 grant application. These two meetings will be held in a central location which is accessible to all ten tribes. ITLRF will plan the meetings and create agendas. The meetings will be facilitated by the consultant.

3) Devise a strategy to utilize AmeriCorps members in the tribes' disaster planning, mitigation, response and recovery efforts. These activities may include clearing brush; conducting home inspections and installing home fire alarms; conducting prevention and evacuation planning presentations to at-risk groups such as youth, the disabled and seniors; and staffing emergency shelters during times of crisis. The specific activities will depend on the needs identified during the assessment for each tribe.

4) Devise an AmeriCorps program structure. Roles and responsibilities will be clarified. A tribal staff person, hereafter referred to as "Tribal AmeriCorps Representatives," will be identified on each reservation to oversee their tribe's AmeriCorps program and AmeriCorps members. There will be a plan to add this AmeriCorps responsibility to the job description of the ten Tribal AmeriCorps Representatives. The role of ITLRF as the central management agency will also be detailed and agreed to by member tribes. A system and protocol will be established for ITLRF to communicate and coordinate with Tribal AmeriCorps Representatives.

5) Establish a plan and protocol to reallocate AmeriCorps members among tribes and to other nearby communities during times of crisis and heightened need. The tribes will discuss utilization of the AmeriCorps resources during regular operations and in times when extenuating circumstances require reassignment of resources. Plans will be devised to transport and house AmeriCorps members from their home reservation to the crisis location, and to ensure their safety

6) Devise a recruitment strategy and process geared to tribal members and needs. We will develop a communications plan to announce the AmeriCorps member position openings, assuming approval of our 2014 proposal for an AmeriCorps Competitive Grant for Indian Tribes. We will identify

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communication channels on the reservations such as the tribes' websites, newspapers and other communications vehicles. We will also draw on the cooperation of each tribe's schools, TANF (Temporary Assistance to Needy Families) agencies and other social service organizations to help us identify tribal members who are both capable and in need of employment. We also plan to utilize nativehire.org as an additional tool to recruit tribal members.

7) Develop criteria for selecting AmeriCorps members from the applicant pool. The core team will develop standards and criteria to select candidates for AmeriCorps positions.

8) Devise a compensation structure for AmeriCorps members. The core team will develop a compensation structure for AmeriCorps members. Consideration will be given as to whether to make the program a residential or non-residential compensation structure. The tribes will also consider the resources they can devote to the program, including in-kind contributions.

9) Develop an AmeriCorps member procedures manual. Roles and responsibilities of AmeriCorps members will be outlined in a procedures manual, so that prospective candidates are aware of what is expected of them in their AmeriCorps position.

10) Develop a training curriculum for new AmeriCorps members. The corps team will ensure that AmeriCorps members receive appropriate training through a rigorous curriculum which prepares them for their duties before, during and after crises.

11) Develop an AmeriCorps training and awareness program for Tribal departments. Those tribal agencies who will be engaged in the AmeriCorps program need to understand the AmeriCorps program, processes and procedures. They also need to know who to contact if problems arise with any AmeriCorps members.

12) Develop program tracking and financial management systems. ITLTRF will modify its tracking and financial management systems program to be in compliance with reporting requirements of an AmeriCorps staffed program. If necessary, new systems, processes and procedures will be established to ensure that ITLTRF is able to track AmeriCorps program activities and outcomes as necessary.

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### PROJECT TIMELINE

August 25, 2013

Grant agreement signed (AmeriCorps/ITLTRF)

September 1, 2013

Project start date (ITLTRF)

September 7, 2013

Identify contact at each of the ten member tribes (ITLTRF\_)

September 15, 2013

Hold kick-off planning conference call

(ITLTRF/Consultant and Tribal AmeriCorps Representatives from Member Tribes)

October 15, 2013

Hold two-day planning meeting with representatives from all ten member tribes

(ITLTRF/Consultant and Tribal AmeriCorps Representatives from Member Tribes)

October 2013 -- August 2014

Conduct assessment of one each of the ten member tribes (one/month)

(Consultant, in close coordination with ITLTRF)

October 2013

Launch project website and list serve for communication among the Tribal AmeriCorps  
Representatives

(ITLTRF)

December 15, 2013

Submit quarterly program report (summary of first two tribal assessments)

(ITLTRF/Consultant and Tribal AmeriCorps Representatives from Member Tribes)

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March 15, 2014

Submit quarterly program report (summary of next three tribal assessments)  
(ITLTRF/Consultant and Tribal AmeriCorps Representatives from Member Tribes)

April 2014

Anticipate release of the Request for Proposal (RFP) for the AmeriCorps Competitive Grants for  
Indian Tribes Program  
(AmeriCorps)

April 2014

Hold two-day planning meeting with representatives from all ten member tribes  
(ITLTRF/Consultant and Tribal AmeriCorps Representatives from Member Tribes)

May 2014

Prepare ITLTRF proposal for the AmeriCorps Competitive Grant for Indian Tribes Program (due in  
Spring 2014)  
(ITLTRF)

June 15, 2014

Submit quarterly program report (summary of next three tribal assessments)  
(ITLTRF/Consultant and Tribal AmeriCorps Representatives from Member Tribes)

September 15, 2014

Submit quarterly program report (summary of next three tribal assessments)  
(ITLTRF/Consultant and Tribal AmeriCorps Representatives from Member Tribes)

September 15, 2014

Notification of approved AmeriCorps Competitive Grant for Indian Tribes  
(AmeriCorps)

September 30, 2014

Submit final program report (summary of all ten tribal assessments, along with a plan for AmeriCorps)

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proposal)

(ITLTRF/Consultant and Tribal AmeriCorps Representatives from Member Tribes)

September 30, 2014

Sign grant agreement for AmeriCorps Competitive Grant for Indian Tribes

(AmeriCorps/ITLTRF)

October 1, 2014

Grant period begins for ITLTRF's new AmeriCorps Competitive Grant for Indian Tribes

(ITLTRF)

### **Organizational Capability**

ITLTRF has provided training, technical support and financial management for Southern California tribes since its founding in 2007. The ITLTRF has proven experience in program and fiscal management. As just one example, FEMA contracted with ITLTRF in August 2012 as the Region IX Tribal Preparedness Partner for its regional tribal meeting. ITLTRF coordinated travel for over 80 tribal representatives from four states (CA, NV, AZ and NM) and managed travel reimbursements totaling \$117,000. The ITLTRF was contracted in 2012 by the Rincon Tribe to act as fiscal agent for a \$156,000 Tribal Homeland Security Grant Program (THSGP). Corporate donors regularly call on ITLTRF to distribute grants to the tribes. Additionally, ITLTRF provides CERT certification training, having conducted a regional CERT Train-the-Trainer courses to 60 emergency managers in 2 California tribal locations over the past year. ITLTRF also acted as fiduciary and grants manager for San Diego Gas & Electric's Community Safety Grant Initiatives for its member tribes and ITLTRF manages a co-operative grant from FEMA for purchase of a disaster response vehicle for the Rincon Tribe.

Theresa Gregor, Chief Executive Officer of ITLRF, brings 6 years of experience. She began work for the ITLTRF in the aftermath of the 2007 wildfires by hosting a disaster recovery meeting for affected tribal communities. She was then asked by tribal leadership to continue to facilitate the recovery effort and coordination of resources for tribes. Her work led her to assist the La Jolla Tribe with its Disaster Assistance Center, where she continued to broker partnerships and facilitate meetings for long term tribal recovery. In 2010 she was hired as the Executive Director for ITLTRF. She is a CERT instructor for Basic CERT and Train-the-Trainer, she has completed courses in Emergency

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Management for Tribes, Hazard Mitigation Planning, Continuity of Operations, and sits on numerous boards in the region. Most notably, Theresa is the Southern California Tribal Chairman's Liaison to San Diego County's Unified Disaster Council, she is a board member of the National Tribal Emergency Management Association (iTEMA), and also sits on the National Congress of American Indians-American Red Cross Workgroup. As a Kumeyaay descendant of the Iipay Nation of Santa Ysabel where she was raised, protecting tribal lands, people, and culture is a core part of Theresa's life because she is a member of the community she serves.

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

Ten southern California tribes will be served under this planning grant. Its goal is to plan for Program to utilize five AmeriCorps members in roles to support disaster planning, mitigation AND response initiatives for each of the ten tribes. These tribes are located in rural locations with sizable land mass but relatively low populations. Many are unable to sustain adequate emergency management operations and personnel. AmeriCorps members, if secured, can help fill some of their gaps in preparing for and responding to disasters. Yet it would be uneconomical for any one of the tribes to apply for an AmeriCorps grant on their own. The management, reporting and overhead required to support such a comprehensive program makes it prohibitive.

Our plan to ITLTRF as the central management and fiscal agent leverages the resources and capabilities of our regional organization to help make it possible to bring invaluable AmeriCorps resources to the individual member tribes.

Five of our member tribes have casinos and thus have more resources at their disposal. Meanwhile, our other five tribes have no casinos, no tax base, high unemployment and they are resource poor. Therefore, we are requesting a match of 14% instead of 24%. This plan is also cost effective because it allows five of the tribes with resources to help fund the program, to the benefit of the five other tribes with limited resources.

We believe that our plan is also cost-effective in that the duties planned for AmeriCorps members to provide are distributed between disaster planning, mitigation and response duties. Response duties, while critical, are for limited time periods. Our plan to utilize AmeriCorps members for mitigation strategies is a significant investment, best described in a 2005 study, by the Multihazard Mitigation Council (MMC). The MMC study, Natural Hazard Mitigation Saves: An Independent Study to Assess

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the Future Savings from Mitigation Activities, found that every \$1 spent on mitigation saves society an average of \$4. These savings realized will go a long way to support our ten member tribes.

### Evaluation Summary or Plan

N/A

### Clarification Summary

July 12, 2013

Clarification Narrative

RE: AmeriCorps Indian Tribes Planning Grant 2013 --  
Application # 13TN151450

Organization: Inter Tribal Long Term Recovery Foundation (ITLTRTF)  
33485 Valley Center Road  
Valley Center CA 92082-6047

ITLTRF Contact: Theresa Gregor  
Contact Phone: 760/473-2013 (cell) or 760/2327 (office)  
Contact Email:: Theresagregor@yahoo.com

Grant amount: \$58,686.

Budget Clarification Items:

1. The current CCR registration expires 7/29/13. If selected for funding, the registration will need to be renewed prior to award of the grant.

Response: ITLTRF has updated its registration and migrated it to the SAM system ([www.sam.gov](http://www.sam.gov)).  
Organizational DUNS # is 830197633.

2. The Cost Effectiveness and Budget Adequacy section of the application narrative indicates that the program requests a match of 12.5% rather than 25%, but the application budget includes a match of

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25%. Applicants must provide 24% of the total project cost in match. Match may be cash or in-kind. Please confirm in the Clarification Narrative section of the application whether the program is able to meet the 24% match requirement. If the program is unable to meet the match requirement, it may request a waiver by following the instructions included in the second attachment on the email that included this letter. If the program is applying for a match waiver, please indicate in the Clarification Narrative that you are making this request.

Response: ITLTRF is requesting a waiver of half of the match (12% or \$9,208) due to financial hardship. We have submitted a tribal waiver separately per your instructions.

3. In the Clarification Narrative section of the application, please describe in more detail how the program will develop diverse resources to implement and sustain the AmeriCorps project.

Response: ITLTRF will pursue a number of sources during the planning grant period. We will encourage our ten member tribes who are participating in this project to plan to allocate funds to support the match for the implementation grant proposal in 2014, and to consider making in-kind contributions (e.g. meeting facilities) wherever possible. We will also pursue funding from other foundations, including one operated by a consortium of tribal casinos located in the region. ITLTRF may also hold a second fundraiser in 2014, in addition to the annual fundraiser the organization holds to cover its operating budget.

4. In the Clarification Narrative section of the application, please provide more detail related to the source of match and describe how the program will secure additional commitments to support the planning grant, if necessary.

Response: ITLTRF proposes supporting its half-match contribution of \$9,208 from the staff salary and fringe budgets. The source of these funds is an annual fundraiser which ITLTRF holds to cover its operating costs. If additional funding sources are needed for the planning grant, ITLTRF will plan and hold a second fundraiser.

5. Match: Section III Source of Funds: Please revise the amounts listed in Source of Funds to reflect the actual amount of match reflected in the budget (\$19,589). Please provide the source of funds for

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the in-kind contribution of staff costs. Additionally, the Match Description identifies the funds as being an in-kind contribution, while the "Type" is identified as cash. Please determine whether the source of match is in-kind or cash and revise the incorrect section.

Response: The budget originally submitted mistakenly calculated the match at 25% instead of the required 24%. Therefore we have readjusted that figure from \$19,589 to 18,415 in the revised budget to reflect a 24% match. The match for the in-kind contribution of staff costs will be sourced from the organization's operating budget, which is funded through our annual fundraiser.

Please make the following changes directly in the application budget and budget narrative in eGrants:

\* Section C - Please provide a purpose of travel for the mileage reimbursement rate.

Response: This line item has been clarified to indicate purpose of mileage reimbursement as "Travel by Tribal AmeriCorps Planning Team to attend planning meetings."

\* Section C - A planning grant may not be used to support AmeriCorps members. Please remove costs for member travel. If applicable, move to staff travel.

Response: Entry on this budget line has been deleted and reallocated to staff travel.

\* Section D - Items over \$5000 are considered equipment and are not allowed as a budget cost for planning grants. If the unit cost is \$5000, then this is equipment and an unallowable expense. Please revise the budget so that it does not include equipment.

Response: The line item for "Equipment" has been removed and reallocated.

\* Section E - Move line item to section I. Please describe the purpose of the mail-outs and web hosting PR included in this line item, including how these activities support program planning.

Response: This line item has been removed and reallocated, as it is more appropriate for the implementation phase of the grant.

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\* Section F - Clarify the calculation for the retreat planner/facilitator. The maximum federal daily rate for consultant services is \$750. Please revise Section F. Contractual and Consultant Services so that the daily rate does not exceed the maximum.

Response: The day rate for consultants has been changed to \$550/day per consultant. The use of consultants has also been scaled back from \$11,200 to \$8,800 in this category, with reallocation of funds to staff salaries.

\* Section G - A planning grant may not be used to support AmeriCorps members. Please remove costs budgeted for member training.

Response: This budget line has been eliminated as requested and the funds reallocated to staff salaries.

\* Section H - Evaluation costs cannot be budgeted for a planning grant. Please remove these costs.

Response: Evaluation costs have been removed, as requested and reallocated to staff salaries.

\* Section I - Criminal history checks must be conducted on all members, employees or other individuals who receive a salary, education award, living allowance, stipend or similar payment from the grant, regardless of whether these costs are coming from federal or non-federal share. Criminal history background checks include a search of statewide criminal history repositories and the National Sex Offender Public Website for all employees as described above. An FBI check is also required for employees or other individuals with recurring access to vulnerable populations. A detailed description of the requirements can be found at: <http://www.nationalservicerresources.org/criminal-history>. Please verify that criminal history checks will be conducted on all employees and other individuals as described above. You may revise the budget to include these costs, if necessary, but may not exceed the level of funding for which you are under consideration.

Response: We have budgeted for the two paid staff under the grant to undergo criminal history checks.

\* Section II - A -- A Planning Grant may not be used to support AmeriCorps members. Please remove

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all costs related to members and MSYs.

Response: All costs related to members and MSYs have been removed.

\* C. 1. Staff Travel: We expect applicants to include funds in this line item for travel for staff to attend CNCS-sponsored technical assistance meetings. There are approximately two such opportunities per year. Please budget for staff travel to attend CNCS-sponsored meetings.

Response: We have added a line item for two ITLTRF representatives to attend two CNC-sponsored technical assistance meetings.

\* Section III Source of Funds: Please revise the amounts listed in Source of Funds to reflect the actual amount of match reflected in the budget (\$19,589). Please provide the source of funds for the in-kind contribution of staff costs. Additionally, the Match Description identifies the funds as being an in-kind contribution, while the "Type" is identified as cash. Please determine whether the source of match is in-kind or cash and revise the incorrect section.

Response: The match for the in-kind contribution of staff costs will be sourced from the organization's operating budget, which is funded through our annual fundraiser. We respectfully request that the total match amount be 24% (\$18,415) vs. 25% (\$19,589), as the match was mistakenly calculated at 25% in our original submission. We are further requesting a tribal waiver for half of the match amount of \$9,208.

Programmatic Clarification Items:

Please make the following changes in the eGrants narrative field labeled "Clarification Summary."

\* Please revise the Executive Summary so that it meets the requirements outlined in the Application Instructions.

Response: The Executive Summary has been revised in the ITLTRF egrants application, as requested.

\* Please provide a more detailed timeline that includes the list of twelve planning activities included in

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the application as well as specific goals and benchmarks related to these activities.

Response: Please refer to the more detailed timeline provided at the end of this document.

\* Please explain the need to engage a consulting firm in the planning process, considering that ITLTRF has expertise in and currently fills a role with disaster preparedness, coordination of emergency response, and long-term recovery needs. Please clarify the role of the consulting firm in the planning process, including how ITLTRF staff will interact with and direct consulting activities.

Response: ITLTRF has reconsidered how to structure our plan in carrying out our AmeriCorps planning grant activities. We have scaled back the use of consultants, and reallocated those funds to an increased percentage of time for ITLTRF staff. Specifically, the percentage of time for both the Executive Director and Executive Assistant has been increased from 25% to 50%. We'd like to point out that this change impacts how the gap analysis and assessments will be conducted. Instead of engaging consultants to conduct on-site assessments of each tribe (as indicated in the original proposal), ITLTRF will coach and guide the tribal AmeriCorps planning team to conduct their own assessments and gap analyses related to each of their tribe's disaster planning, mitigation, response and recovery capabilities. ITLTRF will provide instruction for these activities during planning meetings, conference calls, and in follow-up activities with individual tribes.

We would also like to clarify that ITLTRF will conduct three meetings of the ten core members of ITLTRF's Tribal AmeriCorps Planning team (the original narrative had indicated that two meetings would be held, while the budget accounted for three meetings).

\* The first meeting will be convened within six weeks of receiving the grant to brief the team on the AmeriCorps program and to initiate the planning process. ITLTRF will introduce the assessment and gap analysis process to the team, and provide tools needed to conduct these activities.

\* The second meeting will be held five months later, after the majority of the tribal assessments are completed. The purpose of the second meeting is to discuss findings of the assessments to inform development of the AmeriCorps program. Based on those findings, participants will discuss needs and requirements for the tribal AmeriCorps program, including member duties, as well as a program

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management, financial and administrative structure.

\* The third and final meeting of the team will be held in the tenth month of the grant to discuss and obtain input/approval from the ten member tribes on a proposed plan-of-action from ITLRF for the 2014 AmeriCorps implementation grant application.

These three meetings will be held in a central location which is accessible to all ten tribes. ITLRF will plan the meetings and create agendas. The meetings will be facilitated by a consultant who has experience in capacity building and disaster planning with Native American Tribes. A second consultant will participate in the meetings from a program development perspective, and she will also record proceedings of the meeting, in order to facilitate development of the plan for the AmeriCorps implementation grant. Both consultants will report to the executive director.

\* Please revise the performance measure to include the standard planning grant measure as described in the application instructions.

Response: Performance measures have been revised in our application to include the standard planning grant measure as described in the application instructions.

### REVISED PROJECT TIMELINE

August 7, 2013

Grant agreement signed (AmeriCorps/ITLRF)

August 8, 2013

Project start date (ITLRF)

August 22, 2013

Identify contact at each of the ten member tribes (ITLRF\_)

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September 4, 2013

Hold kick-off planning conference call

(ITLTRF, Tribal AmeriCorps Representatives from Member Tribes and program development consultant)

September 17 - 18, 2013

Hold first two-day planning meeting with representatives from all ten member tribes to launch and discuss program and initiate gap analysis and planning process

(ITLTRF, Tribal AmeriCorps Representatives from Member Tribes, facilitator and program development consultants)

October 2013 -- December 2013

Tribes conduct assessments, in consultation with ITLTRF

(Tribal AmeriCorps Representatives, ITLTRF)

November 2013

Status conference call with AmeriCorps Tribal Team

January 2013

ITLTRF collects and compiles assessments and gap analysis reports from tribes, prepares agenda for next planning meeting

(ITLTRF)

February 11 - 12, 2014

Hold second two-day planning meeting with representatives from all ten member tribes to discuss outcomes of assessments/gap analysis and use as basis to develop AmeriCorps program plan

(ITLTRF/ Tribal AmeriCorps Representatives from Member Tribes, facilitator and program development consultants)

March 2014

Develop tribal AmeriCorps plan (recruitment strategy, selection criteria, member duties and compensation, program/management structure, staff roles) based on tribal input from second

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meeting, circulate to Tribal AmeriCorps Representatives for comment,  
(ITLTRF)

April 2014

Draft training curriculum and procedures manual, circulate to Tribal AmeriCorps Representatives for comment; develop financial and programmatic tracking system  
(ITLTRF)

April 15, 2014

Anticipate release of the Request for Proposal (RFP) for the AmeriCorps Competitive Grants for Indian Tribes Program  
(AmeriCorps)

May 20 - 21, 2014

Hold third two-day planning meeting with representatives from all ten member tribes to discuss implementation grant  
(ITLTRF/ Tribal AmeriCorps Representatives from Member Tribes, facilitator and program development consultants)

June 23, 2014

Submit final program report with findings and outcomes from the AmeriCorps planning grant  
(ITLTRF)

July 2014

Prepare draft ITLTRF proposal for the AmeriCorps Competitive Grant for Indian Tribes Program (due in spring 2014)  
(ITLTRF)

July 31, 2014

Submit implementation grant proposal to AmeriCorps  
(ITLTRF)

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September 15, 2014

Notification of approved AmeriCorps Competitive Grant for Indian Tribes  
(AmeriCorps)

September 30, 2014

Sign grant agreement for AmeriCorps Competitive Grant for Indian Tribes  
(AmeriCorps/ITLTRF)

October 1, 2014

Grant period begins for ITLTRF's new AmeriCorps Competitive Grant for Indian Tribes  
(ITLTRF)

### Continuation Changes

N/A

### Grant Characteristics

- AmeriCorps Member Population - Communities of Color
- AmeriCorps Member Population - Low -income Individuals
- AmeriCorps Member Population - Native Americans
- AmeriCorps Member Population - New Americans
- AmeriCorps Member Population - Older Americans
- AmeriCorps Member Population - People with Disabilities
- AmeriCorps Member Population - Rural Residents
- AmeriCorps Member Population - Veterans, Active Military, or their Families
- AmeriCorps Member Population - economically disadvantaged young adults/opportunity youth
- AmeriCorps Member Population - None of the above
- Geographic Focus - Rural
- Geographic Focus - Urban
- Encore Program
- Community Based Organizations
- Faith Based Organizations
- Governor/Mayor Initiative
- SIG/Priority School