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Executive Summary

Lutheran Social Services of the Virgin Islands is a multi-service, non-profit organization located in the United States Virgin Islands whose mission is, "to express Christian love and care to the community through service." In fulfilling this mission, 24 AmeriCorps members will invest a year of full-time service to the residents and clients of Lutheran Social Services of the Virgin Islands on the islands of St. Croix and St. Thomas. AmeriCorps members will: provide 24-hour care to children that have been removed from their homes due to abuse or neglect, assist low income senior citizens and adults with disabilities to increase their ability to attain and remain in an independent living environment, and serve adults with disabilities to reach their highest attainable level of independence. The CNCS investment of \$468,001 will be matched by the grantee with \$341,986.

Rationale and Approach

The United States Virgin Islands (USVI) is a territory of the United States (U.S.) which consists of four main islands: St. Croix, St. Thomas, St. John, and Water Island. The Territory is located in the Caribbean Sea about 1100 miles east by southeast of Miami. The 2010 Census showed a total USVI population of 106,587 with: 50,601 on St. Croix, 51,634 on St. Thomas, 4,170 on St. John and 182 on Water Island. The population breakdown by race or ethnic group is: African American descent (80%), Hispanics of any race 22%, Whites 7% and Asians 0.5%. (2011 U.S. Virgin Islands Kids Count Data Book.) The USVI is an unincorporated territory of the United States which has some, but not all, of the same rights, privileges and responsibilities of states in the mainland. Although Virgin Islanders are American citizens, while residing in the territory, they do not hold all of the rights of citizenship.

In being able to access federal funds, the USVI does not share equally with the U.S. Some programs and initiatives are not extended to the territory and for other programs we are limited or capped in ways that the U.S. is not. One example is Medicaid. Our Medicaid system operates under a very low federally imposed cap. Beyond the cap, the USVI government pays all costs normally handled by a state's Medicaid system. In the territory, the housing and care options available to seniors are limited. The USVI is not eligible for Supplemental Security Income (SSI) which reduces the aid available to families with a disabled member. In addition, the territory's TANF program has a federally imposed cap as do all the states however, unlike the states, we do not have access to the TANF contingency fund when the cap is reached due to an economic downturn like we are presently experiencing. The USVI is suffering economically right now as the continuing impact of the recession has led to

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increased unemployment, government cuts in programs, and an overall downturn in economic activity. In January, 2012, the largest private employer on St. Croix, the HOVENSA Oil Refinery, announced their intent to close the refinery and operate only an oil storage facility. By April 24, 2012, they had dismissed 2,150 employees and sub-contractors. The expected impact on the Government of the Virgin Islands revenue for fiscal year 2013 is a loss of \$92 million dollars.

As of December, 2012, the overall unemployment rate in the USVI reached 13.3% with 17% on St. Croix and 9.9% on St. Thomas and St. John combined. This compares unfavorably to the U.S. unemployment rate of 7.8%.

The overall percentage of persons living below the poverty line in the U.S. mainland (2010 est.) is 15.1%, compared to the USVI (2009) with 28.9.8% (CIA Factbook.) In 2009, 29.9% of all USVI children were growing up in households with incomes below the poverty threshold (three out of every ten children.) Looking between the islands we find St. Croix with the highest child poverty rate of 35.3%, St. Thomas with 24.6% and St. John with 20%.

The USVI family median income in 2009 was \$43,691. St. Croix's median income was estimated at \$42,876, St. Thomas/St. John at \$44,178. This compares unfavorably to the national US family median income for 2009 of \$60,088. Thus on average, USVI families have over \$16,000 less per year to meet their regular expenses than do families living stateside. The individual per capita income was \$17,860 in 2009 - less than half the national rate of \$39,138.

Poverty adversely affects an individual's chances for health, safety, and education from childhood through adulthood. It affects their ability to succeed on economic and social levels. Research indicates that young children raised in poverty experience more limited early care and education, enter school behind their more affluent peers, are more likely to experience health problems and abuse or neglect (Children' Defense Fund, 'Child Poverty in America' 2008). The impacts of child poverty extend into adulthood, affecting an individual's ability to succeed and to contribute to their community. Children raised in poverty are more likely to become substance abusers, experience depression, become teen parents, drop out of school, be unemployed as adults, and have a higher rate of arrest and incarceration (Ibid). This is seen in the number of detached youth in the USVI, ages 16 to 19 years, not in school and not working at 15%, higher than the national rate of 9%. There has also been a recent rise in arrests for juvenile violent crime (Ibid).

Several health indicators put our community at additional risk. According to the 2009 Virgin Islands Health Insurance Survey, the number of uninsured residents has grown to 28.7% as compared to the mainland U.S. at 15.7%. The poverty threshold for annual allowable income to qualify for Medicaid in

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the USVI is \$8,500 for a family of four compared to the U.S. standard at \$21,834 for a family of four. Such stringent eligibility requirements creates barriers to health care resources and services, as these uninsured individuals are generally unable to afford health insurance premiums and therefore are not as likely to seek health care.

Child maltreatment is another health and safety concern. Child abuse and neglect have devastating consequences - physically, emotionally, educationally, and behaviorally as youth who have suffered early abuse or maltreatment are more likely than their peers to engage in high risk behaviors including: inappropriate aggression, unsafe sex, drug and alcohol use, and attempted suicide. An abused child is more likely to become an abusive parent. In 2008, three hundred eight (308) children were referred to the USVI Department of Human Services for physical abuse, sexual abuse or neglect. This represents a rate of 11.4 per 1,000 children as compared to the national rate of 10.3 per 1,000 children. In fiscal year 2010, one hundred twelve (112) children were placed in foster care. (This number does not include children in kinship/relative care that DHS assists with paying for monthly due to abuse/neglect issues.)

Kindergarten entrance information gathered by the Department of Education indicates that many USVI children lack the necessary skills for academic and social success. Children who begin school behind usually do not catch up. This is particularly evident when we review the USVI reading and math scores, drop-out rates, and juvenile crime rates which are all alarming. In reading, 57.3% of fifth graders, 79.3% of seventh graders, and 70.2% of eleventh graders performed below grade-level expectations and in math, 47.6% of fifth graders, 56.3% of seventh graders, and 55.9% of eleventh graders performed below grade-level expectations on the VI Territorial Assessment of Learning (Community Foundation of the Virgin Islands, Kids Count Data Book 2010). Our teen drop-out rate was 10.2% as compared to the national rate of 6% and our juvenile crime rate was 743 per 100,000 youth compared to the national rate of 306 per 100,000 (Ibid).

All of these factors above prove the dire need for services for abused and neglected children as well as adults with disabilities and seniors. For the past eighteen years LSSVI has operated a successful, active AmeriCorps program. Since its inception, more than 300 AmeriCorps members have served at with Project Reach Lutheran Social Services. We have grown from an initial program of ten members to twenty four members. Our services have expanded over the years as we have seen the benefits of our stakeholders.

The service activities provided by AmeriCorps members are extremely important to the quality of life for the overall community of the USVI. Without the AmeriCorps members, the services provided by

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LSSVI would be scaled back extensively and in some cases the services would not be available at all. Another very significant and rewarding aspect of coordinating the AmeriCorps program at our service sites has been the incredible impact it has had on our members. The majority of our members are recruited locally from the same community they are serving. They are under the same economic pressures with the high unemployment rate that the USVI is currently experiencing. Joining AmeriCorps provides them tremendous opportunities in the areas of training, skills attainment, gaining real-world experience along with the financial assistance of receiving a stipend, medical insurance, child care assistance and money to further their education. Most of all, they receive the rewarding feeling of giving back to members of their own community. One success story from the 2011-2012 service term was a grandmother that applied for AmeriCorps with the desire to help her family. She joined as a 63 year-old woman that did not have her High School Diploma or her GED. Not only did she attain her GED before the end of her service term but she earmarked her Education Award to her grandson. Being an AmeriCorps member with Project Reach Lutheran Social Services helped two generations of her family.

Description of Service Duties and Member Roles:

Lutheran Social Services of the Virgin Islands (LSSVI) has a history of over a hundred years service to the community tracing its roots back to an orphanage established by Danish royalty in the early 1900s. Today, under the name Queen Louise Home for Children, fourteen abused, neglected, abandoned or disabled children are being cared for in this program. In addition, the agency develops and manages affordable independent living housing facilities for seniors and adults with disabilities and operates group homes for persons with developmental disabilities. The mission of LSSVI is, "to express Christian love and care to the community through service."

All member slots we are proposing are full-time. Our AmeriCorps program will consist of 24 members serving in four capacities: Cottage Parents (12 members), Social Work Assistant (1 member), Service Coordinator Assistants (8 members), and Life Skills Assistants (3 members.)

Child Abuse Services:

Queen Louise Home for Children (QLH) is a 24 hour residential facility located on the island of St. Croix. Cottages A & B provide temporary placement in a family setting for children ages birth to 12 who have been the victims of abandonment, abuse or neglect. We also provide respite care and accommodations for children over 12 years under extraordinary circumstances. Those in our care receive love and support, often for the first time in their lives. The children are placed at QLH by the USVI Dept. of Human Services. The hope for each child is that he or she is only a resident of Cottages

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A or B temporarily, as reunification with family members or placement in a foster home is the goal. Twelve members are recruited to become Cottage Parents. They serve as primary caretakers of the children that reside in Cottages A & B. The number and age of the children residing there varies depending on the present needs. The maximum capacity of the cottages is 24 although the census changes based on the present needs. The ages of the children that are currently residing in Cottages A & B range from 3 to 16, although the home is equipped to care for infants as well.

The Cottage Parents enhance and facilitate the therapeutic treatment and physical care of all children at QLH and assist with the care and maintenance of their surroundings. Service duties include tending to the children's basic daily hygiene needs, meal preparation and facilitation, room checks throughout the night, socialization, tutoring, and cleaning the cottages that they reside in. They transport them to and from school, appointments and extracurricular activities.

The thirteenth member for this program is a Social Work Assistant. This member serves out of the QLH office under the supervision of the Social Work Supervisor to provide assistance with the case management of up to 20 children and families. This member also attends court proceedings and writes court reports, progress and medical reports, schedules and transports children to appointments and does school checks and home visits. The QLH Co-Directors, Social Work Supervisor, Night Supervisor and Evening Supervisor will be significantly involved in training and supervising these members.

Services for Seniors and Adults with Disabilities that Live Independently:

Ebenezer Gardens is a 42 apartment complex located on the island of St. Thomas, for senior citizens capable of independent living. Two AmeriCorps members are placed at Ebenezer Gardens as Service Coordinator Assistants.

Flambouyant Gardens was the first LSSVI housing community and is located on the island of St. Croix with 56 subsidized units for low income senior citizens over the age of 62 or seniors with disabilities who are capable of independent living. Four AmeriCorps members are placed at Flambouyant Gardens as Service Coordinator Assistants.

Our Housing Management Division consists of three residential buildings on the island of St. Croix named Danish Gardens, Genip Gardens and Bougainvillea Gardens. They contain a total of 41 federally subsidized apartments for adults with physical and/or mental disabilities who are capable of independent living. Two AmeriCorps members are placed with our Housing Management Division as Service Coordinator Assistants to serve the residents of all three buildings.

The members serving at the above 3 sites provide direct care services to residents such as daily house

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checks, light housekeeping, meal preparation, assistance with filling out forms, and general companionship, etc. They also coordinate training opportunities for the residents in many areas such as health, nutrition, exercise, gardening, and fire safety as well as helping to transport and assist the clients with recreational activities such as movie day, game day, trips to the beach, museums, festivities, concerts, appointments and shopping trips. Members serving at these sites have had previous experience with persons who are either elderly or have a disability. The Director of the Housing Management Division and the Service Coordinators at the respective sites will be significantly involved in training and supervising these members.

Services for Adults with Disabilities in a Group Care Home:

Ginger Thomas Residence is a group home located on the island of St. Croix for adults with physical and developmental disabilities. This home provides 24 hour staffing to assist 12 residents with their daily needs and their growth toward greater independence. Two AmeriCorps members will be placed at Ginger Thomas as Life Skills Assistants.

Yellow Cedar Residence is a group home located on the island of St. Thomas which houses adults with less moderate disabilities than the residents of Ginger Thomas. The focus is for the residents to build greater independence. One AmeriCorps members will be placed at Yellow Cedar as a Life Skills Assistant.

The Life Skills Assistants serve the residents by assisting and training them in life skills such as: meal preparation, basic hygiene, gardening, sewing, manners, etiquette, health and exercise, budgeting, and safety. Other services include vocational and employment training, supportive employment, recreation, along with transportation and accompaniment to appointments. These members are able to relate to persons with disabilities. The Director of Residential & Outreach Services, Site Supervisor and the Program Coordinator at the respective sites will be significantly involved in training and supervising these members.

Community Involvement:

The AmeriCorps program at LSSVI began 18 years ago and we have developed strong ongoing relationships with a number of community agencies and organizations. Court Appointed Special Advocates (CASA volunteers) interact with Cottage Parents on a regular basis as they visit and advocate for the children at Queen Louise Home. Service Coordinator Assistants participate in the monthly Tenant Council Meetings at our housing facilities. Life Skills Assistants also collaborate with the Departments of Labor, Mental Health, Human Services and Work Able, advocating for the needs of our disabled and senior populations. LSSVI also participates annually in Project Homeless and

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Voices that Count Forum for an inclusive workforce.

Member Recruitment, Training, and Supervision:

LSSVI recruits heavily from the local community. Being located on two small islands, this ensures that the members that we recruit are coming from the same community that they are serving which is low-income individuals, youth from disadvantaged backgrounds, older Americans, people of color and people with disabilities. We have one member that is on her second service term who has a Significant Disability. The breakdown of our current members by race and ethnic origin is: 77% Black or African-American, 17% Hispanic or Latina and 6% White.

Member training begins with the pre-service orientation period. Initial trainings are provided in: Service Expectations; Service Comparisons; Communication and Conflict Resolution; Cultural Diversity, Tolerance and Racism; Teambuilding, and Leadership Development. Members go on to complete their CPR/First Aid certifications and site-specific trainings such as: Autism training; Family Planning; Anger Management; Self-Esteem and Healthy Relationships; Exercise, Health & Nutrition; ADHD Training; Fire Safety; Mood Disorders; Mental Retardation and Learning Disabilities; Crisis Intervention; Caregiver Training; Treatment Plans, Individualized Education Plan, The Virtues Project; Resume Writing and Interviewing Skills; Stalking, Sensitivity Awareness for the Disabled, etc.

The AmeriCorps Coordinator is responsible for recruiting, orienting, tracking and supporting the individual members to ensure that all program guidelines are being followed. The Coordinator has monthly meetings with the AmeriCorps members and also meets with members individually to share information and offer support. These meetings are designed to help members stay on track and identify any problems that might interfere with members' successful completion of their terms. The Directors and Supervisors at their respective sites are responsible for their on-site training and daily supervision. In addition, supervisors have weekly meetings with members at their respective sites. The Coordinator stays in constant contact with the Directors and Supervisors to coordinate their efforts and monitor progress on member development and training. The COO/Director of Human Resources & AmeriCorps provides overview and supervision to all others mentioned.

Volunteer Recruitment and Support:

LSSVI has been utilizing volunteers for over one hundred years. Many volunteers come to our sites to provide companionship, do arts and crafts, fun days, tutor, mentor, do recreational activities, provide office help, conduct worship services or work on beautification projects. Last year we recorded over 8,000 hours of service from volunteers. Some of these are groups of local or stateside schools,

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churches and service organizations. The AmeriCorps & Volunteer Coordinator recruits, conducts orientations and keeps records of all volunteers and the AmeriCorps members often refer them and help facilitate their on-site service.

Member Experience and Organizational Commitment to AmeriCorps Identification:

We strive to connect our AmeriCorps members to the CNCS and leave them with a powerful service experience by participating in annual activities such as Martin Luther King Jr. Day of Service, AmeriCorps Week, a mid-term retreat and by participating in our open house recruitment sessions. We contact the press to keep the community informed about the program. We also incorporate alumni of the program (some of whom are now employees of LSSVI) in our activities whenever possible. We use the AmeriCorps logo on our correspondence with the members and have posters and signs at all of our sites.

Organizational Capability

Sound Organizational Structure:

Lutheran Social Services of the Virgin Islands (LSSVI), a non-profit agency which has been serving the U.S. Virgin Islands (USVI) since 1904, works with four main client groups: (1) abused and neglected children, (2) low-income senior citizens, (3) children and adults with disabilities, and (4) disaster victims.

LSSVI's services include residential, housing, outreach and support for parents and families. We provide residential foster care for children from birth to age 12 (18 if severely disabled) and group home care to adults with developmental disabilities. LSSVI built and operates five complexes comprising 159 independent living apartments for senior citizens and adults with disabilities. In each complex, housing is supplemented with a variety of social services and health care. For the past 18 years, LSSVI has been involved in disaster relief and storm damage mitigation in the U.S. Virgin Islands and Puerto Rico. We received a grant from the Federal Government to expand our Early Head Start Program. This expansion site was opened in the spring of 2012. Early Head Start also shares in the overhead cost of Queen Louise Home, increasing that program's solvency. We have a staff of 160 and an approximate annual operating budget of \$8.1 million dollars. We are managed by a volunteer Board of Directors. LSSVI enjoys considerable local support, receiving both community volunteer and financial assistance. LSSVI annually raises \$550,000 in private support and last year had the support of volunteers who contributed over 8,000 hours of service.

The LSSVI annual budget combines federal and territorial contracts with our private fundraising. In addition to AmeriCorps, we have federal grants and contracts of over \$3.9 million dollars with the

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Department of Housing and Urban Development, Department of Health and Human Services, and the Department of Agriculture, Rural Development. Over the past years, we constructed \$11 million dollars worth of subsidized federally funded housing for senior citizens and adults with disabilities. We own and operate almost \$13 million in assets, much of this composed of federally subsidized housing units.

Financial management is conducted in-house with a staff consisting of the Director of Fiscal Affairs, Senior Accountant, Junior Accountant and two bookkeepers. Oversight from the LSSVI Board of Directors is provided through the Finance Committee and the Treasurer. We are audited annually by independent Certified Public Accountants and provide those audits to federal and local agencies. LSSVI prepares quarterly and annual financial statements. These are kept at our Administrative office and are available upon request. Financial statements are reviewed and approved by the Board of Directors. Programs are fiscally monitored by federal and local government agencies.

The agency is governed by a 17 member Board of Directors drawn from the local community, the Lutheran Church, and the private sector. The Board sets policies and appoints the Chief Executive Officer. The day to day management of the agency is the responsibility of the Chief Executive Officer aided by a management team of seven persons who are responsible for operating sites and agency departments.

LSSVI generates support in many ways. Our Volunteer Coordinator, Public Relations Department, AmeriCorps members and other staff recruit groups that are from civic, fraternal and religious organizations. To recruit these volunteers, the agency enlists current volunteers and members to involve people they meet in a variety of one-time projects (i.e. Kayak for kids, the annual golf tournament, holiday visits to sites, etc.) and then encourages continued involvement for fundraisers and site projects. Volunteers recruited in this manner contribute significantly by their participation in fundraising events both as workers and patrons. Additionally, the agency programs are well known and respected within the community, and are also listed in nationally distributed publications by Evangelical Lutheran Church in America (ELCA) and by Lutheran Social Services (LSA) which describes volunteer opportunities with the agency. These publications are directed at Lutheran congregations specifically, but other church groups often read of the opportunities and organize volunteer groups for service projects. These volunteers contribute by undertaking important hands on tasks including building maintenance, construction, and landscaping at no cost to the agency.

Board of Directors, Administrators, and Staff:

Every employee plays a vital role in supporting the AmeriCorps program. The program Directors and

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Site Supervisors have direct responsibility in supervising the AmeriCorps members and are responsible for the day to day site operations to make sure AmeriCorps members are performing their service duties. In addition, the AmeriCorps Coordinator and COO/Director of Human Resources & AmeriCorps both play a vital role in making sure the program runs smoothly. The responsibilities of the AmeriCorps Coordinator lie in the management of the grant, complying with AmeriCorps guidelines, coordination of trainings and pre-service orientation, recruiting members, organizing community service projects, and so forth. The COO/Director of Human Resources & AmeriCorps supervises the Coordinator, resolves member issues, and interviews prospective members. The Director of Financial Affairs (DFA), and others on the accounting staff help manage all realms of the fiscal aspect. The DFA has primary responsibility for preparing and entering all FSR reports in e-Grants and oversees the fiscal management of AmeriCorps funds.

Organizational and Community Leadership:

We are the oldest non-profit organization in continuous operation in St. Croix. We have operated children's programs for over 100 years. We are the only local non-profit to build and operate federally assisted housing. Many of our services were pioneered in the U.S. Virgin Islands by the agency. We opened the first group home for adults with disabilities, the first residential program for children with disabilities, the first foster group care, the first volunteer disaster rebuilding programs; and were awarded an AmeriCorps grant in the initial cycle. We received a Best Practices award from HUD for bringing supportive services into senior housing.

As discussed elsewhere, the LSSVI programs hosting AmeriCorps members are each funded through a blend of sources. Major funders for each site other than AmeriCorps are as follows. Queen Louise Home: U.S.V.I. Dept. of Human Services, U.S. Dept. of Health and Human Services, and U.S. Dept. of Education School Lunch Program. Housing Management Division: U.S. Dept. of Housing and Urban Development, U.S. Dept. of Agriculture Rural Development and the United Way. Ginger Thomas and Yellow Cedar: USVI Dept. of Human Services. Additionally, all programs benefit from extensive agency fundraising, of which the agency must raise about \$550,000 (11% of the operating budget).

Building community support is a job which is never finished. LSSVI appreciates the tremendous support we receive. Over the past three fiscal years, over 1300 individuals, businesses, organizations and churches contributed financially to our work. We continue to participate in community task forces, speak at churches and service clubs, and encourage tours of our facilities. We continually seek new and expanded funding sources and apply for the most relevant local and federal grants that

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pertain to our service areas.

Challenges - Enrollment Deadlines and Retention Rate:

We regret to report that we did not enroll 100% of the members within 30 days for the 2011 and 2012 terms. This was due to not securing new members to fill our openings on time in 2011 and from having some technical difficulties with some of the members in 2012. Although we have been able to fill all of our available slots, we have been faced with the challenge of retention for the past two years. Since 2011 we have lost fifteen members due to: (4) termination, (6) resignation, (5) compelling personal reasons. There are several factors in the lower retention rate. One was the fact that we did not include the retention incentive in our budget for Cottage Parents that exceeded their 1700 hours and remained for their full term (as we had in the past.) As a corrective measure, we have added that incentive back into the budget for this term. Another factor has been the decline in the local economy which further exacerbated the unemployment rate and high cost of living. Due to this, several of our members' spouses were laid off last year and as a result relocated stateside to find work. This term we had a group of four stateside members that rented a house together. After the first member left due to personal issues she was having, the remaining four soon followed. We will continue to conduct individual meetings with both the directors and supervisors from all sites to strengthen our support system in helping members to complete their terms successfully. We will also focus our recruitment efforts on local residents that are already aware of the economic conditions.

Cost Effectiveness and Budget Adequacy

SECTION I. PROGRAM OPERATING COSTS

A. PERSONNEL EXPENSES

Staff salaries are for recruitment, training, supervision, and oversight of the 24 members. The staff salary breakdown is as follows:

	CORPORATION	GRANTEE
POSITION: AmeriCorps Coordinator		
SALARY \$37,800	SHARE: \$28,350 (75%)	SHARE: \$3,780 (10%)
POSITION: COO/Human Resources & AmeriCorps Director		
SALARY: \$65,000	SHARE: \$0	SHARE: \$9,750(15%)
POSITION: QLH Cottage Parent Supervisor - Evening		
SALARY: \$27,000	SHARE: \$13,500 (50%)	SHARE: \$13,500 (50%)
POSITION: QLH Cottage Parent Supervisor - Night		
SALARY: \$27,000	SHARE: \$0	SHARE: \$27,000 (100%)

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the recruitment of members and is responsible for member and staff orientation, overall monitoring, member records, evaluation, guideline compliance, and coordination of training. This position requires 75% of the Coordinator's time be dedicated to AmeriCorps, and 25% of their time to other duties.

The COO/Human Resources & AmeriCorps Director provides overall supervision to the AmeriCorps Coordinator.

The Queen Louise Home Cottage Parent Supervisors (Day & Night) are full-time AmeriCorps positions. With 12 cottage parent members covering 24 hours in a residential program, the need is great for full-time on-site supervision to administer shifts, handle rotations, provide on-going hands-on training, monitor direct service quality, facilitate tracking systems and other evaluation tools, coordinate collaborations with community partners, and just to be there to handle whatever comes up, particularly concerning interpersonal relationships. One out of these two positions is charged 50% to the corporation.

The Queen Louise Home Social Work Supervisor/Co-Director directly supervises the Social Work Assistant member and assists with training the Cottage Parents. She is in frequent communication with the Cottage Parents and helps ensure the quality of care they provide. Twenty-five (25%) percent of this salary is included as a Grantee match.

As the overall program heads, the other Co-Director of Queen Louise Home and the Housing Management Division Director, each allocates 15% and 10% of their time respectively for their supervisory roles with the AmeriCorps members assigned to their programs and the supervision of the Site Supervisors. Only the Queen Louise Home Co-Director is used as a grantee match.

The Housing Management Division Service Coordinators on St. Thomas and St. Croix are responsible for training, member evaluation, and supervising special projects with the seniors and tenants with disabilities. The St. Croix Coordinator is responsible for the supervision of 4 members and the St. Thomas Coordinator with 2 members. These are included as Grantee matches at 25% of their salaries.

The Adult Residential Outreach Services Director manages the Yellow Cedar group home residence for adults with disabilities. One AmeriCorps member will serve under the position as a Life Skills Assistant at Yellow Cedar whom is directly supervised by the Site Supervisor. The Director oversees the Site Supervisor, in addition to the overall management of the program. Ten percent (10%) of this salary is included as a Grantee match. The Yellow Cedar Site Supervisor manages the independent living skills, education and pre-vocational services we offer to adults with disabilities on St. Thomas. This Site Supervisor directly oversees the one AmeriCorps member at Yellow Cedar Residence.

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Fifteen percent (15%) of this salary is included as a Grantee match.

The Ginger Thomas Site Supervisor manages the independent living skills, education and pre-vocational services we offer to adults with disabilities. Two AmeriCorps members will serve under this person's supervision. We are allocating 20% of this salary as a Grantee match.

The Housing Management Division Director and the Housing Service Coordinator positions are federally funded through HUD. All other supervisory and administrative positions are funded locally.

C.1. STAFF TRAVEL:

We are budgeting for the AmeriCorps Coordinator and/or the COO/Human Resources & AmeriCorps Director to travel 4 times annually. The travel to St. Thomas is for recruitment, training, supervision, interviews and quality assurance. The necessary sea plane fare costs \$185.00 round trip.

Grantee share: \$740

AmeriCorps Coordinator traveling 6 times to St. Thomas @ \$185/trip = \$1,110.

The Corporation sponsored "National Conference on Volunteering and Service" for Territories is budgeted at: \$ 2,000

C.2. MEMBER TRAVEL

With three members in St. Thomas, we are budgeting airplane travel to bring the members to meet their peers in St. Croix four times annually for training opportunities and special events. The pre-orientation training takes place on St. Croix; therefore, the St. Thomas members are flown over to St. Croix to participate in the pre-service training. Additionally, these members also travel to St. Croix for AmeriCorps Week, a mid-term retreat and end of service activities.

Airfare for traveling 4 times roundtrip from St. Thomas to St. Croix @ \$185/trip = \$740.

Hotel for pre-service for 3 nights @ \$180 = \$540

Per diem \$50 @ 4 days = \$200

Grantee share: \$1480 x 3 members = \$4,440

D. EQUIPMENT: N/A

E. SUPPLIES

Supply costs are budgeted at \$1,056 as follows:

Member Identity items are \$44 per member;

We provide each member with: 2 AmeriCorps t-shirts (\$20), 1 MLK Day t-shirt (\$7) and 1

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AmeriCorps Week t-shirt (\$7) x 24 members = \$816. Additionally we will purchase the following AmeriCorps identity items: Stickers (\$20), Lapel Pins (\$48), A/C Logo Patches (\$48), and Folders (\$120 pack of 30). The member identity items are budgeted as a Corporation expense = \$240. All other travel, supplies, transportation, site costs, tools and equipment are offered in-kind by LSSVI.

F. CONTRACTS AND CONSULTANTS

We do not anticipate any expenditure in this area.

G.1. STAFF TRAINING

Training is an integral part of LSSVI culture and all staff participates in a training bonus initiative where staff members earn bonuses for 40 hours of training directly related to the functions they perform. We will not list this as an AmeriCorps expense since it is an agency-wide initiative and not always directly related to staff working with AmeriCorps members.

G.2. MEMBER TRAINING

We will still contract two trainers for our Pre-Service Orientation as well as the required First Aid/CPR certification. We will continue to prepare members in the areas of behavior modification, elderly and disabled, pre-service and mid-service training to include conflict resolution, team building, cultural diversity and communication skills.

The breakdown for these Corporation expenditures is:

CPR/First Aid Training \$85 x 24 members = \$2,040 annually (Corp. Share of \$1,700 and Grantee Match of \$340.)

All other training and meals provided during training will be paid for by Grantee Match or provided in-kind by LSSVI staff

H. EVALUATION

We do not anticipate any expenditure in this area.

I. OTHER

Other Member Costs:

Two vehicles are used by the AmeriCorps members serving at Queen Louise Home. The vehicle insurance is \$4,208 per year for both vehicles. Fuel and repair costs are estimated at \$121/wk x 52 weeks = \$6,292 total. These are included as Grantee matches at \$10,500 for vehicle fuel and insurance

Food Handler's Cards: This is a requirement for any member who handles food. All members are required to have a food handler's card. The cost for the test and card from the local Health Department is \$55. Total Food Handler's Card expense: 24 members x \$55 = \$ 1,320, Grantee share:

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\$1,320.

State Criminal Checks Cost \$15 x 24 members = \$360, Corp. Share = \$360.

Fingerprints Cost \$40 x 24 members = \$960, Corp. Share = \$960.

FBI Background Check Cost \$18 x 24 members = \$432, Corp. Share = \$432.

State and FBI Fingerprinting and criminal record checks have already been completed on all our grant-funded staff.

Drug Testing Cost \$65 x 24 members = \$1,560, Corp. Share = \$0, Grantee Share = \$1560.

Tuberculosis Skin Test Cost \$25 x 24 members = \$600, Grantee Share = \$600

Space - Space occupied by the AmeriCorps members at our housing sites has been estimated at 1682 sq. ft. The cost estimate was at \$16 per sq. ft. = \$26,912, Grantee Share = \$26,912.

Member meals are provided to members serving at 24-hour facilities. Cottage Parents at Queen Louise Home serve 12 hour shifts so they are provided with (an average of 170 meals per month x 12 months x \$5 per meal x 12 members) and the Social Work Assistant Life Skills Assistants are provided with (an average of 36 meals per month x 12 months x \$5 per meal x 12 members) = Grantee Match of \$12,360.

An incentive is included to retain the Cottage Parent AmeriCorps members that serve over 1954 hours, since it goes above and beyond their 1700 hour minimum. Since the Cottage Parents serve 12 hour shifts, this incentive is added to retain those members for their whole year's term since they reach their 1700 minimum months before the end of their term.

SUBTOTAL SECTION ONE: \$249,349

CORPORATION SHARE = \$59,588 or 24%

GRANTEE SHARE = \$189,761 or 76%

MATCH: SOURCES AND TYPE OF GRANTEE MATCH

SOURCE AMOUNT INTENDED PURPOSE

LSSVI General Fundraising \$94,210 Funds for salary matches and benefits for COO/Director of Human Resources & AmeriCorps, AmeriCorps Coordinator, their travel to St. Thomas, administrative costs, and CPR/First Aid, Pre-Service, MLK Day, Mid-term retreat and End of Service Trainings.

TYPE OF MATCH: CASH

LSS Local Government Contracts \$ 167,072 Funds for salary & benefits for the QLH Co-Director, QLH Co-Director/Social Work Supervisor, Cottage Parent Supervisor, Adult and Residential Outreach Services Director, Ginger Thomas Site Supervisor and Yellow Cedar Site Supervisor, other program operating costs, member living allowances and benefits. TYPE OF MATCH: CASH

Narratives

LSSVI Management Fees \$ 35,432 Funds for food handlers cards, drug tests, Tuberculosis Skin tests, vehicle expenses, member incentives, member living allowances and member benefits. TYPE OF MATCH: CASH

In-Kind, Space and Training \$ 45,272 Funds for member training, building space and member meals. TYPE OF MATCH: IN-KIND

SECTION II: MEMBER COSTS

We have budgeted the minimum living allowance of \$12,100 for each full-time member (24).

a) Living Allowance: The formula for cost sharing is:

Total cost: $\$12,100 \times 24 \text{ members} = \$290,400$

Corporation share: $\$12,100 \times 24 \times 0.85 = \$246,840$

Grantee share: $\$12,100 \times 24 \times 0.15 = \$43,560$

Fringe Benefits:

LSS is budgeting for the following: FICA, Health Insurance, Workmen's Compensation, and Health Insurance.

B) FICA:

FICA is computed at 7.65% of salaries. The formula for cost sharing is:

$\$12,100 \times 24 \text{ members} = \$290,400 \times .0765 = \$22,215$

Corporation share: $\$22,215 \times 0.85 = \$18,883$

Grantee share: $\$22,215 \times 0.15 = \$3,332$

C) Workmen's Compensation:

We are required to pay Workmen's Compensation for our members. Members fall into a category that uses the formula of 1.3% of the first \$8,424 of stipend. This amounts to \$110/member/year and applies to 24 members. The formula for cost sharing is: $\$110 \times 24 \text{ members} = \$2,640$

Corporation share: $\$2,640 \times 0.85 = \$2,244$

Grantee share: $\$2,640 \times 0.15 = \396

D) Health Insurance:

The cost for each individual member is \$6,312 per annum.

The formula for cost sharing is:

Total Health Insurance cost: $\$6,312 \times 24 \text{ members} = \$151,488$

Corporation share: $\$6,312 \times 0.78 = \$118,161$

Grantee share: $\$6,312 \times 0.22 = \$33,327$

SECTION III - ADMINISTRATIVE COSTS

Narratives

A. Grantee Administrative costs computed \$1,609, which is 10% allowable under CNCS guidelines 5% is \$22,286 and is listed as a Corporation share.

Grantee share=\$71,609 (sum of CNCS and Grantee share for sections I and II) x 10%

TOTAL BUDGET AND COST PER MEMBER

Our Total Budget is: \$809,986 for 24 members for a year.

The Corporation share is: \$468,001 of the total cost OR 58%.

The Grantee share is: \$341,986 or 42%.

Our Corporation cost per member is \$19,626.

Evaluation Summary or Plan

An evaluation of our AmeriCorps program was completed in September of 2006 by S. B. Jones-Hendrickson, Ph.D., Professor of Economics and Statistics. Many of the suggestions were incorporated into our program activities function (A copy was forwarded to the Corporation). LSSVI also conducts a self-evaluation yearly to ensure that all of its processes are in order.

Amendment Justification

N/A

Clarification Summary

N/A

Continuation Changes

N/A