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Executive Summary

The Hoopa AmeriCorps Program will have 12 Full Time AmeriCorps members who will provide services to 60 older adults and 30 disabled adults at their home located on the Hoopa Indian Reservation in Hoopa, CA and 12 AmeriCorps Members will receive workplace behavior/soft skills training. At the end of the 1st program year, the AmeriCorps members will be responsible for reporting 42 older adults and 21 disabled adults show an increase in quality of life which allows them to live independently, and 5 AmeriCorps Members will report they have secured employment after their term of service. In addition, the AmeriCorps members will leverage an additional 50 volunteers, that will be engaged in supporting these projects for older & disabled adults to build sustainability.

This program will focus on the CNCS focus area of Economic Opportunity and Healthy Futures. The CNCS investment of \$158,392 will be matched with \$190,209 from the Hoopa Tribe.

Rationale and Approach/Program Design

The Hoopa Valley Tribe has a strong infrastructure with sound programmatic and fiscal oversight and has demonstrated its capacity to manage Corporation for National and Community Service grants and contracts throughout their past 14 years of Hoopa AmeriCorps grants management.

PROBLEM/NEED

The AmeriCorps Members will be addressing the prevalent needs of older adults (aged 62 & older) and disabled adults living on the Hoopa Indian Reservation with services at their homes to allow them to live longer independently. The program will also train 12 Full Time AmeriCorps Members whom are recruited & selected from the Hoopa Community that are economically disadvantaged with the outcome of securing employment after their term of service. According to the 2010 United States Census, the Hoopa Indian Reservation has an extremely high unemployment rate of 56.8% and a poverty rate of 40.7%. Thirteen percent of older & disabled adults living in Hoopa are living below the poverty rate and the 2000 Census reported 250 older adults were living in Hoopa, CA. The 2010 Census reports 306 older adults are living in Hoopa, CA. The program is reporting that because of the existence of Hoopa AmeriCorps Program, it's members have been assisting older adults for the past ten years thereby increasing the number of older adults currently alive today in their homes living on the Hoopa Indian Reservation.

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According to the 2010 US Census, 15% of the population of 3,494 for the Hoopa Indian Reservation dropped out of high school by the 9th grade. Only 5.9% have earned an Associate Degree. The program has collected data to support that 70% or higher of the individual who applies to join the Hoopa AmeriCorps program as a member show at risk signs of the following: No high school diploma; no past job experience/desire to become employed; low literacy level; single parent; growing up in a single parent household/being raised by a relative other than their biological parent; violence, illegal drugs or alcohol related problems was a predominant daily issue in themselves or their household; lack of desire to finish school or enroll into college. Over 82% of members who have joined AmeriCorps report feelings that reflect a sense of cultural separation and want to regain or for the first time retain these value and traditions of their native people.

According to the United States Commission on Civil Rights report, Federal programs have been established to raise Native Americans living conditions to the standard of others, but unfortunately they still suffer higher rates of poverty, poor educational achievement, lack of substandard housing, and higher rates of disease. While the older adult and disabled individual still continue to live alone with no in home supportive services. There is no 9-1-1 emergency call in and in some places, older adults and disabled individuals have no telephone services. Their homes are remote and isolated only to leave them to survive or not survive. 213 older adults live independently on the Hoopa Indian Reservation. The Hoopa Tribe relies on the existence of older adults living to heal the cultural separation of the younger generations. It is important to the existence of our Tribal People to ensure that older adults live longer to be able to share traditional ways of the Hoopa Tribe so that they are not lost and forgotten.

AMERICORPS MEMBERS AS HIGHLY EFFECTIVE MEANS TO SOLVE COMMUNITY PROBLEMS EVIDENCE BASE AND MEASURABLE COMMUNITY IMPACT.

12 Full Time Hoopa AmeriCorps Members will provide intervention services for the identified First and 2nd Performance Measurement that include: creating gardens, planting seedlings or pruning vegetation with older & disabled adults at their home, minor outside home repair for basic home safety such as: cleaning out rain gutters, cleaning wood stoves, fixing minor damage to porch, stairs, railings, pot holes in drive way, clear a pathway from their parking area to house, cleaning and removing unwanted trash/debris in yard, cutting brush around home to prevent the older & disabled adults from arson or wild land fire (fire reduction). Members will also build upon cultural preservation

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with the older/disabled adult(s) by helping them gather and/or prepare traditional foods and materials such as: acorns, deer, fish, basket weaving materials, eels. Included in this, a large component of this strategy to achieve this result: To have logging decks of wood donated by the Hoopa Forest Industries. The members will cut and deliver the wood to older adults; to be used for firewood for heat. Members will also help older adults cut existing wood at their home to be smaller and easier to carry to prevent injury to the older adult, keep kindling stocked for the older adult so that they can start their own fire and in some cases build them a fire. Socialization will occur while providing these services to the elder. Local Tribal fisherman & the Hoopa Fisheries Dept will collect & donate the fish to be processed and distributed to elders from the AmeriCorps Members. These intervention methods will decrease the chances of older/disabled adults from injury, loneliness, starvation, isolation, poverty which causes medical & physical challenges. The AmeriCorps members will be trained in a variety areas to assist the older/disabled adult but more importantly as trained mandated reporters of elders abuse. These interventions will increase the older/disabled adult to have the ability to be able to live independently to be able to dress themselves, shopping, cooking, doing laundry, managing daily life, making a fire for warmth and socialize with the AmeriCorps members.

The Third Performance Measure Intervention will address an outcome of Economically Disadvantaged Individuals that will report they have secured employment after their term of service with AmeriCorps. The program has developed an intervention method for 12 AmeriCorps Members to be trained in workplace behavior and soft skills training. These trainings will enable the AmeriCorps Members the ability to provide adequate services to older & disabled adults and obtain knowledge, certifications and skills needed to enter the workforce. In a normal week, a Member will spend 32 hours in direct service for older/disabled adults and 8 hours in workplace behavior/soft skills training. A member will need to complete a total of 1700 hours of service within one year = Full Time Term.

Evidence Base

The program can report that they have collected data to support that last year 75% (68) of 90 elders served reported an increased in quality of living independently due to the intervention methods provided by 12 Hoopa AmeriCorps Members. External Independent Evaluator, Adrienne Drake, reports "A total of 117 different elders were served in Year Two, 105 of these or 117% of the targeted 90 elders, received 20 or more hours of service. Of the 97 elders who completed and returned surveys, 93 reported increases in their quality of life. 2 reported no change, related to living independently (based

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on their average scores on satisfaction surveys, using a Likert-type scale of 1-5). 59% reported very greatly increased, 23% reported greatly increased, 14% reported increased and 4% reported no change. Hoopa AmeriCorps Members proved 5755 hours of service during a total of 238 visits to elders homes in Year Two." Year Three data is unavailable as the program is still active in Year Three.

MEMBER TRAINING

12 AmeriCorps Members will receive a variety of trainings to increase individual soft skills and knowledge in preparation for their term of service with AmeriCorps, as well as provide them with basic skills, certifications and knowledge for the employment. During the members first week'12 FTE members receive orientation and training when they first start. During the first 2 weeks after entering the program, members receive an intensive orientation process that includes review of rules, regulations, policies & procedures of Hoopa Valley Tribe and the Hoopa AmeriCorps program. The trainings can best be described in 3 specific ways; pre service training, on site job specific training & Life After AmeriCorps training (which is specific skills/job search activities that will benefit a member after their term of service has ended.) The pre-service training is the first opportunity for members to see the program in action, set realistic expectations, form partnerships with other members, program staff and begin to build a strong sense of team. They are also assisted by staff in developing an Individual Learning Plan, establishing realistic goals in four domains: 1) service to the Hoopa Valley Community 2) Career interests 3) Interpersonal relationships & 4) personal goals for learning and acquiring new skills. The goals of the orientation process are to provide an overview of program rules and expectations, providing a basic understanding of the mission and the goals of AmeriCorps, while building a community feeling and team spirit through interaction with fellow members - training on corps policies & procedures, through the contract review & Member handbook review; tool use, service related skill training, prohibited activities, grievance procedures, member rights/responsibilities. The program offers a wide variety of educational, emergency response, personal health/wellness and skill building opportunities for members all to prepare a member for their daily activities at the project site. These trainings sessions range from 1 hour (completing forms, journaling) to 44 hours(First Responder, CERT, Over the Bank Ropes Rescue training & Wild land Firefighting training). 32 hours in Swift Water Rescue, chainsaw use & disaster response. 1-4 hour trainings will be offered throughout the year in health education (e.g., birth control, diet, STDs substance abuse, tobacco cessation and managing conflict/motions), as well as personal finances (e.g., banking budgeting

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insurance and taxes. Specific trainings will include: Alcohol and Drug policy training, Sexual Harassment Training, Service Project preparedness training, chainsaw training, power tool training, Elder abuse mandated reporter training, Using your segal award & use of the AmeriCorps portal, diversity, leadership, communication, team building, resume writing, food handlers training, cultural food preparation & gathering to include fish, acorns, deer meat, basket materials; shelter operations, mass care, weather safety, sand bagging techniques, traditional talking circles, planned parenthood, traditional native American sweats, cultural tours in the Hoopa Community, civic engagement, individual and group counseling. Some members have no high school diploma and require additional assistance to obtain one through the program. While in the program, members are allowed time each week to prepare for CA GED testing.

AmeriCorps members are also given personal journals, along with training in journaling techniques. By encouraging members to use their journals and making it safe for them to record their private feelings and thoughts about their AmeriCorps and life experiences allows staff to identify and successfully address many members' struggles with behavioral, emotional, physical and social problems that otherwise could have had adverse impacts on their program and retention rates or validate their successes and enjoyment at the program.

Members who serve a second year will receive a similar but different training experience. Members serving a 2nd year will complete and document the program orientation trainings. However, they will undergo new training opportunities to choose from, such as 1) leadership 2) Swift water Rescue and Certification for a Tech II if it applies 3) Wilderness Survival Training and Certification and 4) Over the Bank Ropes Rescue Training and enroll into a college accredited course locally.

The last few months of the program, training will shift to include a structured plan of Life After AmeriCorps curriculum. Activities and trainings will include member preparation in job development efforts such as: focusing on preparing members through counseling, job-readiness classes, life skills, labor market awareness and assessment skills, additional resume training, how to use the segal award and AmeriCorps portal.

ETHIC OF SERVICE AND CIVIC RESPONSIBILITY . In order to encourage a better understanding of civic responsibility, members will complete a variety of trainings and tasks. Staff guide members

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through a learning process of civic knowledge, attitudes, skills, human rights, culture awareness, tribal responsibility, tribal sovereignty and activities that include citizenship in relation to making positive solutions in their community. Cultural presentations will be given by older adults in exchange for the work completed at their homes. In the past, some of the older adults are veterans of foreign wars, public officials and tribal council members.

One member, along with two members from TCCC are elected by vote from within the program corps and staff. Members are chosen to serve as an advisory committee to the staff in a structured setting. The members learn about policy, types of governments, effective citizenship, leadership and in return they make recommendations to staff about how to improve the program for success, attend at least one of the following meetings in the community: public hearings, tribal council meetings, city or local governmental council meetings, networking meetings and another meeting as deemed necessary for the Advisory committee to attend. Members will have the opportunity to work in their own community where poverty is relevant has smaller community faith based organizations. Through the work completed, members will be given the opportunity to identify community problems, encourage increased volunteer involvement and use the knowledge they have gained through civic training to have solutions to some of the problems in their own community. Members will be provided with structured opportunities with staff to be able to reflect on and learn from their service. At the end of each day, the members will come together to hold a "Debriefing". The members will keep a written record of what they've accomplished for the day, quantifiable, daily challenges and solutions for the next day. Monthly, the Program Director will a Corps meeting where members from AmeriCorps and another program known as TCCC will come together. The Corps begins by 1) Having the member Advisory Committee begin with a team building activity 2) Announcements 3) Recognition for training received the prior month, Monthly RESPECT Awards, incentives are given based on a reward chart, and 4) Closure with Kudos from each other. The Program Director assess the needs of members through reading their daily debriefing and will identify and additional training needed to incorporate it into the afternoon after the Corps Meeting. 12 AmeriCorps members will report they received 10 different trainings that increased individual soft skills and knowledge in preparation for their term of service with AmeriCorps, as well as provide them with basic skills, certifications and knowledge for employment.

The TCCC Director ensures that staff are properly trained regarding prohibited activities and comply

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with terms and conditions of the grant. The Hoopa Valley Tribal Council is informed of these requirements and also ensures currency on changing policies and OMB circulars through the Hoopa Fiscal Department & Tribal Grants Management Officer. Hoopa TCCC staff will conduct orientations on prohibited service activities during the first two weeks of a member's term of service and throughout their term of service. Prohibited activities and other program requirements are described in a "TCCC Member Handbook" that is distributed to each member to utilize throughout the year. Receipt of the list of prohibited activities is documented within the "member contract," which is signed by both the member and Program Director on the member's first day and continuously reminded with daily reminders verbally and posted in the office. The local community and older/disabled adults will be given information about the members' prohibited activities and how they relate to particular projects to be completed while in their areas thorough the application process and orientation. The program will not allow a project to be performed in one of the prohibited activities. This is implemented through the project application process already developed by the program. Training our members in these identified areas prepares them for the work to be accomplished at project sites as identified in Performance Measures. The members will be removed from any work site or activity immediately if this situation should arise. Although after 15 years of service, the community is well aware of prohibited activities as they don't want to loose their services from AmeriCorps.

MEMBER SUPERVISION

The AmeriCorps Supervisor FTE is responsible to ensure that all 12 members in staggered start and end dates are properly trained regarding prohibited activities and ensuring that members comply with the provisions of the grant. The AmeriCorps Supervisor will start the grant year out with tentatively 6 FT AmeriCorps members. In the first month, the program will bring on 6 AmeriCorps members and in another 3 months, 6 more members will begin their 1700 term of service, for a total of 12 FT members. Thus allowing the AmeriCorps supervisor time to develop, outline goals, and work on personal development with a smaller group. Members whom have shown leadership and are close to ending their term of service or a second year member will serve as a leader to other members on the team, not supervising or disciplining. This could include driving, monitoring safety to a smaller team group of 3-4 members. This empowers members by allowing them to provide leadership, personal growth and individualism. The AmeriCorps Supervisor will work with the Corps members on a daily basis both out in the field and in classroom instruction, thus creating a year round corps while always providing guidance to the AmeriCorps members. The Program Director spends 124 hours annually,

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overseeing the AmeriCorps Supervisor and program by providing oversight and guidance. The Program Director is a "working director" whom not only performs all program and fiscal management duties, but also supervises field work projects periodically so the AmeriCorps Supervisor has some relief. Although this practice began out of necessity, The Program Director soon realized that firsthand supervision of the AmeriCorps members increase her awareness of their developmental needs, as well as the needs of Tribal older adults, disabled individuals and the community as a whole. The Recruitment Officer, spends 111 hours per year on recruitment, selection, maintaining member files for Grant compliance and prepares payroll. All Hoopa AmeriCorps program Staff maintain current certification in First Aid and CPR and job description that reflects minimum qualifications to each of their positions. The program is well established and staff keep abreast of new trainings in technology and education to keep up with the changing times. The AmeriCorps office is located in the same office of another AmeriCorps program, known as the AmeriCorps*Hoopa Tribal Civilian Community Corps

COMMITMENT TO AMERICORPS IDENTIFICATION

All of the program's letterhead, websites, recruitment information, service gear, press releases, service site materials, signs at the program identify it as Hoopa AmeriCorps making reference of to www.AmeriCorps.gov on all of its materials used. This includes our vehicles and when making reference to our name by staff or members. Members are required to wear a red shirt with the AmeriCorps logo on the front pocket and sleeve. Easily identifiable by both the member, community and home of older/disabled adults where they serve. In the AmeriCorps contract and handbook identify a fine system (penalty) for not wearing the AmeriCorps logo. Even staff are required to wear the AmeriCorps uniform daily. Members already speak about their successful experience at AmeriCorps. Although the program has a social media policy/training to ensure that the properly organizations and names are used to explain the program, work they are doing and whom should be notified. All praise is given to AmeriCorps 1st and than the Hoopa Tribe for allowing such a program to exist in our community.

Organizational Capability

The primary contact for the grant application is Danielle Vigil-Masten, Chairwoman of the Hoopa Valley Tribe. The secondary contact is Tahsanchat Cooper, Program Director the Hoopa AmeriCorps program. The Hoopa Valley Indian Reservation is the largest reservation in California and was established in 1864. The Tribe has been managing grants and contracts under Public Law 93-638 for

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over 40 years. Since 1988, the Hoopa Valley Tribe has been at the forefront of the Self-Governance movement. The Tribe was one of the original five tribes to takeover the management of Bureau of Indian Affairs activities under a Compact of Self Governance. The Tribe was the first tribe in the Nation to enter into a Self Governance agreement with the Department of Health & Human Services and Indian Health Services. The Hoopa Valley Tribe currently manages most of its programs under a Compact of Self Governance with both the Department of the Interior and the Department of Health & Human Services. The Tribe has an annual funding agreement under Title IV with the Bureau of Indian Affairs and Title V with Indian Health Services of P.L. 93-638, as amended, with the Bureau of Reclamation to manage fisheries activities on the Trinity River both on and off the reservation. The Tribe also has grants & contracts with the Environmental Protection Agency, U.S. Dept of Education, U.S. Dept of Agriculture, Corporation for National & Community Service; numerous other Federal and State agencies. The Hoopa Valley Tribe is in the 15th year of managing the Hoopa AmeriCorps grant and in the 13th year of managing another AmeriCorps Residential program (Hoopa Tribal Civilian Community Corps). Both of these programs are grant funded National Tribal programs funded by the Corporation for National and Community Service.

COMPLIANCE AND ACCOUNTABILITY

To ensure compliance, the Hoopa Valley Tribe submits annual organizational wide audits as required by OMB Circular A-133. There have been no significant audit deficiencies. The Hoopa Valley Tribe has established a complete administrative infrastructure that includes (1)Chairman, (7)Tribal Council, Personnel Department, Human Resources, Forestry Dept, Land Mgmt Dept, Medical/Dental Facilities, Fiscal Department and Office of Tribal Attorney. The AmeriCorps program will be under the direction and guidance of Tahsanchat Cooper, Program Director whom has been in this position since February of 2010 but has been the Assistant Director to the previous Program Director since 2000. She manages AmeriCorps activities relating to personnel, fiscal; community resources: public relations; emergency operations, program development, budget and grant writing & compliance. She spends 124 hours of her time annually, monitoring the Hoopa AmeriCorps Program as outlined in the budget narrative and her remaining time overseeing another AmeriCorps Residential program. Tahsanchat has been committed to working with the Hoopa AmeriCorps Program since late 2003 and with Hoopa Tribal Civilian Community Corps since late 2000.

The program will ensure compliance at the service site locations and activities by keeping abreast of all

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AmeriCorps provisions by reading the AmeriCorps provisions and attending the annual National Grantee meeting for AmeriCorps programs. Prevention methods include: Orientation to members and the service sites (older/disabled adults), daily reminders, rules enforced to AmeriCorps members and service sites. Enforced by all AmeriCorps Members, Supervisor, and Director. If found accountable of risk or non compliance, the person(s) involved would need to repay costs incurred and warned or ultimately removed, including service sites.

PAST PERFORMANCE FOR CURRENT GRANTEES

The Hoopa AmeriCorps program is currently in its third year and is on target with their performance measures. The past two years, the program has exceeded its targets for performance measures. The program has increased the older/disabled adult living longer at their homes. A total of 117 different older/disabled adults were served, 105 of these or 117% of the targeted 90 elders, received 20 hours of service. Hoopa AmeriCorps provided 5755 hours of service during a total of 238 visits in older/disabled adults. Of the 97 who completed and returned survey, 93 reported increases in their quality of life. 2 reported no change, related to living independently (based on their average scores on satisfaction surveys, using a Likert-type scale of 1-5). While that is 142% of the targets 68 (75% of 90), it will be important to follow up with the remaining 21 elders to ensure that the services provided to them also enhance their capabilities to live independently.

According to the 2000 census and the 2010 census- shows an increase of older adults living independently on the Hoopa Indian Reservation, during this time Hoopa AmeriCorps was a contributing factor. Although, many older adults have strongly recommended that AmeriCorps should provide more hours of service to truly measure an impact on Hoopa Older/Disabled adults. 20 hours per older/disabled adults isn't enough. That service equals approximately 3 days. The Hoopa Tribal Council/Chairperson recommended AmeriCorps to change their performance measures to meet the need of the Hoopa Community. Therefore the next three years, the program is targeting 60 older adults/30 disabled adult with 40 hours of service and 30 hours for disabled.

ENROLLMENT AND RETENTION OF MEMBERS

The Hoopa AmeriCorps program has had 100% OF 12FT AmeriCorps Member Enrollment of Members. Retention is currently at 100%, although a cumulative 88.9% for the past two years. The program strives for 100% retention, although the program deals with a "at risk" participants and situations beyond the program's control. The staff recognize that 70% to 90% of Hoopa AmeriCorps

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members are uniquely "at risk", which means they could be struggling to maintain sufficient emotional, physical and/or psychological health to participate fully in the educational and employment development opportunities offered.

RETENTION STRATEGIES include: Staff will receive training in personal development through grant funded initiatives, or collaborate with agencies to train them and/or members when identifying and responding to the educational, emotional, physical, and other needs of members as well as cultural opportunities to close the separation gap of cultural identity. The program will provide personal journals to all members with specific topics or a free write. The Director and AmeriCorps Supervisor will review the journal entries and have previously been able to identify and address a number of personal risk indicators, including anger, anxiety, cultural alienation, depression, low self esteem, post traumatic stress, profound grief, alcohol/substance abuse, and limited communication skills. They have used these identified risk indicators to make informed decisions about members' needs for specific kinds of support and training, as well as utilize wrap around services with TANF or referrals to behavioral health to Hoopa Human Services or the Dept of Humboldt County Human Services Agencies for counseling. Members will partake in a monthly "Success Day" with the Hoopa Tribal CCC program. Together members partake in team building activities, members are recognized for hours served, hours donated to the community after scheduled work hours, and trainings certified in. Some times a talking circle is needed and a possible team day or cultural teaching/activity. This has created a positive atmosphere and reminds the members of their personal goals they have set for themselves. Team building days are suggested and created from the AmeriCorps members themselves which leads to good morale and more "Sprit De Corps". The program also conducts 30 day, mid term and exit evaluations with members to monitor changes of behavior and work ethics. During this time, discussions are held between the member and supervisor to reinforce good behavior and correct any behavior for possibilities of failure (retention).

CONTINUOUS IMPROVEMENT

The program has monthly monitoring from the community through each Hoopa Tribal Council representative (7). The Hoopa Tribe requests that three of these seven conduct regular visits to the program to share their HOOPA community needs. The external evaluator conducts site visits every two weeks to collect data and provide feed back on previous data. Therefore continuous improvement efforts are made daily. In addition to this, the older/disabled adults are provided with surveys to

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measure life quality items for themselves but also measure the their needs and if the program and its members are performing to satisfactory standards.

Cost Effectiveness and Budget Adequacy

COST PER MSY

The Hoopa Valley Tribe and government infrastructure support the Hoopa AmeriCorps Program.

COST PER MEMBER. The program's proposed cost per members does not exceed the requirement of \$13,199 MSY. The Hoopa Valley Tribe provides the required match of 50%. The CNCS investment of \$ 158,392 will be matched with \$190,209 from the Hoopa Tribe.

DIVERSE NON-FEDERAL SUPPORT AND DECREASE RELIANCE ON FEDERAL SUPPORT AND BUDGET ADEQUACY: The Hoopa AmeriCorps Program matches the amount of federal funding with Cash Match and In-kind Support from the Hoopa Valley Tribe (HVT) and other local organizations. The budget largely supports the stipend of the AmeriCorps Members and the match supports almost all other operational costs. Our AmeriCorps members make a living stipend of approximately \$504 every two weeks. The AmeriCorps Member from the Hoopa Indian Reservation serve because of the benefits they receive while serving at the program and the satisfaction of helping their elders (older/disabled adults).

Hoopa AmeriCorps utilizes departments whose mission support the service projects that AmeriCorps' addresses. These In-kind contributions begin with the Tribal Employment Rights Office that will be providing training on sexual harassment, workplace behavior, resume writing. Tribal Insurance will provide training on workers compensation compliance & the Motor Vehicle Policy. Kimaw Medical Center will providing training in substance abuse prevention and policies, teen pregnancy prevention, dietary awareness and home health care. They will also provide members with office procedure/medical services, prescriptions filled, transportation to these appointments and drug/alcohol testing while enrolled into the program. The State of California will provide members will medical services located off the reservation, such as emergency room visits/hospital. The Dept of Public Health located in Eureka, CA will be providing training in STD/Family Prevention, tobacco cessation, personal health/hygiene and dietary awareness & Mandated Elder Abuse. American Red Cross will be providing training in mass care/disaster/shelter operation preparedness. The Indian Health Service located in Redding, CA will be providing training in Food Handling. Community Prevention Initiative will provide conflict Resolution, Team Building & Leadership Skills, bullying,

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suicide prevention, gang awareness, cultural separation. Hoopa Wild land Fire provides training and instruction in Basic wild land Fire instruction-certifies the member with their red card to fight fire. The Hoopa Forestry Department will be providing training in small engine maintenance/repairs for chainsaws. Hoopa Career/Technical Education Training Program will be assisting members with classroom instruction on Forest Mgmt, Home Health Care, how to fill out a college applications, use computer applications, GED Prep etc. The Hoopa Museum will be providing training in cultural awareness/sensitivity, history on the Hoopa people and villages through instruction and on site cultural projects for both men and woman. Service Project sites with older/disabled adults, will be providing materials, cultural awareness, instruction, on site supervision and some minor hand tools while members are working at each elders home site. Hoopa AmeriCorps has made the commitment to build a stronger community with a small group of 12 FT AmeriCorps members. The program knows it can have a strong impact on the community with only 12 AmeriCorps members. Staff are familiar with AmeriCorps Provisions, Tribal Policies and certain trainings that they are confident in saving the program money by training the members themselves. These trainings include Personal Income Tax Preparation; How to Manage Conflict, Anger and Emotion; Civic Engagement, Tribal Policies and Team Building, cultural activities/sensitivity, etc.

Evaluation Summary or Plan

As required by the Corporation for National and Community Service, the Hoopa AmeriCorps will engage Independent External Contractor, Adrienne Drake, MA Education/ BA Psychology, to assist staff in performing program evaluations. Mrs. Drake has more than 39 years' experience in Tribal community/economic development, environmental programs, grant writing and 35 years' experience in American Indian higher education. She has performed as the external evaluator for the Hoopa Adult Career Center .

The program also will be evaluated continuously by internal staff, community partners, and members; and data will be collected for use in mid-year and annual evaluations facilitated by Mrs. Drake. These evaluations will include formative (progress-oriented) and summative (impact-oriented) components. To ensure its effectiveness, the evaluation plan will be outlined in staff orientation programs at the beginning of each grant year. All persons involved in the ANL will be afforded opportunities to provide verbal and written feedback and recommend improvements in project design, including community-oriented and member-development objectives, criteria for measuring program progress and ultimate success, evaluation instruments and reporting methods. In

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addition to providing feedback and recommendations directly to staff, members will be provided a "suggestion box."

At the beginning of each project year, the Program Director will convene orientation meetings with AmeriCorps staff and crew members. Following an overview of the year's objectives, performance measures, and data collection methods, the Director will delineate the specific milestones to be achieved monthly and/or quarterly. A program progress report format will be provided to each member of the staff with instructions for completion and return to the Program Director. Staff reports will be submitted on a monthly basis. A feedback survey instrument will be provided to AmeriCorps members so that they will be oriented to the areas of inquiry to be addressed in mid-year and year-end evaluations. Their early familiarization with the survey instrument will improve both the number and accuracy of responses to later interviews and surveys.

Program progress reports will include staff-identified impediments to progress and recommended strategies for overcoming them. They also will recommend program and budget modifications should they be deemed necessary. The Director will synthesize staff and faculty reports into monthly and quarterly reports for dissemination at periodic meetings of the staff, members, and Tribal Council. The compiled reports will be incorporated into required Grant Performance Reports to the Corporation for National and Community Service, which also will include pertinent information about program data collection and recordkeeping methods, policies and procedures developed to improve programmatic performance, overall program enrollments, projects completed, needed program/budget modifications and member socio-demographics. These Grant Performance Reports will follow the format recommended by the CNCS.

Included in Mrs. Drake's evaluation will be:

Descriptions and analyses of accuracy of records and the validity of measures used to establish and report on member development; Progress in achieving objectives delineated in the grant application as approved and/or modified; Actions taken to address significant barriers impeding progress; Effectiveness of the project in achieving desired outcomes and impacts; Coordination of individual AmeriCorps members' development and personal services; Retention/completion rates of crew members;

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Overall impacts on AmeriCorps members' community engagement, educational attainment, employability, and quality of life.

Mrs. Drake will employ the following methodology for program evaluation:

- (1) Review of prior year's program evaluation.
- (2) Review of approved funding application for current program.
- (3) Review of prior Grant Performance Reports.
- (4) Review of position descriptions for all program staff.
- (5) Interviews of all program staff utilizing a standardized questionnaire.
- (6) Review of surveys completed by service site(s) at older & disabled adults
- (7) Review of available data collected/files and sampling of reports generated for performance measures.
- (8) Review of member feedback instruments; and interviews or surveys of program participants utilizing a standardized questionnaire to measure trainings received.
- (9) Preparation of Draft Report for Exit Interview with key program personnel.
- (10) Preparation of Final Report.

Clarification Summary

2) In your explanation of member activities at the Kimaw Medical Center, you noted that their activities fall within the environmental restoration measures. Please clarify this response, since it is not part of the program design or performance measures, as they were presented in the original application. What percentage of their time will members spend doing these activities and how do they relate to your overall program design and theory of change? Please describe the community needs that are being addressed by these activities and confirm that members are not displacing or duplicating staff by performing these duties.

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Response: The explanation above is for TCCC and not AmeriCorps. AmeriCorps is provided these services with no service responsibility from their AmeriCorps Members. Kimaw provides this services to support members serving in our program the services of elders in our community. The original explanation is for TCCC another grand funded program by CNCS and when I explained it, I got the two programs confused.

In addition, you indicated that some of the members qualify for IHS, but not all. Please explain how the healthcare provided to members who do not qualify for IHS meets CNCS requirement that full-time members be provided with health insurance as is indicated in the provision below.

Response: I am mistakin, all members are provided medical coverage at Kimaw Medical Center. This response was intenended for the TCCC program and not AmeriCorps. This coverage meets the minimum coverage during their term service.

Clarification II

1) Section I.I. Other

Operating Costs: Please remove the following line item from your budget, as it does not represent a reasonable program expense and should not be counted as match: "Project Sponsors -- Elders on the Hoopa Reservation" (\$1,400).

Response:

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Federal law allow this to counted as match for tribes since Public law section 102416 allows this to be counted due to the BIA Compact agreements (93-638 compacts ammended) with Tribes. BIA and IHS are exempt from these rules. This is a standard practice for tribes to honor elders or elders to honor our members as a standard tradition to provide this cultural teaching to our members in exchange for the work provided. I have attached the language from our Grants and Compliance office.

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3) Section II. B. Member Support Costs: If the benefits provided by the State of CA Benefits Services are available to members as Ca residents regardless of their participation in AmeriCorps (as is the case with the medical benefits), these expenses cannot be used as match and need to be removed from your budget. Please revise the budget accordingly.

Response: I have attached the language from our Grants & Compliance office to support why this can be counted.

Programmatic
Clarifications (please address in the Clarifications section or via email as appropriate):

Narratives

- In

your explanation of the healthcare provided by Kimaw Medical Center, you indicated that the healthcare services are provided in exchange for AmeriCorps member services. Please describe what services members provide to the Medical Center, including what percentage of their time is devoted to these activities and discuss how these activities fit within the program design & scope of work.

Response: The work performed is inline with the performance measures of environmental restoration. 3 times throughout the year for 1 wk duration, the program will remove unwanted vegetation & hazardous fuels from the environmental trail (thus reducing at risk ecosystems) used by their diabetic & elderly patients. A team of 8 performs this work. This exchange is done for medical services provided instead of reimbursing the program for mileage or tool use.

- It

does not appear that we received the evaluation report you sent. Please resend it directly to my email address.

Response: Just sent again.

CLARIFICATION ITEMS

A. Budget clarification items:

Please respond to the following items in the clarification summary field of the narrative and in the budget narrative or submit via email as appropriate.

1. Some of the match budgeted, such as the time the beneficiaries will be providing members with instructions for services they need provided, does not appear appropriate. Please discuss how all match budgeted is appropriate and meets the federal funding requirements. How will all sources of match be tracked and documented?

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Response: Historically the program has a track record of documenting match appropriately and documented as required by OMB circulars and as the AmeriCorps provisions require. The inkind match of those providing instructions for services from elders or onsite technical supervisor does not take the place of AmeriCorps Supervisors. They do not supervise the members, rather they provide instruction necessary to carry out the tasks or scope of work specific to that service site or the home of the elder. It is customary to honor elders who share their culture or experiences with younger ones in the community with an honorarium. If this was to be paid in cash the honorium is valued at a monetary value of \$200. For example: The AmeriCorps members would provide a service at the elders home such as creating a garden, fixing a broken porch railing, pruning trees, gathering materials used for basket weaving or traditional foods, etc. While performing this service, elders share stories with the members in ways to make the job easier to be performed, or a memory/story from their life, or how it relates to others things in tradition, etc. The program documents inkind with a form developed and approved by previous site visits and training from the Corporation for National and Community Service. This is kept in the financial files and elder files. The program has been audited with external auditors (Single A audit) and has numerous site visits from the Corporation for National and Community Service which has meant compliance on this requirement.

2. Section III. Administrative/Indirect Costs -- A. Corporation Fixed Percentage and B. Federally Approved Indirect Cost Rate: Was this an oversight on your part to not include either section in your budget? If you have a Federally Approved Indirect Cost Rate please provide a copy of your current Indirect Cost Rate Agreement to your Grants Officer at kmitchell@cns.gov.

Response: This is in the budget and was emailed as required originally with the grant application by the due date. This has been submitted again to both kmitchell@cns.gov and to Tribal_Panel_5@cns.gov

3. Please clarify if the health services that will be provided to members and counted as match are from the Indian Health Services or from another source.

Response: Kimaw Medical Center, located in Hoopa, CA, a separate entity of the Hoopa Valley Tribe provides medical services to AmeriCorps Members in the program. This is an agreement the Hoopa

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AmeriCorps program has with Kimaw Medical Center in exchange for services provided to Kimaw Medical Center from AmeriCorps. Medical Services are provided at their facility only and covers non work related injuries. The Hoopa Tribe covers all work related injuries. The value is equal to the costs of what it would normally cost if we had to pay for their services as is documented with the approved Inkind form as what is required of all other inkind documentation in the program.

4. Please discuss what exactly is included in the match amount budgeted from the State of California Benefits Services, whether you have permission to use this source of match, and how it will be tracked as such.

Response: Kimaw Medical Center only provides medical services at their facility, the State of California Benefits Services covers medical and emergency situations located elsewhere. Kimaw Medical Center is a clinic and is only open from 8am to 5pm and is not open on the weekends. The California Benefits Services allows the members to receive medical services during the evenings and weekends and during the event of emergency or if a specialist or surgery is required at a hospital. The Hoopa Valley Tribe covers all work related injuries and this coverage is for non work related injuries. The value is equal to the costs of what it would normally cost if we had to pay for their services as is documented with the approved Inkind form as what is required of all other inkind documentation in the program. There is no permission needed and the program follows the guidelines of the AmeriCorps Provisions, OMB Curricular and other laws that pertain to implementation of the program.

B. Programmatic clarification items:

Please respond in the Egrants narrative field labeled "Clarification Summary"

1. Please provide additional justification of the needs in the community related to services to the elderly and people with disabilities, particularly with respect to why existing family and community structures and services are not sufficient to meet those needs. In addition, please provide additional information related to the member development needs that are being addressed through the member training activities.

Response: Hoopa is a very remote and rural area. Homes are spread out vastly. There is no public

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transportation and programs are limited to how many people can receive services. There are no programs in our area to support Elders and disabled living independently. The Hoopa Tribe is surrounded by an environment of trees and mountains which are subject to wildfires and the tribe has high rates of crime, unemployment, arson and other factors which decrease the safety of elders living independently. Families are struggling with trying to find jobs and housing for their own and elders are often left to figure things out for themselves. There is one CHR nurse whom is funded to visit the elders but this job is always vacant and the tribe has a hard time finding a qualified person to relocate to Hoopa and keep this job. The local clinic has a hard time getting doctors and nurses to relocate and stay in Hoopa. Therefore they are consistently changing. Elders are lost and forgotten. Families are broken or under the influence of drugs and alcohol, unemployed, have no transportation, no idea of traditional cultural values, not only for themselves but the elders. People in our community are struggling to stay alive. There is no county aid that supports elders living on the reservation. Most elders whom live alone can receive up 4-8 hours a day from a care giver but Caregivers are hard to find. You cannot be a criminal and must show up for work. Elders get frustrated because they don't have a phone and keep up with all the changes or paperwork needed to keep up this consistent change. Elders cannot just pick up a phone and call a local plumber or carpenter or handyman when they need something fixed. They cant just get on the bus or call a taxi when they need to go buy something from the store. There is no transportation. AmeriCorps has been very helpful in identifying and supporting the needs of members. Resources are created, social needs are met, solutions are created, safety is created by the services AmeriCorps members provide. The member development needs are being addressed through member training activities because the same thing that elders face, the entire community faces. The program addresses the community needs two fold by assisting the elders and working with the members in personal development to address their own social economic needs so that they can help the elders. This is done through the trainings identified in this grant application. For example: Talking circles help members overcome numerous obstacles and allows them to be heard and validated, education through college courses helps them better themselves to read, write and understand themselves and others so they can help themselves and the elders. Thus solving two community needs at one time. The program has shown a strong dynamic in being able to achieve this strategy. This is a huge community need.

2. Please describe a sample daily schedule for members and discuss how the proposed member activities justify a request for full-time service. Based on the targets, it appears that members will

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provide a total of 3,300 hours of direct service to the elderly and the disabled compared to the 16,320 hours that all members are scheduled to spend in direct service.

Response: The program has a history of providing well over the 16,320 hours. The performance measures don't capture the whole picture of how AmeriCorps provides services. Tribes are so different from anywhere else in the United States. A typical week is 40 hours = 36 hours in direct service and 4 hours in training. A typical day is 8 am to 5pm.

730a-8am The team receives a briefing/gets tools ready/checks the vehicles for maintenance & safety/gets the elders files together/gets forms ready for the elder's service site

8a-830a The team loads up/drives to the elders home

830a-1130a The team provides service at the elders home (2.75 hours) and the team takes a break at 10:15am for 15 minutes at the worksite.

1130-Noon The team loads the tools up and drives back to the AmeriCorps office. Than they unload the tools and put them away.

Noon-1pm The team takes lunch

1p-130pm The team gets the tools out and drives back to the elders home.

130p-5pm The team provides service at the elders home (3.25 hours) and the team takes a break at 3pm for 15 minutes at the worksite.

5p-530pm The team loads the tools up and drive back to the AmeriCorps office. They put the tools away, lock the vehicle up, write in their journals, turn in paperwork, debrief with team.

3. Please discuss how the program will identify beneficiaries for service. What process will you use to select beneficiaries and prioritize service? Will all beneficiaries in the program be those without existing family and community support?

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Response: The program has developed a system for identifying beneficiaries for service from the past years experiences. The program has held numerous community meeting, public hearings and met with the governing body of the Hoopa Tribe to identify that the beneficiaries are to be Elders 62 and older and Disabled adults 59 and older. The program has an application for services form that is completed by each beneficiaries requesting AmeriCorps services. This application asks for qualifying information from the beneficiary such as: Name, Age, proof of disability from doctor or other qualifying agency, address of home, are they the head of household, whom else is living in the household, what services are they requesting form AmeriCorps, what month are they requesting services? Where they referred and if so by what organization and to attach documentation. The AmeriCorps program has been instrumental in making sure that a monthly calendar is created each month based on the request submitted. The program has a list of elders living on the reservation from the Hoopa Tribe and the program mails this form out. Flyers of advertisement are posted at the local store, food bank, post office, medical center, newspaper, schools, senior center, etc. AmeriCorps Members work diligently to make cold calls, research and visit elders that don't have telephones or that no one has any contact with for more than two months. Services are provided based on first come first serve since this is not a emergency response team. There have been some extreme cases where elders just get out of the hospital and need immediate services as requested by the local hospital to allow them to return home. In those cases, the program does its best to perform the scheduled elder for the day and work longer hours to get the additional requests from referring agencies or concerned community members done as well.

4. In the Performance Measure section, you indicated that you will dedicate 42% of the MSY to the Economic Opportunity measures. However, based on the program application and the requirement that members spend 20% or less time in training, please clarify how the program can dedicate 42% of time to the Economic Opportunity measure. In addition, please see the suggested performance measure revisions in the performance measures section of the letter.

Response: As shown in the typical day of a Hoopa AmeriCorps member, no more than 20 percent is spend in training. This is documented on their timesheet and in the daily team debriefing sheets all tracked and kept by the program.

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5. Some of the training topics listed in the application do not appear relevant or appropriate for AmeriCorps service, such as "birth control/planned parenthood, traditional native American sweats." Please discuss how all training activities are appropriate and necessary as part of the program design and are permitted with respect to AmeriCorps prohibited activities regulation.

Response: The success and retention of AmeriCorps members is vital to both the member and the program. The members whom serve from within the population of the Hoopa Indian Reservation faces. As previously noted, the Hoopa AmeriCorps on Native Lands program supports Member Development, especially completion of high school education, preparation for postsecondary education, and development of knowledge and skills needed to participate in disaster relief, environmental, and other community needs projects. Because the Hoopa AmeriCorps program operates concurrently with the Hoopa TCCC program--which includes Corps Member Development as a primary Performance Measurement--AmeriCorps volunteers have numerous opportunities to participate in leadership and skill development activities offered to Hoopa TCCC crew members.

During the first two weeks after entering the Hoopa AmeriCorps program, new recruits complete an intensive orientation process that includes thorough reviews of rules, regulations, policies, and procedures of both the Hoopa Valley Tribe and the Hoopa AmeriCorps program. In addition, each recruit is assisted in developing an Individual Learning Plan (ILP), establishing realistic goals in four domains: (1) Service to the Hoopa Valley Community, (2) Career Interests, (3) Interpersonal Relationships, and (4) Personal Goals for learning and/or acquiring new skills. Corps members also are given personal journals, along with training in journaling techniques. By encouraging crew members to use their journals--and making it safe for them to record their private feelings and thoughts about their AmeriCorps and life experiences--AmeriCorps staff have been able to identify and successfully address many members' struggles with behavioral, emotional, physical, and social problems that otherwise could have had adverse impacts on their program retention. Specially addressing the birth control and planned parenthood help the member to identify how to make healthy choices in regards to preventing pregnancies such as using birth control, and preventing sexually transmitted diseases. Most members in the program come from broken homes, or are a single parent. This training helps members to receive education to make healthier choices. The program is faced with one member each year becoming pregnant or having to deal with members whom deal with these issues. Therefore this is a retention method. The program does not violate any

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AmeriCorps Provisions and does not take a stand or promote abortions. The traditional sweats is optional to members whom believe that traditional way. It is a means of cleansing ones physical and spiritual self. This is done traditional by some native American tribes and is offered as a means to finds one's balance in lieu of a clinical counselor. This is not a religion nor a violation of the AmeriCorps Provisions. It is not mandatory but a traditional native American way of life. This is a retention method.

6. In the application, you noted that members will be able to enroll in local college courses. Will that count as part of their service? If so, how will the program ensure that members do not spend more than 20% of service time in training activities, especially considering the amount of training allocated to this program.

Response: Most AmeriCorps members have the option to choose to enroll into local college courses. Not all members choose this. The ones that do choose this are second year members whom want a different experience for their second year. Therefore the trainings that they already received in their first year as identified in the grant application are not repeated. Therefore not exceeding the maximum of 20 percent training hours. The first year members whom choose to receive classes are monitored by their timesheet to make sure that they don't exceed the 20 percent training hours. This has not been a problem in the past years as they have not exceeded the 20 percent training hours. The members document their hours daily on their timesheet and turn it in monthly to their AmeriCorps Supervisor whom totals up the timesheet which separates, direct service hours, training hours, independent hours and fundraising hours. Close monitoring is kept for each member.

7. In your description of the members' role in the Advisory Council, you noted that members will be learning about policy, attending public hearing, tribal council meetings, city and local government council meeting, and other such gatherings. Please describe the activities of the Advisory Committee and discuss how member engagement in these activities does not constitute prohibited activities related to advocacy and political activities.

Response: Members learn civic engagement and do not partake in political activities nor do they promote political activities, nor do they engage in campaigns, etc. Rather this is not a regular compensate of their responsibilities but they only have to attend one meeting so as to observe the

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functions of the positions and how laws are created and passed. So that they learn how to make changes as a concerned citizen. They reflect on their experience at that meeting through journaling. No prohibited activities are violated.

8. Your funding history indicates that you were required to submit an evaluation report. Please provide a copy of your evaluation report via email. If you did not conduct an evaluation, please provide an explanation in the clarification summary field in Egrants.

Response: As required, the evaluation report was submitted by the grant application deadline and has just been resubmitted to Tribal_Panel_5@cns.gov

9. Often unexpected expenses or costs beyond what are budgeted are necessary for program operations, please describe your ability to raise additional resources as needed to support costs associated with the proposed program.

Response: The program has created many collaborations with organizations as shown in the match of inkind support. The program has vested support from the Hoopa Valley Tribe for this AmeriCorps Program. They support financial over 50 percent of this grant for the past ten years.

10. Tribal and organizational support for the administration of the proposed program is critical to successful program implementation. Please identify, as applicable, the department within the tribe or organization that will oversee the proposed AmeriCorps program. Please describe the supervision structure for employees working on the AmeriCorps program. Does the proposed program have the support of the Tribal Council or tribal leadership?

Response: The Hoopa AmeriCorps Program is overseen by the Director of the Tribal Civilian Community Corps which is directly supervised by the Chairwoman of the Hoopa Valley Tribe. The Chairwoman is directly under the Hoopa Tribal Council which govern the Hoopa Valley Tribe. The Members report to the AmeriCorps Supervisor whom reports to the Director of the Tribal Civilian Community Corps. Absolutely the program has the support of the Tribal Council and leadership of the Hoopa Tribe. They take pride in this program through support "Initiative Days.", press releases, site visits, daily interaction in regards to how the program can support the community and monetary.

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When CNCS conducts a site visit, they make time for the program officer.

C. Performance Measure Clarification Items:

Please make the following changes in the Performance Measures screens in Egrants:

1. As H8 already captures individuals with disabilities, please explain why you have a separate applicant-determined measure for these beneficiaries. Please consider revising your performance measures to combine individuals with disabilities with the other beneficiaries in the H8 measure and in its aligned outcome and remove the separate applicant determined measure tracking individuals with disabilities.

Response: This was done.

2. How will you track and ensure that those receiving services are qualified for H8 performance measure? For example, your program narrative describes elderly 62 and over as receiving service, but the performance measure requires that individuals captured in this measure be 65 or older.

Response: This was done.

3. Please provide a detailed description of the instrument that will be used to capture an improvement in the beneficiaries' quality of life. What types of questions will be asked in the survey?

Response: This was done.

4. Please discuss how the outcome and output targets are ambitious, considering that each member is expected to provide at least 1,360 hours of direct service in the community, which adds up to 16,320 hours for 12 members.

Response: This was done.

5. Please revise performance measures to remove O2 and the aligned applicant determined measure, as it is intended for individuals receiving service from National Service Participants, not National

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Service Participants themselves. Instead, please select member development O12/O15 output/outcome which is intended for job placement of members. Please also note that you can only allocate 0.01 MSY to member development measures in the Performance Measure module, so please allocate the remaining MSY to other measures.

Response: The program tried to remove O2 and select O12/O15 but the option was not available. This performance measure was deleted. The only option after that was to choose access to care, aging in place or employment. After choosing one of those options, the next option was only outcome O2 or O3. Please provide further guidance. Therefore the program re entered the same performance measure again.

6. Please describe how the program will be able to adequately document members securing employment after service and what instruments it will use to track job obtainment. Please consider official documentation, such as copies of a contract, pay stub, or an employment letter as documentation, as opposed to only communication with the member which is not a strong instrument to accurately document this outcome.

Response: This was added.

Continuation Changes

n/a

Grant Characteristics