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Executive Summary

The Round Valley Indian Tribes (RVIT) will have 18 AmeriCorps Foster Grandparent Program (FGP) volunteers who will be matched with youth mentees in grades 6 to 12. The FGP volunteers will meet twice weekly during the academic year with their mentees. All FGP volunteers will meet with their mentees at the Building Horizons Center (a youth afterschool program site) located on the Round Valley Indian Reservation adjacent to Round Valley, California. The Primary Focus Area of the RVIT FGP is Education. The community needs to be addressed with the FGP are 1) the need for our tribal youth to reconnect with our tribal elders, 2) the need for our tribal youth to recognize, understand, and address the historical trauma of our people, and 3) the need to re-engage our youth with the educational process to improve academic success. The service activities to be carried out by FGP volunteers, who will meet with their matched-youth mentees twice a week, will include tutoring, mentoring, coaching, homework help, providing education about the culture and history of the RVIT, and offering support to their mentees in an effort to improve overall academic achievement. FGP volunteers will teach youth mentees to recognize and understand the historical trauma experience by the tribes of the RVIT.

The outcome measure for the FGP will be the number of students with improved overall academic performance, with attention to improved performance in literacy and math. This outcome will be measured using the data collection instrument of a teacher survey. Teachers will be surveyed each year when the FGP begins for that year and again in January and May (just before the completion of the academic year). Teachers will complete surveys that collect data on performance and engagement of the seventy-two students in the program for that year. Youth attendance for weekly FGP meetings with their mentoring elder as well as their participation in related activities (e.g., cultural events at the RVIT, such as the annual GONA) will be tracked by the FGP volunteers in an activity log. The output measure for the FGP will be the level of participation in program-related activities (including meetings with their FGP mentor) as measured on the activity logs. The FGP volunteers will use this same instrument (activity log) to write up an evaluation of each activity.

The CNCS investment of \$108,000 will be matched with \$15,344 for a total of \$123,344. The primary goal of the proposed RVIT FGP is to improve academic success for tribal youth in grades 6 to 12.

Strengthening Communities

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Strengthening Communities

Q1. Community Needs

The following seven tribes are included in the Round Valley Indian Tribes (RVIT): Concow (a Maidu Tribe), Little Lake, Nome-Lackie (or Nomalacki), Pit River, Pomo, Wailacki, and Yuki. The RVIT has 4,707 enrolled tribal members, with 943 tribal members living on the Round Valley Indian Reservation adjacent to the unincorporated town of Covelo and the Mendocino National Forest. About 1,300 enrolled tribal members are children and youth under the age of 19, with about 275 of those tribal young people living on the RV Reservation. The entire Round Valley community is comprised of approximately 2,000 people. The RV Reservation encompasses 59 square miles of land located in northern Mendocino County (with a small portion of tribal lands extending north into Trinity County).

During the "drives" of Native people forced to relocate from their ancestral lands to designated living areas, which occurred throughout northern California in the mid-1860s, approximately 13 different tribes, with different cultures and languages, were thrown together at the Round Valley Nome Lackie Subsidiary Farm on what was originally Yuki land. Many of these tribes were forced to walk a great distance over a short period of time in brutal winter weather, resulting in the death of many tribal members along our own regional "trail of tears." The drives of Native people in the northern California region are generally viewed as the most horrific instance of abuse of Native people in all of California. Some of the tribes consolidated on the land in Round Valley had a history of traditional enmity. In 1858, the Nome Lackie Subsidiary Farm became the Round Valley Indian Reservation.

The primary goal of the proposed RVIT Foster Grandparent Program (FGP) is to improve academic success for tribal youth in grades 6 to 12. The most serious challenge the RVIT faces in our efforts to raise healthy children who meet with academic success is the pervasive use of alcohol and other drugs (AOD) in our community and the detrimental impact that this has on tribal children. Substance use in the community is viewed as an ordinary part of everyday life. We are working hard, through a variety of programs, to change this cultural norm. The most significant underlying cause for substance use in the RVIT community is the historical trauma experienced by our people. Recognizing this dynamic and taking steps to heal from that trauma are critical to our recovery as individuals, families, and as a community. Too many of our children and youth have little or no knowledge of the details of our history, both collectively and as individual tribes, that has contributed to the residue of pain, grief, and

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loss that threatens to overwhelm the RVIT. Our elders, with their knowledge of what our people experienced and their vision over time of how our people have coped with that experience is a valuable asset that has not been fully utilized to bring healing. In fact, the lives of tribal youth are usually disconnected from their elders, who seem to them to live in another world at times. We continue to strive to create pathways to reconnect children/youth with tribal elders. While many of our youth have not engaged in AOD use, too many of our youth use substances; and others are clean and sober yet caught up in the challenge of having substance-using family members (oftentimes parents and caregivers). The FGP will serve as a strong force for positive change when participating FGP volunteers partner with high-need youth in the role of mentor, tutor, coach, and teacher of our complex history and culture. In this way, FGP volunteers will support improved academic success for their partnering mentees.

We struggle in the RVIT community with a culture that maintains the general attitude that the use/abuse of AOD is an acceptable aspect of ordinary, daily life. A 2010 report issued by the Round Valley Unified School District (RVUSD) states: "While the use of alcohol and other drugs is common elsewhere [in the county], the situation in Round Valley is especially acute because of geographic isolation, patterns of multigenerational substance abuse, and the culture of acceptance that considers substance use to be a normal part of life." AOD use on the RV Reservation is the main cause of crime and violence (including domestic violence and child abuse). In fact, almost all crime on the RV Reservation results from AOD use.

AOD use amongst youth attending RVUSD schools was documented by the California Health Kids Survey (CHKS), most recently administered to students in middle and high school in the spring of 2011. The RVUSD student body is predominantly Native (68%), with almost all of these Native students coming from the RVIT. According to the CHKS Survey, almost 20% of high school youth who reported illicit drug use said they use such drugs every week. Over 10% of middle school youth reported experimentation with illegal drugs (e.g., inhalants, prescription drugs used with disregard for prescription). Out of 80 high school students who completed the CHKS, the following statistics were compiled: 32% initiated their drug use at 14-15 years of age and over 60% initiated their drug use before the age of 14. Prescription drug abuse amongst youth was high. The Yuki Trails Human Services Program, which provides mental health and substance abuse treatment services to the RVIT community, reports that adolescent use of methamphetamines (meth) and alcohol has increased in

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recent years and youth use these substances regularly at a younger age than ever before.

RVIT youth consistently do not perform as well as they can academically. The following data is taken from the most current (2014) RVUSD School Accountability Report Card (SARC): 23% of Native students in the 9th grade performed at the proficient level or above in English and language arts on the standardized state tests, no Native 10th-graders performed at proficient or above, and 9% of Native 11th-graders scored at proficient or above; no Native high school students performed at the proficient level or above in algebra I or geometry. (In the overall student population, 55% scored at proficient or above in English and language arts and 50% in math.) Only 18% of Native students passed the California High School Exit Exam (CAHSEE) in English and language arts as well as in math in 2014. The overall districtwide graduation rate in 2013 (from the most recent data available) was 56% (compared to 79% statewide). Only one Native student who graduated in 2013 completed the courses required for admission to a four-year state college or university.

The lack of positive and healthy activities for tribal youth is a longstanding problem. Although tribal youth need more constructive recreational and academic support activities, RVIT is unable to meet their need. There is no gathering place, such as a youth center, to serve as a hub for such activities. As a result, tribal youth receive inadequate support to encourage them to pursue healthy lifestyle choices, stay in school, and avoid engaging in criminal activity. The FGP will be an extremely important protective factor, providing more support for our most troubled youth.

It is important to note that 100% of RVIT children who attend school in the RVUSD live below the poverty line and qualify for a free lunch. Additionally, 83% of our households fall into the HUD Low-Income Category and the unemployment rate on the RV Reservation is 86%. Many tribal members living on and off the RV Reservation live in extreme poverty. This impacts the ability of our children and youth to succeed in school and go on to post-secondary education. FGP volunteers will encourage youth to realize that they are quite capable of going to college and that there are many avenues open to them to pay for a college education.

Q2. Service Activities

Education is the Primary Focus Area of the FGP. Each year of program implementation, eighteen FGP volunteers will be matched with four high-need youth mentees (thus, a total of seventy-two

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youth will be served by the program each year). The program will focus on high-need youth in grades 6 to 12. There are approximately 140 tribal youth in this age group, thus, over the course of the three years of the program, we can make a significant impact by serving the most high-need and most disconnected youth living on the RV Reservation. The FGP volunteers will re-engage youth in the learning process and the tribal community. They will teach them about their history and culture so that they will take greater pride in who they are and will have a clearer understanding of the trauma their people have suffered, how it continues to impact them and their families to this day, and what steps can be taken to effect healing.

Culturally specific educational activities will be combined with academic support (such as tutoring, homework help, liaison with the school, and mentoring) to improve the overall academic performance of participating youth. CNCS National Performance Measures targeted with the service activities include the following:

- *Academic success in literacy and math.
- *Improved engagement in the educational process (including improved attendance).
- *Decreased truancy and referrals for disciplinary issues.
- *Increased graduation rate.
- *Increased number of high school graduates who pursue post-secondary education options (both vocational training and college).

FGP volunteers will meet with their mentees twice a week. They will provide homework help, tutoring, and other academic support, and will create a safe place for these youth to talk about challenges and barriers they face in school. The program will assist FGP volunteers with transportation when needed to facilitate participation in the FGP and the lives of their mentees. In addition to the academic supports that FGP volunteers provide, they will teach their mentees about the history and culture of the RVIT and they will enlist these young people to assist with the annual regional Gathering of Native Americans (GONAs) hosted by the RVIT. GONAs in the past have often focused on recognizing and dealing with historical trauma (and charting the relationship of this trauma to substance use). This is such an important topic, that it will be addressed again in future GONAs. The GONA is a SAMHSA-recognized, evidence-based AOD prevention and intervention model used throughout Indian Country that has a strong positive impact on tribal youth.

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Q3. Data Collection for Outcome and Output Measurement

The outcome measure for the FGP will be the number of students with improved overall academic performance, with attention to improved performance in literacy and math. This outcome will be measured using the data collection instrument of a teacher survey. Teachers will be surveyed each year when the FGP begins for that year and again at the completion of the FGP year (i.e., the academic year). Teachers will complete surveys that collect data on performance and engagement of the seventy-two students in the program for that year. Further data for the seventy-two participating students each year will be collected from the RVUSD data management system on such academic success indicators as GPA, standardized test scores, CAHSEE passage, graduation, attendance, and plans for post-secondary education. Youth attendance for weekly FGP meetings with their mentoring elder as well as their participation in related activities (e.g., cultural events at the RVIT, GONA planning, etc.) will be tracked by the FGP volunteers in an activity log. The output measure for the FGP will be the level of participation in program-related activities (including meetings with their FGP mentor) as measured on the activity logs. The FGP volunteers will use this same instrument (activity log) to write up an evaluation of each activity.

The RVIT operates an afterschool program for children and youth in grades K-12 daily. Tribal Councilmember Joe Dukepoo is employed as the program manager of the Building Horizons Program. Mr. Dukepoo oversees the activities of several staff as well as involved parents and other volunteers. The FGP will be managed as part of Building Horizons. As described below under Q15. Staffing, a FGP program coordinator will be hired to manage the day-to-day operations of the FGP. Mr. Dukepoo and the FGP program coordinator will ensure that data necessary to track National Performance Measure outcomes and outputs for the FGP will be collected from the FGP volunteers, RVUSD teachers, and RVUSD information management personnel.

As part of the proposed program, RVIT will contract with an information management (IT) specialist to create a simple, discrete, password-protected database system in which data for the FGP will be tracked. The IT specialist will train the FGP program coordinator in the use of this system and the FGP program coordinator will enter all FGP data (including data necessary to determine progress toward Nation Performance Measure outcomes and outputs) into this database. The FGP program coordinator will run monthly data reports throughout the academic year to monitor progress. Teachers of youth in the program will be surveyed at the beginning of the school year (pre-survey), in

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January, and in May (post-surveys) to determine progress of youth participants academically and with respect to development of good citizenship skills (behavioral measures). Results of teacher surveys will be tracked in the FGP data management system by the FGP program coordinator.

Q4. Elements in the Primary Focus Area

Refer to the attached Work Plan. The Primary Focus Area is Education. The community needs are for our tribal youth to reconnect with our tribal elders; to recognize, understand, and address the historical trauma of our people, and to re-engage with the educational process to improve academic success. The service activities to be carried out by FGP volunteers, who will meet with their matched-youth mentees twice a week, will include tutoring, mentoring, coaching, homework help, providing education about the culture and history of the RVIT, and offering support to their mentees in an effort to improve overall academic achievement. Data collection will be conducted by FGP volunteers at the direction of the FGP program coordinator (with oversight provided by the Building Horizons program manager). The primary instruments to be used for data collection will be activity logs (for output measures) provided by FGP volunteers and teacher surveys (for outcome measures) collected by the FGP program coordinator in collaboration with RVUSD. Additional data on academic performance will be gathered from RVUSD by the FGP program coordinator and will contribute to the program evaluation. Target numbers that will lead to stated outcomes/outputs are seventy-two youth served per year, with four of these youth matched with one of eighteen FGP volunteers. RVIT will utilize the GONA as an Optional EBP. During the first year of the FGP, RVIT will focus on the topic of recognizing, understanding, and healing from historical trauma at the annual GONA. Youth participants in the FGP will be invited to work with their FGP mentor to help with the organization and implementation of this GONA. In subsequent years, GONAs will address other topics, and will always explore topics of cultural significance related to healing and wellbeing of tribal members. Future GONAs will periodically circle back to the subject of historical trauma, since this is such an important part of the cultural context of the lives of tribal members.

Recruitment and Development

Q5. Plan and Infrastructure for High Quality FGP Volunteer Assignments

For the proposed program, Building Horizons will partner with the RVIT Senior Center as well as RVUSD. Staff at the Senior Center know the elders in the tribal community and can assist with recommendations regarding which individuals to actively recruit for FGP volunteer assignments to

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support high-quality relationships between elders and youth. Senior Center staff know which elders in the community are best able to share their experiences, abilities, and skills to improve their communities and themselves through service in their communities. Furthermore, they know who will do a good job of articulating the history and culture of the RVIT and will pass their knowledge on to youth effectively. The Senior Center will collaborate with Building Horizons to ensure that FGP volunteers have transportation to facilitate the twice weekly meetings between youth and their matched FGP volunteer. While the Senior Center will schedule transport, Building Horizons will arrange for the transport to occur.

Q6. FGP Volunteer Training

The Building Horizons program manager will develop a training schedule for FGP volunteers and will work with the Senior Center to ensure that training is implemented. Training will be provided on a variety of topics by trainers from a number of sources. Tribal officials and staff as well as individuals working at collaborating county agencies will deliver this training (refer to the Budget). North Coast Opportunities (a local community action agency) frequently provides training at RVIT and can be contracted for some of the FGP training. Training in teaching life skills to youth will be delivered by tribal staff well-versed in this topic. FGP volunteers will receive training in a variety of pertinent areas, such as working with and mentoring youth, skills needed to provide homework help and tutoring, teaching life skills to youth, recognizing the signs that youth are in need of therapeutic services and basic intervention techniques, how to work with youth who have experienced trauma (both individual trauma and the historical trauma particular to the tribes at the RVIT), and how to work collaboratively with RVUSD staff.

The RVIT employs an experienced wellness professional qualified to provide training in planning and implementing activities designed to address historical trauma, including a GONA focusing on this path to healing. She will conduct the training for FGP volunteers in the GONA Model so that FGP volunteers can effectively guide the efforts of youth who assist with the planning and implementation of a GONA. FGP volunteers will receive ongoing bimonthly training in various topics, including those that will emerge based on the interests of the FGP volunteers during the course of implementation.

Q7. Demographics and Volunteer Pool Reflective of the Community

All FGP volunteers will be enrolled tribal members of the RVIT. See under Q1. Community Needs

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above for numbers of tribal members and children/youth on the RV Reservation as well as which tribes live on tribal lands. According to tribal enrollment records, 203 tribal elders over the age of 55 live on the RV Reservation. The FGP will seek to recruit at least two veterans to serve as FGP volunteers and will strive to include at least one disabled senior in the pool of seventeen annual FGP volunteers.

Q8. Retention and Recognition of FGP Volunteers

The quality of the program and the importance of the work will contribute to the retention of FGP volunteers. Tribal leaders and parents are concerned by the fact that our teens underachieve academically. Caught up in the fast-paced and commercialized culture that surrounds them via television, the internet, and social media, our youngsters are losing touch with their heritage. Cultural knowledge and pride in their Native culture will serve our youth well as a strong protective factor throughout their lives. However, we do not always find ways to impart this knowledge to them in a format that engages their interest. Tribal elders want to pass their knowledge down to the children, but often lack a comfortable and effective context in which to do so. The RVIT has not fully utilized afterschool programming as a tool for cultural enrichment and teaching our tribal traditions and history to our children. All these concerns and challenges converge in the FGP Program and will provide strong incentives for FGP volunteers to remain engaged.

For their service, these elders will be recognized and publicly appreciated at tribal community events, in particular at the Award Assemblies for Children and Youth that are held quarterly throughout the academic year. Additionally, the FGP will host a graduation ceremony every summer to celebrate the accomplishments of participating youth and the FGP volunteers who mentored them throughout the year.

Program Management

Program Management

Q9. Management of Volunteer Stations in Compliance with Regulations

The program will be managed through a collaboration between Building Horizons and the Senior Center. See under Q.13 FGP Regulations: Advisory Council, MOUs, Eligibility below for details about the collaborative group that will serve as the FGP Advisory Council. The only volunteer work "station" of record for the FGP is the Building Horizons Center. The Building Horizons program manager and

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FGP program coordinator will work with CNCS to understand the FGP regulations and will ensure that the work station remains in compliance with all FGP regulations, including preventing prohibited activities.

Q10. Monitoring Performance

Building Horizons will collaborate with the Senior Center to ensure that volunteers are performing their assigned service activities competently and as expected. The FGP program coordinator will monitor FGP volunteer performance. The FGP program coordinator will create a schedule for meetings between FGP volunteers and their youth mentees, and will ensure that the meetings take place according to the schedule. The FGP program coordinator will meet with each FGP volunteer weekly for a debriefing to ensure that the FGP volunteers are following through as expected. The FGP program coordinator will also check in with school officials at RVUSD to determine the progress of students participating in the program and to collect data on teacher surveys. If any FGP volunteer fails to follow through as expected, the FGP program coordinator will work with them to help them identify the problems or issues that are posing a challenge and to create an action plan to overcome these problems or issues. The FGP program coordinator will provide support, training, and resources necessary to get the FGP volunteer back on track.

FGP volunteers will meet with their youth mentees twice each week either at the Building Horizons Center or at the school. All youth served in the program will be tribal members living on the RV Reservation. A section of tribal lands houses a designated elder home area with 20 homes. Thus, elders who will serve as FGP volunteers live near the Building Horizons Center and the Senior Center, within easy access for assistance with transportation if needed.

Q11. Meeting Changing Community Needs

We do not anticipate any significant changing community needs that would impact the FGP. The RVIT community does not experience rapid large-scale community changes.

There is one other AmeriCorps program at the RV Reservation at this time. The FGP will not disrupt the current program volunteers since they are working through the Natural Resources Department on a totally different sort of project that requires them to be out in the field most of the time.

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Q12. Organizational Track Record

Unfortunately, the RVIT has never enjoyed a consistent volunteer base in the Primary Focus Area of Education, with mentorship and support for children and youth to help them succeed academically. There are adults in the community who volunteer in the Building Horizons Program, but they help out with recreational aspects of the program not educational aspects, except on occasion as related to cultural education. RVIT has run a successful youth baseball program for many years, supported by the services of a team of parent volunteers, and has enjoyed an 86% retention rate of volunteers in this program. The volunteers in the youth baseball program are managed by a Building Horizons program facilitator. Individual programs in the tribal community have parent and community volunteers assisting for varying periods of time, and the Senior Center has one consistently participating volunteer.

Q13. FGP Regulations: Advisory Council, MOUs, Eligibility

The Building Horizons program manager and the tribal fiscal controller will receive training and technical assistance through our regional AmeriCorps officer on the FGP federal regulations. Once trained, the program manager will monitor project activities to prevent and detect compliance issues. As part of their orientation to the program, the FGP volunteers will receive training on the rules and regulations of the program.

Based on our past history of excellent compliance on projects funded through the BIA and the many years during which we have had clean audits of our finances, we feel confident that we will successfully comply with all FGP federal regulations.

A collaborative group meets monthly at the RVIT to identify and organize activities for youth and the community-at-large. The collaborative group will serve as the FGP Advisory Council. This group focuses on providing prevention activities for our tribal youth and is therefore the perfect home for a FGP advisory body. The collaborative has been meeting for more than five years and has a firm process in place for decision making. A collaborative group program director was appointed by the Tribal Council to coordinate programming efforts. The collaborative group includes representation from: Building Horizons Program, Yuki Trails Human Services Program, Round Valley Tribal TANF, Indian Child Welfare Program, Tribal Police Department, RVUSD, Round Valley Indian Health Center, Round Valley Family Resource Center, Round Valley UNITY Youth Council (youth voice),

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and Round Valley community members-at-large (including youth and elders). It is important to note that as this group takes on the role of the FGP Advisory Council, it will benefit from the existing representation from youth as well as elders. The FGP program coordinator will attend all FGP Advisory Council meetings in the future.

The only work station for the FGP Program is the Building Horizons Center, which will sign the required MOU. This MOU will be kept on record in the RVIT Human Resources Department (HR). Building Horizons will make all FGP volunteer "placements." Building Horizons and the Senior Center will work closely with HR to ensure that all volunteers are eligible to serve. HR will monitor recruitment to ensure that all necessary policies and procedures are followed, including appropriate screening and background checks of FGP volunteers prior to their match with youth mentees.

Organizational Capability

Organizational Capability

The RVIT Tribal Council is comprised of seven elected officials who serve staggered terms of four years each. Any vacancies created by resignation, death, or removal are filled through election for the remainder of the original term of service. The Tribal Council selects a president, vice-president, secretary, treasurer, and sergeant-at-arms from among their own ranks of elected members; thus the general membership does not vote on who will fill these positions. The Tribal Council meets monthly, with executive council member meetings taking place weekly. Every six months the Tribal Council calls a general membership meeting. At this meeting all offices, departments, and working committees provide a verbal report of their activities and progress on initiatives to the general membership. The FGP will be required to participate in this practice.

Q14. Programmatic and Fiscal Oversight

Fiscal accountability for the project will be provided by the RVIT business department, which employs a qualified fiscal controller and a fiscal staff of four. The fiscal controller has over 30 years of experience, including 15 years of experience with tribal fiscal administration. The tribal administrator will oversee this process. Each RVIT grant or contract is assigned its own fund number using Blackbaud Fundware accounting software. All monies received and expended can be traced to a specific fund. Revenue received is identified and posted to the correct fund. Expenses are likewise coded to their fund and posted there. Coding is checked by the fiscal controller or fiscal programs

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manager to assure account codes are correct.

See under Q17. Demonstrated Organizational Infrastructure and Experience below for more about the experience of the RVIT administration to administer grant-funded programs. Building Horizons Program Manager Joe Dukepoo (who is also a tribal councilmember) will supervise the FGP program coordinator, who will oversee the day-to-day operations of the FGP. Mr. Dukepoo will ensure compliance with program requirements as well as accountability and efficient and effective use of available resources.

Q15. Staffing

A one-room afterschool program, Building Horizons offers education, cultural, and recreational activities Monday to Friday from 9 AM to 6 PM. Building Horizons serves as an alternative education site for many tribal youth, who arrive at 9 AM on weekdays. Some of these students are on independent study through RVUSD, some have been expelled from the district but are completing alternative education options at the Building Horizons Center, and some are enrolled in a virtual academy so they use the computers to participate in their program. Ten computer stations are available in the Building Horizons room. Children in grades K-12 arrive after school at 2:30 each day to participate in afterschool programming until 6 PM when Building Horizons closes. Building Horizons employs the program manager and two youth facilitators, who work directly with children and youth to provide programming and adult supervision during the hours of operation. The FGP program coordinator will manage the FGP and will provide administrative support to the Building Horizons program manager to facilitate the ability of Building Horizons to absorb the FGP.

The FGP program coordinator will create a schedule for meetings between FGP volunteers and their youth mentees, and will ensure that the meetings take place according to the schedule. The FGP program coordinator will meet with each FGP volunteer weekly for a debriefing to ensure that the FGP volunteers are following through as expected. The FGP program coordinator will also check in with school officials at RVUSD to determine the progress of students participating in the program and to collect data on teacher surveys. If any FGP volunteer fails to follow through as expected, the FGP program coordinator will work with them to help them identify the problems or issues that are posing a challenge and to create an action plan to overcome these problems or issues. The FGP program coordinator will provide support, training, and resources necessary to get the FGP volunteer back on

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track.

FGP program coordinator will collect and enter all FGP data (including data necessary to determine progress toward Nation Performance Measure outcomes and outputs) into a database (with oversight provided by the Building Horizons program manager).

The Building Horizons program manager will develop a monthly training schedule for FGP volunteers and will work with the Senior Center to ensure that training is implemented. The Building Horizons program manager will present the concept of the FGP program to the RVUSD School Board for smooth implementation, as well as to other local and county-wide resources to maximize collaborative support for the program.

The Building Horizons program manager and FGP program coordinator will work with CNCS to understand the FGP regulations and will ensure that the work station remains in compliance with all FGP regulations, including preventing prohibited activities. The Building Horizons program manager will also meet monthly with the Tribal Controller to ensure financial reports are current.

Q16. Organizational Capacity

RVIT has written personnel policies and fiscal policies. Fiscal policies and procedures have been in place for many years and they are reviewed and updated yearly by the Fiscal Department staff. The fiscal policies cover handling cash, bank reconciliation, purchasing, check disbursements, levels of approval, and more. The fiscal policies are written to establish processes and procedures for all aspects of fiscal management. When a grant is awarded, a new fund (or if multiple grants from the same agency are in place, a new sub-fund) is established. Budgets are entered into the system upon award, and reports showing expenditures versus budget are monitored at least monthly and sometimes weekly. These reports are used by the Fiscal Department to keep projects within their budgets. Tribal leadership receives financial reports monthly or upon request. Capital assets are managed through the Fiscal Department, which also ensures that proper insurance is maintained on all tribal assets.

Inventory for supplies and equipment is kept by the Fiscal Department and updated every two years. A system for processing revenue and expenditures is in place. The Fiscal Department oversees the use and maintenance of vehicles owned by RVIT. Cell phones are issued as needed. Keys and equipment

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issued to employees for use on tribal business is tracked by HR. RVIT has a document retention policy, which is part of the fiscal policy, that includes a list of all types of documents (including payroll) and how long each must be kept. RVIT's fiscal controller is responsible for producing and negotiating the Indirect Cost Proposal and is responsible for audit preparation. The fiscal controller is responsible for fiscal compliance for all grants and contracts; has worked with HUD, EPA, DOJ, BIA, CNCS, and many other funding agencies over the years; and is familiar with the rules and regulations that govern federal and state grants and contracts, as well as GAAP.

Facilities management is overseen by the Fiscal Department and is implemented by a full maintenance and janitorial staff.

Q17. Demonstrated Organizational Infrastructure and Experience

RVIT is currently managing an AmeriCorps Environmental Action Initiative through the RVIT Natural Resources Department. The award for this initiative is \$333,000, permitting the RVIT to employ 15 AmeriCorps workers engaging in three different environmental protection and remediation activities. We have also been awarded and successfully administered many other federal grants. RVIT has a demonstrated organizational infrastructure and financial management system that currently administers over 30 active federal grant contracts totaling over \$10 million. This does not include all of our HUD-funded projects, which are managed as a separate entity because, combined, they are so large. The HUD-funded projects total over \$10 million and include our Health Center. We have a 638 Contract through the BIA under self-determination, which provides unrestricted funds to RVIT for us to use however we choose. We have chosen to use a substantial portion of these funds for environmental protection activities. Because RVIT has set and met high standards for accountability and results, the BIA continues to provide us with unrestricted funding based on our past compliance and performance. We have also had clean (no findings) third party audits of our finances for many years.

Other

In addition to the requested clarification matters, the significant change to the Round Valley Indian Tribes' request is the increased number of FGP volunteers from ten to eighteen which is reflected in the updated narratives, work plan and budget. The Executive Summary reflects the increase in the number of volunteers and the updated amounts requested for the FGP program.

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Clarification Items Requested:

Work Plan Clarification:

The "anticipated/outcome target" in the work plan has been updated for eighteen volunteers to serve four youth annually for a target output of seventy-two students per year.

Performance Measure Clarification:

The work plan was amended to include a target output of seventy-two youth; the target outcome was amended to thirty-six youth. This target outcome is to increase the academic performance of 50% of the youth mentored.

Budget Clarification:

1. Volunteer Service Year (VSY) allowable cost: The budget was amended to include the eighteen volunteers with a maximum federal share of \$108,000 (\$6,000 times 18 VSYs). Costs associated with the volunteers increased as a result of increasing the total number of FGP volunteers, such as stipends, criminal background checks, uniforms, recognition, insurance, etc. and does not exceed the allowable amount.

2. Transportation Expenses:

This line-item was moved from the "staff local travel" to the "volunteer travel" and was calculated using the following: We are estimating that 10 of 18 the volunteers will use their personal vehicle to and from the worksite for an average of 10 miles per week times 52 weeks at \$0.23 per mile (10 volunteers x 10 miles/week x 52 weeks x \$0.23/mile). We will be encouraging ride-sharing for volunteers or will provide transportation to the volunteers without vehicles.

3. Indirect Cost Rate

The latest approved Indirect Cost Rate was submitted to the specified email. The rate is approved from FY-2014 at 10.89%. The Indirect Costs claimed in the budget were modified to reflect the rate submitted.

4. Accident, Personal Liability and Excess Automobile Insurance

Insurance coverage for the eighteen volunteers was added to the budget to include accident, personal

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liability and excess automobile insurance. The amount budgeted was \$14 per volunteer times 18 volunteers (\$252) plus an additional agency fee of \$140 for a total of \$392.

5. Cost per volunteer and cost per event for recognition activities

The budget was modified to include expenses solely for the eighteen volunteers at the recognition activities. The amount requested is \$40 per volunteer times eighteen volunteers for a total amount of \$720.

6. Volunteer Meal Calculation

Based upon current meal production costs at the Building Horizons program, the formula is as follows: \$3.056 per volunteer times 18 volunteers times 2 meals per week times 52 weeks for a total amount of \$5,720 ($\$3.055/\text{meal} \times 18 \text{ volunteers} \times 2 \text{ meals/week} \times 52 \text{ weeks}$).

Narrative Clarification (Clarify functions of the FGP staff positions)

The following was added to Q15 to further clarify the FGP staff positions:

The FGP program coordinator will create a schedule for meetings between FGP volunteers and their youth mentees, and will ensure that the meetings take place according to the schedule. The FGP program coordinator will meet with each FGP volunteer weekly for a debriefing to ensure that the FGP volunteers are following through as expected. The FGP program coordinator will also check in with school officials at RVUSD to determine the progress of students participating in the program and to collect data on teacher surveys. If any FGP volunteer fails to follow through as expected, the FGP program coordinator will work with them to help them identify the problems or issues that are posing a challenge and to create an action plan to overcome these problems or issues. The FGP program coordinator will provide support, training, and resources necessary to get the FGP volunteer back on track.

FGP program coordinator will collect and enter all FGP data (including data necessary to determine progress toward Nation Performance Measure outcomes and outputs) into a database (with oversight provided by the Building Horizons program manager).

The Building Horizons program manager will develop a monthly training schedule for FGP volunteers

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and will work with the Senior Center to ensure that training is implemented. The Building Horizons program manager will present the concept of the FGP program to the RVUSD School Board for smooth implementation, as well as to other local and county-wide resources to maximize collaborative support for the program.

The Building Horizons program manager and FGP program coordinator will work with CNCS to understand the FGP regulations and will ensure that the work station remains in compliance with all FGP regulations, including preventing prohibited activities. The Building Horizons program manager will also meet monthly with the Tribal Controller to ensure financial reports are current.

PNS Amendment (if applicable)

N/A