

Narratives

Executive Summary

A. Executive Summary

The Soboba Band of Luiseño Indians proposes to have twenty AmeriCorps members who will provide Soboba Tribal youth in grades P-12 with educational and emotional support through mentoring services provided during school and after-school on the Soboba Reservation, in San Jacinto, California. Services will occur primarily at the Soboba schools, the Sports Complex, and the TANF site. At the end of the first program year, the AmeriCorps members will be responsible for assisting Soboba youth in grades P-12 improve their academic achievement and behavior. In addition, the AmeriCorps members will leverage an additional twenty volunteers who will be engaged in community activities. This program will focus on the CNCS focus area of Education. The CNCS investment of \$279,629 will be matched with \$94,877 in Tribal funding.

Rationale and Approach/Program Design

B. Program Design

1. Problem/Need

The Noli School on the Soboba reservation reported that 15% of the students were involved in violent offenses in the past school year. Within the local Soboba community, Tribal Elders have reported that youth are increasingly using weapons in altercations. Riverside Police report that Soboba has one of the highest numbers of unsolved murders within the local Indian communities. There were at least 7 homicides in the Soboba American Indian (AI) community within the last ten years, with nearly half of them involving juveniles. This is an alarmingly high rate of violent deaths within one tribe.

Our proposed mentoring program, the Soboba AmeriCorps Mentoring Program, will target 200 AI youth between the ages of 4 and 17 living in Riverside County, California in the Soboba Reservation community. There are 11 reservations and a large urban AI community (31,948) in Riverside County. This program will focus on serving youth from our well-established AI programs serving tribal youth. Noli Tribal School located on the Soboba reservation in San Jacinto, California currently has approximately 150 6th through 12th graders, with over 25 different tribes represented at the school. Noli School is the only Grade 6-12 BIA/BIE-funded school in California. Soboba Preschool/Kindergarten currently serves approximately 45 preschool children and 15 kindergarteners. Our Soboba Sports and Recreation Program serves approximately 150 youth, most of whom are

Narratives

counted above but who also receive services in this additional location. Soboba Tribal TANF, with offices in Riverside as well as on Soboba Reservation, currently serves approximately 80 families in need, with nearly 150 children. All youth living on or near the Soboba Reservation will also be eligible for the after school and summer school programs.

Relative to the development of procedures for the in-school and after school youth groups, our mentors will be matched one on one with Tribal youth mentees. Mentors will be assigned and matched with approximately ten (10) mentees each for one-on-one mentoring. They will spend an average of five (5) hours per week one-on-one with these youth, mainly in classroom instructional settings and afterschool instructional support programs. Additionally, the mentors will work with Tribal youth in small group settings, providing mentoring guidance in healthy lifestyle activities, cultural activities, language and cultural programs, environmental stewardship programs, and sports and recreational activities. In addition to mentoring time, the mentors will spend time weekly in monitoring activities, training activities, record-keeping activities, and reflecting on their growth as mentors with the AmeriCorps Program.

Mentor activities will consist of working one-on-one in classrooms and at program sites to assist with and encourage academic achievement efforts. Mentors will be expected to be excellent role models for youth in order to provide positive, nurturing guidance as they help youth become stronger young citizens achieving to their fullest potential. They will influence youth by helping with academic skills, cultural identity, self-esteem, substance abuse resistance, violence alternatives, peer relationship skills, and anti-bullying techniques.

The Soboba AmeriCorps Program Coordinator will work with all departments to schedule AmeriCorps Members time to work with their mentees and to provide guidance for mentees in small groups as described above. MSYs will complete 1700 hours per year in order to receive their Education Awards at the end of the program, with an option of serving a second year in the Soboba AmeriCorps Program. A living allowance will be provided through our program budget to assist members with expenses. Depending on the schedules of those selected as Program Mentors, it is possible we will have to have some of our MSYs as full-time and some of our MSYs divided into half-time slots with two members filling a single MSY slot.

Narratives

2. Theory of Change/Logic Model

The Theory of Change/Logic Model has been inserted into the new section for that document. It is briefly highlighted here for reference.

Theory of Change: Theory of Change: If Tribal students receive culturally appropriate mentoring services and educational support, then the student's school attendance behaviors and at-risk activities will improve, resulting in an increase of in-school self-esteem and overall educational achievement outcomes.

Problem: Tribal youth of Soboba Reservation have poor school attendance, behavior and self-esteem, as reported by school district officials.

Activities: 20 Full time AmeriCorps Member Mentors will provide mentoring support and guidance for Tribal youth enrolled in Soboba Reservation schools and programs. Mentors will provide one-on-one and small group assistance and relationships for the youth that could not be provided otherwise. Students will be matched with AmeriCorps Member Mentors who will spend, on average, 5 hours with each mentee per week in one-on-one or small group mentoring. The program will be for 12 months of continuous service.

3. Evidence Base

The need for an evidence-based, culturally tailored prevention program to impact youth, family and peer risk factors for AI delinquency is highlighted in national statistics indicating that violent crime arrest rates continue to rise among AIs. AIs experience violent crime at a rate twice that of the general population (Greenfield, L. & Smith, S., 1999), with an increasing number of violent crimes committed by and against AI juveniles (Perry, 2004). AIs residing on or near reservations die from violence at a rate approximately 2 times higher than national rates (Center for Disease Control). The Washington D. C. Coalition for Juvenile Justice reports that AI youth are being arrested for crimes at double to triple the expected rate.

In addition to high rates of violence, AI youth experience high rates of academic failure, truancy and drop out. AI children disproportionately experiencing the cumulative effects of school failure and drop out (Indian Health Services). These difficulties, if they affect our youth, may place yet another stressor on an already dysfunctional family home and lead to alienation of the youth from their family, a known risk for subsequent academic failure and delinquent behavior. As well, academic failure is related to lower self-esteem and self-belief in children (Fredic et al, 2003; Skaalvic & Valas, 1999), yet

Narratives

another factor that may serve to render AI children vulnerable to associating with delinquent peers and committing delinquent acts. Studies have demonstrated a link between academic failure and subsequent adolescent delinquency (e.g., Patterson et al., 1992; Barrera et al., 2002).

Children who experience academic difficulties early in life and continue forward in a cycle of cumulative failure, are more likely to drop out of school as they reach later grades (Montgomery et al.), with such failure increasing the time available for the negative influences of the street. Sadly, AI youth and young adults are more likely to have dropped out of school than other races. Further, AI youth have higher suspension and expulsion rates than students of all other racial/ethnic groups except African Americans (NCES, 20013). Prior research has confirmed that students who have been suspended from school are at higher risk for dropping out of school (Wehlage et al. 1999).

An article written for Community Psychology states that evaluations of formal one-to-one mentoring programs have provided evidence of success at reducing rates of problem behaviors, academic difficulties, and psychological disturbances (J. Rhodes, 2008). The author describes how youth who are mentored are less likely to participate in risky behaviors, have fewer contacts with law enforcement, and perform better in school.

According to the American Indian Development Associates (AIDA, 2014), there is a wide-spread agreement among Tribal youth mentoring programs that "the most successful intervention and prevention programs build upon local Tribal values and traditions." As such, Tribal youth who are mentored by AmeriCorps members will effectively build our youth's own capacity to engage in their community and culture, and will be more likely to produce positive academic and behavioral outcomes.

Soboba Band of Luiseño Indians, located in San Jacinto, Riverside County, California, is the applicant for this AmeriCorps Program Grant. The incorporated cities of San Jacinto and Hemet, and the unincorporated community of Valle Vista border the Reservation. All three of these surrounding communities have experienced tremendous population growth over the past two decades, with slower growth during the recent economic downturn.

The Tribal community to be served under this grant includes 1,161 enrolled members, the majority of

Narratives

which live on the reservation. Nearly 41% of the enrolled members are youth, age 18 and under. The elders and community leaders value preserving and maintaining the Luiseño and Cahuilla cultures and Tribal structure for future generations. The proposed project will be administered from the Tribal Administration offices located on the reservation.

The Soboba Tribal Government consists of five Tribal Members who are elected by the general membership to Tribal Council for a staggered two year term. The Chairman/Chairwoman is elected by a majority vote of the general membership but the positions for Vice-Chair, Tribal Secretary, Tribal Treasurer and Sergeant at Arms are decided by the elected council.

The Soboba Tribal Administration encompasses several departments that serve the needs of the Tribe, the Reservation and the general public. They assist in day-to-day Tribal operations, public safety, Tribal family services, Native American assistance to needy families, cultural preservation, and Tribal environmental protection of natural resources, along with the monitoring of progress and needs of its Enterprises and the general public.

The Tribe's long term energy vision is to become self-sufficient and thereby attain greater control of its destiny, to control costs in view of rapidly rising electric utility expenses, and to maximize the use of renewable energy consistent with sustainable development practices.⁹), with the suspension rate of AI's higher than other races. AI 8th-graders also have more absences from school than students of any other race/ethnicity so it is little wonder that AI middle school students scored lower on the NAEP reading and mathematics assessments than other races (NCES, 2003). It is clear that academic strengthening for AI adolescents should be viewed as an important component of delinquency prevention models.

Another salient risk factor for delinquent behavior is a home environment, particularly one where the youth feels alienated or neglected. Parenting behavior is one of the most powerful explanatory factors for a child's entry into a deviant life trajectory (Reid et al., 1997). Children are more likely to engage in delinquent behavior if parents display harsh discipline practices and poor parental monitoring (e.g., Pittman & Chase-Lansdale, 2001). The limited research on the AI population substantiates the importance of the relation between the family environment and delinquency, with Barrera and colleagues (2001) documenting adverse family management as predicting multiple problem behaviors

Narratives

in AI youth. As well, national rates indicate that neglect is the leading danger for AI children, occurring four times more often than physical abuse and resulting in a higher number of fatalities (NICWA, 1999). Child neglect and abuse rates within the Riverside AI community are alarmingly high. There were over 4,000 child abuse referrals for AI Children in Riverside County in 2013 (Report from Riverside Department of Social Services, DPSS).

4. Notice Priority

The Soboba AmeriCorps Program Application clearly falls into the 2015 AmeriCorps funding priority of Education (improving student academic performance). Although our program is not a designated BIE AmeriCorps program, we do have a BIE-funded school and we meet all of the partnership priorities identified in the Generation Indigenous program.

5. Member Training

Recruitment: Staff and Managers will develop a recruitment timeline for AmeriCorps Members. Positions will be advertised locally in Tribal and School publications and media sites. Additionally, we have a local Community College from which we can draw potential recruits. A potential source of recruits for us is our Soboba TANF Program. TANF family participants are required to participate in employment training, volunteer efforts, or work experience programs for an established number of hours weekly. These positions often lead into paid employment positions, and the Soboba AmeriCorps Program could be one of those options for some of our adults. We will also make use of National AmeriCorps recruitment assistance through the Web Portal. While our efforts at recruitment will begin with American Indian people, we will not discourage, exclude or turn away qualified applicants who are not American Indian.

Selection: Ideally, we will have more recruitment applicants than we have positions, allowing us to institute a process for interviewing and selection of the strongest candidates. Our selection process will be guided by our Human Resources Department, with applicants selected based on their skills and their interest in our mentoring program. Mentors must pass all required AmeriCorps background checks according to policy. This will be completed prior to the final offering of any mentor position in order to ensure compliance. CNCS required screening will include criminal history, drug and background checks, including LiveScan / FBI fingerprinting as well as any other CNCS-identified background screening. Members will be offered health insurance and child care as appropriate, and

Narratives

will be required to sign waivers of any services declined.

Orientation and Training: The Soboba AmeriCorps Program Coordinator will develop the following documentation and regulatory tools, including guidelines for use of each: recruitment packets, orientation packets, screening packets, member handbooks, member supervisor packets. These will be sections in our Soboba AmeriCorps Program Handbook and will meet all CNCS AmeriCorps guidelines.

AmeriCorps Mentors will participate in an orientation program to review all requirements of the position. They will be provided with copies of the Soboba AmeriCorps Program Handbook and will review all of its component sections. The Pre-service Orientation will help members learn about AmeriCorps as a nationwide program as well as a local community program. They will be given orientation as to the program mission, goals and activities. They will learn about CNCS "prohibited activities," which will be a recurring theme throughout their participation as an AmeriCorps Member. Prohibited activities, although a section of their handbook, will also be pointed out separately as it is critical to the success and mission of the AmeriCorps reputation.

Mentors will learn about the sites they will serve through presentations from the managers of those sites. They will receive orientation and training in the use of supportive curricula they will use in daily interactions with their mentees. They will review and learn about required paperwork and documentation, including their own required paperwork as well as documentation to monitor the activities and progress of their mentees. In order to document their own journey as an AmeriCorps Member Mentor, they will spend time weekly reflecting on their efforts, successes and challenges in their daily interactions.

Training will be a regularly scheduled activity for Soboba AmeriCorps Program Members. At least monthly, they will participate in group training that will focus on topics that are relevant to their assignments. Anticipated topics include mentoring roles, best practices for academic assistance, youth leadership, cultural sensitivity, peer mediation, community outreach, curriculum-specific training, technology, social media, healthy lifestyles, wellness, CPR, child abuse mandated reporting, conflict resolution, anti-bullying, record-keeping and documentation, objective observation, In addition to planned topics, the AmeriCorps Members will have an opportunity to give input into desired topics of

Narratives

training according to their needs.

6. Member Supervision

Managers and School Principals will supervise Members and their service activities while on service sites. Managers and Principals on service sites have all been provided training in employee supervision. In addition, they will be provided a separate orientation with regard to supervision requirements for AmeriCorps Members. This training will include a review of the Soboba AmeriCorps Program Handbook, with a focus on allowable and prohibited activities. A Site Supervisor's Handbook for Soboba AmeriCorps Program, also developed by the Soboba AmeriCorps Program Coordinator, will be given to each supervisor and will outline procedures and forms that are required for successful implementation of the program. The Soboba AmeriCorps Program Coordinator will follow-up with each Site Supervisor during the year to ensure that procedures are being implemented in compliance with established regulations.

7. Member Experience

Soboba AmeriCorps Program Members will have the opportunity to interact with each other and with AmeriCorps Members from other local programs through cooperative shared group meetings. We will contact nearby AmeriCorps programs with an aim to connect specifically with Tribal programs. The intent will be to schedule meetings whereby AmeriCorps Members serving in similar programs can network and share highlights, experiences, successes and challenges. Common issues and training needs will be topics.

Soboba AmeriCorps Program Members will experience service learning from the nationwide view by participating in National Days of Service. Community activities and service will be the highlight and focus of these activities and Soboba AmeriCorps Program Members will have the opportunity to have input into the choice of activities as well as being responsible for planning and implementing the activities themselves. This will not only give them the service experience, but will allow them to participate from the global perspective of organizational management.

Members will work together cooperatively in order to share their experiences as a group. Because they are serving some of the same client youth, their input into the youths' successes and challenges will be critical to enhancing opportunities for success. Monthly training meetings will be the forum for these

Narratives

meetings. The meetings will serve as the focus group for student monitoring, and will provide additional insight into the student monitoring process from a documentation point. The Soboba AmeriCorps Program Coordinator will be the facilitator for these meetings, but will give Members the opportunity to coordinate aspects of the meetings to provide opportunities for growth and leadership.

Soboba AmeriCorps Program Members will reflect on their experiences through journaling. This has proven to be one of the most effective practices for recording experience and looking back to see growth. If members are more comfortable, they will be encouraged to record their reflections through the use of blogging or video-blogging.

8. Commitment to AmeriCorps Identification

The Soboba AmeriCorps Program will ensure that members are aware that they are a valuable part of the AmeriCorps program, and that, as members, they are expected to proudly identify themselves as such. This will be done by educating them as to the history of AmeriCorps service programs. Members will be encouraged to develop their own elevator messages to share with community members and the public. The program will provide Members the opportunity to meet with other local AmeriCorps through networking days, and will provide opportunities to participate in National Days of Service with AmeriCorps Members nation-wide and by participating in local service projects. The Soboba AmeriCorps Program will foster a sense of connection and identity with the AmeriCorps brand using the AmeriCorps logo on member uniforms and service supplies. The AmeriCorps logo will be proudly displayed at all service sites.

Organizational Capability

C. Organizational Capability

1. Organizational Background and Staffing

Soboba Band of Luiseño Indians, located in San Jacinto, Riverside County, California, is the applicant for this AmeriCorps. The incorporated cities of San Jacinto and Hemet, and the unincorporated community of Valle Vista border the Reservation. All three of these surrounding communities have experienced tremendous population growth over the past two decades, with slower growth during the recent economic downturn.

The Tribal community to be served under this grant includes 1,161 enrolled members, the majority of which live on the reservation. Nearly 41% of the enrolled members are youth, age 18 and under. The

Narratives

elders and community leaders value preserving and maintaining the Luiseño and Cahuilla cultures and Tribal structure for future generations. The proposed project will be administered from the Tribal Administration offices located on the reservation.

The Soboba Tribal Government consists of five Tribal Members who are elected by the general membership to Tribal Council for a staggered two year term. The Chairman/Chairwoman is elected by a majority vote of the general membership but the positions for Vice-Chair, Tribal Secretary, Tribal Treasurer and Sergeant at Arms are decided by the elected council.

The Soboba Tribal Administration encompasses several departments that serve the needs of the Tribe, the Reservation and the general public. They assist in day-to-day Tribal operations, public safety, Tribal family services, Native American assistance to needy families, cultural preservation, and Tribal environmental protection of natural resources, along with the monitoring of progress and needs of its Enterprises and the general public.

The Tribe's long term vision is to become self-sufficient and thereby attain greater control of its destiny, to control costs in view of rapidly rising expenses, and to maximize the use of resources while making the best services available for Tribal members.

The Soboba Band of Luiseño Indians has a long history of successful grants management experience. For over 30 years the Tribe has exercised sovereign authority over government, education, environment, culture, forestry, and economic development programs to lead Soboba into economic and personal success for the Tribe and its members. Grants have been funded and implemented including technology, housing, child care, culture and language (ANA), health and fitness, education (Bureau of Indian Education), library (IMLS), environmental (EPA-water and air), Department of Energy, Department of Justice, FEMA and BIA. The Tribe also funds many services for local priority programs as a benefit of well-planned and managed economic development profits.

2. Compliance and Accountability

Our organization will use strategies to enforce compliance and detect any instances of non-compliance. Organizational strategies to prevent noncompliance include training and ongoing communication with site supervisors and members to build and sustain comprehension for

Narratives

AmeriCorps regulations, practices and prohibited activities. Training for site supervisors will be transparent about monitoring procedures including the sharing of monitoring tools with sites so they know exactly what will be asked. Monitoring will be used as a strategy to detect non-compliance, utilizing tools, processes, AmeriCorps culture and probing questions aimed to ensure compliance. An enforcement strategy will be instituted for monitoring, and follow up action, to correct instances of non-compliance if identified.

3. Past Performance for Current Grantees and Former Grantees

N/A

Cost Effectiveness and Budget Adequacy

D. Cost Effectiveness and Budget Adequacy

1. Cost Effectiveness

The cost per MSY for the CNCS share is requested at \$13,981 per MSY. This cost amount was calculated based on the CNCS total share of the budgeted program costs divided by the 20-MSYs being requested. The higher cost per MSY for the Soboba AmeriCorps Program was higher than the national rate, but lower than the maximum allowed rate for rural Tribal programs. This is due to the geographic isolation along with the lack of services available in the area, as is expected in a rural community. The higher cost per MSY is necessary to support the training needs of members in order to enable them to successfully work with the Tribal youth population.

Budget Adequacy

The Soboba AmeriCorps Program Members was developed in careful collaboration with leadership of programs involved who will participate in the program. The Soboba Tribe has committed necessary match dollars to make the program successful. The program's needs will be met through commitment of the CNCS requested amount along with Soboba's match of 25%. Additional program needs will be met through ongoing monitoring of the program and identification of future needs.

Evaluation Summary or Plan

N/A

Clarification Summary

Clarifications as requested (these items were corrected on budget sections and referenced here):

Narratives

- i. Costs have been added for member local travel (\$10,030), and member equipment (logo t-shirts and bags (\$1180). Member training is included at no cost as AC Members will participate in School and Program staff training at no cost to the program.
- ii. As members will be mobile, serving mentees at school, preschool, TANF and preschool buildings, the program development team felt that it is important that Members have laptops in order to continuously track their mentees' progress. It is under consideration to make these tablets for ease of data entry and tracking of progress. If CNCS has a more appropriate suggestion, such as notes transferred to shared desktops at the main office, Soboba is most open to a revision.
- iii. SAM registration is active and approved through 11/2015.
- iv. 'Miscellaneous' was changed to accurately reflect parking and ground transportation.
- v. Staff training is to ensure that the Knowledge Network and AmeriCorps portal are being used correctly and to full advantage, and that data is accurate and timely.
- vi. Criminal History background checks have been budgeted at \$75 per 20 MSYs and 2 staff. (\$1650)
- vii. Calculations were corrected.
- viii. We have estimated that only 3 of our 20 MSYs will require health care as most of our recruits are expected to have Indian Health Service for health care coverage and will not need external health care coverage. If for any reason we have more MSYs that need outside coverage, we will make budget revisions to cover that expense. Health care coverage will be offered to all Members.
- ix. The 'Other program operating costs' section was omitted, as additional anticipated costs will be in-kind by the Tribe.
- x. The total amount of the match and source was added to the budget page (\$98,868).

b. Programmatic Clarifications as requested.

- i. The Staff Coordinator for the AmeriCorps program will be responsible for assignment and supervision of all AC Members. The Coordinator will work with Soboba Department Managers to ensure that Members are matched appropriately with mentees and that members are supervised while on sites working with their mentees. The coordinator will work with Site Managers to ensure appropriate supervision is continuous. The Noli School will be the office within the Tribal Administration that will administer the program. The Administrative Assistant will be responsible for processing of paperwork, logging of AC data on portal, and communication between Coordinator and AC Members.
- ii. AC Members will provide mentoring activities with mentees in school and after school. At the

Narratives

preschool and Noli School, they members will be placed in classrooms with their mentees to provide academic support and guidance as students work on classroom activities and assignments. At Noli School and Soboba Tribal TANF during after school programs, AC Members mentoring activities will consist of homework help, cultural activities and healthy lifestyle recreational activities. At Soboba Parks and Recreation/Sports Complex, AC Members mentoring activities will consist of help with cultural activities and healthy lifestyle recreational activities.

iii. The 20 additional volunteers will be recruited through Tribal newsletters and at General Council meetings, with AC Members coordinating the recruitment process. Volunteers will be provided orientation meetings and documents that identify prohibited activities.

iv. Program Name on SF-424 has been revised.

v. The member:student ratio will be 1:10, with members assigned to 10 mentees. Members will be match by the Coordinator to their mentees, and students will be generally assigned to only one mentor. In special circumstances, a student may be assigned to more than one mentor. Mentors may meet individually or in small groups with their mentees.

vi. Mentoring intervention will be academic assistance, cultural activity assistance and healthy lifestyle/recreational activity guidance and assistance.

vii. Students will be recommended as mentees by managers in their home programs. The coordinator will work with managers to select youth for participation and ensure appropriate matches.

viii. The Soboba Tribal community is small and well-connected to its members. Tribal members are accessible, and many live on the reservation. Youth who live off the reservation often participate in afterschool programs at the recreation center and Tribal TANF. Presentations at General Council meetings and community activities will keep the community involved and participating in AmeriCorps activities. AC Members will have the opportunity to participate in community events to support CNCS Community Activities and Volunteer Service Days.

c. Performance Measure Clarification

All performance clarifications entered.

Additional Revisions Requested for Planning Grant 7/10/2015

1. Planning Process. The Planning Process for this Planning grant will be based upon the development

Narratives

of a Planning Team. The Planning Team will be led by the Grant Writer. Members of the Planning Team will be the grant writer, a Noli School (Soboba's BIA-funded Grade 6-12 school) administrator or designee, a Soboba Preschool administrator, A Soboba TANF manager, and a representative from the Soboba Parks and Recreation Department.

The planning process will begin with a meeting to discuss the grant, its goals, and its requirements so that all staff begin at the same point. From there, a detailed list of planning activities will be developed and timelines for those activities will be identified. This Planning Team will occasionally require the assistance and input of Tribal Administration, Human Resources, and other staff as identified along the way.

A staff member will be assigned the task of developing all policies and procedures for the AmeriCorps program, including specific job descriptions for Mentor positions, recruitment and training procedures and documents, and record-keeping procedures and forms.

Monthly meetings of the Planning Team will ensure that all parts of the planning process, including written materials developed for use with the program, are vetted and discussed for appropriate implementation.

2. Timeline. With an anticipated start date of 10/1/2015, the following timeline is a draft that will be the starting point for the Planning Team.

Month Activity Person(s) Responsible Notes

Month 1 1. Open position and hire staff member to complete tasks associated with planning grant. 1. Grant Writer 1. Human Resources, Tribal Administrator, Accounting

Month 2 1. Schedule Meeting with Planning Team.

2. Develop agenda.

3. Hold meeting of Planning Team.

4. Review of Knowledge Network and other AmeriCorps resources.

5. Review of Budget. 1. Grant Writer, Planning Team Members

Month 3 1. Planning Team Meeting.

2. Development of Management Manual.

Narratives

3. Development of Mentor job description.

4. Review and revision of logic model as necessary.

5. Budget monitoring. 1. AmeriCorps Program Planner, Administrative Assistant, Planning Team, Grant Writer

Months 4-5 1. Planning Team Meeting.

2. Development of Member selection, training, recruitment and retention plan.

3. Development of detailed intervention description and plan, including evidence base.

4. Budget monitoring. 1. AmeriCorps Program Planner, Administrative Assistant, Planning Team, Grant Writer

Month 6-7 1. Planning Team Meeting.

2. Development of Mentor Handbook.

3. Development of Screening process, including required background checks.

4. Budget monitoring.

5. Discussion and commitment of match sources. 1. AmeriCorps Program Planner, Administrative Assistant, Planning Team, Grant Writer, Tribal Administrator Tribal Council input

Month 8 1. Planning Team Meeting.

2. Recommendations of Member representation, including member gear and logo items.

3. Initial development of Implementation grant proposal.

4. Budget monitoring. 1. AmeriCorps Program Planner, Administrative Assistant, Planning Team, Grant Writer

Months 9-10 1. Planning Team Meeting.

2. Completion and submission of Implementation grant proposal.

3. Budget monitoring. 1. AmeriCorps Program Planner, Administrative Assistant, Planning Team, Grant Writer

Months 11-12 1. Planning Team Meeting.

2. Implementation schedule development. 1. AmeriCorps Program Planner, Administrative Assistant, Planning Team, Grant Writer

Additional items will be added to the timeline as identified during the planning year, including participation in AmeriCorps State and National activities, visits to nearby AmeriCorps programs, and participation in AmeriCorps meetings and training activities. Program Officer discussions will also assist in guiding this process.

Narratives

3. The budget has been revised to reflect the Planning Grant amount of \$97,369, including \$71,584 CNCS share and \$25,785 Tribal Match.

Continuation Changes

N/A

Grant Characteristics