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PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:

Application Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):

3. DATE RECEIVED BY STATE:

27-APR-17

STATE APPLICATION IDENTIFIER:

2b. APPLICATION ID:

17AC194812

4. DATE RECEIVED BY FEDERAL AGENCY:

FEDERAL IDENTIFIER:

15AFHME0010003

5. APPLICATION INFORMATION

LEGAL NAME: RSU 14 Windham Raymond Schools

DUNS NUMBER: 159147016

ADDRESS (give street address, city, state, zip code and county):

228 Windham Center Rd

Windham ME 04062 - 4862

County: Cumberland

NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):

NAME: Jenifer-Lyn Craven

TELEPHONE NUMBER: (207) 572-8028

FA X NUMBER:

INTERNET E-MAIL ADDRESS: jcraven@rsu14.org

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

300542352

7. TYPE OF APPLICANT:

7a. Local Government - Municipal

7b. School (K-12)

Local Education Agency

8. TYPE OF APPLICATION (Check appropriate box).

NEW

NEW/PREVIOUS GRANTEE

CONTINUATION

AMENDMENT

If Amendment, enter appropriate letter(s) in box(es):

A. AUGMENTATION

B. BUDGET REVISION

C. NO COST EXTENSION

D. OTHER (specify below):

9. NAME OF FEDERAL AGENCY:

Corporation for National and Community Service

10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006

10b. TITLE: AmeriCorps State

11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

System Real Stem Service Learning Project

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):

Our program will serve at risk youth and families in Maine within the following counties: York, Cumberland, Lincoln, Oxford, Androscoggin, Sagadahoc, Kennebec

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: 08/26/17 END DATE: 08/25/18

14. CONGRESSIONAL DISTRICT OF: a.Applicant b.Program

15. ESTIMATED FUNDING: Year #:

a. FEDERAL \$ 208,825.00

b. APPLICANT \$ 205,035.00

c. STATE \$ 0.00

d. LOCAL \$ 0.00

e. OTHER \$ 0.00

f. PROGRAM INCOME \$ 0.00

g. TOTAL \$ 413,860.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

YES if "Yes," attach an explanation.

NO

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:

Jenifer-Lyn Craven

b. TITLE:

c. TELEPHONE NUMBER:

(207) 572-8028

d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

e. DATE SIGNED:

04/27/17

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the opportunity to become one of our partner sites, serving their highest-risk/need students in service learning/STEM programming. The South Portland High School was removed from the original version of the application and it was subsequently approved as a site by the Commission after review of the submitted site agreement.

Clarification Summary

n/a

Continuation Changes

2017-2018 CONTINUATION -- YEAR 3 APPLICATION

Continuation Changes Narrative Field:

1. ENROLLMENT/RECRUITMENT

The enrollment rate for the 2015-2016 grant year is 56%. Of the 16.36 MSY available, the program filled 8 of 8 full-time slots and 4 of 9 half-time slots, thus filling 12 stipended slots (73%). In regards to quarter and minimum time positions, the program filled 7 slots (41%). Cumulatively, the program filled 19 slots, or 56% of the awarded MSY's.

Since starting in January 2017, the new Program Director has made significant changes to the recruitment plan and developed new tools to ensure consistent enrollment in the future. The Director has fostered strong relationships with teachers and administrators throughout the RSU-14 District to guarantee Summer 2017 programming. Partnering with the District Academic Interventionist, the program is currently recruiting for positions that will expand the core components of SySTEM REAL: STEM-related service learning offerings and techniques in Restorative Practices through JumpStart and BOOST programs, as well as a brand new SySTEM REAL Summer program providing focused, individual support to RSU-14 students at Manchester School in Windham. Staff has begun recruiting for these quarter and minimum time positions and the outlook is extremely positive. Many college students who are ending their final semester are interested in staying in Maine for the Summer. This has also been the case with college students returning home to Maine for Summer break, and looking for something meaningful to do. A large part of these recent successes has to do with strategic outreach, both in order to identify previously uncommunicated District needs, as well as to spread the word on a local level as to the resource of the SySTEM REAL AmeriCorps Program. Increased

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attendance at School Board and PTA Meetings, a now consistent presence at the District office, and alternating program staff's daily workspace between each one of the partner schools on a regular basis have all been helpful in strengthening communication which has resulted in increased placement opportunities for the program. The Director comes with seven years of experience in successfully filling several AmeriCorps by implementing innovative programming, while maintaining absolute compliance.

The new recruitment plan also involves targeted outreach to college programs that directly align with the goals of SySTEM REAL. Outreach for quarter and minimum positions this Spring has been directed at: University of New England's Social Work program; University of Southern Maine's ETEP program; the Behavior Health and Human Services and Criminal Justice programs at Southern Maine Community College; and St. Joseph's Criminal Justice program. These programs are perfect internship and long-term volunteer opportunities for students looking to earn an Education Award while gaining real-world experience. Thus far, Katahdin, Manchester Elementary, and REAL School have selected multiple college interns, all set to begin in late August.

The SySTEM REAL recruitment process has also been remodeled. Sole reliance on the National AmeriCorps Website for recruitment proved ineffective. The new process is now a two-tiered approach, involving both program and host site staff in the marketing, screening, and selection process. All host site staff have undergone Recruitment Process training, are familiar with roles and responsibilities, and are actively advertising their placements throughout their networks. The new process (including the development of tools for training new sites, vetting applicants, and tracking candidates) expands the reach of program advertising, delegates responsibilities to ensure a quick turnaround, and streamlines communication. Involving host sites in the process also helps to further their investment in the program.

The Director has been extremely thoughtful about the slot configuration for the 2017-2018 program. The previous years' configurations relied too heavily on the hope that Winter college graduates would enter the program in the new year. This left the program with a shortened timeframe to fill, and ultimately limited the options for successful enrollment should any other influences interfere with the projected plan. The Director is proposing a configuration that reduces the risk of another unsuccessful enrollment year. The program has solidified partners, both previous and new, who will compete to

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host full-time members. Over-selecting host site placements increases the likelihood of filling, as some sites may have a more difficult time recruiting. The first-to-fill precedent will also apply to quarter and minimum time placements.

A plan for outreach beyond local schools has already been put into place this year with the hiring of a Marketing and Outreach Consultant. This individual has hit the ground running, scheduling appointments with University Department Heads from Boston, MA to Burlington, Vermont. Re-establishing relationships with previous partner colleges, specifically Bowdoin and Bates, who have traditionally been extremely supportive of SySTEM REAL, has also been a high priority. Slight monetary investments in order to gain presence on career and professional opportunity websites have proven extremely successful. Since these changes have gone live, SySTEM REAL has been receiving an average of 10 truly qualified applicants per week. The budget for 17-18 involves funding to support program participation at several College Career Fairs, and staff will make the effort to involve members in these outreach events as frequently as possible. An equally important part to building connections through outreach has been the development of new marketing materials. Staff has been working with the new Marketing Consultant to create new materials, completely focused on branding the program, and ultimately the SySTEM REAL model.

2. RETENTION

The retention rate for the 2015-2016 grant year is 100% with 19 of 19 members successfully completed the program. This is also the case thus far with the 2016-2017 year; all 14 currently enrolled members are on track to successfully complete their terms.

3. COMPLIANCE

For the 2015-2016 grant year, the program had one 30-day infraction. Because of limited documentation in the member's file, and no access to the prior year(s) in OnCorps, new program staff cannot definitively confirm the reason. In looking at the Enrollment Approval Cycle Time report for the 2015 grant year, Darlene Jeffers is the only member who was approved after 30 days. In this specific case, Darlene was approved 244 days after her start date. Considering the fact that Darlene is the only infraction, and that the scope of delinquency in approval is so high, it seems as if a change in

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critical member information was made at the 244-day point. If a change is made by program staff or member in identifying information, the eGrants system considers the most recent edit as the now effective enrollment or even exit date.

A best practice that the new Director has brought to the program is triple-checking these critical information points before enrolling a member. Second to that, is maintaining all documentation in regards to data-entry issues in the member file. Lastly, is maintaining documentation of all eGrants notifications, including requests for proof of citizenship documentation, marriage licenses, and social security cards in the member file.

For the current, 2016-2017 year, the new Program Director discovered in January 2017, that current member, Darlene Jeffers had not officially been enrolled. The reasoning is that Darlene had served two previous terms, so after the former Director confirmed her enrollment and Darlene accepted her limited Education Award, the former Director missed the next request from eGrants to formally "enroll" Darlene. Again, as soon as the new Director realized this, all options were weighed. After consultation with the Principal of the Katahdin School Program and the RSU-14 Finance Department, it was decided that because the program had already been paying Darlene, the only appropriate solution was to approve enrollment 112 days after the fact, and take the 30-day violation hit.

Similarly, after viewing the Enrollment Cycle Time Report, the new Program Director noticed a 32 Day Approval Date for member, Sarah Mead. This was certified by the former Program Director, so there is no documentation or understanding as to why this occurred.

Despite the new Director's years of experience in operating eGrants and knowledge of the 30-day enrollment/exit rate, the program is implementing quality assurance measures. This will involve calendar reminders shared between the Program Director and the Principal at Katahdin, so that staff are checked and held accountable. It is important that multiple RSU-14 staff are involved in this process (and other critical processes), not only to prevent these errors from happening in the future, but also to ensure proper documentation in the member files.

4. OPERATING SITES

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The program is seeking to expand into one additional operating site for the 2017-2018 grant year: Brunswick High School. Although SySTEM REAL is housed under RSU-14, the program has traditionally only focused on alternative education. Until the end of the second year, the program was fully operating under the roof of REAL School on Mackworth Island. Last Spring, when RSU-14 made the decision to focus on the students solely within their district, SySTEM REAL split between Windham-Raymond, and Mackworth (under Brunswick School Department). Although the change has been a challenge, it has also been productive in many ways. The core components of the model have effectively served the most challenging students, and function with ease in the non-traditional settings. Because of the significant, unforeseen changes in operating sites, the program is looking forward to refocusing on what is most critical to model exportation: Clearly defining the core components. The new Program Director has made many enhancements to SySTEM REAL, moving it in the direction where these components will not only be clarified, but also supported with data.

In order to fully tighten up these core areas while still experimenting outside of the comfort zone of alternative schools, the program is proposing the following sites for the new grant year:

2017-2018 stipended Host Sites:

- * Katahdin Program, Raymond
- * REAL School, Brunswick
- * Windham High School, Windham
- * Manchester School, Windham
- * Jordan Small Middle School
- * Brunswick High School, Brunswick

2017-2018 Education Award Only Sites:

All stipended sites listed above, as well as:

- * Raymond Elementary, Raymond
- * Windham Middle School, Windham
- * Windham Primary, Windham

A new practice of the SySTEM REAL Program is to over-recruit host site placements in order to fully enroll the program. Not all of the sites in the proposed list will receive an AmeriCorps member, but

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staff will continue to work with them to partner throughout the year and cultivate stronger collaborations.

Through a partnership with Maine Youth Court, SySTEM REAL seeks to expand full-time placements into Brunswick High School. Members here will not only implement STEM-related service learning projects into the curriculum, but also formalize the use of Restorative Practices in a public school. Maine Youth Court will be a solid training resource for the program next year, bettering the program's ability to integrate progressive educational practices into traditional public schools. Pender Makin, former Director of REAL School and current Assistant Superintendent of the Brunswick School Department is extremely familiar with the goals and expectations of the SySTEM REAL Program; undoubtedly embracing the mission of the program; and serves as an advocate for these placements.

The addition of Jordan Small Middle as well as the reduction in placements sites from the previous year is purposeful. In regards to STEM curriculum as well as restorative practices, the SySTEM REAL model has been tested and is most successful with high school students. The necessity for focused programming serving younger students throughout RSU-14 will allow the program to share best practices (developed at REAL School) in serving students with varied developmental capabilities. Both Jordan Small and Manchester School have leadership staff advocating for the inclusion of this program, and have already begun the recruitment process.

In regards to programming, the new Director is looking to strengthen what is existing, re-focusing on bettering the administration of, and reporting on the core components of SySTEM REAL. Given the changes in service locations through RSU-14 School District, and the priorities held by the new Director, it is important to build a strong base before expanding the program further.

Relating to member support, the program is improving the level(s) of supervision for the 2017-2018 grant year. As mentioned above, host sites are now taking an active role in the competitive recruitment process for 2017-2018 placements. Besides assisting in the selection of members, identified host site staff are being groomed to take on the role of daily supervision next year. All supervisors will be confirmed and trained, in-person, in all aspects of expectations and regulations, including prohibited activities, by program staff this Summer. All individuals acting in roles that are supported

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by CNCS funding will be required to undergo program-initiated background checks, and this additional funding consideration has been adjusted in the new budget. The new Director has significant experience operating displaced member programs, and is looking forward to implementing best practices throughout this structural change. The Director will still oversee compliance and provide significant host site and member support on a regular basis, but the on-site supervisor will now be responsible for orienting the new member(s) to the school and community; approving weekly member timesheets; monitoring member activities to ensure compliance; submitting in-kind data reports; providing daily guidance and mentorship to the member(s); and communicating on a regular basis with the Program Director. This new structure will ensure that the proper level of support is provided to the members. It will also ensure that member activities are appropriate, approved, and truthfully confirmed by someone who is present on a daily basis. The change in structure also increases the host site commitment, both in regards to local match support and emotional investment in the program. It is a step towards sustainability.

5. PROGRAM SCOPE

AmeriCorps staff does not propose a change in program scope of design.

Slot Configuration

The program wishes to change the slot configuration from previous years to adjust to realistic local programming needs and general changes in the recruitment process. The changes not only improve the likelihood of filling the program, but also offer a lower cost per member.

Performance Measures

Due to an extremely low rate under the Capacity Building Measure, the program is requesting approval of an increase in the target of new volunteers recruited. To reflect the change in slot configuration, the Program is also requesting approval in more accurate MSY and member distribution concerning both Performance Measures.

6. EXPANSION REQUEST

The program is not requesting an expansion.

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*TEXT DELETED -- REFER TO PRIOR YEAR CONTINUATION NARRATIVE.

2016-2017 CONTINUATION--YEAR 2 APPLICATION

ENROLLMENT/RECRUITMENT PLAN

In 2015-2016, the first year of our recompute grant, we unfortunately did not fill 100% of our member slots.

OTHER CHANGES

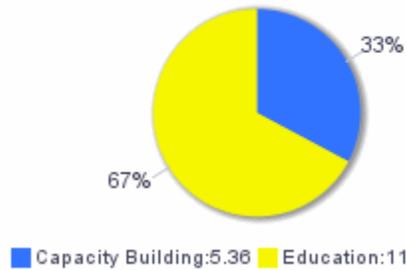
No other substantial changes are proposed.

Grant Characteristics

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Performance Measures

MSYs by Focus Area



MSYs by Objective

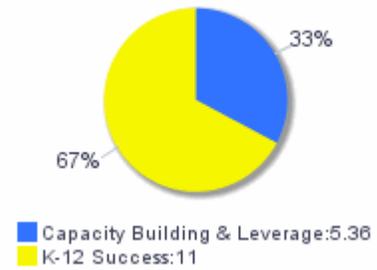


Table1: MSYs by Focus Areas

Focus Area	% MSYs
Capacity Building	33%
Education	67%

Table2: MSYs by Objectives

Objectives	%MSYs
Capacity Building & Leverage	33%
K-12 Success	67%

% of MSY NPM VS Applicant VS Not in ANY

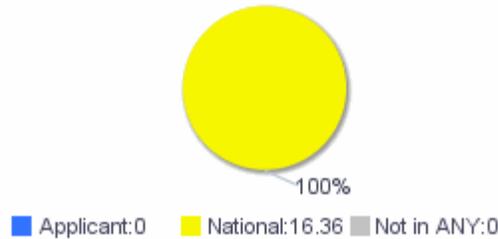


Table3: %MSYs by NPM vs.Applicant vs. Not in ANY

% MSYs	NPM	Applicant	Not in ANY
	100%	0%	0%

Table4: No of MSY and Members by Objective

Objectives	No of MSYs	No of Members
Capacity Building & Leverage	5.36	12
K-12 Success	11.00	12
Total	16.36	24

Primary Focus Area: Education
 Primary Intervention: Service-Learning
 Secondary Focus Area: Education
 Secondary Intervention:

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Performance Measure: Building capacity at the REAL School

Focus Area:	Capacity Building	Objective:	Capacity Building & Leverage	No of MSY's:	5.36	No of Members:	12
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Problem Statement:

The REAL School serves a unique population of low income, highly at risk students from 24 sending school districts in Southern Maine. 100 percent of our students are deemed "highly likely to drop out of school" by the school districts who send us our students. The need to help our students change their life trajectories is immense. Therefore, the REAL School must have a large, and high functioning corps of volunteers to help with this mission. Having the human and material capacity to do this work is essential to the functioning of the REAL School in the service to its students.

Selected Interventions:

Capacity Building Activity

Describe Interventions:

All REAL School programs will do an audit of their "Essential Practices of Volunteer Management" at the beginning of the program year. During the course of the year, each site will develop a plan to increase their effective volunteer management practices by a total of 5 above the current level present at each site in the beginning of the program year.

G3-3.1 Output:

(PRIORITY) G3-3.1: Number of community volunteers recruited by organizations or participants

Target: 100 Community Volunteers

Measured By: Volunteer Management System

Described Instrument: The REAL School will use its volunteer management software to keep track of new community volunteers that contribute to the project, their roles, and the number of hours they contribute to specific projects.

G3-3.3 Outcome:

(PRIORITY) G3-3.3: Number of organizations implementing effective volunteer management practices

Target: 4 Organizations

Measured By: Pre\ Post Organizational Assessment Tool

Described Instrument: The REAL School will administer its "pre/post" survey on Essential Volunteer Management Practices to tabulate the number of new Essential Volunteer Practices that each site acquires over the course of the year. This survey details the extent to which an organization has adopted essential volunteer management practices and can be used as a gauge by program managers to determine the extent to which new essential volunteer management practices are being adopted by organizations. WE will administer this survey at the beginning of the program year and at the end of each program year. The results will indicate the number of new essential volunteer management practices that have been adopted program wide.

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Performance Measure: Building Math and Literacy Skills for at-risk students

Focus Area:	Education	Objective:	K-12 Success	No of MSY's:	11.00	No of Members:	12
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Problem Statement:

REAL School students and the students who attend our partnering programs struggle in multiple areas. Given their status in school, they all have significant deficits in all academic areas but often these deficits are most significant in the critical areas of literacy and math. While there are many areas to address concerning their education, helping them to develop the critical skills of literacy and math has become a key objective.

Selected Interventions:

Service-Learning

Describe Interventions:

REAL School students and students in partnering programs will engage 5 days a week (and throughout the summer) in 2 hour daily classes in service-learning. This service-learning intervention will place AmeriCorps Members in leadership roles (along with classroom teachers) as they co-design and implement active, hands-on, standards-based service-learning programming. This service-learning programming is designed to solve real community problems, and engage at-risk learners on multiple levels. The program builds in extreme amounts of relevance in the learning process. This helps engage hard-to-engage youth by showing them that they can learn to become community assets and problem solvers. These projects will have standards-based performance indicators in math and literacy built into the projects so that while students are solving problems as members of design-teams, they are also learning critical skills of math and literacy.

ED2 Output:

(PRIORITY) ED2: Number of students completing a CNCS-supported education program

Target: 240 Students

Measured By: Activity Log

Described Instrument: Teachers and AmeriCorps Members in project teams will catalogue all Service-Learning projects that are undertaken by program participants. The project logs will indicate hours of completed service done by students and detail the nature of the Service-Learning Project.

ED5 Outcome:

(PRIORITY) ED5: Number of students with improved academic performance in literacy and/or math

Target: 180 Students

Measured By: Standardized Pre\ Post Test

Described Instrument: Our Service-Learning program will design projects that draw on STEM fields. Therefore students will be receiving a heavy dose of Math in each Service-Learning project conducted within this program. SySTEM REAL will use the Brigance Assessment of Basic Academic skills in Literacy and Math as a pre-post test to track students acquisition of skills in these critical areas.

The Brigance is accessible for all of our students and gives us reliable results. We will administer a universal Brigance pre test in Literacy and Math at the beginning of the year at the appropriate grade level for each student. Then we will administer another Brigance Assessment at the end of each service-learning unit to get intermediate data and then again at the end of the program year in order to assess the effectiveness of the entire service-learning

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Performance Measure: Building Math and Literacy Skills for at-risk students

Problem Statement:

Service-Learning Interventions:

Described Instrument: intervention. In order to show a more causal link we will also administer the REAL School student engagement survey exclusively within the context of the 2 hour daily Service-Learning class to parse out engagement and learning gains made within the Service-Learning intervention as opposed to any gains that may or may not be made within the general REAL School curriculum.

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Program Information

General Information

*My organization has previously received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer "No." Yes

*The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention. Yes

AmeriCorps Funding Priorities

*Check any priority area(s) that apply to the proposed program. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes. Education - STEM

Populations Served

*Check the appropriate box(es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above." Homeless individuals, Youth
ESL participants,
Disadvantaged youth (K-12),
Individuals in mental health services, Individuals in substance abuse services, Individuals with disabilities, Victims/Survivors of violence and abuse

Grant Characteristics

*Check any grant characteristic(s) that apply to the proposed program. Applicants must check the relevant boxes in order to be considered for CNCS assessment of the strategic considerations and Special Initiatives STEM Program

Grant Characteristics-AmeriCorps member Population

*Check any grant characteristics that apply to the AmeriCorps member population of the proposed program. Low-income individuals, People with Disabilities, Economically disadvantaged youth/Opportunity youth

AmeriCorps Identity/Co-branding

*AmeriCorps members will wear the AmeriCorps logo every day. Yes

*AmeriCorps members will create and deliver elevator speeches. Yes

*The AmeriCorps logo will be proudly displayed on the front page of the organization's website. Yes

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Demographics

Other Revenue Funds	41850
Number of episodic volunteers generated by AmeriCorps members	90
Number of ongoing volunteers generated by AmeriCorps members	10
Percentage of MSY who are opportunity youth, if any	0
Number reported in O15 who are opportunity youth	0
Number reported in O17 who are opportunity youth	0

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Required Documents

Document Name

Status

Evaluation

Not Applicable

Federally Approved Indirect Cost Agreement

Not Applicable

Labor Union Concurrence

Already on File at CNCS

Other Documents

Sent

Logic Model

Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
<p>The community problem that the program activities (interventions) are designed to address.</p>	<p>Resources that are necessary to deliver the program activities (interventions), including the number of locations/sites and number/type of AmeriCorps members.</p>	<p>The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population.</p>	<p>Direct products from program activities.</p>	<p>Changes in knowledge, skills, attitudes and opinions. These outcomes, if applicable to the program design, will almost always be measurable during the grant year.</p>	<p>Changes in behavior or action. Depending on program design, these outcomes may or may not be measurable during the grant year.</p>	<p>Changes in condition or status in life. Depending on program design, these outcomes may or may not be measurable during the grant year. Some programs, such as environmental or capacity-building programs, may measure changes in condition over a period as short as one year.</p>

Budget Narrative: SySTEM REAL Stem Service Learning Project for RSU 14 Windham Raymond Schools

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Program Director: - 1 person(s) at 43260 each x 100 % usage	43,260	0	43,260
CATEGORY Totals	43,260	0	43,260

B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
RSU#14 District Benefit Package for Program Director: \$13281 JUSTIFICATION: includes collective bargaining agreement for RSU#14 covering Group Medical, Dental, and Life insurance; Medicare; Workers Comp, unemployment ins, and MPERS retirement contributions.	0	13,281	13,281
CATEGORY Totals	0	13,281	13,281

C. Travel

Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Travel to CNCS-Sponsored Meetings: 1 Staff Travel to Commission and CNCS TA and Commission meetings: 110 miles X 22 meetings X \$.57 (the district's local mileage reimbursement rate for private vehicles)	0	1,379	1,379
Annual Grantee Training / Orientation: 2 Staff X 110 miles X \$.57 per mile	0	125	125
Blaine House Conference on Service and Volunteerism and AmeriCorps Member Conference: 1 Staff X 297 miles X .57 = \$338	0	338	338
Marketing and Outreach at promotional events/colleges/career fairs: Mileage to outreach events/colleges/career fairs all around the State - (\$0.57 miles/gallon-district rate) x (950 miles). Total = \$540.00	0	540	540
CNCS Atlantic Regional Conference: Prices based on location of the 2017 Conference; 1 staff attendance: Airfare (\$500) + Per Diem (\$50/day X 3 days) + Lodging (246 for 3 nights) = \$896	0	896	896
CATEGORY Totals	0	3,278	3,278

Member Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Blaine House and AmeriCorps Member Conference: Travel to/from Waterville / 2 vans X 169 miles @ \$.85 per mile (.85/mile is the district rate for 8-passenger vans)	0	575	575
Member Travel to/from Project Sites with students in school vans: 12 FT members using school vans x 20 miles/wk. x 40 wks. X \$.85/mi van use cost. (INKIND from Brunswick School Dept. for 5 members van use = \$3,400) (7 member use of RSU-14 vans = \$4760). Total = \$8160	0	8,160	8,160

CATEGORY Totals	0	8,735	8,735
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D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Service Learning Project Supplies: 240 students X \$30 each for materials and supplies for service projects	0	7,220	7,220
AmeriCorps gear to identify Members to Community: Branding materials for 6 sites (AmeriCorps Serves Here Signage); and member gear (\$10 t-shirts and hats with AmeriCorps logo) for 35 Members and vests with AmeriCorps log for \$12 members - \$30 per member.	0	1,050	1,050
Office Supplies, use of Tools: Office supplies, paper, ink, books, expendable materials for projects, use of tools; \$22/file	0	770	770
CATEGORY Totals	0	9,040	9,040

F. Contractual and Consultant Services

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Marketing Consultant: \$25/hour for 20 hours prior to and during recruitment time.- Daily Rate of 25	0	500	500
Staff Supervision and Support: in-kind: 2 supervisors X 40 weeks X 1 hour/wk X \$31/hour X 5 members = \$6200. Grantee: (4 supervisors X 40 weeks X 1 hour/wk X \$31/hour X 7 full-time members) + (4 supervisors X 15 weeks X 1 hour/wk X \$31/hour X 23 part-time members) =\$10,695- Daily Rate of 31	0	25,535	25,535
CATEGORY Totals	0	26,035	26,035

G. Training

Staff Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Blaine House Conference: 1 staff registration @ \$35- Daily Rate of 35	0	35	35
Member to Member conference staff registration: 1 staff @ \$35 per registration- Daily Rate of 35	0	35	35
1 staff registration for CNCS sponsored regional conference: \$150/registration- Daily Rate of 150	0	150	150
CATEGORY Totals	0	220	220

Member Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Blaine House Conference: 12 Members for Blaine House conference. 12 X \$35 (Minimum & Quarter time members are not required to attend, thus all are	0	420	420

not included)- Daily Rate of 35			
Member to Member Conference: 12 Members X \$235 each. (Minimum & Quarter time members are not required to attend, thus all are not included.)- Daily Rate of 35	0	420	420
5-Day Member Orientation by REAL School Staff: IN-KIND: 5 Days X \$450/day (training rate) = \$2250. Food/Space = \$750- Daily Rate of 450	0	3,000	3,000
CPI (Brunswick School Dept) Trainings: In-Kind: 5 Annual Trainings at \$40/member X 12 members = \$2400.- Daily Rate of 40	0	2,400	2,400
CPI Maine Event Conference: In-Kind: \$175/member for a 3-day conference X 12 members = \$2100.- Daily Rate of 58	0	2,100	2,100
Mid Year Professional Development Trainings: 7 All-AmeriCorps Members trainings at a food cost of \$150/day = \$1050.- Daily Rate of 150	0	1,050	1,050
Spring Service Event: 3 Days x \$450 food/lodging per day = \$1350.- Daily Rate of 450	0	1,350	1,350
BHP Certification: 12 members 12(CPR/Member = \$75) + 12(Module 1/BHP = \$85) + 12(BBP Training = \$25) = 2220- Daily Rate of 37	0	2,220	2,220
Individual Member Professional Development Trainings: 35 members X \$30 each =- Daily Rate of 30	0	1,050	1,050
CATEGORY Totals	0	14,010	14,010

H. Evaluation

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Evaluation: Contractors Rebecca and Hank Stabler are finalizing the three-year SySTEM REAL External Evaluation between 8/26 and 3/31. Rate is \$25/hr- Daily Rate of 25	0	12,000	12,000
CATEGORY Totals	0	12,000	12,000

I. Other Program Operating Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
CHRC (Background checks for Members): CHRC (Background checks for Members): CHRC (background checks for 35 members at \$38 per + \$70 per CHRC)	0	3,780	3,780
Leased Office and Project Space - RSU-14: 68% of classroom space, use of facilities, and office equipment included in annual lease cost of \$100,000	0	40,000	40,000
Leased Office and Project Space - Brunswick School Dept.: Leased Office and Project Space: 20% of classroom space, use of facilities, and office equipment included in annual lease of \$130,000	0	26,000	26,000
CHRC (Background checks for Supervisors): CHRC (Background check for Supervisors): \$38 X 6 Supervisors	0	228	228
Marketing and Outreach at promotional events/colleges/career fairs: Registration Fees for College Career Fairs at St. Joseph's; USM; UNE; Bowdoin, Colby, Bates, and Thomas College (\$75/fair)	0	525	525
CATEGORY Totals	0	70,533	70,533
SECTION Totals	43,260	157,132	200,392
PERCENTAGE	22%	78%	

Section II. Member Costs

A. Living Allowance

Item -# Mbrs w/ Allow -Allowance Rate -# Mbrs w/o Allow	CNCS Share	Grantee Share	Total Amount
Full Time (1700 hrs): 10 Member(s) at a rate of 12630 each Members W/O allowance 0	126,300	0	126,300
1-Year Half Time (900 hours): 2 Member(s) at a rate of 6315 each Members W/O allowance 0	12,630	0	12,630
2-Year Half Time (1st Year): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (2nd Year): Member(s) at a rate of each Members W/O allowance	0	0	0
Reduced Half Time (675 hrs): 0 Member(s) at a rate of 0 each Members W/O allowance 1	0	0	0
Quarter Time (450 hrs): 0 Member(s) at a rate of 0 each Members W/O allowance 6	0	0	0
Minimum Time (300 hrs): 0 Member(s) at a rate of 0 each Members W/O allowance 16	0	0	0
CATEGORY Totals	138,930	0	138,930

B. Member Support Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA for Members: 10 Ft Members/ 2 Ht Members @ 7.65% of total living allowance.	0	10,628	10,628
Worker's Compensation: district rate of .0041 X annual living allowance (\$52 X 10 FT members and \$26 X2 HT members) Unstipended members are covered by accidental death and dismemberment policy.	0	600	600
Health Care: \$135/month X 12 months X 10 FT Members = \$16200 based on Affordable Care Act and average costs	16,200	0	16,200
CATEGORY Totals	16,200	11,228	27,428
SECTION Totals	155,130	11,228	166,358
PERCENTAGE	93%	7%	

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Corporation Fixed Amount: CNCS calculation: section 1 & 2 cncs total X .0526 X .8. THEN for Grantee Portion: Sum of section 1&2 subtotals for both federal and grantee portions X.1	8,348	36,675	45,023
Commission Fixed Amount: section 1 & 2 cncs total X .0526 X .2	2,087	0	2,087
CATEGORY Totals	10,435	36,675	47,110

B. Federally Approved Indirect Cost Rate

Calculation -Cost Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0
SECTION Totals	10,435	36,675	47,110
PERCENTAGE	22%	78%	

BUDGET Totals	208,825	205,035	413,860
PERCENTAGE	50%	50%	
Total MSYs	16.35		
Cost/MSY	12,772		

Source of Funds

Section	Match Description	Amount	Type	Source
Source of Funds	Brunswick School Department is offer \$40,250 in in-kind represented by significant Member Professional Development Training; Member Office Space at REAL and Brunswick High School; Supervision; and Mileage.	40,250	In Kind	State/Local
	RSU-14 SySTEM REAL Program will receive \$1600 in cash from Brunswick School Department to offset costs of CHRC, Workers Compensation, and Fica/Medicare.	1,600	Cash	Federal
	The Grantee, is providing \$126,510 in cash services: Supervision; Training; Member and Staff Travel; Staff Salary and Benefits; Contractual Services; Evaluation; member office space throughout RSU-14; and FICA and Worker's Compensation for members.	126,510	Cash	State/Local
Total Source of Funds		168,360		