

Grant Continuation Assessment and Performance Report

Task Force Final Recommendation:	Forward to CNCS recommendation for funding full continuation request (see page 6)
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Legal Applicant:	Healthy Acadia
Program/Project Name:	AmeriCorps RecoveryCorps Program

	Yes	No
Legal Applicant CCR on SAM is active	Yes*	
Legal applicant is not on federal excluded parties list in SAM	Yes	

* Registration expires on 1/22/2019; applicant needs to renew their registration before submitting for year 2.

	From (date)	To (date)
Grant Period (full 3 year time)	2018	2021
Continuation period covered by request	2019	2020
Performance period under review	2018	2019

PROGRAM DESCRIPTION

Healthy Acadia proposes to have 30 AmeriCorps RecoveryCorps Members who will serve as Recovery Coaches in the northern rural Maine counties of Aroostook, Hancock, Knox, Penobscot, Waldo, Washington, Kennebec and Piscataquis. At the end of the first program year, the RecoveryCorps members will be responsible for serving at least 400 people experiencing opioid use disorder through peer recovery coaching and increasing education and awareness about recovery coaching and the recovery process. In addition, the AmeriCorps members will leverage at least 60 volunteers who will be engaged in recovery coaching. This program will concentrate on the CNCS focus area of Healthy Futures - Opioid Abuse. The CNCS investment of \$283,768 will be matched with \$365,839; \$141,000 in public funding and \$224,839 in private funding.

NOTE:

- This program is in its first year (only active for the past 13 weeks). The first Progress Report is due after the continuation application submission deadline. There is insufficient data to report at this time.
- Kennebec and Piscataquis counties were added to the original list of 6 counties (Aroostook, Hancock, Knox, Penobscot, Waldo and Washington) now totaling 8 counties.

ENROLLMENT/RECRUITMENT/RETENTION:

Thirteen weeks into the current program year, Healthy Acadia is at 54.1% of their target enrollment. 100% of their full-time slots (w/ living allowance) are filled with only 1 of 14 Half Time slots have been filled (following a recent slot conversion). 66.7% of the minimum time (8 out of 12) slots have been filled. These numbers are acceptable considering we are only 13 weeks into the program year. There is no data on retention to report at this time.

COMPLIANCE:

» Program operation

- This program is in its first year (only active for the past 13 weeks). The first Progress Report is due after the continuation application submission deadline. There is insufficient data to report at this time.

» Member management

- This program is in its first year (only active for the past 13 weeks). The first Progress Report is due after the continuation application submission deadline. However, the applicant has participated in the TA meetings and

calls that pertain to the massive changes related to enrollment of members and conducting criminal history background checks.

» Program Finances and Agency Fiscal Issues

- Grantee has submitted a 3rd party (Edwards, Faust & Smith) audit report of their financial status with no significant findings that impact their financial stability.
- Grantee has filed each month’s Periodic Expense Report without any major issues that would raise red flags or any concern regarding their financial management and ability to manage the grant funding.

» Performance Measures:

- This program is in its first year (only active for the past 13 weeks). The first Progress Report is due after the continuation application submission deadline. There is insufficient data to report at this time.

PROPOSED CONTINUATION BUDGET:

- The proposed continuation budget is within an acceptable range of change. Some fixed costs have changed (i.e. the agency mileage reimbursement has appeared to have changed from \$0.48 to \$0.44 per mile). The cost of Criminal Checks has gone from \$30 to \$54 per member and \$12,000 has been added (grantee share) for recruitment/retention incentive.

EXPANSION/SUPPLEMENTAL REQUEST:

N/A

OTHER:

» Sustainability: New and Existing Partnerships

- N/A; As a first-year continuation, there is no data to report at this time.

» Sustainability: Recognition of program in community and community participation in implementation

- N/A; As a first-year continuation, there is no data to report at this time.

» Sustainability: Increased resources (human, financial, etc.)

- N/A; As a first-year continuation, there is no data to report at this time.

» Misc. comments: The Application information has been slightly edited, primarily to reflect the expanded service (to 8 counties).

Compliance Overview (CFRs, policies, grant provisions) Information is in grantee progress reports, eGrants member management portal, MCCS staff monitoring reports and site visits. Additional information from Grantee interviews.	Successful	Unsuccessful	Cited for problems?
AmeriCorps Members			
1. Member management requirements (except 4 items below) are compliant.			N/A
a. Member enrollment cycle completed within 30 days.	Yes		
b. Member eligibility documents complete and accurate.			N/A
c. Member enrollment and retention within CNCS tolerance for variability (typically 5%). See table in comments below for data.			N/A
d. Member time logs are signed and approved in accordance with regulations.	Yes		N/A
2. Member training requirements are met.			N/A

3. Personnel system for program staff results in compliance with grant/contract/provisions.			N/A
4. Member host site selection, agreements, training, performance monitoring, and supervision are compliant.			N/A
5. Program administrative system results in compliance with grant regulations, contract, special terms/conditions.			N/A
6. Program Progress Reports complete, accurate, and submitted on time.			N/A
a. Needs/Service Activities performance measure targets are met or, if multi-year, on target to be met.			N/A
b. Member Development performance measure targets are met or, if multi-year, on target to be met.			N/A
c. Strengthening Community performance measure targets are met or, if multi-year, on target to be met.			N/A
7. Fiscal systems result in program compliance.			N/A
8. Financial reports complete, accurate, submitted on time.			N/A
9. Income Reports (including cash & in-kind match) reported quarterly:			N/A
10. Adequate match reported on PER's: Overall budget ___% Match in latest financial; ___% Contract rate (YTD: ___%)			N/A
11. Engagement of non-AmeriCorps volunteers ___Vol-to-date; ___Hours served; ___Avg hrs/vol			N/A
12. Inclusion and accessibility requirements are met.			N/A
13. Performance data system in place to track and report progress related to grant/contract data and performance measures.			N/A
<p>Comments: The Enrollment Cycle report in OnCorps shows all members completed the enrollment cycle within 5 days with the exception of one member at 6 days.</p> <ul style="list-style-type: none"> Member time logs thus far have been accurate and submitted in a timely manner. Host sites include: <i>Acadia Family Center; AMHC - Downeast Community Partners; AMHC - Downeast Treatment Center; ; AMHC - WC Recovery Center; Aroostook County Action Program; Bucksport Regional Health Center; East Grand Health Center; Health Equity Alliance – Bangor; Healthy Acadia – HC; Healthy Acadia – WC; Maine Coast Regional Reentry Center; Mid-Coast Recovery Coalition; Pleasant Point Health Center; Together Place; Wabanaki Health and Wellness; Your Place / Health Equity Alliance - Ellsworth</i> N/A; As a first-year continuation, there is little/no data to report at this time. 			

Member Data for performance period (to-date)

	Total MSYs	Total slots	1700 hr	900 hr	675 hr	450 hr	300 hr
Original Award	20.54	30	18				
Current after _1_ instance of slot conversion	20.54	37	11	14			12
Enrollment to-date	N/A	20	11	1			8
% of enrollment	54.1%	54.1%	100%	7.1%			66.7%
Exited before service term complete	N/A	N/A	N/A	N/A			N/A
Retention rate (%)*	N/A	N/A	N/A	N/A			N/A

*(enrollment-exit early)/enrollment=retention rate

Comments on Member Data:

N/A; As a first-year continuation, there is no data to report at this time.

Grantee Expectations and Sustainability: This information is found in Progress Reports. Additional information from Interview with Grantee. Factors related to research-based indicators of sustainability.	Exceeded	Met	Unsuccessful
<ul style="list-style-type: none"> Develops community partnerships to foster community ownership, sharing of resources, service coordination and infrastructure development. 		N/A N/A	
<ul style="list-style-type: none"> Accesses community support for volunteer/member development and training that is beyond what was required in the program design and budget. 		N/A	
<ul style="list-style-type: none"> Develops Oversight/Advisory Committee/Boards to effectively involve target community in implementation 		N/A	
<ul style="list-style-type: none"> Expands the base of community volunteers as means of growing ability to deliver services 		N/A	
<ul style="list-style-type: none"> Access additional funding from diverse sources 		N/A	
<ul style="list-style-type: none"> Successfully expands program/site service delivery 		N/A	
<ul style="list-style-type: none"> Access additional equipment/supplies/materials/resources/training (beyond those budgeted) to accomplish unexpected projects 		N/A	
<ul style="list-style-type: none"> Build community awareness to advocate the importance of the project to potential supporters and general community. 		N/A	
<ul style="list-style-type: none"> ___ Compliance with "Expectation of Grantees" OR ___ Implementation of business/strategic plan for program sustainability. (after 3 years as AmeriCorps grantee) 		N/A	
<p>Comments:</p> <p>N/A; As a first-year continuation, there is no data to report at this time.</p>			

	Successful	Unsuccessful	Cited for problems?	Corrective Actions implemented?
Implementation/Operation Information compiled from staff monitoring and site visits.				
Program activities consistent with original proposal.				N/A
90% of Member assignments relate to funded priority(ies) in original proposal.				N/A
Best Practices used for Recruiting/Screening/Interviewing/Placing Applicants				N/A
Grantee commitment to effective staff development, site supervisor training, etc.				N/A
Continuous quality improvement system tracks				N/A

community satisfaction with service and program's ability to meet identified need				
Essential Volunteer management practices used with community volunteers.				N/A
Evaluation implementation on target and design meets evaluation requirements.				N/A
Comments:				
<ul style="list-style-type: none"> N/A; As a first-year continuation, there is no data to report at this time. In person site monitoring begins in Feb/March of 2019 				

Future Plans. The information is found in the Continuation Application Narrative, Budget, and Performance Measures.	Completely	Not at all	Partially	Requires correction/add'l info?
Grantee articulates lessons learned and uses them to refine plans for the continuation year under review.	N/A			
Proposed budget complies with current regulations and limits on costs.	Yes			
Proposed budget has clear explanations of expenses and is free of errors	Yes			
Performance measure proposes growth targets, strong data collection plan, and accounts for a majority of ACM slots requested			Yes	N/A
Comments: Performance Measures are unchanged from the original application; no increase in target is included.				

Staff Summary Recommendation	Exceeded	Met	Unsuccessful	Conditions
Compliance		N/A		
Implementation/Operation		N/A		
Progress on Performance Measures		N/A		
Grantee Expectations and Sustainability		N/A		
Future Plans		Yes		
Comments: This program is in its first year (only active for the past 13 weeks). The first Progress Report is due after the continuation application submission deadline. For many of the categories there is insufficient data to report at this time.				

Task Force Continuation Recommendation	Authorize Proposal	Modify: Increase	Modify: Decrease	Deny Request
Budget	✓			
Volunteers/participants	✓			
Performance targets	✓			
Operating plans	✓			
Other:	n/a			

Reason for recommendation:

Budget –

- The proposed continuation budget is within an acceptable range of change.
- Too early in their program to suggest changes.
- Only minor adjustments. No performance data against which to evaluate.

Volunteers/participants –

- This program is in its first year so the original proposal will apply.
- Too early in their program to suggest changes.
- No performance data available. Note that while program is just getting going, it appears that they may be experiencing some enrollment issues, which is not unexpected given recent issues experienced by many grantees. We should keep an eye on this.

Performance targets –

- Healthy Acadia is at 54.1% of their target enrollment which is acceptable, because they have only been active for 13 weeks.
- Too early in their program to suggest changes.
- No performance data available.

Operating plans –

- Other than some slight changes in the budget, their operating plan remains acceptable.
- Too early in their program to suggest changes.
- Addition of two counties was previously okayed.

Conditions or requirements of continuation award: None

Recommendation on Supplemental or Expansion Request: No request to consider

Continuation Recommendation: Award Resources in Next 12 mo Budget Period

	CNCS	Grantee	Total	Cost Per Member
Financial	\$283,768	\$376,719	\$660,487	\$13,815
Percentages*	43%	57%	100%	

AmeriCorps Member Positions	Full Time	900 Hr	675 Hr	450 Hr	Min 300
Number of Slot types requested	18				12
Member Service Years [Total: <u>20.54</u>]					

*Required cost-sharing is 70% CNCS and 30% Grantee.

Reviewed by Grant Selection and Performance Task Force Members:

Jonathan Barczyk, Ed Barrett, Joe Schmidt

Date: January 14, 2019