

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: National Service
Series/Staff Member: Sarah Whitman
Subseries:

OA/ID Number: 1289
FolderID:

Folder Title:
State Info - Dana & Gary

Stack:	Row:	Section:	Shelf:	Position:
S	66	2	5	3

NATIONAL GOVERNORS ASSOCIATION

Roy Romer
Governor of Colorado
Chairman

Carroll A. Campbell Jr.
Governor of South Carolina
Vice Chairman

Raymond C. ~~Sp...~~
Executive Director

Hall of the States
444 North Capitol Street
Washington, D.C. 20001-1572
Telephone (202) 621-8300



NGA FAX TRANSMISSION FORM

DATE: 8/23/93

TO:
Sarah Whitman

FAX NUMBER:
436-6470

FROM: PATRICIA SULLIVAN
202-624-7723 (Commercial)
202-624-5313 (fax)

NUMBER OF PAGES: 2 (including this page)

REMARKS: Chart showing states that re-appropriate federal dollars.

Per our conversation -

PLEASE CALL JACKIE HALL AT 202-624-5341 WITH ANY PROBLEMS.

Table J
State-Federal Relations

<i>State</i>	<i>State Appropriates Federal Funds</i>	<i>Analyze Federal Legislation</i>	<i>Representative in Washington, D.C.</i>	<i>Official/Agency to Whom D.C. Office Reports</i>
Alabama	X	X	X	Governor
Alaska	X	-	X	Governor
Arizona	-	-	-	-
Arkansas	X	-	-	-
California	X	-	X	Governor
Colorado	X*	X	-	-
Connecticut	-	X	X	Governor
Delaware	-	X	X	Budget Director
Florida	X	X	X	Governor and Legislature
Georgia	X	X	X	Governor
Hawaii	X	X	X	Governor
Idaho	X	-	-	-
Illinois	X	X	X	Governor
Indiana	-	X	X	Governor
Iowa	X	X	X	Governor
Kansas	X	X	-	-
Kentucky	X	X	X	Governor's Office
Louisiana	X	X	X	Governor's Office
Maine	X	-	X	Governor
Maryland	X	X	X	Governor
Massachusetts	X	X	X	Governor
Michigan	X	X	X	Governor
Minnesota	-	X	X	Governor's Office
Mississippi	X	X	-	-
Missouri	X	X	X	Budget Director
Montana	X	-	-	-
Nebraska	X	-	-	-
Nevada	X	X	X	Governor
New Hampshire	X	-	-	-
New Jersey	X	X	X	Governor
New Mexico	-	X	*	**
New York	X	X	X	Governor
North Carolina	X	X	X	Governor's Chief of Staff
North Dakota	X	X*	-	-
Ohio	X	X	X	Governor
Oklahoma	-	-	X	Governor
Oregon	X	-	-	-
Pennsylvania	X	X	X	Governor
Rhode Island	X	X	-	-
South Carolina	X	-	X	Governor
South Dakota	X	X	-	-
Tennessee	X	X	-	-
Texas	X	X	X	Governor
Utah	X	X	-	-
Vermont	X	X	-	-
Virginia	X	X	X	Governor
Washington	X	X	-	-
West Virginia	X	-	-	-
Wisconsin	X	X	X	Administration Secretary
Wyoming	X	X	-	-
Puerto Rico	-	X	X	Governor's Office
TOTAL	43	38	31	

From: Budget Process in the States 1992
Nat Assoc. of State Budget Officers

Capabilites Statement

DRAFT

Region	State	State Lead Agency	ACTION State Office	Comments
1	Connecticut		Romero Cherry, SPD 1 State Program Specialist, 1 clerk	
1	Massachusetts		Malcolm Coles, SPD, 2 SPS, Clerk long-time, close relations with almost everyone involved in service (City Year, state, etc). Strong trng and representational skills Experienced staff, strong office all around	One of strongest ACTION offices Re: CNCS/Corporation

DRAFT

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
1	Maine		Mary Pelkey, SPD, Prog Asst. Strong skills with Older Americans programs...good ties with state, esp. senior programs. Limited exposure to CNCS, state lead agency activity.	
1	New Hampshire		Peter Bender, SPD 1 SPS, Clerk Good working relationship with state gvt, esp volunteer office which may inherit lead agency role. Strong represnetation, management skills...office in Concord, NH but also handles Vermont.	Lead agency may be changed by Governor due to shifting competing priorities Strong ACTION Office

Capabilites Statement

DRAFT

Region	State	State Lead Agency	ACTION State Office	Comments
1	Rhode Island		<p>Vincent Marzullo, SPD Program Assistant</p> <p>very well connected in state, knows most state, local officials, comm leaders</p>	<p>SPD has background in elective politics, well known, liked in state</p>
1	Vermont		<p>Peter Bender, SPD 1 SPS, Clerk (office in Concord, NH) (see New Hampshire comments Meeting of Bender, State Lead Agency and State Vol. Office set for 9-2 to advise Gov. on strategies for assuming Corp.- responsibilities</p>	<p>Strong cooperative interaction.</p>

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
2	New Jersey		Stanley Gorland, SPD 2 SPS, 1 Clerk SPD has extensive working liason with goVernors office, state lead agency.	
2	New York		Ben Conte, SPD 6 SPS (2 In Albany), 1 SPA (clerk Vacant) limited relationship with lead agency...Regional Administrator formerly worked for Gov.	Most of staff in NYC, with Regional Office, 2 staff in Albany ACTION state office has limited access to state gvt leaders, strong with city departments

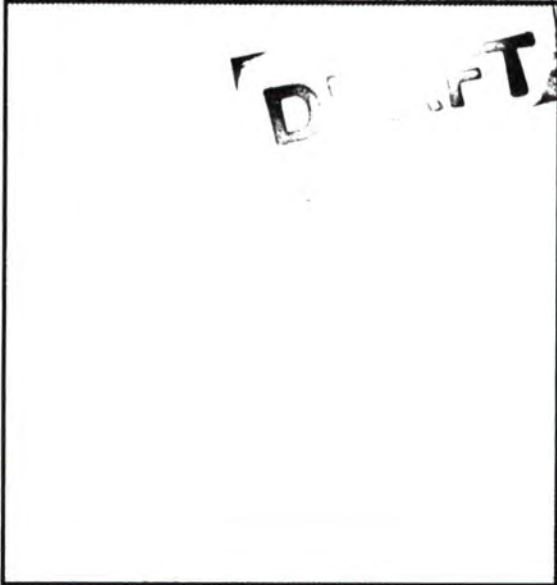
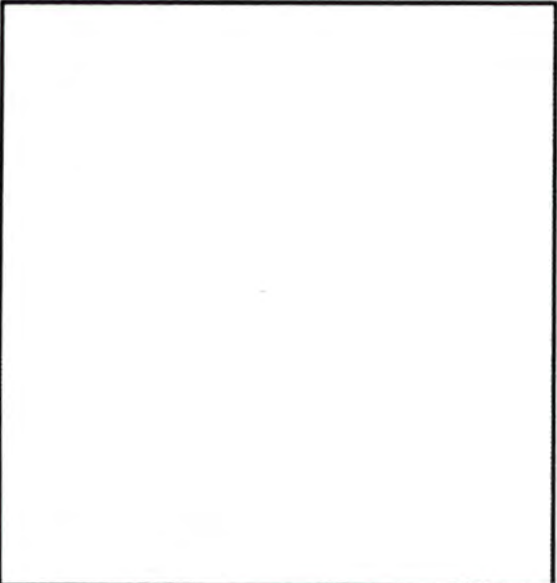
Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
2	Puerto Rico		SPD vacant, 1 SPS, 1 Clerk	DRAFT
2	Virgin Islands		administered by Puerto Rico office	


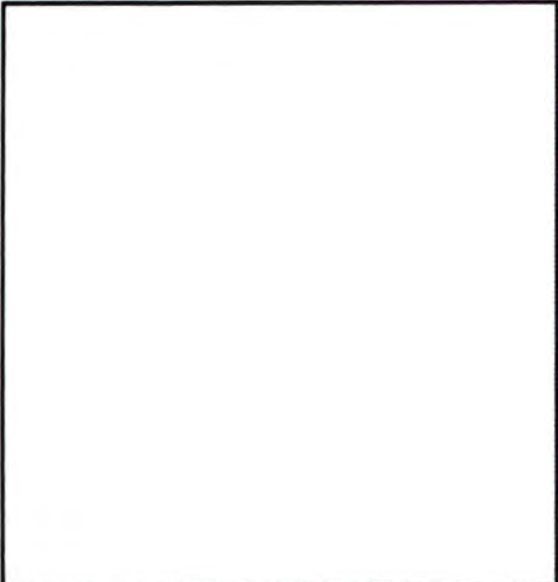
Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
3	District of Columbia		administered by Virginia State Office in Richmond	DRAFT
3	Delaware		administered by Maryland/Delaware State Office in Baltimore	

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
3	Kentucky		Betsy Wells, SPD, 1SPS, Clerk Office in Louisville limited contact to date with State Lead Agency strong VISTA program skills	
3	Maryland		Jerry Yates, SPD, 1 SPS clerk Office in Baltimore, also responsible for Delaware	


Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
3	Ohio		<p>Paul Schrader, SPD, 3 SPS clerk strong relations with state government, CNCS activities, takes lead networking within state on variety of issues</p>	<p>one of strongest state ACTION offices, very strong director</p>
3	Pennsylvania		<p>Jorina Ahmed, SPD, 3 SPS, clerical position vacant extensive contact with PennServe, state on service</p>	<p>Regional Administrator takes active role in coordination with state</p>

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
3	Virginia		Lindsey Scott, SPD, 2 SPS clerk also responsible for District of Columbia	DRAFT
3	West Virginia		Judith Russell, SPD, clerk strong background in senior volunteer programs, good training skills, strategic thinker, organized, relatively new to state (1 yr), working with CNCS grantees, lead agency	

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
4	Alabama		<p>Jack Timmons, SPD 2 SPS, Clerk Experienced State Director with strong programming, training, representational, evaluation skills. Developed large model VISTA-HUD joint program. Works closely with State Lead Agency. Strong all around staff</p>	<p>One of strongest ACTION state offices</p> <p>DRAFT</p>
4	Florida		<p>Henry Jibaja, SPD 4 SPS, Clerk Experienced state director</p> <p>Well organized state office with extensive experience. good training and representation skills</p>	<p>strong state office</p>

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
4	Georgia		<p>David Dammann, State Dir 2 SPS, clerk very strong working relations with state, excellent contacts active in support of Peach Corps and other service activities. Has developed a number of cost-share agreements with State Dept of Human Resources</p>	<p>ACTION SPD exceptionally strong in dealings with state/ local governments, Peach Corps, etc - going back to 1970s.</p> <p style="text-align: center;">DRAFT</p>
4	Mississippi		<p>Art Brown, SPD 1 SPS, Clerk was involved in support of Delta Service Corps... reasonably good contacts in state.</p>	

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
4	North Carolina		Robert Winston, SPD 2 SPS, clerk good, strong VISTA program good state relations... was ex-officio member of state commission, provides TA on continuing basis.	DRAFT
4	South Carolina		Jerome Davis, SPD 2 SPS, clerk good general relations with state, ACTION programs need further development.	

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
4	Tennessee		<p>Al Johnson, SPD 2 SPS, clerk strong training, representation skills..good contacts with state - has direct access to state gvt leaders... Johnson often used for ACTION national task forces</p>	<p>strong state director</p> <p style="text-align: center;">DRAFT</p>
5	Iowa		<p>Joel Weinstein, SPD 1 SPS, clerk good programming skills in all ACTION programs.. currently involved in flood response...close ties to state officials, Cong del. good representational skills</p>	<p>strengths of SPD uniquely adapted to state lead rep position</p>

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
5	Illinois		<p>State Director vacant (expect position to be filled before Oct 1) 2 SPS (+ one vacancy) (clerk vacant) key vacancies make it difficult to undertake relationships with state. Regional Administrator has very good training skills = and extensive experience in management of volunteer organizations.</p>	<p style="text-align: center;">DRAFT</p>
5	Indiana		<p>Thomas Haskett, SPD 1 SPS (+ 1 vacancy), clerk SPD has extensive contacts with state government offices No lead agency at present. However, SPD may not be the person best suited to work with lead agency.</p>	

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
5	Michigan		<p>Stanley Stewart, SPD 2 SPS (+ 1 vanancy) program assistant Office in Detroit. State Director has very close ties to state gvt... active participant in nat. svce planning in state... strong training, Older American skills...good ties to Cong. delegation.</p>	<p>a number of strong skills directly relating to Nat Svce</p> <p style="text-align: center;">DRAFT</p>
5	Minnesota		<p>Robert Jackson, SPD 2 SPS, clerk Jackson relatively new in job (2 yrs +), but has quickly developed excellent ties in state gvt...involved in National Service planning within state...ACTION Minn office has worked very effectively with state to mobilize funds</p>	<p>strong ACTION office, very interested in National Sevice</p>

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
5	Wisconsin		<p>Michael Murphy, SPD 2 SPS, clerk office in Milwaukee strong VISTA programmer good ties with state government, good rep. skills</p>	<p>DRAFT</p>
6	Arkansas		<p>Robert Torvestad, SPD 1 SPS, clerical vacancy Actively involved in assist to Delta Service Corps... strong programming, rep, training skills (SPS asked to train at Treasure Island) excellent contacts in state government, private sector</p>	<p>Very strong ACTION state office... SPD had good relations with former Governor.</p>

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
6	Kansas		James Byrnes, SPD 1 SPS, Clerk SPD best at OAVP programs SPD served on Volunteer Council of State office of comm. service - lead agency	DRAFT
6	Louisiana		Willard Labrie, SPD 1 SPS, clerk good relationships within state, works closely with Delta Service Corps	

Capabilites Statement

Region State

State Lead Agency

ACTION State Office

Comments

		John McDonald, SPD 2 SPS, clerk office in Kansas City State Director has regular contacts with Lt. Gov office (state lead agency)	DRAFT
6	Missouri		

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
6	New Mexico		<p>Ernesto Ramos, SPD 1 SPD, clerk State Director works closely with wife of Gov (no lead agency), State Director served for several years as state official in charge of Aging agency. Very strong in obtaining state budget support for ACTION programs. Very good with Hispanic, Native American organizations</p>	<p>State Director almost a perfect match for the needs, demographics of state</p> <p style="text-align: center; font-size: 2em; font-weight: bold; transform: rotate(-5deg);">DRAFT</p>
6	Oklahoma		<p>Zeke Rodriguez, SPD 1 SPS, clerk Rodriguez has worked closely with key man in Okla lead agency for years and is active with state vol. office. Rodriguez currently also running ACTION Regional Office in Dallas</p>	<p>strong state director</p>

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
6	Texas		<p>Jerry Thompson, SPD 4 SPS, 1 Prog Assf, clerk) strong training, represent. and prog skills...good mgr, often asked to serve on nat. task forces for ACTION, excellent working with state government.</p>	<p>a very strong office in one of the largest states for ACTION</p> <p style="text-align: center; font-size: 2em; font-weight: bold; transform: rotate(-10deg);">DRAFT</p>
8	Colorado		<p>Ben Knopp, SPD 2 SPS, clerk (1 SPS outstationed in Cheyenne, Wyoming, and is de facto Wyoming State Dir.) Experienced, good program skills, esp in Wyoming VISTA Summer Associates in Colorado was outstanding</p>	

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
8	Montana		Joe Lovelady, SPD 1 SPS, clerk good programs, good ties with state, strong prog skills	DRAFT
8	North Dakota		Combined office for Dakotas located in Pierre, SD.	

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
8	Nebraska		<p>Anne Johnson, SPD 1 SPS, clerk</p>	<p>DRAFT</p>
8	South Dakota		<p>John Pohlman, SPD 1 SPS, clerk (also responsible for North Dakota) good ties within state, good program, representational skills. Contacts with <u>lead</u> agency,</p>	<p>SPD and staff well suited to needs of Dakotas</p>

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
8	Utah		<p>Gary O'Neal, SPD 1 SPS, clerk very good relations with state and Congressional delegation...program skills, training, representation strong. SPS also very strong, esp with senior programs.</p>	<p>Very strong ACTION office.</p>
8	Wyoming		<p>Pat Gallizzi, SPS (supervised by Colorado SPD, but stationed in Cheyenne,) Good VISTA programmer... very well organized.</p>	<p>DRAFT</p>

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
9	Arizona	<p style="text-align: center; font-size: 2em; font-weight: bold; transform: rotate(-15deg);">DRAFT</p>	<p>Richard Peraley, SPD SPS vacant, clerk recently hired</p>	<p>SPD new on job, SPS vacant, it would be difficult for ACTION state office to provide assistance to lead agency or commission.</p>
9	California		<p>Gail Hawkins, SPD 6 SPS, 1 Prog Assit, 1 clerk Office in Los Angeles, with 2 staff in SFO, along with regional office staff... limited contact with lead agency until recently, however, staff now developing major VISTA program with Cal. Conservation Corps... even though it is largest ACTION state office, somewhat understaffed in terms of current & esp. future prog. Distance from Sacramento impacts access to Government.</p>	<p>Staffing, distance from state capitol, job demands from current programs all make strong support for state comm. difficult for ACTION state and regional offices.</p>

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
9	Hawaii		<p data-bbox="995 237 1493 362">State Director vacant 1 clerk (state director just moved to regional office.)</p> <p data-bbox="1104 597 1381 695">DRAFT</p>	<p data-bbox="1549 237 1919 329">Need either/both a State Direcgor or Corp rep. in Hawaii</p>
9	Nevada		<p data-bbox="978 875 1304 935">Craig Warner, SPD program assistant</p> <p data-bbox="978 972 1507 1190">Both Wannner and Program Asst are new, but in less than 2 years they have made Nevada the strongest state in the San Fran region. Strong program, management, training skills.</p>	<p data-bbox="1549 875 1969 1065">Has rapidly become a very strong, albiet small, state office. SPD used for ACTION task forces and to assist neighbor state.</p>

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
10	Alaska		<p>Billy Jo Caldwell, SPD Caldwell located in ACTION regional office in Seattle. Strong ACTION programs in Alaska, with VISTA focusing on rural Alaska, esp Native villages. ACTION works closely with other Feds - esp BLM and EPA, as well as state gvt and native groups.</p> <p style="text-align: center; font-size: 2em; font-weight: bold; transform: rotate(-10deg);">DRAFT</p>	<p>Strong program, Corp Rep should be located in Juneau or (for ease of access) Anchorage</p>
10	Idaho		<p>Kent Griffitts, SPD 1 SPS vacant, clerk Griffitts recently promoted, after over 15 years as SPS, good relations within state, program, training, representation skills. Vauant SPS shoüld not affect ability to support Corp.</p>	

Capabilites Statement

Region	State	State Lead Agency	ACTION State Office	Comments
10	Oregon	<p style="text-align: center;">DRAFT</p>	<p>Robin Sutherland, SPD 2 SPS, clerk good all around ACTION program in state-strong training, program, management skills...limited interaction with CNCS grantees, lead agency.</p>	
10	Washington		<p>John Miller, SPD 1 SPS, 1 vacancy, clerk Office co-located with regional office in Seattle. Very strong ACTION program. Regional Director directly involved in State gvt relations...close ties to state gvt...Regional Director is leader on Fed Regional Council in Seattle.</p>	<p>Capable SPD and strong Regional Director, staff give Washington State operation exceptional aapacity.</p>



The Federal Domestic Volunteer Agency
1100 Vermont Avenue NW, Washington DC 20525
Phone-202-606-4806 Fax-202-606-4921

OFFICE OF DOMESTIC OPERATIONS

DATE: 8/24/93 TIME: _____

NUMBER OF PAGES 5 (Including the cover)

FAX TO: Ms. Sarah Whitman

DEPARTMENT: Office of National Service

FAX NUMBER: 456-6420

FAX FROM: Dana Rodgers, ACTION Agency, Domestic Operations

Comments: _____

• Please call 202-606-4806 if you do not receive all pages.



DRAFT

August 24, 1993

MEMORANDUM

TO: Sarah Whitman, ONS
FROM: Dana Rodgers, ACTION
SUBJECT: State Lead Agencies and ACTION State Program Offices

I am attaching for your information a chart which lists each ACTION State Program Office with a brief description of the office and of its capacity to support Corporation activities in the State. The criteria used in assessing ACTION State program Offices included:

- Representational and Networking Skills
- Staffing and Experience
- Access to State Government leadership
- Interaction with Current Commission State Lead Agencies

As soon as information concerning state lead agencies is provided by the Commission for National and Community Service, it will be added to the matrix. However, ACTION State Program offices and State Lead Agencies have - and will continue to have - significantly different responsibilities. ACTION State Program Offices are employees of the Federal government who are located in offices in almost every state. State Lead Agencies are state governmental entities responsible for implementing, or overseeing the implementation of, grants funds they receive from the Federal government. They are not, and cannot be, Federal entities.

When the Corporation is established, there will be a need for Corporation (Federal) employees to carry out certain tasks to assure that Corporation programs are implemented in a manner described in the legislation. ACTION State Program Offices are a potential way for this to happen. Assuming some time will pass between the establishment of the Corporation and the establishment of State Commissions in a number of states, there is a need for an interim means to handle Corporation programs which will ultimately be coordinated by the State Commissions. Current State Lead Agencies are a potential way for this to happen.

ACTION State (and perhaps Regional) offices, or some Corporation alternative and State lead agencies, or some state designated and Corporation approved alternative, will be needed to support the establishment of the State Commission as viable entities and to administer Corporation programs.

DRAFT

Key Issues:

- Corporation programs operating under authority of the Domestic Volunteer Service Act (VISTA, FGP, RSVP, SCP, Demo Programs) will presumably continue to be implemented directly through project grants and memoranda of agreement. This is a major continuing responsibility of ACTION field offices.
- The Corporation role in providing guidance, direction, support and technical assistance to states establishing Commissions can be done with the support of (a) ACTION State Program Offices as currently constituted, (b) selected augmentations and adjustments of ACTION State Program Offices to provide additional capacity, (c) Washington-based Corporation staff and (d) contractors and consultants. Or, obviously, a mix of the above.
- Decision issues include the following:
 - (1) Determination of the roles/responsibilities of ACTION State program Offices and Regional Offices regarding implementation of State Commissions and Corporation program in the states.
 - (2) Identification of where State Offices need augmented or additional staff or other support to carry out those duties.
 - (3) Identification of where alternative or major supplemental strategies need to be developed (see below).
 - (4) Decisions on use of contractors and consultants to augment Corporation staff and what specific tasks they should perform.
 - (5) Decisions on how Corporation field staff should be provided guidance and direction, training, and backup support (see 4).
 - (6) Determination of the status of current state lead agencies or, for some states, current state "commissions."

Analysis by the Commission on National and Community Service can best determine the current capabilities of state lead agencies and their relevance to the needs of the next year of two, as State Commissions are organized and implemented.

As soon as I have received input from the Commission, I will prepare a consolidated memo in collaboration with CNCS. Based on

DRAFT

3

a review of ACTION State Program Offices, the following points can be made:

- (1) As a group, ACTION State Offices are strong and capable of continued management of programs current administered by ACTION and to assume the additional duties regarding new Corporation activities.
- (2) While there is a considerable variation in the current level of interaction and support between ACTION State Offices and CNCS lead agencies and grantees, there is already a strong cadre of ACTION offices where excellent cooperation exists and their number is growing.
- (3) Separate strategies need to be developed for several large states. In New York and California, there is a need to develop an approach which includes, but goes beyond, the ACTION state Office. Those states are so large and complex (with economies and populations exceeding most independent nations) that it is difficult and probably unrealistic to expect a GS-13 State Director/Corporation representative to have the level of access and credibility necessary to secure state support and cooperation. A few other states also present issues. A new ACTION State Program Director in Illinois has just been selected and, while the issue is not as intense as in California or New York, the question of access needs to be addressed. ACTION currently has state director vacancies in Puerto Rico and Hawaii and some issues need to be discussed in a few other places.
- (4) However, for most states, ACTION State Program Directors and their staffs are currently ready and able to represent the Corporation. There are a few ifs.
 - Clear, timely guidance and direction from Corporation headquarters.
 - Clear articulation of Corporation rep/state director role to states (including state lead agencies)
 - No major changes in ACTION structure which will directly impact on workload of State Offices. (eg., fiscal, grantmaking, training, recruitment support now provided by Regions.)
 - Provision of technical assistance and support if analysis shows this is necessary. Certainly, training for those designated to represent the Corporation.

DRAFT

4

This is a draft which is intended to stimulate other thinking and obviously requires augmentation and changes. it needs to be reduced to a timeline which should be sequenced with other on-going tasks.

Public/Private Ventures
399 Market Street
Philadelphia, PA 19106
215/592-9099
Fax 215/592-0069

Regional Office
3661 Buchanan Street, 2nd Floor
San Francisco, CA 94123
415/749-6816
Fax 415/749-0905



PUBLIC/PRIVATE VENTURES

Rex D. Adams
Chairman
of the Board

Michael A. Bailin
President

Gary Walker
Executive
Vice President

Board of Directors
Rex D. Adams
Michael A. Bailin
Angela Glover Blackwell
Roy J. Bostock
Alan K. Campbell
Hillary Rodham Clinton
Alonzo A. Crim
Alice F. Emerson
Sandra Feldman
Mitchell S. Feinstein
David W. Hornbeck
Harold Howe II
Siobhan Oppenheimer-
Nicolau
Marion Pines
John W. Porter
Harold A. Richman
Mitchell Sviridoff

Research Advisory
Committee
Frank Furstenberg
Robinson Hollister
Henry Levin
Frank Levy
Anita Summers
Marta Tienda

SENDING FAX NUMBER: 215-592-0069

Please include name and telephone number to insure delivery.

TO: Susan Stroud
Office of Medical Service

RECEIVING FAX NUMBER: 204-456-6440

FROM: Tom Smith

NUMBER OF PAGES BEING SENT (INCLUDING COVER PAGE): 14

COMMENTS OR SPECIAL INSTRUCTIONS
Susan: A draft version of the state survey.
Talk to you Wed. Tom

I. ADMINISTRATIVE STRUCTURE

1. How was the lead agency selected or designated?

2. Did this organization have prior involvement in service activities in the state?

Y___ N___

2b. If yes, please check all that apply.

- Through community-based organizations
- Through schools
- Through institutions of higher education
- Through consortia with private businesses
- Through partnership with ACTION or VISTA
- Through participation in local awards for service
- Through work with foundations
- Other (please specify) _____

National Service Project
State Survey
D R A F T 4 [8/24/93]
Page 2

3. Describe the key responsibilities assigned to the lead agency? CHECK ALL THAT APPLY:

- Wrote the state comprehensive plan
- Developed and managed subgrant process
- Distributed requests for proposals (RFP's)
- Distributed funds to subgrantees
- Provided technical assistance and guidance to subgrantees
- Conducted evaluation of funded programs
- Maintained liaison with the Commission
- Other (please specify) _____

4. Is there a state-level commission?

Y___ N___

If yes, what are its functions?

- Prepare that plan for state-level service
- Prepare the applications for federal funding under the
- Make technical assistance available to programs and projects
- Assist in the provision of child care and health care benefits for participants in service activities
- Development of a recruitment and placement system for participants in national service programs
- Overall administration of grant program, including selection, oversight, and evaluation of grant recipients
- Development of training methods and/or curriculum materials
- Other (please specify) _____

**National Service Project
State Survey
D R A F T 4 [8/24/93]
Page 3**

5. Is there a state-level advisory board?

Y ___ N ___

5a. If yes, what are its functions?

- ___ Prepare that plan for state-level service
- ___ Prepare the applications for federal funding under the
- ___ Make technical assistance available to programs and projects
- ___ Assist in the provision of child care and health care benefits for participants in service activities
- ___ Development of a recruitment and placement system for participants in national service programs
- ___ Overall administration of grant program, including selection, oversight, and evaluation of grant recipients
- ___ Development of training methods and/or curriculum materials
- ___ Other (please specify)

6. List any other relevant public agencies or other institutions that the lead agency interacts with on a regular basis.
PLEASE CHECK ALL THAT APPLY

- ___ ACTION
- ___ State Office of Volunteerism
- ___ State Conservation Corps
- ___ Department of Higher Education
- ___ Department of Parks and Recreation
- ___ Department of Natural Resources
- ___ Department of Labor/Employment and Training
- ___ Foundations
- ___ Businesses/corporations
- ___ other, please specify _____

**National Service Project
 State Survey
 D R A F T 4 [8/24/93]
 Page 4**

6a. Please circle above the three agencies or entities with which you had the most contact.

7. In the table below, indicate, where appropriate, the estimated number of staff at the state-level assigned to each subtitle and for overall administration.

SUBTITLE	NUMBER OF SUPPORT STAFF		SOURCE OF SUPPORT STAFF
	full-time	part-time	
Subtitle B1			
Subtitle B2			
Subtitle C			
Subtitle D			
OVERALL ADMINISTRATION			

National Service Project
State Survey
D R A F T 4 [8/24/93]
Page 5

8. Have there been changes within the past year in the administrative structure? Y___ N___

8a. If yes, please check all that apply.

- Designation of new lead agency
- Designation of new contact person
- Responsibilities of the lead agency
- Role of the governor's office
- Other (please specify) _____

8b. Please briefly describe the changes which you checked above.

8c. What prompted the changes?

II. PLANNING AND ADMINISTRATION

9. Who were the key players that had responsibility for the development of the comprehensive plan?

10. To what extent were the following steps helpful in developing the state comprehensive plan?

	Not at all	Some	Quite a bit
___ Needs Assessment	1	2	3
___ Public Hearings	1	2	3
___ Town Meetings	1	2	3
___ Inter-agency meetings	1	2	3
___ Task Forces	1	2	3
___ Planning conference	1	2	3
___ Other (please specify) _____			

10a. How much did these approaches lead to:

	Not at all	Some	Quite a bit
A better planning document	1	2	3
Support and interest in service activities	1	2	3
Inclusion of appropriate constituencies in the planning process	1	2	3

National Service Project
State Survey
D R A F T 4 [8/24/93]
Page 7

11. Which of the following were involved in the development of the comprehensive state plan? PLEASE CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> State Agencies | <input type="checkbox"/> Local Government Reps |
| <input type="checkbox"/> Community Based Organizations | <input type="checkbox"/> Service Programs |
| <input type="checkbox"/> Service-Related Organizations | <input type="checkbox"/> Governor's Office |
| <input type="checkbox"/> Public Interest Groups | <input type="checkbox"/> Community Members |
| <input type="checkbox"/> Youth | <input type="checkbox"/> Private Sector |
| <input type="checkbox"/> Seniors | |
| <input type="checkbox"/> Other (please specify) | |

12. Were specific steps taken to encourage participation in the development of the state comprehensive plan?

Y___ N___

12a. If yes, please indicate through which medium.

- Public service announcements
- Published notices
- Mailing to relevant organizations
- Newsletters
- Advertisements in local papers
- Other (please specify) _____

13. What key players were involved in producing the 1992 proposals for subtitle funds?

B1 _____

C _____

B2 _____

D _____

13a. Were they the same for 1993? If not, who were the new players?

PLEASE PLACE YOUR RESPONSE IN THE APPROPRIATE BOX

SUBTITLE	YES	NO (PLEASE SPECIFY)
Subtitle B1		
Subtitle B2		
Subtitle C		
Subtitle D		

III. THE SUB-GRANT PROCESS

14. What steps were taken to inform subgrantees about the availability of funding? CHECK ALL THAT APPLY

- Public Hearings
- Town Meetings
- Inter-agency meetings
- Regional conferences
- Technical assistance meetings
- Public service announcements
- Advertisement in local paper
- Published notices
- Mailings to relevant organizations
- Newsletters
- Advertisements in local papers
- Other (please specify) _____

15. Was a request for proposals (RFP) process instituted for funding?

Y ___ N ___

15a. If not, describe how potential subgrantees were invited to apply for funding.

National Service Project
State Survey
D R A F T 4 [8/24/93]
Page 10

16. Was there a formal screening process for applications?

Y___ N___

16a. If yes, who participated in this process?

17. Which of the following were formal review criteria developed for sub-grant funding?

- Quality
- Replicability
- Sustainability
- Innovation
- Youth participation
- Senior participation
- Addressing special needs
- Availability of matching funds
- Other (please specify)

18. Was any state funding available, in addition to NCSA funding?

Y___ N___

18a. If yes, how much?

19. Please indicate in the following chart, for the most recent funding year, how many months did it take or will it take to process grants from initial notification of funding by the state to actual awards to subgrantees?

SUBTITLE	TIME (IN MONTHS)
Subtitle B1	
Subtitle B2	
Subtitle C	
Subtitle D	

20. Please indicate in the following chart, for the current funding year, the number of applicants and eventual sub-grantees for each subtitle.

SUBTITLE	APPLICANTS		SUB-GRANTEES	
	FY92	FY93	FY92	FY93
Subtitle B1				
Subtitle B2				
Subtitle C				
Subtitle D				

21. Who made final funding decisions?

IV. TECHNICAL SUPPORT AND MANAGEMENT

22. Have formal reporting requirements been established for sub-
grant programs? Y___ N___

22a. If yes, what information are programs required to furnish?

___ Number of volunteers/participants

___ Number served

___ Number of service hours

___ Number of projects

___ Number of youth participants

___ Number of senior participants

___ Cost and expenditure data

___ Other (please specify) _____

22b. Who has responsibility for monitoring?

23. Does the state provide technical assistance to subgrantees?

Y___ N___

23a. If yes, how are subgrantees identified for assistance?

24. In what manner is technical assistance provided.
PLEASE CHECK ALL THAT APPLY

- Workshops
- Conferences
- Meetings
- Program design and evaluation
- Staff training and development
- Manuals/guidebooks
- On-site consulting
- Pre-application workshops
- Pre-application phone consultation
- Other (Please specify)

24a. Please circle the top three methods which proved to be most effective.

survey2.nsp