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CORPORATION

FOR NATIONAL

 SERVICE

OFFICE OF THE INSPECTOR GENERAL

Semiannual Report to the Congress

October 1, 1994 - March 31, 1995

Fiscal Year 1995

April 21, 1995

The Honorable Eli J. Segal
Chief Executive Officer
Corporation for National
and Community Service
1201 New York Avenue, NW
Washington, DC 20525



Dear Mr. Segal:

I have enclosed the Office of Inspector General semiannual report for the six-month period ending March 31, 1995, required by the *Inspector General Act of 1978*, as amended (the Act). You are to submit this report, along with any comments you may wish to make, and other statistical tables and reports required by the law, to the Congress within 30 days. In addition, the Act requires that you submit this report (with your comments and the other required information) to the Corporation's Board of Directors no later than the date on which you submit the report to the Congress.

This reporting period has been one of change. We have changed our audit plan for the year to redirect our resources to areas of high risk, carry out the Government Corporation Control Act's requirement for an audit of CNS financial statements, and better learn CNS' operations. We have changed our methods for performing audits and our reports. And, we have experienced changes in personnel. Consequently, much of the work begun in the first half of the year is still in progress and at March 31st, three audits begun in the prior period are still in the reporting stage.

Yours truly,

A handwritten signature in cursive script that reads "Luise S. Jordan".

Luise S. Jordan
Inspector General

Enclosure

1201 New York Avenue, NW
Washington, DC 20525
Telephone 202-606-5000

Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps

OFFICE OF INSPECTOR GENERAL

Semiannual Report to the Congress

October 1, 1994 - March 31, 1995

CORPORATION FOR NATIONAL SERVICE

OFFICE OF INSPECTOR GENERAL

SEMIANNUAL REPORT TO THE CONGRESS

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SEMIANNUAL REPORT TO THE CONGRESS

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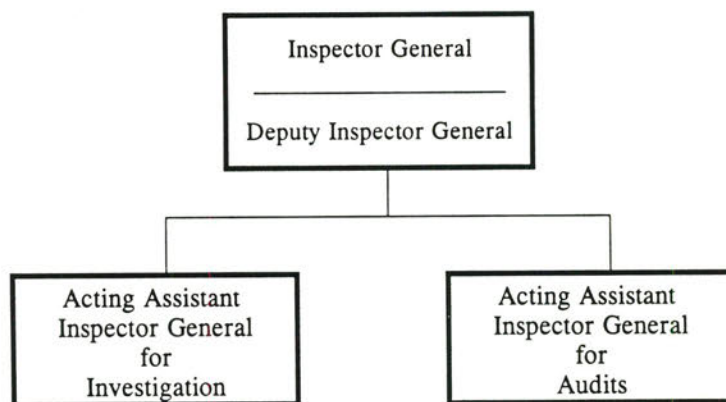
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ORGANIZATION AND MANAGEMENT

The National Service Trust Act of 1993 created the Corporation for National and Community Service (CNS). Formed in conjunction with the White House Office of National Service, built upon the foundation of the former Commission on National and Community Service and the former ACTION agency, CNS engages Americans of all backgrounds in community-based service to address the nation's education, human, public safety, and environmental needs. CNS operations began in FY 1994.

The Office of the Inspector General presently has fourteen positions. Luise S. Jordan was confirmed by the Senate on October 6, 1994 and assumed her duties as the first CNS Inspector General on October 17th. Mr. Joseph M. Suszko is Deputy Inspector General. Because of personnel changes and a greater focus on financial and financial-related audits, we have reorganized our office as illustrated below. On April 16, 1995, Mr. William Anderson assumed the position of Acting Assistant IG for Audit and Mr. Robert Shadowens, the position of Acting Assistant IG for Investigations.



We have revised our approach to auditing at CNS to concentrate on CNS' newly established AmeriCorps programs, to support the audit of CNS' financial statements and focus on other areas of risk to CNS. To learn about the new programs we have attended CNS training sessions and, in the third quarter, will participate with CNS grants management staff in reviewing State Commissions. Under the National Service Trust Act, State Commissions administer the competition for AmeriCorps programs, develop the state's service plan and are responsible for oversight and monitoring of funded AmeriCorps programs. Approximately two-thirds of the AmeriCorps grants funding is through CNS/State Commission partnerships, and State Commissions also receive administrative grants in support of their operations.

We have redirected our audit plan to include surveys of grantees who are in their initial year of receiving AmeriCorps funding to determine their capability to comply with Federal fiscal accounting and reporting requirements and to safeguard Federal funds.

We are working with CNS management to coordinate the compilation of the FY 1994 financial statements and intend to award a contract for their audit to an independent accounting firm. In support of the financial statement audit and to determine areas for future OIG audits we conducted pre-audit surveys to document the controls structure for CNS grants and non-grant procurement.

We will consider the results of these projects in establishing the office's strategic plan to ensure that its focus is risk-based and congruent with CNS' strategic plan.

Peer Review

The OIG is required by statute to have a peer review performed of its audit operations every three years. The review was conducted by auditors from the Peace Corps Inspector General's Office. The resulting report was issued in January 1995 and concluded that this office fully complied with generally accepted government auditing standards issued by the Comptroller General of the United States

AUDITING ACTIVITIES

Overview

During this reporting period, although much of our efforts were directed toward CNS' first financial statement audit, we initiated nine separate audits, surveys and other projects. We completed field work on three audits that were in progress at the start of the period. We issued three final and four draft reports.

Annual Financial Statement Audit

The Government Corporation Control Act requires the Corporation to develop a management report containing audited financial statements. The OIG completed a statement of work to solicit bids from an independent accounting firm to audit these statements. Oversight of the CPA's efforts will be coordinated by the CNS/OIG. The audit is expected to commence during May with a anticipated completion date by August 31, 1995. OIG will monitor the audit. In support of the audit we initiated two pre-audit surveys to assess management controls over the CNS procurement and grants processes.

Grant Audits

OIG completed fieldwork for the audits of three grants during this period: City Year of Boston, Delta Service Corps and the American Institute of Public Service (AIPS). Draft reports for the City Year and the AIPS audits have been issued for comment by those involved; and we expect to issue the final reports in April. We are currently drafting the Delta Service Corps audit report.

Initial Year Reviews

In January, the Inspector General initiated efforts to assess AmeriCorps and Learn 'n Serve grantee management controls and procedures to determine organizations' ability to comply with Federal fiscal accounting and reporting requirements and to safeguard related funds. We performed three such reviews during this period. We are also in the process of working with Corporation officials to identify the best grantee and subrecipient candidates for future application of this review effort.

Our reviews have identified some control weaknesses, budget omissions, and other issues. We have recommended correction actions and brought the issues to CNS' attention for resolution.

Initial Year Reviews Performed

Grantee	Issues			Report Status
	Accounting	Budgetary	Other	
National Association of Child Care Resource and Referral Agencies	X	X	X	Draft Report issued for response by CNS and Grantee
MAGIC ME, Inc.			X	Draft Report issued for response by CNS and Grantee
The ASPIRA Association, Inc.		No issues		Final Report

Pre-Audit Surveys--CNS Procurement and Grant Processes

To assist the independent CPA firm in the audit of the CNS financial statements and to identify areas for future OIG audits, we initiated pre-audit surveys of the grants and non-grant procurement processes. Both surveys were completed in April and we have issued draft reports to management for their response and for their use in assessing management controls. The OIG auditors who performed the surveys will work with the accounting firm so that our work can be used to facilitate the financial statement audit. We will also work with management so that improvements and corrections of control weaknesses are addressed in light of additional recommendations that may arise from the audit, management's assessment of its control structure, and the National Performance Review's recommendations for reinventing government's processes.

Efforts to Supplement Audit Resources

To supplement the OIG's audit resources, we established an interagency agreement with the Department of Labor Inspector General to use their contracted CPA firms to conduct audits and other reviews of Corporation grantees when needed. Actual use of these firms is anticipated during the next reporting period.

Single Audit Act Reports

The Single Audit Act and related OMB Circulars require state and local governments, nonprofit organizations, and institutions of higher education to provide annual or biennial audit reports to government agencies responsible for their Federal funding. During this period, the OIG processed 359 such reports. Of that total, none contained findings relevant to Corporation programs.

INVESTIGATIONS

We opened three new investigations during this reporting period and carried forward four previously-opened cases. We closed a total of five cases.

The following highlights our investigative activity during this reporting period:

Allegations of Employee Misconduct

We completed an investigation into allegations that an employee in one of the Corporation's field offices had an improper personal relationship with a grantee. Our investigation established that the employee had accepted gifts of hospitality from the grantee and had engaged in other activities which created the appearance that the employee was not carrying out his duties in an impartial manner. We made several recommendations in our report of investigation, and management has initiated administrative action to correct the situation.

Alleged Irregularities in Printing Procurement

We worked with the Office of Inspector General of the Government Printing Office to investigate an allegation that a Corporation employee had engaged in bid collusion with a private printing contractor in the procurement of a printing job. The investigation revealed no evidence of criminal wrongdoing on the part of the employee or the contractor. We made several recommendations for administrative improvement of the printing procurement process.

Other Cases Closed During this Period

We closed three other cases, which had been opened previously, with no significant findings. (One of these cases, which had been pending with the U.S. Attorney's Office for quite some time, was closed after we were advised that prosecution was being declined). Administrative action had previously been taken in the case.

Building Security

We are assisting the Federal Protective Service in the investigation of several thefts of Government and personal property from Corporation headquarters. Management has adopted some of our preliminary recommendations for increasing the physical security in the headquarters building. Our investigation is ongoing.

Alleged Irregularities in VISTA Project

We are pursuing an allegation that a VISTA volunteer may have received financial benefits from the Government for service that was not performed. This case was opened during the previous period and is nearing completion.

Statistical Summary of Investigations

Number of cases open at beginning of reporting period	4
Number of new cases opened during this reporting period	3
Number of cases closed during this reporting period with significant findings	2
Number of cases closed during this reporting period with no significant findings	3
Total cases closed during this reporting period	5
Number of cases open at end of reporting period	2
No cases were referred for prosecution during this reporting period.	

REVIEW OF LEGISLATION AND REGULATIONS

The OIG reviewed and offered comments on CNS' proposed final rule to incorporate changes to OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations*, notices of proposed rulemaking, and other matters.

TABLE I
INSPECTOR GENERAL ISSUED REPORTS WITH QUESTIONED COSTS
FOR THE SIX-MONTH PERIOD ENDING MARCH 31, 1995*

		<u>Number</u>	<u>Dollar Value</u> (000)	
			<u>Questioned Costs</u>	<u>Unsupported Costs</u>
1	For which no management decision has been made by the commencement of the reporting period	5	22.7	0
2	Which were issued during the reporting period	1	2.4	0.9
3	Subtotals (1 plus 2)	6	25.1	0.9
4	For which a management decision was made during the reporting period	2	16.3	0.9
	(i) dollar value of disallowed costs		0.8	0.3
	(ii) dollar value of costs not disallowed		15.5	0.6
5	For which no management decision has been made by the end of the reporting period (3 minus 4)	4	8.8	0
6	Reports for which no management decision was made within six months of issuance	4	8.8	0

* These totals have been adjusted from prior semi-annual reports to include only reports with questioned costs.

TABLE II

**INSPECTOR GENERAL ISSUED REPORTS WITH RECOMMENDATIONS
THAT FUNDS BE PUT TO BETTER USE
FOR THE SIX-MONTH PERIOD ENDING MARCH 31, 1995**

	<u>Number</u>	<u>Dollar Value</u>
A. For which no management decision has been made by the commencement of the reporting period	0	0
B. Which were issued during the reporting period	0	0
C. For which a management decision was made during the reporting period	0	0
(i) dollar value of recommendations that were agreed to by management		0
- based on proposed management action		0
- based on proposed legislative action		0
(ii) dollar value of recommendations that were not agreed to by management		0
D. For which no management decision has been made by the end of the reporting period	0	0
Reports for which no management decision was made during six months of issuance	0	0

TABLE III

AUDIT REPORTS ISSUED DURING THE PERIOD OCTOBER 1, 1994 - MARCH 31, 1995

Internal Control Number	Audit Report Date	Name of Grantee	Federal Dollars Questioned	Federal Dollars Unquestioned	City	State
94-09-60	10/07/94	Fresno Adult Literacy Council	\$ 2,440.00	\$ 916.00	Fresno	CA
95-05	02/03/95	CNS Compliance with Lobbying Restrictions	0.00	0.00	Washington	DC
95-08	03/31/95	ASPIRA, Inc	0.00	0.00	Washington	DC
<u>Total</u>			<u>\$ 2,440.00</u>	<u>\$916.00</u>		

TABLE IV

SUMMARY OF AUDITS WITH OVERDUE MANAGEMENT DECISIONS

Record #	Internal Control Number	Name of Grantee	Federal Dollars Questioned	Federal Questioned Non-supported	Status	Management Decision Due Date
39	94/02/38	Senior Service Corps, Inc.	614	0	RPT	09/29/94
40	94/02/37	Senior Service Corps, Inc.	871	0	RPT	09/29/94
41	94/02/36	Senior Service Corps, Inc.	242	0	RPT	09/29/94
42	94/02/35	Senior Service Corps, Inc.	7181	0	RPT	09/29/94
46	94/HQ/53	Round Rock Chapter of The Navajo Nation	0	0	RPT	10/05/94
48	94/HQ/54	Portland Youth Service Corps	0	0	RPT	11/04/94
49	94/HQ/57	Youth Volunteer Corps of America	0	0	RPT	11/29/94
50	94/HQ/59	Public Allies	0	0	RPT	12/19/94

INDEX TO REPORTING REQUIREMENTS OF THE INSPECTOR GENERAL

IG Act Reference ¹	Reporting Requirement	Page
Section 4 (a)(2)	Review of legislation and regulations.	8
Section 5 (a)(1)	Significant problems, abuses, and deficiencies.	N/A
Section 5 (a)(2)	Recommendations with respect to significant problems, abuses, and deficiencies.	N/A
Section 5 (a)(3)	Prior significant recommendations on which corrective action has not been completed.	N/A
Section 5 (a)(4)	Matters referred to prosecutive authorities.	N/A
Section 5 (a)(5)	Summary of instances where information was refused	N/A
Section 5 (a)(6)	List of audit reports by subject matter showing dollar value of questioned costs and recommendations that funds be put to better use.	N/A
Section 5 (a)(7)	Summary of each particularly significant report.	N/A

¹ Refers to sections in the *Inspector General Act of 1978*, as amended.

INDEX TO REPORTING REQUIREMENTS OF THE INSPECTOR GENERAL

IG Act Reference	Reporting Requirement	Page
Section 5 (a)(8)	Statistical table showing number of reports and dollar value of questioned costs	9
Section 5 (a)(9)	Statistical table showing number of reports and dollar value of recommendations that funds be put to better us.	10
Section 5 (a)(10)	Summary of each audit issued before this reporting period for which no management decision was made by end of reporting period.	N/A
Section 5 (a)(11)	Significant revised management decisions.	N/A
Section 5 (a)(12)	Significant management decisions with which the Inspector General disagrees.	N/A

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**Office of Inspector General
Corporation for National
and Community Service
1201 New York Avenue, NW
Washington, DC 20525**

or call:

(202) 606-5000 Ext: 390

Semiannual Report to Congress on Audit Follow-up

CORPORATION

FOR NATIONAL

 SERVICE

October 1, 1994 - March 31, 1995

CNS Semiannual Report Number 3

INDEX OF THE INSPECTOR GENERAL ACT REPORTING REQUIREMENTS

IG Act Reference	Reporting Requirements	Table
Section 5 (b)(1)	Comments determined appropriate by the agency head	pages 1 - 3
Section 5 (b)(2)(A-D)	Statistical tables showing the total number of audit reports and disallowed costs:	Table 1
	(A) for which final action had not been taken as of the commencement of the period;	Table 1, Item A
	(B) on which management decisions were made during the period;	Table 1, Item B
	(C) for which final action was taken during the period; and	Table 1, Item D
	(D) for which no final action has been taken by the end of the reporting period.	Table 1, Item E
Section 5 (b)(3)(A-D)	Recommendations from a management decision that funds be put to better use	Table 2
Section 5 (b)(4)(A-D)	List of audit reports on which final action had not been taken within a year of the management decision	Table 3

INTRODUCTION

This is the third semiannual report to the Congress on management decisions and final actions taken by the Corporation for National Service in response to audits issued by the Office of Inspector General. The report covers the six month period ending March 31, 1995, and is required by the Inspector General Act of 1978, as amended.

Highlights

- Management decisions were made for six audit reports. The total disallowed costs for the reports was less than \$800.
- None of the audit reports issued during the period had a recommendation that funds be put to better use.
- The number of reports for which no final action had been taken within a year of the management decision was reduced by three over the previous report.
- Of the 17 reports in that category, 7 have been forwarded to the Department of Justice for further action. Of the remaining 10, only 1 has disallowed costs.

The following three sections discuss the audit information that is specifically required by the legislation. Tables showing the data are found in the back of this report.

AUDIT REPORTS WITH MANAGEMENT DECISIONS

(see Table 1)

The Corporation considers an audit report to be resolved--or closed--when all corrective actions have been completed. The reporting period began with 35 audit reports for which there had been a management decision but which had no final action. Those reports represented \$502,100 in disallowed costs.

During the reporting period, 6 management decisions were made, disallowing nearly \$800.

Also during the period, final action was taken on 16 audit reports. Of those, 10 had no disallowed costs; 4 made payments totaling \$103,000; and 3 had \$102,300 of debt written off. One report had both a collection and a write-off. All of the write-offs were a result of debt collection efforts and litigation by the Department of Justice.

The number of unresolved reports with management decisions which will be carried over to the next reporting period is 25. The \$297,000 in disallowed costs represented by those reports is primarily from eight debts, originated in the former ACTION Agency, that have been turned over to the Department of Justice for write-off or litigation.

AUDITS WITH MANAGEMENT DECISIONS AND RECOMMENDATIONS TO PUT FUNDS TO BETTER USE

(see Table 2)

There were no audit reports with recommendations to put funds to better use.

AUDITS THAT HAD NO FINAL ACTION WITHIN A YEAR OF A MANAGEMENT DECISION

(see Table 3)

Seventeen audit reports remained open more than a year after the management decision was made. Prior to the beginning of this reporting period, seven of these had been turned over to the Department of Justice for write-off or litigation.

Only 1 of the remaining 10 has disallowed costs. The debt collection for that report is currently being pursued by a private debt collection agency. All but approximate \$300 has been collected and returned to the government.

The other nine audits were of the former ACTION Agency's internal operations. Resolution for all these involve implementing policy and procedural directives.

COMMENTS ON THE INSPECTOR GENERAL'S SEMIANNUAL REPORT

The Inspector General's report includes a factual portrayal of the status of the Corporation's audit follow-up efforts.

Management of the Corporation for National Service supports the redirection of the Office of Inspector General's resources to areas of potential high risk and will work with the Office to improve our programs and operations.

MANAGEMENT DECISIONS NOT MADE WITHIN SIX MONTHS

The Inspector General's report listed eight audits that had not received management decisions within 6 months of being issued. Effective October 1, 1994, the Corporation implemented a major reorganization. Nine regional field offices were combined into five Service Center and Cluster offices. All headquarters' grants functions were consolidated into one grants office. As a result, during the restructuring, some non-monetary audit findings were given a lower priority than were fiscal accountability and continuity.

Four of the reports cited were from audits of one organization. The questioned costs totaled less than \$9,000. A determination has not yet been made on whether the costs will be disallowed.

CONCLUSION

Management of the Corporation for National Service is working closely with the Office of the Inspector General to ensure that the Corporation's programs carry out the purposes of the National and Community Service Trust Act of 1993 effectively and efficiently.

FINAL ACTION TAKEN ON AUDIT REPORTS WITH DISALLOWED COSTS

(for the period October 1, 1994 - March 31, 1995)

	<u>Number of Audit Reports</u>	<u>Disallowed Costs (\$000)</u>
A. Audit reports with management decisions upon which final action had not been taken as of September 30, 1994.	35	502.1 *
B. Audit reports upon which management decisions were made during the six-month reporting period.	6	0.8
C. Total audit reports with management decisions upon which final action was pending during the reporting period (total of A and B).	41	502.9
D. Audit reports upon which final action was taken during the reporting period (total of D.1. through D.4.).	16	205.9
1. Recoveries		
(a) Collections and offsets	4	103.0
(b) Property in lieu of cash	0	0
(c) Other	0	0
2. Write-offs	3 **	102.3
3. Audits with no disallowed costs	10	0
4. Adjustments to the disallowed costs resulting from one appeal decision		0.6
E. Audit reports with management decisions upon which no final action had been taken as of March 31, 1995	25	297.0

* These disallowed costs are taken from the original management decisions and do not reflect revised figures resulting from appeals. Revised amounts will be noted in the reporting period in which the reports receive final action.

** One audit had both a collection and write-off.

Table 1.

AUDITS WITH RECOMMENDATIONS TO PUT FUNDS TO BETTER USE

(for the period October 1, 1994 - March 31, 1995)

	<u>Number of Audit Reports</u>	<u>Funds to be Put to Better Use (\$000s)</u>
A. Audit reports with management decisions on which final action had not been taken at the beginning of the period.	0	0
B. Audit reports on which management decisions were made during the period.	0	0
C. Total audit reports pending final action during the period (Total of A and B)	0	0
D. Audit reports on which final action was taken during the period.	0	0
1. Value of recommendations that were completed.	0	0
2. Value of recommendations that management concluded should not or could not be implemented or completed.	0	0
3. Total of 1 and 2	0	0
E. Audit reports needing final action at the end of the period (Subtract D3 from C)	0	0

Table 2.

Audits That Had No Final Action Within One Year of a Management Decision
(as of March 31, 1995)

None of the 17 audit reports in this table had a recommendation that funds be put to better use.

<u>Audit Number</u>	<u>Auditee</u>	<u>Management Decision Date</u>	<u>Amount of Disallowed Costs</u>	<u>Reason No Final Action Was Taken by March 31, 1995</u>
88-10K & 88-10L	American Legion Post #23	6/15/88 6/15/88	\$ 13,064 25,183	Debt was forwarded to the Department of Justice on June 21, 1991.
88-20	Carson River Basin Council of Governments	9/15/88	45,057	Debt was forwarded to the Department of Justice on June 16, 1992.
87-I-01	St. Paul's AME Church	7/18/89	16,373	Debt was forwarded to the Department of Justice on July 25, 1991.
89-41	Labor Agency of Metropolitan Washington, Inc.	3/23/90	172,774	Debt was forwarded to the Department of Justice on January 16, 1992.
90-PHN-06	Personal Computer Utilization and Acquisition	11/27/90	\$ 0	This operational audit involved no disallowed costs. Resolution will take place upon the issuance of policies and procedures.
90-R2I-31	Seneca Center	3/18/91	0	\$9,231 was owed for unexpended funds. A private collection agency has been successful in collecting some of this debt. Amount currently owed is \$300.
92-HQ-07	The VISTA Health Benefits Plan	8/20/92	0	This operational audit involved no disallowed costs. Resolution will take place upon the issuance of policies and procedures.

Table 3

<u>Audit Number</u>	<u>Auditee</u>	<u>Management Decision Date</u>	<u>Amount of Disallowed Costs</u>	<u>Reason No Final Action Was Taken by March 31, 1994</u>
92-06-75 92-06-76	Cameron Willacy Counties Community Projects	2/9/93 2/10/93	\$ 3,112 4,169	\$55,362 was the total amount owed by the grantee (including unexpended funds and earned interest due the government). The grantee is bankrupt. The Department of Justice is attempting to recover these debts through bankruptcy proceedings.
92-10-59	The Corporation's Regional Office in Seattle	1/11/93	0	This operational audit involved no disallowed costs. Final action will occur with the establishment of an automated travel management system.
92-HQ-05	The Foster Grandparent Program Grant-Making Delivery System	3/29/93	0	This operational audit involved no disallowed costs. Resolution will take place upon issuance of a handbook and reviewing/revising several policies & procedures.
92-HQ-57	The Procurement Process	2/26/93	0	This operational audit involved no disallowed costs. Resolution will take place upon issuance of revised policies and procedures.
93-HQ-05	Contracted Advisory & Assistance Services	4/26/93	0	This operational audit involved no disallowed costs. Resolution will take place upon issuance of revised policies and procedures.
93-HQ-22	Automated Data Processing of Accounting System	9/29/93	0	This operational audit involved no disallowed costs. Resolution will take place upon the implementation of new policies and procedures.

<u>Audit Number</u>	<u>Auditee</u>	<u>Management Decision Date</u>	<u>Amount of Disallowed Costs</u>	<u>Reason No Final Action Was Taken by March 31, 1994</u>
93-HQ-23	Audit of ACTION Contract 91-043-1006 (the Girard Company)	1/19/94	0	This operational audit involved no disallowed costs. Resolution will take place upon the implementation of new policies and procedures.
93-HQ-07	VISTA Program Audit	3/31/94	0	This operational audit involved no disallowed costs. Resolution will take place upon the implementation of new policies and procedures.

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FROM: Rhonda Taylor

RE: Use of this book



This Board Book is a working document for reference and use at the Board of Directors Meeting on June 16th. Materials contained within are not public documents.

Tabs in this book have both numeric and written designation. All items follow their tab designation. For example, the Agenda is located behind Tab number 3. The minutes are behind Tab 4, supporting information for the Report of the CEO follows Tabs 5 - 5I, documents for the Evaluation Committee follow Tabs 6 - 6B, Communications Committee materials are behind Tabs 7 - 7B, concluding with New Initiatives and Recent Monthly Reports behind Tabs 8 and 9. Logistics are behind Tab 2.

You will also find bound materials on Private Sector Partnerships and two recent Semiannual Reports to Congress.

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2 * Logistics

Divider Title: _____

Memorandum

TO: Eli Segal

FROM: Rhonda Taylor

RE: Logistics for Board Meeting

CORPORATION

FOR NATIONAL

 SERVICE

The following details logistics for the June 15 and 16 meeting of the Board of Directors in San Francisco, California.

Lodging:

Your lodging is arranged at the Park 55 Hotel, 55 Cyril Magnin, San Francisco, CA 94102, PH: 415-392-8000; FAX: 415-403-6602. Reservations were based on your requests to me. You are allowed lodging at government expense June 14 - 16 (departing on the 17th), and lodging on those nights will be charged to the Corporation. Any other nights of your stay must be paid personally, as well as all incidentals that are charged to your room.

Site Visit:

On June 15, we will meet in the main lobby of the Park 55 Hotel at 2:00 p.m. to depart for the site visit. We will visit the BAYAC program, followed by a round table discussion between Board and AmeriCorps Members.

Dinner:

The Board and staff attending the Board Meeting are invited to be the guests of Mr. Shorenstein at the Bank Club at 555 California Street. Dinner will be at 6:30 p.m. on June 15. I will have transportation available from the hotel to dinner and back to the hotel. It is my hope that we will have about an hour to freshen up between the site visit and dinner.

Executive Committee:

The Executive Committee will meet after the dinner in Mr. Joseph's hotel room.

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Committee Meetings:

All three standing committees will meet on Friday, June 16, from 8:00 - 10:00 a.m. in the Golden Gate Club at the Presidio. Committees should plan to break just early enough to start the Board Meeting promptly at 10:00 a.m.

I will have vans available at the hotel to take you from the hotel to the Presidio and back at the end of the day. I suggest we meet at 7:30 in the lobby.

Board Meeting:

The Board Meeting will start at 10:00 a.m., and is also being held at the Presidio in the Golden Gate Club. The meeting will begin with greetings from Mayor Jordan followed by a very full agenda. The morning portion of the meeting will conclude with a closed session of the Board at which time Learn and Serve, K-12 grant decisions will be made. In the afternoon, the Board will hear from a range of California programs. The meeting should conclude at approximately 4:00 p.m.

Please expect your copy of the Board book to arrive Monday, June 12. A second package containing information pertaining to the Learn and Serve Grants will arrive Tuesday, June 13.

Reaching you by phone on June 16:

The Presidio Leadership Center will accept and deliver messages to our Board Meeting. The telephone number there is 415-561-5950.

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3 * Agenda

Divider Title: _____

AGENDA

Welcome and Greeting from Mayor Jordan of San Francisco

- I. Opening Remarks by Chair
- II. Approval of Minutes of February 1995 meeting
- III. Report of the CEO
- IV. Committee Reports
 - A. Management and Budget
 - B. Planning and Evaluation
 - C. Communications
 - D. Executive Committee
- V. Other Business
 - A. Location of Next Board Meeting
- VI. Deliberations and Decisions on Learn and Serve Grants (closed to public)
- VII. Executive Session on Grant Compliance Issues (closed to public)

CORPORATION
FOR NATIONAL
 SERVICE

Welcome to California Programs by Mike Woo

- VIII. Corporation Programs
 - A. Learn and Serve
 1. K-12
 - a. CA Dept. of Education
 - b. Linking San Francisco and Participant
 2. Higher Education
 - a. City of Service Higher Education Consortium
 - b. Participant
 - B. Senior Corps
 1. FGP and RSVP Project Directors
 2. Participants
 3. Public Private Ventures
 - C. AmeriCorps
 1. CA Commission Exec. Director, Linda Forsyth
 2. Participant, Director, Sponsoring Organization
 - D. Other New Initiatives
 1. Presidio Leadership Center
- VI. Public Comment

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4 * Feb. 24, 1995 Minutes

Divider Title: _____

Corporation for National and Community Service
Minutes for the Board Meeting
of February 24, 1995

February 24, 1995

A meeting of the Board of Directors was convened at 10:05 a.m. at the Corporation for National Service, in Washington, D.C. The following members of the Corporation's Board were present:

James Joseph
John Rother
Leslie Lenkowsky
Reatha Clark King
Christopher Gallagher, Sr.

Arthur Naparstek
Carol Kinsley
Thomas Ehrlich
Walter Shorenstein
Andrea Brown

Chairman Joseph called the meeting to order, welcoming the Board Members to Washington, D.C. and thanking the public for attending. Mr. Joseph also thanked Board Member-designate, Christine Hernandez, for her presence. Mr. Joseph then said that the Board spent the previous afternoon visiting Learn and Serve America projects, and the evening with the Neighborhood Project at George Washington University. The Board's consensus was that the site visits proved educational and informative. Mr. Joseph proposed that a national service participant be invited to the next Board meeting to report on his or her experience as an AmeriCorps member and how the work of the Corporation and the Board is perceived by those engaged in service.

After the unanimous approval of the minutes of the last Board meeting, Mr. Joseph introduced Eli Segal, CEO of the Corporation. Mr. Segal administered the oath of office to the Board members, all of whom were sworn in as presidential appointees confirmed by the United States Senate.

After the swearing in, Mr. Segal gave a status report of the Corporation. He began by recalling that in his inaugural address two years ago, President Clinton made instilling an ethic of service in Americans a priority of his administration. Mr. Segal explained that, subsequently, legislation creating the Corporation was signed into law in September of 1993. Since that time, 48 State Commissions on National and Community Service were established; 350 AmeriCorps programs became

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operational, enabling 20,000 AmeriCorps members to serve; and, in the spirit of reinventing government, the merger of three separate entities into one corporation took place. In addition, three products—AmeriCorps, Learn and Serve America, and the Senior Service Corps—of the Corporation were defined and implemented.

Mr. Segal added that public support for AmeriCorps is strong, citing a Gallop Poll which indicates 91 percent of the American people think that national service is a good or excellent idea. Mr. Segal also offered results of a Times-Mirror poll which illustrates that 60 percent of self-described conservatives and almost 70 percent of self-described Republicans were very comfortable with the national service program. Mr. Segal also stated that the media coverage of national service programs has been very positive.

Mr. Segal explained that there are three notions which the Corporation promotes: getting things done, which means being able to show the demonstrable results of the Corporation's programs; the citizenship ethic, under which individuals take responsibility for their communities through service; and the Corporation as a decentralized mechanism, which emphasizes community, de-emphasizes federal bureaucracy, and always remains bipartisan in content and approach. Mr. Segal then pointed out that, despite ideological differences, support for national service is found across party lines.

Mr. Segal testified to having seen young people immunized in Texas, crack houses closed down in Kansas, and reading scores raised in Kentucky due to the implementation of national service programs. In closing, Mr. Segal stated that national service would continue to get things done while transforming the citizens and communities of the Nation.

Mr. Joseph thanked Mr. Segal for his report and asked the Board for questions or comments.

Mr. Lenkowsky took the opportunity to comment on a few matters. He began by stating that as a self-described conservative and an individual described by others as conservative, he has been a supporter of instilling an ethic of service in people for many years and interested in helping to develop a proper role for national government in this regard. Mr. Lenkowsky went on to say that he was displeased with the ambiance of the dinner attended by the Board the previous night; he felt that while remarks made by Corporation officials were fine, those of another individual—who was not part of the Corporation—were of a partisan nature, lacking respect for those in public office and counterproductive to the mission and goals of the Corporation. He asserted that conservatives have been insufficiently involved in discussions held by the national and community service network. Mr. Lenkowsky said that in order for the relationships to be established, it is necessary to address the criticisms and questions raised by some conservatives.

Mr. Lenkowsky then asked to read into the record a *Washington Times* article dated February 24, 1995, in which the president of the New Citizenship Project, raised the following questions:

1. What led to a \$100,000 planning grant for a volunteer corps in the Virgin Islands? What constitutes a "necessary grant?"
2. Why was the Council of Great City Schools awarded a \$200,000 planning grant if, in fact, they are an organization engaged in "the advancement of education in inner city public schools through public and legislative advocacy?"
3. Why was a grant awarded to the Association of Community Organizations for Reform Now, ACORN, an organization widely regarded as an advocacy group?
4. Why was funding provided to the Legal Services Corporation despite its involvement in advocacy activities and class action suits?
5. Why have roughly 2,800 AmeriCorps members been assigned to federal departments and agencies when we strive to promote and reinforce the ethic of service at the grassroots level?

Mr. Lenkowsky asked that staff provide the Board with answers to the questions and further suggested that the Corporation:

- Consider whether cost figures should only include Federal funds or other matches as well.
- Closely observe completion rates in demonstration programs and address the causes/implications/remedies for low completion rates.
- Implement independent and credible measures of effectiveness.

In closing, Mr. Lenkowsky commented that though much of what he had heard at dinner the previous night had made him uncomfortable, he felt very comfortable with the remarks given by Chairman Joseph in which he discussed a philosophy that Mr. Lenkowsky felt would be supported by both liberals and conservatives.

Mr. Joseph thanked Mr. Lenkowsky for his remarks and asked if any other Board members wished to offer comments. Mr. Gallagher then stated that he had already shared his own concerns with Mr. Lenkowsky with respect to the display of partisanship the previous night. He said that what he did not have time to share with Mr. Lenkowsky was his view that because the Corporation's programs move grants to local, autonomous agencies, and the Corporation itself operates in the spirit of reinventing and encouraging local autonomy, controls are not always possible. He further remarked that due to the public discussion and treatment of AmeriCorps, partisanship statements will undoubtedly surface. Mr. Gallagher suggested that people should be allowed to express themselves in such a way, but that the Corporation continue to serve as an example of bipartisanship, a characteristic consistent with the devolution of government and the services being provided by AmeriCorps.

Mr. Joseph thanked Mr. Gallagher for his comments and added that he himself was appointed by President Bush to the Points of Light Foundation where he stressed the importance of non-partisanship. He stated that he is committed to ensuring that the Corporation remain non-partisan, and emphasized that the Corporation's efforts and ideals are neither liberal nor conservative but rather uniquely American. He called upon the Board and

the Corporation to communicate to the public the notion that those involved in national service are committed to service as Americans and that this commitment transcends party affiliation.

Mr. Joseph then announced that one of the ways in which the Board will meet its statutory obligations is by working through committees. Each committee will meet between board meetings, with the chair of the committee giving a report on the work of the committee at each succeeding Board meeting. Board members are encouraged to contact committee chairs between Board meetings. Mr. Joseph introduced Mr. Gallagher, who was scheduled to give the first report of the Management, Budget, and Governance Committee.

Mr. Gallagher proceeded to say that the committee had met for roughly six and a half hours the preceding day and had focused on internal operations. Mr. Gallagher said that he spent two hours with the Inspector General, Luise Jordan, discussing the status of audits currently underway, her relationship with the staff, and a section of the Corporation's enabling statute that amends the Inspector General Act. He explained that the law requires the Inspector General to report not only to the CEO but also to the Board of Directors and Congress. Mr. Gallagher said that he and Ms. Jordan plan to meet on a regular basis and that he would be responsible for distributing any Inspector General reports to the board.

Mr. Gallagher said that he also met with Terry Russell, General Counsel of the Corporation, and that new bylaws, which Mr. Russell would be explaining later, were discussed and would also be presented to the Board for their approval. Mr. Gallagher indicated that the rest of his time was spent with operations staff with whom he discussed the preparation of financial reports and internal controls. Mr. Gallagher expressed his concern regarding the need to strike a balance between efficient delivery and distribution of services and grants, and maintaining oversight of such operations. Mr. Gallagher then commended the Corporation for its accomplishments, particularly, its success in merging three different organizations and their cultures into one corporation. Mr. Gallagher also recognized the Corporation's efforts in delivering grants to local programs which in turn have been able to recruit AmeriCorps members from local communities, a process difficult to control due to the nature of decentralization.

Mr. Terry Russell, General Counsel of the Corporation, began his report to the Board with a brief explanation of the proposed bylaws. Mr. Russell described the bylaws as they pertained to: (1) the powers and responsibilities of the board; (2) proposals with respect to grant allotments and contracts; (3) proposals with respect to regulations, standards, and policies; (4) composition of the Board; (5) terms of office, vacancies, and resignations; (6) open and closed Board meetings, minutes, notice of Board meetings, and attendance of Board members; (7) removal from and election to the Board; and (8) conflicts of interest of Board members.

During Mr. Russell's report, Mr. Lenkowsky interjected, asking if there was any reason why committee meetings should not be open to the public. Mr. Russell explained that committee meetings often last for lengthy periods of time, require extensive staff work, and often pertain to confidential grant information.

Mr. Lenkowsky then asked whether or not it is standard for other comparable agencies to conduct their committee meetings in public, and whether the Corporation should open a portion of its committee meetings to the public.

To the first question, Mr. Russell responded that the normal practice for comparable agencies is to conduct committee meetings in private and that the Corporation's policy is consistent with that of comparable agencies. Mr. Gallagher responded to the second question, explaining that opening a portion of the committee meetings would not necessarily be advantageous as much of the committees' activities entails work via telephone. He also pointed out that official actions do not take place in committee meetings, and encouraged Board members to attend meetings of any committee. Thereafter, the Board unanimously adopted the bylaws.

The next report was given by Mr. Ehrlich, chair of the Planning and Evaluation Committee. He discussed the steps the Corporation is taking with respect to the evaluation of programs, and noted that addressing programmatic concerns raised by Members of Congress and others has been a focus of the Corporation. Mr. Ehrlich stated that evaluations of the Learn and Serve America, Senior Corps, and AmeriCorps programs are under way, and will emphasize the impact of national service on communities and participants. Strategies will later be developed, based on the results of the evaluations, to measure the success of programs and determine ways in which programs may be strengthened. Mr. Ehrlich reported that the committee also focused on the Corporation's partnerships with Federal agencies as well as visibility issues pertaining to the Learn and Serve America programs.

According to Mr. Ehrlich, the committee also concentrated efforts on creating a vision statement and strategic goals for the Corporation. Mr. Ehrlich stated that the committee also devised a series of steps with respect to planning. They are (1) determining the extent to which the Corporation supports community as opposed to Washington decision-making; (2) striking a balance between Corporation-funded service programs and other kinds of service efforts; (3) achieving the realization of an ethic of service through getting things done, transforming communities, and instilling in participants an ethic of service.

Following Mr. Ehrlich's presentation, Ms. Reatha Clark King reported on the activities of the Communications Outreach Committee. In summary, the committee's agenda entailed a review of the committee's charge, a briefing on communications issues, an update on communications planning and key tools, and

Board members' involvement in the committee's activities. Ms. King also highlighted the committee's concern over the lack of visibility of the Learn and Serve America programs; the importance of emphasizing all the products offered by the Corporation; the ability of Board members to engage in lobbying efforts, deliver speeches, conduct site visits, and submit op-ed pieces on the topic of national service. In conclusion, Ms. King emphasized the need for the Corporation to inform, sell, and clarify national service programs for the public.

Mr. Russell addressed the question of advocacy by Board members on behalf of the Corporation. He explained that Federal law prohibits Corporation staff and Board members from encouraging any person or organization to lobby the Hill. However, Board members may engage in lobbying activities directly with a Member of Congress.

Mr. Joseph then introduced Shirley Sagawa, Executive Director of the Corporation, who reported on modifications made to the FY94 annual plan for the allocation of funding, and grant-making processes. With respect to the annual plan, Ms. Sagawa explained that funds, particularly program funds, should be allocated through grant awards, cooperative agreements, and contracts.

Ms. Sagawa discussed changes made in the application and grant review process for AmeriCorps*USA and Learn and Serve America proposals. Ms. Sagawa stated that criteria and priorities are spelled out in the applications. She explained that once applications are submitted to the Corporation, they are subject to a two-stage peer review, a staff review, and a senior staff review. The Corporation is confident that this extensive review process will result in a selection pool of high quality program proposals. Proposals that are approved by staff are then forwarded for approval, after which final negotiations take place between the Corporation and applicants. Ms. Sagawa noted that the Board expressed an interest at the previous meeting in becoming involved in the review of new AmeriCorps*USA grants as well as new Learn and Serve grants.

Mr. Ehrlich, as Chair of the Planning and Evaluation Committee, expressed his satisfaction with the annual plan, and the criteria and priorities with respect to the grant-making process. Mr. Joseph then proposed the approval of the Fiscal Year 1995 annual plan, which passed unanimously. Lastly, the Board delegated authority to the Executive Committee of the Board, together with any member of the Board who so desires, to review and approve new subtitle C (AmeriCorps) and B (Learn and Serve America) grants. Ms. Sagawa then passed out an application calendar timetable. Based on the Board's motion to participate in the Learn and Serve America review process, some portions of the timetable are to be amended.

After some discussion of application due dates, Ms. Kinsley noted for the record that she would recuse herself from reviewing Learn and Serve America: K-12 grant applications. Similarly, Mr. Ehrlich and Mr. Naparstek recused themselves from reviewing Learn and Serve America: Higher Ed grants.

Mr. Joseph then sought the approval of the designation of Executive Committee members as Vice-Chairpersons, and delegation of authority to the Executive

Committee to appoint a Vice Chairperson to preside at Board or Executive Committee meetings in the absence of the Chairperson. The resolution was unanimously approved.

Mr. Naparstek then gave a presentation on HUD's HOPE VI initiative. He discussed the historical background of the program, its funding levels, and the significance of its community service component in relation to the Corporation. He further stated that the Corporation must initiate the community service components of HOPE VI prior to the demolition or rebuilding of public housing by HUD as well as maintain viable relationships with HUD, public housing managers, and AmeriCorps program directors.

The meeting was recessed at 12:01 p.m. and reconvened at 1:30 p.m. the same day.

Mr. Joseph welcomed Monique Ayotte, a student at George Washington University invited by the Board to give a presentation on the Neighbors Project, a Learn and Serve America program administered by AmeriCorps members. Ms. Ayotte gave a summary of the program, discussed her reasons for becoming involved in community service, and responded to Board members' questions concerning the Neighbors Project. The Neighbors Project is a tutoring and mentoring program, whose volunteers are college students that work with middle school students in the Shaw neighborhood of Washington, D.C. The program is staffed by 16 AmeriCorps members. Ms. Ayotte explained that funding from the Corporation has allowed the AmeriCorps staff to oversee 100 volunteers, three times the number of students who volunteered on a consistent basis prior to the receipt of AmeriCorps and Learn and Serve grant awards. When asked why she became involved in the implementation of the Neighbors Project, Ms. Ayotte responded that she and her partner sought to launch a successful, sustainable project prior to their becoming AmeriCorps members. Ms. Ayotte explained that the stipend she and her AmeriCorps colleagues receive make it possible for them to dedicate a minimum of 20 hours a week to the administration of the program. Ms. Ayotte also stressed the importance of incorporating the Shaw community's vision and efforts into the work being done by the Neighbors Project volunteers.

Following Ms. Ayotte's presentation, Mr. Jim Ekstrom reported on the Corporation's training and technical assistance grants. His overview included an explanation of the ways in which the Corporation has implemented strategies and met goals, utilized funds, and selected training and technical assistance providers in the first year of operation. Mr. Ekstrom also named some of the organizations that are providing training and technical assistance to AmeriCorps programs, and highlighted the establishment of the Presidio Leadership Center and Center for Excellence for Environmental Programming.

Mr. Lenkowsky asked if the Corporation has a mechanism by which Board Members could have the opportunity to review citizenship and diversity training contracts before they are entered into. Mr. Ekstrom stated that there is no such mechanism currently in place but that one could be implemented if the Board so desired. Mr. Joseph suggested that the Planning and Evaluation Committee develop recommendations for creating such a process.

Next, David Rymph reported on the 1994 Summer of Safety evaluation results. He highlighted the process for evaluating the 91 local SOS programs, and noted the top 50 accomplishments of the summer. In addition, Mr. Rymph discussed the results of surveys distributed to community members, SOS participants, and program directors. Ms. Sagawa mentioned that a number of the 91 programs, including Senior Corps and AmeriCorps*VISTA programs, have continued to operate throughout the year.

After Mr. Rymph's report, Ms. King expressed her interest in learning more about the impact of service on the participants themselves, and Mr. Allen told the Board about a number of Summer of Safety "success stories," which depict corps members' achievements in making recreational areas safer, closing down crack houses, and working with seniors to establish block associations in high crime neighborhoods. Mr. Allen emphasized that the Summer of Safety initiative was the prototype of Corporation programs working in conjunction and independently to serve communities.

Mr. Joseph then introduced Janet V. Green who explained that the Corporation is partnering with the Points of Light Foundation and Youth Service America in planning events for National Volunteer Week, April 24 - 29. The Corporation will showcase Learn and Serve America, AmeriCorps, and Senior Corps programs around the country on April 25. Ms. Green also invited the Board to become involved in the many activities scheduled to take place that week. Mr. Naparstek commented that National Volunteer Week would be a good opportunity to promote national service as a movement as well as to illustrate how all programs, participants, and communities are intrinsically connected.

Mr. Joseph invited comments from members of the Board with respect to the way in which the Board receives information from Corporation staff. Mr. Shorenstein asked that materials be made more concise. Mr. Rother asked that slightly better analysis accompany information. Mr. Lenkowsky asked that materials be substantive enough for him to respond to questions such as those raised by Senator Grassley in his February 8, 1995 letter to Mr. Joseph.

Mr. Joseph then opened the discussion to the public, whereupon no members of the public took the opportunity to comment. Before adjourning the meeting, Mr. Joseph recognized Mr. Shorenstein. Mr. Shorenstein noted that the June 15 date of the next Board meeting coincides with the 50th anniversary commemoration of the signing of the UN Charter. He suggested that the Corporation participate in some fashion.

In closing, Mr. Joseph reminded the Board of the importance of communicating to both critics and supporters the Corporation's commitment to bipartisanship. The Board meeting was adjourned at 3:30 p.m.

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5 * Report of the CEO

Divider Title: _____

MEMORANDUM

TO: Eli J. Segal
FROM: Shirley Sagawa
RE: Program Update
DATE: June 8, 1995



In the three months since our last Board meeting, the Corporation has engaged in key cross-cutting program initiatives and laid the groundwork for next year's programming. This memo provides a broad overview of these activities.

Cross-cutting activities

Our major cross-cutting project, designed to enhance the ethic of service among all Americans, was the National Day of Service, cosponsored with Youth Service America and the Points of Light Foundation. On April 25, 1995, the first annual National Day of Service, AmeriCorps members joined Americans across the nation to celebrate the spirit of service, recognize those who engage in service, and work to expand service opportunities. Hundreds of thousands of volunteers throughout all fifty states mobilized to make this day a success.

Other National Volunteer Week activities included the President's Service Awards, presented in a Rose Garden ceremony on April 27, an AmeriCorps Service Day sponsored by programs in Texas to clean up Austin's parks and rivers, and an AmeriCorps project in Atlanta, GA, which disseminated immunization information door-to-door to over 6,000 families.

Planning is now underway for a forum on National Service Working to Improve Children's Health to be held June 27. The First Lady has agreed to lead a roundtable discussion on ways in which national service programs -- including AmeriCorps, Learn and Serve America, and the National Senior Service Corps-- are helping to improve the health and safety of children. The discussion, which will include policy experts such as Dr. C. Everett Koop as well as participants in Corporation-funded programs, will be followed by a training session on children's health for sixty AmeriCorps, Learn & Serve and National Senior Service Corps program representatives designed to capture "best practices" for national service programs working in this important national priority area.

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Pending the results of this forum, it will be followed by others on additional national priority topics.

Since the last Board meeting, significant progress has been made on the development of the Presidio Leadership Center. Materials on the Center are found under Tab 8 and a presentation will be made at the Board meeting.

Program Update

AmeriCorps

The staff is currently engaged in reviewing new and renewal applications for the AmeriCorps*State and AmeriCorps*Direct grants programs. Preliminary decisions have been made on renewals of programs operated by national non-profits; decisions on federal agency-sponsored programs will be made shortly, although there is concern about the possibility of language eliminating such programs in any future rescission bill (the vetoed rescission bill included such language). Tab 5A provides information about the grants process, including the number of proposals received and a revised timetable for decision making.

Major activity in AmeriCorps*VISTA has focused on establishing new national demonstration programs (a list is provided in Tab 5B), revamping the pre-service orientation, and commemorating the 30th anniversary of the program. The final national anniversary event takes place next week in Washington as part of a major training of AmeriCorps*VISTA Members and Leaders.

AmeriCorps*NCCC graduated its first class at the Aberdeen Campus on June 7. Wrapping up its start-up year, the Corporation is selecting next year's class, working on restructuring the headquarters operations, and looking for ways to achieve greater efficiency and effectiveness throughout the program. Further information about A*NCCC is found in Tab 5C.

The AmeriCorps*Leaders program held its third training, designed by the Leaders themselves, in March. Over 250 applications were received for next year's Leaders class; selections of individuals and program sites will be made on or before June 30, 1995.

Finally, the Corporation is engaged in both a programmatic and management review of the AmeriCorps national recruitment system. The centerpiece of the system -- the toll-free information and referral system --

has fielded over 300,000 calls to date. Approximately 20 percent of this year's AmeriCorps class was placed through the information and referral system, which is operated by an outside contractor (a new contract will be signed shortly). We anticipate that this number will increase next year.

National Senior Service Corps

A major activity of the Senior Corps since the last Board meeting has been preparation for the successful White House Conference on Aging, held May 2-5. One of the top ten resolutions passed by Conference delegates called for the expansion of Senior Corps programs; information on the Conference is found in Tab 5D.

This quarter, the Senior Corps visibility campaign, featuring well-known actor and civil rights activist Ossie Davis, was in full swing. The public service announcement featuring Davis was distributed to 200 TV stations, reached an estimated audience of 30,000,000 radio listeners, and will soon be sent to an additional 300 stations.

Senior Corps has also worked to develop a new demonstration program to involve seniors in service to youth. Information on this will be discussed in the afternoon session of the meeting.

Learn and Serve America

Learn and Serve America staff, both K-12 and Higher Ed, have been involved in grant reviews this quarter. The Board will take action on new K-12 grants at the Board meeting (information will be sent prior to the meeting for your review). Renewal grants for K-12 programs were approved. Information on K-12 grantmaking is found in Tab 5E and on Higher Education programs is found in Tab 5F.

Upcoming events include a conference, cosponsored with the Department of Education, to advance service-learning as a school reform strategy. To date, 31 states have committed to sending teams of education policymakers to the conference, which will take place June 22 - 24.

Federal Partnerships

The Federal Partnership staff of the Corporation has had an active quarter, working on an Empowerment Zones signature initiative and partnerships with the Department of Justice, the Centers for Disease Control, and HUD. More information on these activities is found in Tab 5G.

Our major Federal Partnership, with HUD on HOPE VI, has entered a new phase, with 15 public housing authorities' community service plans approved. Information on the HOPE VI initiative is found in Tab 5H. and will be discussed by the Planning and Evaluation Committee at the Board meeting.

Demonstration Programs

While funding is uncertain for Corporation demonstration programs funded under "Subtitle H," we have made commitments to support two new programs this year, the Alaska Yukon-Kuskokwim Delta Project and the American Red Cross. Information on these two programs is found in Tab 5I.

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**5A * AmeriCorps Grant Review
Status & Timeline**

Divider Title: _____

MEMORANDUM

TO: Eli Segal

THROUGH: Shirley Sagawa

FROM: Diana Algra

RE: Status Report on National Direct and State Grant Reviews



This is a summary of the Status of AmeriCorps National Direct and State Grant Reviews.

AMERICORPS NATIONAL DIRECT

Renewals: We received renewal applications from all but two of our first year National Direct AmeriCorps grantees -- 31 from national nonprofits and 15 from our Federal agencies. Navajo Nation did not reapply at this time because they started very late and will continue to operate their program with FY'94 funds through mid-1996. Philadelphia Bar Foundation was awarded a two-year grant and therefore did not reapply this year.

Our formal review took seven days. Staff and consultants reviewed the 1st and 2nd Quarterly Reports, site visit reports, renewal applications, and past interaction with grantees. Decisions were based on this composite appraisal of each organization's ability to carry out its roles and responsibilities as a grantee of the Corporation. Initial notification to renewal grantees began the week of June 5.

New: The Corporation received 44 new National Direct applications (ten of these were last year's planning grants and two were Subtitle D's -- the Border Volunteer Corps and Northwest Service Academy). Peer review process began June 5 with Senior Staff decisions to be made on July 14.

AMERICORPS STATE

Renewals: Staff conducted a comprehensive review of the 152 formula and 59 competitive renewal applications submitted by state commissions with final Senior Staff decisions to be made June 20.

New: The Corporation received 105 new formula and 162 new competitive proposals. These applications were sent to peer reviewers and Stage II of the review will occur June 19-22 with Senior Staff decisions to be made on July 18.

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MEMORANDUM

TO: Board of Directors

FROM: Eli J. Segal

SUBJ: Revised Grant Timeline

DATE: June 2, 1995



Attached is a revised timeline for the 1995 grant approval process. We have moved the timeline back somewhat for the Higher Education new grant approvals and indicated specific times for Board conference calls on AmeriCorps. We hope these will fit with your schedules.

For your information, we received the following numbers of new proposals for 1995:

Learn and Serve, K-12:	41
Learn and Serve, Higher Ed.	209
AmeriCorps Direct:	44
AmeriCorps State Formula:	105
Competitive:	162

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1995 Grant Timeline					
Board Approved 2/24/95					
Revised 6/1/95					
	Application Due Dates	Peer Review Date	Senior Staff Decisions	Board Conference Call	Initial Notification of Grantees
AmeriCorps State					
Renewals	May 16	N/A	June 20	N/A	June 14
New Applications	May 16	June 19-22	July 18	July 25	July 26
AmeriCorps Direct					
Renewals / Expansion	May 1	N/A	June 5	N/A	June 6
New Applications	May 9	June 5 - 8	July 14	July 24	July 25
(Includes Planning Grants)				2:00 - 3:00	
Learn & Serve - HE					
Renewals	Feb 28	N/A	Apr 7	N/A	Apr 8
New Applications	Apr 12	May 8 -12	June 27	July 6	July 7
				2:00 - 3:00	
Learn & Serve - K - 12					
Renewals	Feb 23	N/A	Mar 17	N/A	Mar 18
New Applications	Mar 21	Apr 10 -14	June 12	June 15	June 16
				(at meeting)	

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5B * AmeriCorps Vista

Divider Title: _____

MEMORANDUM

TO: Eli J. Segal

THROUGH: Jim Scheibel & Shirley Sagawa

FROM: Diana London

DATE: June 5, 1995

RE: NATIONAL PARTNERSHIP PROJECT UPDATE

Following is an update you requested regarding the Americorps*VISTA National Partnerships (DEMOS).

AMERICORPS*VISTA NATIONAL PARTNERSHIP PROJECT UPDATE

ONGOING/RENEWAL PROJECTS:

One to One- A*VISTAS are assisting in the set up of mentoring programs and community volunteer recruitment.

Federal Credit Unions- A*VISTAs will be expanding membership base and encourage institutional depositors, including "youth credit unions".

Congressional Hunger Center- Awaiting renewal application. We are working toward getting a clearer definition of the DC policy development positions after A*VISTAs spend six months in the field.

Cities in Schools (CIS)- Will end in December. A few sites will be continued by the states. A*VISTAS work within the CIS in program development.

NEW PROJECTS

National Recycling Coalition- A*VISTAs are will be creating new economic development opportunities, grassroot recycling programs and TA to existing recycling programs.



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Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps

Alliance to End Homelessness- A*VISTAs will be developing mechanisms for obtaining housing and other supportive services for homeless and statewide HIV/AIDS coalition.

Bread for the World- Have submitted a pre-application. A*VISTAs will work to develop community-wide efforts to address issues of hunger nationally and locally, includes work in developing housing and job-training programs.

Christian Brothers Conference- Received a pre-application. Overall mission of organization is dealing with issues of homelessness.

HOPE VI- A*VISTA Leaders will work with housing projects to develop community service plan and plans for additional community service participants.

Safe Neighborhood Action Plans (SNAP)- A*VISTAs will be working to identify persons from local government, neighborhoods, and business to develop plans to target crime with public housing projects.

HUD FUNDED/COST SHARE

Inner City Games (ICG)- A*VISTAS would be working to establish a "sports teams network" within public housing at nine sites. States will do actual project development.

Office of Resident Initiatives (ORI)- A*VISTAs would provide TA at housing sites (rural and urban) for tenants including workshops on home ownership and other outreach to housing residents. Program will work through national organizations involved with HUD assisted housing.

Supportive Housing Program (SHP)- A*VISTA plans to outreach to sites about A*VISTA as a resource and then work with the sites. Sites need A*VISTAs to develop mechanisms to connect people in shelters and transitional housing to services and more permanent housing.

Empowerment Zone/Enterprise Communities- A*VISTAs will work with neighborhood groups in EZ/EC geographic areas to involve them in planning and neighborhood revitalization processes.

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5C * AmeriCorps NCCC

Divider Title: _____

MEMORANDUM

TO: Eli J. Segal
THROUGH: Shirley Sagawa
FROM: Don Scott
RE: AmeriCorps*NCCC Update



Following is an update on recent AmeriCorps*National Civilian Community Corps activities.

Office of the Director

The A*NCCC Advisory Board convened in March.

Campus Directors met at HQ with the National Director in April to review administrative procedures and conduct long-term planning in preparation for outprocessing Class I and preparing for Class II.

The Northeast Region graduated June 7, 1995 at the Aberdeen Proving Ground. Approximately 170 (80% retention rate) Corpsmembers successfully completed the program. The guest speaker was James A. Joseph. Graduating Corpsmembers will be entering other service arenas such as VISTA, Peace Corps, AmeriCorps USA; returning to college and pursuing advance degrees; entering the workforce; and serving their local communities. The Southeast Region will graduate on June 30, the West Region on August 11, and the Central Region on August 18.

Operations and Logistics

Revised the uniform requirements for Corpsmembers to be consistent with the AmeriCorps colors and image and to more adequately address project uniform needs. The uniform specifications and order was submitted to the Defense Personnel Support Center (DPSC) in March to ensure timely delivery of all items.

Issued revised budgets to the regions in ongoing efforts to enable the regions to fully manage their budgets.

Replaced all leased vehicles in the regions with GSA fleet vehicles resulting in substantial cost savings to the Corporation.

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An evaluation design for A*NCCC was developed that was responsive to A*NCCC's specific legislative evaluative requirements. Evaluation activities will focus on participant impacts and the military requirements to determine if ex-military personnel can provide training and guidance in a residential national service program and if residential national service can be a viable alternative to military service. A*NCCC will also participate in the AmeriCorps evaluation activities targeted at net impacts of all programs.

Recruitment

Recruitment completed its efforts for Class II and received upwards of 2,600 applications by the May 24, 1995 application deadline. An applicant tracking database was developed and is now fully functioning--all applicants have been entered. Applications are being evaluated and telephone interviews conducted as a part of the screening process.

To address mental and physical health issues of potential applicants as identified by regional staff, standards were developed by certified medical professionals and will be used in conjunction with the Military Entrance Processing required of all Corpsmembers during CTI.

A*NCCC continues to work with A*VISTA and A*State and Direct to pool recruitment efforts and resources and develop long-term strategies for Corporation-wide recruitment.

Service Learning Projects

The regions participated in a total of 54 Spikes across the country during the March thru May period.

During the March thru May period Corpsmembers across the four regions worked with communities in all four priority areas--the environment accounted for 49% of all projects, 34% in human needs and public safety, and approximately 17% in education.

113 Corpsmembers representing all four regions were deployed to Louisiana to provide disaster relief support in partnership with the Red Cross.

The Southeast region deployed all 150 Corpsmembers for a two week period to support the June Child Health Weeks Campaign. 19 teams worked with local community based organizations and other groups like the Children's Defense Fund, United Way and County Health Departments in Alabama, Arkansas, Florida, North Carolina, and Tennessee to increase the number of children who are immunized, assess the health needs of Medicaid-eligible patients, assist with injury prevention and teen-wellness programs, and design and implement community-wide health assessment survey, to name just a few.

Education, Training & Evaluation

The Central Region presented at the 1995 National Service-Learning Conference. The workshop focused on the integration of service-learning with projects through an experiential approach. Workshop presenters included academy and unit staff, Team Leaders and Corpsmembers. Additionally, two teams from the Southeast and Northeast Regions provided conference support.

Campus Academy and Projects staff met at HQ in May to plan the annual staff and Corpsmember Training Institute (CTI) for Class II. The Southeast and Northeast Regions will conduct staff training at the FEMA Mt. Weather compound in early August. The Central and West Regions will most likely conduct staff training at the Presidio in San Francisco in September.

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