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DC Service Corps

1511 K Street, N.W. • Suite 949 • Washington, DC 20005 • (202) 347-4136 • Fax (202) 347-0010

November 10, 1994

*Ms. Ressie Walker
Executive Director
DC State Commission for National
and Community Service
717 14th Street
Suite 900
Washington, DC 20005*

Dear Ms Walker:

This is in reply to your letter on October 21 and 28, 1994.

We have made every effort to identify what the commission's expectations have been and to comply in their expects. Let me observe, however, that either your expressed expectations have changed considerably over time. We continue however, to try to resolve issues identified by you.

Let me detail the sequence of events prior to and subsequent to your arrival six (6) weeks ago.

On September 1, 1994, Ms. Nancy Ware, Ms. Roberta Sims, Ms. Sonja Harrison and myself met to discuss information needed by CNS. At that time Ms. Ware gave us a list of information need by CNS, a timeline, a modified budget, modified goals and objectives, a revised proposal, a letter from CNS authorizing expenditures to August 1, 1994, an admonition not to start until we had our non-federal cash match in hand, and a check for \$5,550 from the "Colleagues" to help make that match.

We provided the information requested at that meeting to Ms. Ware on September 7, 1994.

On September 9, 1994, I received a call from Ms. Harrison stating that we needed to resubmit our goals and objectives in a different format. We did that on September 12, 1994.

On September 12, 1994, 45 Corpsmembers including eleven for the DC team were sworn in at the White House ceremony by President Clinton. Ms. Harrison and I discussed the uniform that Corpsmembers needed to wear and state commission funding for the expenses of that event. She acknowledge that funds were available an we would discuss it later. Ms. Sims, Lee A. Satterfield and myself were also invited to this event along with Corpsmember families.

Subsequent to these events, you were sworn in on September 22, 1994 along with the DC State Commission on National and Community Service.

On September 26, 1994, I was called by Mr. Mike Arthur at CNS who requested we send a modified CNS budget and narrative. He needed the budget on two sheets and not the one as sent to us by your office.

On September 27, we were called to a meeting in your office at which time we were engaged in a conference call to CNS in which they reviewed the previously submitted goals and objectives, apologized for not having their preferred goals and objectives forms solidified earlier, and discussed the necessary changes to our submissions and established a target due date to them of October 14, 1994.

On October 4, I submitted revisions of the goals and objectives, the budget and narrative, and a modified program summary. These submissions were based on the recommendations made by the CNS staff, yourself and Ms. Harrison.

On October 5, I sent you a letter requesting your assistance with securing the Langston School.

On October 7, you, me, and Ms. Harrison met with Ms. Sims to discuss additional revisions to be made to the earlier revisions discussed and made in conversations held between you and me on October 5. In addition, at this meeting, we requested, through you, to have a meeting that included CNS program officers along with you and us to assist in the development of a mutually agreeable final product since the October 14 deadline was approaching rapidly.

On October 9, changes discussed at the meeting on the 7th were incorporated.

On October 10, changes were faxed to you. In conversations later that day you stated that CNS would not consider the join meeting and we were to proceed as we were.

On October 11, revisions were again faxed to you.

On October 12, you left a voice mail message stating that you would get back to me on October 13.

On October 14, I faxed material incorporating all changes discussed to date in order that these submissions be presented to CNS. Rather than forward the material, you informed me that you had cleared with the CNS that you would not provide material until October 17 since you had a scheduling conflict on the afternoon of October 14. At this point the deadline and information requested was in your hands.

On October 17, we did not talk.

On October 18, we discussed additional modifications desired in previously modified and submitted material. The rationale was that you had just gotten around to reading the submissions. In addition, you informed me that Eli Segal was beginning to have concerns

about our ability to field and operate a Corps because they had not seen the requested documents - summary, modified goals, and the modified budget narrative.

On October 20, we discussed additional changes with Serita Kelsey in attendance (phone conference). Those revisions were submitted before 1 PM. Later that day you requested additional modifications to the budget narrative. You wanted headings changed and the format rearranged.

On October 21, I faxed what I thought were final changes for your comment. We also received your letter of the same date.

On October 23, Ms. Sims requested a meeting with you, CNS staff, myself and members of the DCSC board of directors.

On October 26, the requested meeting was held at your office. (Ms. Sims could not attend.) At this meeting we were informed that we still needed to make minor changes to the documents submitted (no specifics), provide proof of the match, verify enrollment of Corpsmembers and their health insurance. At this meeting it was also stated that proofs would be a copy of our health insurance enrollment form and verification of Corpsmember enrollment and cash match from Ms. Sims and Mr. Mike Jacoby, DCSC treasurer. We established a time (9 AM October 27) to complete the minor revisions with you at DCSC facilities. As this meeting adjourned we were informed by CNS staff that funds could and would be transferred to us within 24 hours of your approval, ie., Friday after the submission of the documents that were to be cleaned up on Thursday.

On October 27, this meeting was held. However it was not the short meeting as planned, but rather an all day session that adjourned at 3:15 PM. At this time you offered us a provisional funding and demanded additional documents to justify this three week funding. As the meeting closed we were told to get the modifications to you by 4 PM in order to receive the funding previously promised by CNS staff. The material was revised immediately and faxed to you at 4:35 PM (the minor revisions discussed on the 26th could not be done in 30 minutes. You wanted formulas applied to each budget line and other detail work.) We were told by you that since the information was not in your hands by 4 PM we could not expect to receive funds until Tuesday 1 November.

On October 28, we were asked to provide yet an additional piece of information - explained on the phone and included in the budget narrative - "in writing." This was done.

On October 31, I was asked for the name of the consultant who had worked with us to develop so that he could explain again what I had explained already. The formula used had been accepted by CNS in negotiations on July 22, 1994. It allocates and prorates salary costs for staff members whose time crosses projects.

On November 1, our account balance went to \$500. We had exhausted all of our raised funds (match) to operate the program to date. With no apparent source of funding Corpsmembers

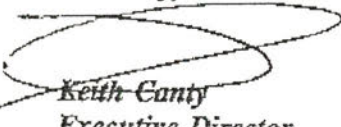
and teamleaders became concerned about their financial future and security.

In regard to the issues detail included in your letter of October 28, 1994 that is not our understanding. At no time except on October 28 was provisional funding ever discussed. At no time did anyone ever agree to the provision of names, addresses, and telephone numbers of of funding or potential funding organizations. This condition was set by you on October 28. At no time did anyone ever discuss sources of funding for each budget line item. These conditions again were established by you at the October 28 meeting.

When DC Service Corps began operations with Corpsmembers the DC State Commission was not seated nor had we ever had communication with anyone other than Ms. Ware and Ms. Harrison. I am concerned however that everyone disavows knowledge of DC Corpsmembers when they operated in plain view and discussions around funds and support were frequent with all concerned.

At this point, these issues have been addressed and hopefully are well on the way to resolution. Again, I wish to thank you for your support and interest in the lives of young people.

Sincerely,

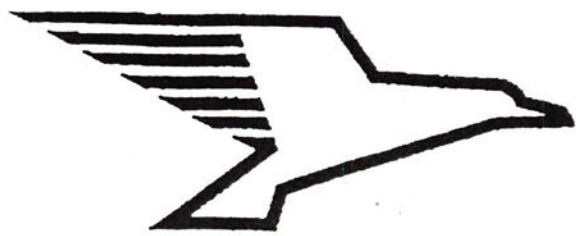


Keith Canty
Executive Director

DC Service Corps

Nov. 7, 1994

NAME	ORG.	PHONE #
Serita Kelsey	ARE Inc.	202/483-9424
Mike Brown	DOT	(202) 366-5742
Elizabeth Keltz	DC Commission	202 861 1350 x310
ELKE LEWIS	DC COMMISSION	202-833-0300
MEUSA BRADLEY	DC Commission	202-822-8334
RESSIE H. WALKER	DC COMMISSION	202-727-4970
Joel Berg	USDA	202-720-6350
Robert S. Sins	DC Service Corp	202-624-6665
Brenda S. Nixon	DC SC	202 483-9424
Lou Durdan	DC SVC Corps	(202) 515-5013
Samuel Halperin	DC SERVICE CORPS	202 775-9731
Mike Kenefick	CORP	202 606-8070 x10
Donald D. Martin	Corp.	202-606-8070 x547
Mike Martin	Corp	202 606-8070 x531
Terry Russell	Corp	202 606-5000
Rina Tucker	Corp	202 606-5000
Brian Trelstad	Corporation	606-8070 x150
Ron DeMunbrun	USDA	202 690 3894
Helga B. Butler	US EPA	202 606-4177
Pat Bonner	US EPA	202 260 0599
HELEN MUMFORD	EPA	202 260-0657
ROBERT BRANNON	DC Commission for NATL Service	202-727-4970
Lou Woolard	MYIO	(202) 606-8070
Meg McGuire	Corp. for Natl. Service	X441



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D.C. Service Corps

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You can earn a \$125 weekly stipend and receive a \$4,750 post-service education scholarship.

*Young people in service,
Shaping the future.*

*Join us today,
Create a better tomorrow.
We get things done!*

Applications:
43 P Street North West
Washington, D.C. 20001

Contact:
William Martin
(202)347-4136



November 8, 1994

AmeriCorps National Service

CORPORATION
FOR NATIONAL
SERVICE

To: Roberta Sims, Chair, DC Service Corps
Nancy Ware, Executive Director, DC State Commission
Ressie Walker, Director, DC State Commission
Mike Brown, US Dept. of Transportation
Helga Butler, Environmental Protection Agency
Joel Berg, USDA

From: Meg Maguire, Sr. Program Officer, AmeriCorps USA *MM*

Subject: Time and Task Definition for DC Service Corps Response to
Program Concerns

We appreciate your commitment to dealing with the problems before us and feel that we are all moving ahead in a positive direction.

This memo is to record the agreement reached at the meeting which all of you attended on November 7, 1994 at the Corporation for National Service. It is our understanding that the current Executive Director, Keith Canty, has resigned effective November 18, 1994, and that the Board is conducting a search for his replacement.

In response to concerns expressed in a letter dated November 7, 1994 from the four grantmaking agencies to the Board, all parties have agreed to the following tasks and time line:

I. By Wednesday, November 9, 1994

The DC Service Corps will:

- Assess all activities in which Leaders and Members are currently engaged to ensure that they are meaningful and well-organized.
- Offer health care benefits according to the regulations of the AmeriCorps program to all Members.
- Sign the agreement with DOT which has been delivered.

The Federal agencies and DC State Commission will:

- Take any necessary/appropriate action to move forward their agreements for signature by the Corps.

1100 Vermont Avenue, NW
Washington, DC 20525
Telephone 202-606-5000
Fax 202-606-4908

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

- Meet to resolve budget issues, including the DC Commission's concern about the amount team leader's are to be paid. Every attempt will be made to have present at that meeting representatives of the DC Service Corps, DOT, EPA, USDA, and the State Commission.

II. On Thursday, November 10, 1994

By COB, the Board of the DC Service Corps will:

- Offer child care in accord with the AmeriCorps child-care requirements to all eligible members, making clear the location and conditions of the placement the Board is offering.
- Present an Interim Operating Plan that notifies the Corporation, and the four granting agencies in writing about its decision on an interim director/program manager, and proposes a time line for recruiting and hiring a permanent Executive Director.
- Respond to each of the issues raised in the letter signed by the four funding organizations, and the issues raised in the letter from the DC Commission that outlines their overall concerns. The Interim Operating Plan will show how these issues are to be addressed immediately.
- Report on fundraising to show progress to date on raising matching funds, and plans for fundraising during the interim operating period.

The Federal agencies and DC State Commission will:

- Visit the offices of the DC Service Corps at 10AM to check personnel records.

III. On Monday, November 14, 1994

The Federal agencies and DC State Commission will meet at 2 PM at the State Commission offices to consider their response to the Interim Operating Plan and other issues.

IV. On Tuesday, November 15, 1994

The Federal agencies and DC State Commission will send a joint response to the DC Service Corps.

V. On Wednesday, November 15, 1994

All the parties will hold a joint meeting to discuss the Interim Operating Plan and the agency responses. The meeting will be scheduled for late afternoon (place to be determined).

cc: Shirley Sagawa
Catherine Milton
Mike Kenefick
Terry Russell
Diana Algra
Bruce Cline

MEMORANDUM
OF CALL

Previous editions usable

TO:

Joel



YOU WERE CALLED BY--



YOU WERE VISITED BY--

Rosie McLaren

OF (Organization)

Children's Def. Fund



PLEASE PHONE ►



FTS



AUTOVON

662-3564



WILL CALL AGAIN



IS WAITING TO SEE YOU



RETURNED YOUR CALL



WISHES AN APPOINTMENT

MESSAGE

RECEIVED BY

DB

DATE

11/15

TIME

9:46

63-110 NSN 7540-00-634-4018

☆ U.S.G.P.O. 1994 300-891/80022

STANDARD FORM 63 (Rev. 8-81)

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FPMR (41 CFR) 101-11.6

The Corporation for National Service

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Fax: (202) 606-0006

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Date:

Re:

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Message

Best of luck in
your meeting with
The Corps!



November 8, 1994

AmeriCorps National Service

CORPORATION
FOR NATIONAL
SERVICE

To: Roberta Sims, Chair, DC Service Corps
Nancy Ware, Executive Director, DC State Commission
Ressie Walker, Director, DC State Commission
Mike Brown, US Dept. of Transportation
Helga Butler, Environmental Protection Agency
Joel Berg, USDA

From: Meg Maguire, Sr. Program Officer, AmeriCorps USA *MM*

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1100 Vermont Avenue, NW
Washington, DC 20525
Telephone 202-606-5000
Fax 202-606-1906

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Learn and Serve America
National Senior Service Corps

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District of Columbia Government
Office of the City Administrator
Youth Initiatives Office



Phone (202) 727-4970

FAX (202) 727-3333

TO:

FAX:

Joelle Berg/Ron DeMunbrun
690-2164

MESSAGE:

*We'll see you at
2:00 at The Commission
(We have no working fax
yet -)*

FROM:

Meg Maguire
COVER SHEET PLUS 12 PAGES



1511 K Street, N.W. • Suite 949 • Washington, DC 20005 • (202) 347-4136 • Fax (202) 347-0010

November 10, 1994

Mr. Joel Berg, U.S. Department of Agriculture
Mr. Michael Brown, U.S. Department of Transportation
Ms. Helga Butler, U.S. Environmental Protection Agency
Ms. Ressie Walker, D.C. Service Commission
c/o Ms. Meg Maguire
Senior Program Officer
AmeriCorps, Corporation for National Service
631 Maryland Avenue, N.E.
Washington, DC 20002

Dear Madames/Sirs:

This is in response to your letter to me of November 8, 1994, regarding the D.C. Service Corps. Mr. Keith Canty is responding under separate cover to the October 28, 1994 letter of Ms. Ressie Walker to him. In addition, this letter is a follow-up to our meeting of November 7, 1994.

Let me begin by expressing appreciation for support of our Corps program. It is clear that there is a great belief in the goals of the program and that, if we continue to act as a team, we can move forward, for the benefit of the participants and the important work they will do for the City's residents.

In April of this year, the D.C. Service Corps submitted proposals to the three federal agencies noted above for funding as an AmeriCorps project. Subsequently, in an effort to include a local component to the project, the Corps submitted an additional proposal to request funding through the DC Service Commission. We understand that because of management issues and, in some cases, communications problems, there are grave concerns regarding continued financial support for the Corps. Moreover, although there are four distinct components to the Corps' program, the D.C. Service Commission has indicated that even if its concerns are resolved, the federal program funding should not proceed. The Corps will continue to work to satisfy the requirements of the DC Commission so that it will support full funding of the program. Moreover, we are committed to resolving the program and other issues identified by the federal agencies.

Ms. Meg Maguire
November 10, 1994
Page 2

The following actions have been taken:

1. The activities of Team Leaders and Corpsmembers were discussed at a meeting of Team Leaders, the Corps' Vice President of Operations, Brenda Nixon, and her consultant staff, the Executive and Deputy Directors of the Corps. This meeting took place on November 8, 1994. *what process? Was Productive?*

2. Health care benefits have been made available to Corpsmembers through a policy arranged by the National Association of Service and Conservation Corps, effective November 1, 1994. Health care benefits prior to November 1 were covered through an Emergency Care Policy.

3. Necessary contractual agreements with the Department of Transportation were executed and delivered to Commander Michael Brown on November 10, 1994.

4. A meeting was held on November 9, 1994, with representatives from the Departments of Agriculture and Transportation, the Environmental Protection Agency, the D.C. Commission and Corps Board members, and the Deputy Director of the Corps, to discuss and resolve budget issues, including concerns about team leaders' salaries. The final draft of notes from this meeting is attached.

5. A member of the Board, along with the Corps Deputy Director and the Anti-Hunger Team Leader met with U.S. Department of Agriculture representatives and collaborative partners on November 9, 1994, to resolve team and rotation issues and to discuss program design. A follow-up meeting was scheduled for November 14, 1994, to develop further the program to be delivered.

6. At the meeting of November 9, 1994, referenced above, it was indicated that the only outstanding item being requested by the Commission Staff was the algorithm used to calculate pay for Team Leaders. That information has been provided.

7. We realize that information may not have been adequately communicated regarding the availability of child care. This service, which previously was available to Corpsmembers, continues to be available through Associates in Renewal Education (ARE). At a meeting with Corpsmembers on November 9, 1994, we explained precisely how Corpsmembers may receive child care through ARE. In addition, a list of Corpsmembers needing childcare was provided to ARE to facilitate convenient placement.

Ms. Meg Maguire
November 10, 1994
Page 3

8. The plan for operating the Corps pending the hiring of a permanent Executive Director is that ARE Staff will run the day-to-day operations of the Corps until January 30, 1995, by which time we will have hired a replacement for Mr. Keith Canty. As you have been advised, Mr. Canty has resigned effective November 18, 1994. The Board has established a search committee which has already identified potential candidates for Executive Director. It was determined that, given the concerns identified regarding program operation, it was preferable, for the sake of program continuity, to accept the assistance of ARE, which has been intimately involved in Corps activity since its inception. Our Vice President of Operations, Ms. Brenda Nixon, is Executive Director of ARE and will provide a smooth transition from Mr. Canty to the new Executive Director.

In addition, at the Corporation's suggestion, we attempted on November 9, 1994, to contact Mr. Eric Schwartz, formerly of City Year, who has been highly recommended as someone who can provide the Corps with valuable input respecting program issues and the selection of the permanent Executive Director. I look forward to speaking with him to determine how he might best provide assistance as we move forward.

Moreover, we will contact Mr. Frank Slobig of Youth Service America and Ms. Kathleen Selz of the National Association of Service and Conservation Corps, to assist our Search Committee in recruiting a new Executive Director.

9. We have begun to investigate the assertions made by Team Leaders and Corpsmembers that, e.g., adequate accommodation was not provided for a disabled Corpsmember and that there has been a general unwillingness to listen to Coordinators' and Members' concerns. Several meetings have been held with Team Leaders, Coordinators and Corpsmembers to address administrative issues, including those addressed in the allegations you identify. The problems regarding health care and child care have been addressed as described above.

10. We continue to seek funding from a variety of funding sources. Our efforts at fundraising, however, have become secondary to our efforts to resolve the outstanding program and management issues. Mr. Michael Jacoby, of the Fred Ezra Company is heading up our fundraising efforts, along with Mr. Lou Durden of IBM. In addition, we have identified a number of potential board members who would bring a wealth of interest and support to the Corps. While these efforts are ongoing -- Mr. Durden has already contacted potential new members -- there has been less focus on board enlargement than on addressing the issues raised

Ms. Meg Maguire
November 10, 1994
Page 4

by our grantors. The expectation is that we will be able to turn our attention to increasing board membership once we have passed through these troubled waters.

At this point, I believe it would be appropriate to comment on the fact that the Corps has a program up and running with over 50 Corpsmembers, all recruited and hired in good faith. Subsequent to the hiring of these young people, issues were raised which we are now resolving. We were urged by the Corporation for National Service to be a part of the AmeriCorps program launch on September 12, 1994. As a result of our desire to comply with the wishes of the Corporation, we moved quickly to bring on Corpsmembers to be a part of the launch. Moreover, we were advised by the then-Director of the D.C. Commission that 23 slots under the local component would be approved. The Corps certainly viewed this as good news and evidence of support of our planned program. Then, as now, we are committed to meeting the many requirements of the various governmental bodies and the expectations of the many individuals responsible for imposing those requirements.

In addition, from the beginning, we were encouraged by the federal agencies, which have always enthusiastically supported the program, to ramp up, with the belief that any administrative hurdles would be overcome. In short, I believe that the start-up of the Corps activities represents our good faith belief that, as in the past, the Corps would be able to comply with all grantor requirements and that funding would be forthcoming, without unreasonable delay.

On behalf of the Board of Directors, I would like to thank you in advance for continuing to work with us so that we can move forward with a D.C. Service Corps that serves well the citizens of the District of Columbia.

Sincerely,

A handwritten signature in dark ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Roberta Willis Sims
Chairman of the Board

Enclosure

DRAFT

NOTES OF MEETING ON D.C. SERVICE CORPS NOVEMBER 8, 1994

I. There were two major issues: first, resolution of the programmatic problems; and second, identifying the necessary paperwork and the status of the paper work. The programmatic problems or issues will be addressed at the Monday 11/14/95 meeting. The following is the status of the paperwork for each of the partners (D.C. National Service Commission, Department of Transportation, Environmental Protection Agency, USDA) in the project:

1. D.C. NATIONAL SERVICE COMMISSION - Ressie M. Walker (D.C. NSC)

The Corporation for National and Community Service placed a set of conditions on the D.C. National Service Commission (D.C. NSC) for D.C. NSC to make an award to D.C. Service Corps. Of those issues it appears that the only issue or "condition" apparently left unresolved was the matter of why the salary for team leaders was multiplied by a factor of 2.3 instead of 2.0 because there will only be two team leaders for the D.C. NSC portion of the project. The matter was discussed and the Commission representative tentatively agreed to the verbal explanation given but requested the explanation in writing. The DCSC will provide this explanation and the Commission will check with the CNCS to see if the answer is acceptable. If it is, D.C. NSC should be prepared to execute an "Award". Mike Jacoby and Brenda Nixon of the D.C. Service Corps Board were most interested in knowing if there were any other "issues" that could be raised. The answer to that question is dependent on the result of the Monday, 11/14/95 meeting at which the DCSC board is to present its solutions to the concerns addressed in the Corporation's letter to them. If these answers are satisfactory to the Commission and the Corporation, it doesn't appear that any other issues should be raised. That decision however, is ultimately the Corporation's.

2. DEPARTMENT OF TRANSPORTATION - Cmdr. Mike Brown (DOT)

The only matter to be addressed was for the DCSC to sign the sub-cooperative agreement between DCSC and DOT. Brenda Nixon said this was being done and the agreement should be returned to DOT today. With this done DCSC may or may not have to complete three more forms: SF 424, SF 424-a, and SF 270. Cmdr Mike Brown and Ron De Munbrun will work to get these forms completed ASAP.

3. ENVIRONMENTAL PROTECTION AGENCY - Pat Bonner (EPA)

The biggest issue seems to be that the Council of Governments (COG) needs to be satisfied that the proper management controls are in place before they will enter into a contract with DCSC. Pat Bonner is to meet with the DCSC staff and view the financial management

DRAFT

system and then talk to COG to try to give them the assurances they need. Following that she will review the DCSC contract comments with COG to refine some provisions. Mike Jacoby of the DCSC Board will meet with DCSC financial people and then contact COG to answer any questions. Once the contract issues are resolved COG can issue payments. COG and DCSC will finalize the first invoice to be submitted to COG. When the signed contract is sent back to COG by DCSC it should be accompanied by the invoice. Since this invoice will have already been tentatively approved by COG, there should be no delay in making a payment to DCSC.

4. U.S. DEPARTMENT OF AGRICULTURE - Ron De Munbrun (USDA)

There are no outstanding issues for USDA.

II. REPORTING/PAYMENT CONVENTIONS

1. On 12/14/94 DCSC will submit its first report of expenditures to each of the partners. This report will be in the form of the detailed line item breakdown that was originally submitted to each partner as the estimated budget for the individual project. [See Attachment 1] The first report will cover at least the expenses from 1 October through 30 November, 1994. It will also include all expenses, if any, that occurred prior to 1 October 1994. To the right of the budget amount column, there will be a column for expenditures covered by the period of the report, and a cumulative total column showing the totals of the current report and all other previous reports.

2. Following the first report, a report will be submitted to each partner in the format described above on the middle of each succeeding month. That report will cover the previous month's expenditures. In addition to the monthly report, each quarter an SF 269 report will be submitted for the previous quarter to each partner.

DATE DUE	PERIOD COVERED
12/14/94	Minimum 10/1 - 11/30/94
1/17/95	December and 1st Quarter Report
2/15/95	January
3/13/95	February
4/17/95	March and 2nd Quarter Report
5/15/95	April
6/14/95	May
7/17/95	June and 3rd Quarter Report
8/14/95	July
9/18/95	August
9/28/95	September and 4th Quarter Report
11/1/95	Final Report

DRAFT

3. All initial payments will be for the first quarter of actual and planned expenditures and any period prior to October 1, 1994.
4. For EPA/COG and D.C. National Service Commission portions of the costs, the mechanism for requiring payment will be as follows:
 - A. An invoice will be prepared using the format and line items of the budget sheets used by the Corporation for National and Community Service in its application. [See Attachment 2] This invoice will have three columns showing actual expenses, anticipated expenditures for a quarter, and the match that has been expended or applied by the DCSC for the quarter. It is understood that the entries for match that appear on the Stipend, FICA, Workers Compensation, and Health Care lines are non-federal cash match by the DCSC. The report will be backed up by a detailed expense sheet in the format described above which covers the costs for the period for which the invoice is being submitted.
 - B. Payment will be made electronically for EPA/COG and by check for the D.C. National Service Commission.
5. In addition to the invoice described above, requests for payment from EPA, DOT and USDA must be accompanied by an SF 270 form. [SEE Attachment 3] Payment from DOT and USDA will be made electronically.

III. SUMMARY

1. DOT has the potential to move money the quickest of the three remaining partners.
2. Ms. Ressie H. Walker of the D.C. NSC indicated that since the issues come from the Corporation it is not possible for the Commission to determine that there are no more issues that must be resolved before making an award without discussing the resolution to programmatic issues with the Corporation. These resolutions are going to be provided on Monday 11/14/94. At that point if the Corporation is satisfied with the answers given by the DCSC board then we can proceed to discussing dates for an award to be made. Bottom line is that no dates can be discussed until at least during or after the Monday meeting.
3. EPA seems to be the least able to move money quickly because the money must actually come from the Council of Governments (COG). COG needs to be satisfied that the proper management controls are in place before they will enter into a contract with DCSC. Once remaining issues are resolved COG could issue payments.

DRAFT

4. A significant unresolved issue is getting COG and the D.C. National Service Commission committed to specific dates by which they will have their contracts or awards ready and by which they will make payments to DCSC.
5. The largest issue is that DCSC will have to decide, perhaps by the middle of next week (11/15/95), is whether or not the corps should be "shut down" until funding is received to cover funds already expended and the projected costs for the remainder of the first quarter. All parties have to understand that it is not reasonable, or even logical to continue to express concern that the participants and team leaders are paid, when the Federal Agencies and the D.C. Service Commission are not providing adequate funds. If continuation of the projects and payments to D.C. Service Corps members is a concern, then completing the necessary paper work in a matter of hours or days and not weeks should be of an equal if not greater concern. If any one party has a concern that they feel prevents them from completing the paperwork and making payments to the D.C. Service Corps, it is their responsibility to identify those concerns and establish a set date for their resolution, and given that date, a set date for the payment to be received by D.C. Service Corps.

Career Development Director	(12 Months)	31,000	100%	3135	1173	- 38
Payroll Taxes				479	486	- 5
Insurance & Benefits:						- 4
Health Insurance				342	346	- 4
Unemployment Compensation				251	254	- 3
Workers' Compensation				263	95	+ 168
Retirement Fund						
Supplies	Unit 5:	000		1200	1,200	+ 1
Travel/Transportation				4891	4,890	
Workshop/GED				1215	1,215	
Facility	Unit 5:	16	Q3:	600	9,600	- 110N FED MIX
Total Training Expenses...				24,432		169-50 = 119
Total Program & Training Expenses...				236,511		119 + 19366 = 19485
Total Corps Cost (Administration, Program and Training)				261,419		+ 19485 = 280904
Living Allowance...				82500	110,276	
Federal Cash Match, Cash Only, 15% of Living Allowance...				17037	16,541	
Matching Requirement, Am Method, 25% Program Costs					31,559	
Total Match Required, Living Allowance Plus Program					48,100	
In-kind Resources...					27,077	
Funds/Resources Needed All Sources...					261,419	
Federal Share of Admin 5%	Fed Funds	126,225		6,312		
DCSC Share of Costs, Cash Needed...					38,373	
Corporation for National Service, Funds Requested...					195,970	
Overhead...					0.11	

Before Adjustments

280904
 - 33000
 247904
 - 170000
 77904
 - 17036
 60868
 - 27,077
 33,791

280904
 - 33000
 247904
 - 195970
 51934
 - 24857
 27077
 - 27077
 0

USDA CASH
 AMERICORP
 mandatory 15%
 DCSC cash
 match
 DCSC facilities
 contribution - 1-1

ATTACHMENT 1

DC SERVICE CORPS PROPORTIONAL BUDGET (1994 - 1995)

Proportional costs for 15

Assumptions:

Combined Corps comprises 107 Corpsmembers				125
Weekly Living Stipend				44
Length of Program	Training	2 Weeks:	42	15 = 17%
Number of Corpsmembers				2
Number of Teams				

Administrative Expenses

Administrative Expenses									
Executive Director (12 Months)	\$8000	50%	5510	5,577	B4			- 67	
Comptroller	30000	100%	2950	2,885	B10			- 35	
Development/Resources Officer (12 Months)	25000	50%	2395	2,404	B11			- 29	
Secretary/Bookkeeper (12 Months)	25000	100%	4750	4,808	B12			- 59	
Payroll Taxes	Rate:	7.65%	1185	1,199	B16			- 14	
Health Insurance	Rate:	150	855	865	B18			- 10	
Unemployment Insurance	Rate:	4.00%	619	627	B19			- 9	
Workers' Compensation	Rate:	1.50%	232	235	B17			- 3	
Retirement Fund (Match 2.5% of Salaries)	Rate:	2.50%		0	B20				
Liability Insurance			673	1,846	E4			- 10	
Printing	25%	2,160	533	540	2			- 9	
Phone	25%	908	224	227	3			- 3	
Postage	25%	308	76	77	4			- 1	
Advertising	25%	450	111	113	5			- 2	
Office Supplies	25%	345	85	86	6			- 1	
Maintenance	25%	173	41	43	7			- 2	
Miscellaneous Expenses	20%	750	186	150	8			+ 36	
Travel/Transportation	20%	750	186	150	9			+ 36	
Facility	Unit S:	16	Qty:	1,000	3040	3,077	10	11K-27	
Total Administrative Expenses...								- 277 + 92 =	

11/9/94

20,000 is annual rate?

24,908

Program Expenses

Program Expenses		Number					
Staff (12 Months):			50%	5510	5,577	B2	- 67
Program Director		40,000	100%	7300	6,731	B3	+ 869
Deputy Director		26,000	100%	1444	2,500	B4	+ 2440
Case Manager		15,000	50%	1425	1,442	B5	- 17
Logistics Manager		25,000	50%	2375	2,404	B6	- 29
Recruitment/Marketing		Unit S: 4,000	Qty: 200%		0		
Interns		Unit S: 23,000	Qty: 150%	4600	35,385	B7	+ 10615
Team Leaders		15,000	50%	1425	1,442	B8	- 17
Program Clerk							- 120 + 13247 +
Corpsmember Living Allowance (44 weeks):		Unit S: 125	Qty: 660	9250	82,500	F1	
Stipend				6301	6,311	F2	- 10
Payroll Taxes		Corpsmembers		4354	4,344	B20	+ 10
Payroll Taxes		Staff					
Insurance & Benefits:							
Health Insurance (Corp-Me)		Unit S: 1200	Qty: 15	18000	18,000	F5	
Health Insurance		Unit S: 150	Qty: 8	3905	3,981	B22	+ 14
Workers Compensation		Staff	Rate: 4.20%	2224	2,330	B23	- 6
Workers Compensation		Corpsmembers	Rate: 4.20%	265	3,465	F3	
Retirement Fund (Staff)							add 2 C9
Liability Insurance				673			B4 3300
Uniforms		Unit S: 285	Qty: 28	7980	5,097	A2	+ 2293
Tools/Equipment		75%	2,160	2311	2,306	C14	F5
Printing		75%	908	672	681	C6	- 9
Phone		75%	308	228	231	C7	- 3
Postage		75%	450	334	338	C11	- 4
Advertising		75%	345	255	259	C3	- 4
Office Supplies		75%	173	128	129	C12	- 1
Maintenance		80%	750	576	600	C13	- 44
Miscellaneous Expenses		80%	750	556	600		- 44
National Conferences		Unit S: 12	Week	8728	8,834		2-100
Transportation		Unit S: 16	Qty:	14027	14,400		11K-173
Facility							

Training Expenses

Education Curriculum Development (12 Months)	15,000	100%	3195	3,173	A1	V
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ATTACHMENT 1

a

CORPORATION SHARE (CNS)/EPA
FUNDS REQUESTED
FROM COG

DL Enrich Corps.

- Lower

INATE
and PM

A. PARTICIPANT SUPPORT COST

	Expenditures Aug-Oct	Projected Nov-Dec
Training and Education	\$6,296.00	\$3,333.34
Uniforms	\$5,700.00	Uniforms are an up front expense
Other	\$0.00	
Subtotal:	\$11,996.00	\$3,333.34

B. STAFF

Salaries	\$30,500.00	\$20,740.00
Benefits	\$6,231.25	\$4,237.25
Training		
Other		
Subtotal	\$36,731.25	\$24,977.25

C. OPERATIONAL

Travel	\$950.00	\$645.00
Transportation	\$3,355.00	\$2,236.67
Supplies	\$5,908.40	\$2,215.65
Equipment	\$3,000.00	Equipment is an up front expense
Other	\$0.00	
Subtotal	\$13,213.40	\$5,098.32

D. INTERNAL EVALUATION MONITORING

E. ADMINISTRATION

\$200.00	\$133.34
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Total A-E	\$62,140.65	+	\$33,542.25
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F. OTHER PARTICIPANT SUPPORT COSTS

Corporation Share
(MAXIMUM 85%)

	Number of Participants	Expenditures Aug-Oct	Projected Nov-Dec
Living Allowance	20	\$19,125.00	\$12,622.50
FICA and Worker Compensation	20	\$2,850.00	\$1,881.00
Health Care*	20	\$3,950.00	\$2,607.00
Alternative Health Care** (\$1,200 per eligible participant)			

Total (F)	\$25,925.00	\$17,110.50
-----------	-------------	-------------

Total (A-F)	\$88,065.65	\$50,652.75
-------------	-------------	-------------

Fed. 54%

47,555.45

P

27,353.49

74,907.0

match 46%

40,510.20

23,300.26

63,810.0

D.C. Hunger **Action**

Fighting Hunger and Poverty in Washington, D.C.

1317 G. Street, NW, Washington, DC 20005 • 202-347-4441

November 13 1981

To: Joel Berg - LAU-1131

from: Corleen Lee

Here are the materials you requested.

5 pages

D.C. Hunger Action

Fighting Hunger and Poverty in Washington, D.C.

1317 G. Street, NW, Washington, DC 20005 • 202-347-4441

April 14, 1994

B. Keith Canty
D.C. Service Corps
1511 K Street, N.W.
Suite 949
Washington, D.C. 20005

Dear Keith:

It has been good to meet with you and to discuss how D.C. Service Corps and D.C. Hunger Action can pool resources to accomplish some of the anti-hunger goals promoted by the USDA in its AmeriCorps proposal. I have attached here my proposal for the work D.C. Hunger Action would do and the costs associated with that work. I realize that this information is probably much more than you need for your purposes, but I found drafting a detailed plan very useful for my planning purposes. In any case, I turn the whole thing over to you. Feel free to condense as you see fit.

The total we request is \$10,096. This figure is based on the assumption that D.C. Hunger Action will train and assist just one ten-person crew. If we train five crews of ten young people, please add \$1440 to the cost of training and bring our total budget request to \$11,536. Yesterday's meeting with the USDA left me with the impression that it was not crucial that the crews rotate through each of the projects. As the head of a small agency, I prefer to work with just one crew.

In addition to providing the training and technical assistance proposed here, D.C. Hunger Action is available to participate on a limited basis in the development of need assessments for the other four elements of the AmeriCorps anti-hunger initiative.

If you need any further information about the service plan outlined here, the budget figures I have attached, or about D.C. Hunger Action itself, please do not hesitate to contact me. I look forward to working with you.

With best wishes,

Colleen Fee
Executive Director

enclosures

**District of Columbia Nutrition, Anti-Hunger and Empowerment Team
OUTREACH PROJECT**

Introduction/Organizational History

D.C. Hunger Action (DCHA) is a non-profit agency dedicated to fighting hunger and poverty in the nation's capital through information and referral, advocacy, and outreach. Started as a project of World Hunger Education Service, D.C. Hunger Action was developed in response to concerns expressed at the first D.C. Hunger Conference, held at the National Cathedral in October 1984. In June 1990, D.C. Hunger Action left World Food Day Convocation Committee and became a charitable corporation in its own right. Today D.C. Hunger Action employs seven people: the Executive Director, the Project Director, the Special Projects Consultant, and three outreach counselors. The Board of Directors consists of nine individuals who offer decades of experience in hunger and poverty-related issues. The staff and the Board of D.C. Hunger Action are racially, economically, and culturally diverse.

In a city where national concerns often overshadow local issues, DCHA has consistently championed the District's causes. Consequently, DCHA is known as the primary source of community-based information in the city. Food providers, local and national policy makers and the media look to us for accurate, up-to-date information regarding hunger and poverty data, food stamp eligibility, and emergency food resources for clients. With support from local and federal contracts and private foundations, DCHA has been able to meet these needs. We have developed educational materials aimed at service providers and students; resource booklets for social workers and clients; and informational flyers detailing where and how low-income people can access emergency food. In an effort to empower low-income people to know their rights around the food stamp program, DCHA has conducted door-to-door outreach and distributed informational flyers. We have also worked to ensure that, once clients know their rights, these rights are respected. DCHA participated in a class-action lawsuit against the District that resulted in fairer, more expeditious processing of food stamp application. DCHA is the only local organization that has gone door-to-door in 25 census tracts in 7 wards of the city, interviewing nearly 350 low-income families about the hunger issues they face. The results of these interviews will be published and distributed as part of the national Community Childhood Hunger Identification Project (CCHIP), the most rigorous and comprehensive study of childhood hunger to date.

Need to Be Met

Approximately 82,500 children under age 12 -- or one in eight -- in Washington, D.C. are hungry. Nearly one in four are either hungry or at risk for hunger (D.C. CCHIP, 1993). Hunger is defined as the physical and mental condition that comes from not eating enough food because of insufficient economic, family, or economic resources.

The root cause of hunger is poverty. Over 18 percent of the District of Columbia's residents lived in poverty in 1991, the most recent year for which we have data (D.C. Commission on Social Services, 1992). More than one in four District children under 18 live in poverty, placing the city fourth from the bottom in measures of childhood poverty (Annie E. Casey Foundation, Kids Count 1993).

While over 14 federally-funded food assistance programs and countless private food providers exist to aid low-income families, these programs are severely underutilized. Low-income people -- especially those not involved in other public assistance programs -- simply do not know these programs exist; believe myths about eligibility requirements or program models; or experience barriers in accessing these programs.

In the course of its outreach efforts and its research for the Community Childhood Hunger Identification Project, D.C. Hunger Action learned that of the nearly 350 families it interviewed, only 15 or 20 knew about the Summer Food Service Program; just a handful had ever participated. Only 53 percent of those who met the income requirements for the Special Supplemental Food Program for Women, Infants, and Children (WIC) received benefits. And nearly a third of those eligible for the Food Stamp and School Breakfast programs did not participate.

It has been D.C. Hunger Action's experience that a great deal of misinformation exists regarding public assistance programs, and that accurate, understandable data about these programs goes a long way in helping clients access services. By presenting low-income people with information about available resources through the AmeriCorps District of Columbia Nutrition, Anti-Hunger and Empowerment Team, D.C. Hunger Action and the seek to mitigate some of the hunger experienced in the District of Columbia.

Goals and Objectives of the AmeriCorps District of Columbia Nutrition, Anti-Hunger, and Empowerment Team Outreach Project

Hungry individuals and those at risk for hunger need to be educated about the existence of and value of food assistance programs. The AmeriCorps Nutrition, Anti-Hunger and Empowerment Team Outreach Project intends to meet the information and referral needs of the District's low-income population through the distribution of informational flyers. AmeriCorps members will engage in door-to-door, school-based and on-the-street outreach in an effort to publicize food assistance programs. They will also be

trained to answer basic questions about the programs. In the ten month period from September to June, AmeriCorps crew members will:

- * Distribute informational flyers door-to-door an effort to educate low-income families about their eligibility for the food stamp program and the school breakfast program;

- * Design flyers and posters publicizing the School Breakfast Program in the five neighborhoods and schools with the lowest participation rates in the program;

- * Post the School Breakfast flyers and posters in area grade schools and middle schools;

- * Distribute flyers detailing the locations of soup kitchens and food pantries to homeless people living on the streets.

During the summer month of July and August, Corps members will concentrate their efforts on increasing participation in the Summer Food Service Program by:

- * Distributing flyers in neighborhoods with summer food sites;

- * Staffing designated food service sites. Activities might include organizing recreational activities and preparing and distributing lunches.

Methodology

D.C. Hunger Action staff will develop and print training and outreach materials (except in the case of the School Breakfast Outreach Project, where the Corps members will develop their own outreach materials); develop a needs assessment that targets specific neighborhoods and populations; and provide training to Corps members. Relying on a combination of traditional classroom techniques and role playing, training will consist of discussions about hunger generally and about hunger in the District specifically; education about the food assistance programs targeted in the outreach; and sessions on how to address potential problems in the field. D.C. Hunger Action staff will remain available for technical assistance throughout the duration of the project.

Budget

	Requested	Donated	Total
Personnel			
Executive Director	\$4010	\$1570	\$5580
Project Director	\$3990	\$375	\$4365
Outreach Worker	\$280		\$280
Taxes/benefits	<u>\$2556</u>		<u>\$2556</u>
TOTAL PERSONNEL	\$10,836	\$1945	\$12,781
Non-Personnel			
Rent	\$000	\$1320	\$1320
Photocopying	\$102	\$460	\$562
Materials	\$100		\$100
Travel	\$36		\$36
Misc.	<u>\$100</u>		<u>\$100</u>
	\$338	\$1780	\$2118
TOTAL	\$11,174	\$3725	\$14,899

SCHEDULE OF FORMS FOR D.C. SERVICE CORPS AMERICORPS PROJECT

Resp. Party	D.C. NATIONAL SERVICE COMMISSION	DUE	STATUS	DEPARTMENT OF TRANSPORTATION	DUE	STATUS	ENVIRONMENTAL PROTECTION AGENCY	DUE	STATUS	USDA	DUE	STATUS
Partner WRITES DCSC SIGNS	CNCS Direct Application		DONE	CNCS Direct Application		DONE	CNCS Direct Application		DONE	CNCS Direct Application		DONE
CNCS WRITES Partner SIGNS	CNCS/D.C. NSC Prime Cooperative Agreement			CNCS/DOT Prime Cooperative Agreement		DONE	CNCS/EPA Prime Cooperative Agreement		DONE	CNCS/USDA Prime Co- Operative Agreement		DONE
				OSEC/FTA Reimbursable agreement			EPA/COG Cooperative Agreement/Grant			AD 672 Reimbursable agreement		DONE
							COG/DC Service Corps Contract			AD 673 Request to Bill		DONE
										AD 742 Transfer of Funds		DONE
				SF 424 Request for Federal Assistance						SF 424 Request for Federal Assistance		DONE
				SF 424-a Budget for Request for Federal Assistance						SF 424-a Budget for Request for Federal Assistance		DONE
Partner WRITES DCSC SIGNS	D.C. NSC/D.C. Service Corps sub-cooperative agreement			DOT/D.C. Service Corps Sub-Cooperative Agreement						USDA/D.C. Service Corps Sub-Cooperative Agreement		
	D.C. NSC award document to DCSC						D.C. Service Corps invoice to COG			SF 270 Request for Advance or Reimbursement		DONE
	D.C. Service Corps Invoice to D.C. NSC									AD 757 Miscellaneous Payment		DONE
	Check or wire transfer is made to D.C. Service Corps			Check or wire transfer is made to D.C. Service Corps			Check or wire transfer is made to D.C. Service Corps			Check or wire transfer is made to D.C. Service Corps		
	Monthly and Quarterly Reports			Monthly and Quarterly Reports			Monthly and Quarterly Reports			Monthly and Quarterly Reports		

Note: Shaded items are items that are the sole responsibility of the Partner(s) (DCCNS/DOT/EPA/USDA).



Washington Gas
District of Columbia Division

1100 H Street, N.W.
Washington, D.C. 20080

Roberta Willis Sims
Vice President & General Manager
(202) 624- 6665

November 30, 1994

Agencies Funding AmeriCorps Programs
Through DC Service Corps
c/o Ms. Meg Maguire
Senior Program Officer
AmeriCorps, Corporation for National Service
1201 New York Avenue, NW
Washington, D.C. 20525

Dear Madames/Sirs:

I write to provide the following additional information in response to your memorandum dated November 14, 1994:

1. The meeting of November 8th lasted for over six hours. Issues raised included:
 - o communications regarding health care, day care, misinformation
 - o rules and policies - tardiness handbook, docked pay, Saturdays, no shows, make-up hours, corpsmember input
 - o Employee manual regarding leave and sick days
 - o program planning
 - o team leader meetings
 - o orientation for new corpsmembers
 - o rotation problem
 - o Friday, as education day
 - o Staff development - team building, conflict resolution

In subsequent discussions with the team leaders and actions taken by the DCSC, the issues above were resolved or are in the process of being resolved. For example:

Page 2

Ms. Meg Maguire

November 30, 1994

- o Each corpsmember has been enrolled in the NASCC health care program.
- o Provisions for daycare services have been arranged for those corpsmembers needing these services.
- o The issues regarding rotation have been discussed with and accepted by team leaders and corpsmembers. To alleviate further concerns, corpsmembers have met with their agencies to outline and develop program initiatives for the 1994-95 fiscal year.
- o A three-day (11/21-23) re-orientation was provided to all corpsmembers. Representatives from the Environmental Protection Agency, Department of Transportation, U.S. Department of Agriculture and the D.C. State Commission on Community Service took part in the program.

Dr. Jeff Johnson conducted a half-day session on team building. The culmination of this work resulted in the creation and acceptance by team leaders and corpsmembers of a vision statement for the D.C. Service Corps.

Corpsmembers also participated in workshops on tutoring tips for children, professionalism in the workplace, and working with the elderly.

In addition, committees comprised of one representative from each team have been established. These committees are the Education Day, Signature Day, (Saturday-special community service projects), Fundraising and Special Events, and the Discipline committees.

Communication among team leaders, corpsmembers and the DCSC administration has improved significantly. This communication occurs in one or more of the following ways: during "PT", team leader meetings, and in the convening of general sessions.

2. NASCC memberships/Health policy - The D.C. Service Corps has been a member of NASCC since 1991. The health policy is carried by NASCC.
3. No response required.

- 4.6. Team Leader salary calculations - The teams are based on a 10:1 corpsmember/supervisor ratio. The fair share cost is 2.3% to support DC's 23 corpsmembers. It ensures a fair costing allocation to each sponsoring agency across the program based on the number of corpsmembers assigned to each project sponsor. This method is used with all project sponsors to develop fair share cost.

The formula is:

23 (corpsmembers) divided by 10 (team base size) times 100% (percent of time engaged) times \$23,000 (salary) equals the team leaders budget figure.

Commission Staff indicated in its November 9 meeting with the DCSC and other grantors that the Commission staff's only outstanding issue was related to team leader salaries.

5. USDA/EPA Interpretations - This issue has been resolved. Corpsmembers will remain on site and rotate within the program. The DCSC has arranged and teams have met with the sponsoring agencies on enhancing the programs currently in place by incorporating additional components based on their particular theme. The proposal that was accepted included incorporating additional components based on the agency's particular theme. The program design team is comprised of appropriate team leaders, corpsmembers, the Deputy Director, and ARE staff.

Corpsmembers also contributed their input to the program enhancement phase during re-orientation, which was held November 21-23, 1994. The discussion regarding rotation was accepted by corpsmembers in a general meeting held on November 16, 1994.

7. ARE provides services to over 700 youngsters, ages six weeks to 17 years, on any given day through various programs which are located in the four quadrants of the city.

- o Family Day Care Homes (see enclosure)

ARE operates 16 family daycare homes which service children 6 weeks old through 5 years of age.

- o Infant Centers (school based)

ARE operates the Dunbar, Spingarn, and Ballou Child Development Centers. These centers provide daycare services to teenage parents who

wish to return to school after their pregnancies. These centers service infants through 5 years old.

o Celebration in Learning

This comprehensive child care center is located at Slater School and services children 2 1/2 to 5 years of age.

o Headstart

The District of Columbia Public Schools has a contract with ARE to provide Headstart services to children 3 to 5 years of age. ARE operates a model Headstart program, which consist of two classrooms, totaling 33 children.

o Developmental Before & After School Programs (DB/A)

ARE operates 14 DB/A programs which service children in PreK through 6th grade.

o Home Study Centers

ARE operates 6 Home Study Centers which service children in grades Kindergarten through 12th grade.

In addition, ARE is a member of the Washington Child Development Council, a consortium of some fifty early childhood programs around the city that share referrals.

8. The following information pertains to your inquiry regarding ARE's involvement in an administrative oversight capacity, with the D.C. Service Corps:

o Upon funding availability, ARE Inc. will be paid the equivalent of the salaries that would have been allocated to the executive director and the administrative officer.

o Staff to be involved in an administrative oversight capacity are: Mrs. Brenda Strong Nixon, Dr. Helen Turner, Mr. Robert Fleming, Mr. Sheldon Jones, Ms. Serita Kelsey and Mrs. Theresa Richardson (resumes and ARE statement of capability are enclosed). Further, ARE will pull other staff with specialized experiences and capabilities from its staff of over 194.

- o ARE, Inc. currently employs 194 people to implement its various programs that serve over 700 young people daily. In addition to its 12 month programs, ARE, Inc. operates the largest summer youth employment program in the District of Columbia. Over the past 15 years, the effort has provided over 50,000 young people, ages 14-21 years old in meaningful/community oriented summer work.

The utilization of ARE, Inc. in the capacity described above is designed to provide continuity to a Corps that is in transition, to serve as a stabilizing agent, and to act as a bridge in support of the new Executive Director during his or her transition phase. The Board will assess the need in the future for ARE's services as the need arises. Documents are enclosed which detail the capabilities of ARE and which highlight its credentials.

9. Regarding the meeting with the member who is hearing impaired, the Deputy Director is seeking appropriate assistance through the Deaf Pride organization. Currently, the corpsmembers Team Leader is fluent in sign language and is serving as her communication link. Further, the team is learning how to sign through the Team Leader and their colleague (corpsmember) who is teaching them this new language. The Team is also looking forward to attending a Deaf workshop on Friday, December 2, 1994, because they are excited and very interested in learning how they can better communicate with their fellow corpsmembers and they also see the intrinsic value of learning how to communicate by signing.

With respect to your statement regarding numerous meetings with AmeriCorp members and Ms. Nixon as being "contentious", Ms. Nixon has had only two meetings with all of the AmeriCorp members. The first meeting concerned the fiscal situation of the organization, and involved a discussion of the allegations and misunderstandings that pervaded the Corps. Given the climate due to the widespread misinformation, the beginning of the meeting was strained. However, once corpsmembers understood that they would be paid, as they had been since joining DCSC, and after other issues were addressed, the strained atmosphere was abated.

The purpose of the second meeting of the corpsmembers was to apprise them of the rotation issue and to invite their participation, through their team leaders and corpsmember representatives on various committees, specifically created to address their needs.

10. The DCSC has raised \$98,540 of the \$199,000 target to be raised for this grant

year. The fact that we have been able to raise almost half of the match in spite of all that has transpired should be seen and recognized as our good faith effort to keep our part of the bargain to the young people of the DCSC.

With respect to DCSC's fundraising plan, we submitted proposals to various funding sources. These include Ford, Annie E. Casey, Dewitt Wallace, Kellogg, Carnegie and Pew Charitable Trust Foundation. We will also be seeking continued support from the Agnes Myer Foundation. The organization will reach out to corporations that are familiar with the D.C. Service Corps and we will also continue our quest to broaden our funding base by seeking new alliances with corporations not familiar with our community service work. The DCSC will also seek funding with the District government through such agencies as the D.C. Department of Employment Services, Summer Youth Employment Program.

11. Regarding the EPA's team attendance -- the initial understanding with EPA was to field a team of 20 corpsmembers (2 teams). However, the DCSC recruited and hired eleven corpsmembers for this component. The DCSC stopped recruiting when funding from EPA did not materialize on schedule and as of this date is still not in place. Four of the participants resigned, leaving seven corpsmembers on this team. The reasons why the four members resigned are basically the same reasons for the absences of some of the other members. They are as follows:

The corpsmembers were not and to date have not received the appropriate clothing and equipment to do the work they were asked to complete;

This work was all manual labor, such as tree planting, removal of thickets and other kinds of heavy duty forestry work;

Regarding corpsmembers leaving the site early -- according to the Deputy Director, some corpsmembers at the EPA site left at 3:00 pm, because there was no work to be completed. Those corpsmembers who left early will make up the time lost on Saturdays, performing various community service activities.

The DCSC has corrected the filing discrepancies by placing the necessary documents in the participants files and staff have been trained in the proper procedures.

Since the November 3rd report by Mr. Canty, several members resigned. Files were made available for 53 members. As was indicated previously, the DCSC

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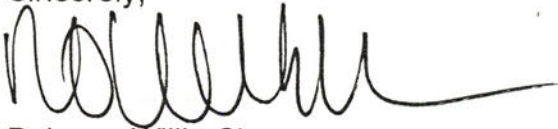
Ms. Meg Maguire

November 30, 1994

did not think it was prudent to bring the Corps up to its full complement of 78 participants, when only one AmeriCorps sponsoring agency had committed funds. Since that time another AmeriCorps agency has committed resources and we have therefore hired corpsmembers to complete their teams and have replaced those corpsmembers who have resigned from existing teams with new recruits. As of Monday, November 21st, 58 corpsmembers will be on board.

On behalf of the Board of Directors, we remain optimistic that the issues raised have now finally been addressed to your satisfaction and that we will be able to move forward as expeditiously as possible with a fully funded DC Service Corps to serve well the needs of the District of Columbia.

Sincerely,

A handwritten signature in black ink, appearing to read 'Roberta Willis Sims', with a long horizontal flourish extending to the right.

Roberta Willis Sims
Chairman of the Board

Enclosures

Eric Schwartz -

NEXT WPPH

Patricia - Joint applications
Environmental

Via

Will Dorey