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Federal Register, Part IV: Corporation for National and Community Service

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Wednesday
February 9, 1994

National Information Center
for Service Learning
1954 Buford Ave, Room R290
St. Paul, MN 55108-6197

Federal Register

Part VI

**Corporation for
National and
Community Service**

**Community Service—Summer of Safety
Learn and Serve America Program;
Notice**

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

Community Service—Summer of Safety Learn and Serve America Program

AGENCY: Corporation for National and Community Service.

ACTION: Notice of availability of funds.

SUMMARY: The Corporation for National and Community Service announces the availability of up to \$400,000 for grants to support innovative summer service-learning initiatives that address public needs. These funds will provide service opportunities for more than 1,000 youth to serve their communities. Operating grants will be awarded on a competitive basis to qualified public or private nonprofit organizations for the purpose of implementing exceptionally innovative, high-quality community-based service-learning programs.

DATES: The deadline for the submission of proposals is Monday, March 21, 1994.

ADDRESSES: All proposals should be submitted to the Corporation for National and Community Service, 1100 Vermont Avenue, NW., Washington, DC., 20525.

FOR FURTHER INFORMATION CONTACT: Ruby Anderson, senior program officer, at the Corporation for National and Community Service, (202) 606-5000.

SUPPLEMENTARY INFORMATION:

Background

On September 21, 1993 the President signed into law the National and Community Service Trust Act (the Act), which created the Corporation for National and Community Service (the Corporation). The Corporation's mission is to engage Americans of all ages and backgrounds in service that addresses the nation's educational, public safety, health, and environmental needs to achieve direct and demonstrable results. In doing so, the Corporation will foster civic responsibility, strengthen the ties that bind us together as a people, and provide educational opportunity for those who make a substantial commitment to service.

The Corporation is a new federal agency that encompasses the work and staff of two existing independent agencies, the Commission on National and Community Service and ACTION. The Corporation will fund a new national service initiative called AmeriCorps, service-learning initiatives for elementary and secondary schools and institutions of higher education called Learn and Serve America, and the new National Civilian Community

Corps. The Corporation will also engage in efforts to improve the quality of service programs and continue to support the Volunteers in Service to America (VISTA) program and the senior volunteer programs previously sponsored by ACTION.

The Act authorizes the Corporation to support summer service programs directly (such as the Summer of Safety) and indirectly, in conjunction with the States. Programs that operate during the summer offer an excellent opportunity to experiment with new approaches to solving community problems and to bring new resources and participants into community service efforts.

Objectives of the Summer of Safety Program

"Summer of Safety," the Corporation's 1994 summer service program, is being launched in response to growing concern and frustration over the levels of crime and violence across the country. The 1994 Summer of Safety program will demonstrate the potential of service as a means of addressing these community problems by tapping the talents and energies of Americans of all ages and backgrounds.

The Learn and Serve America component of Summer of Safety will support community-based initiatives that provide youth with opportunities to learn and develop their own capabilities through service-learning. Service-learning is an educational method which engages young people in service to their communities as a means of enriching their academic learning, promoting personal growth, and helping them to develop the skills needed for productive citizenship. Summer of Safety will promote youth development and address the public safety needs of communities by achieving the following objectives:

- Supporting community-based organizations to create, develop, and offer public safety-related service-learning opportunities for youth between the ages of five and 17 inclusive;
- Building new partnerships and collaborations for safety that capitalize on a broad range of community resources;
- Demonstrating that young people can play a role in making communities safer; and
- Stimulating public interest in national service as a means to respond to America's problems.

Program Overview

The Learn and Serve America Summer of Safety Program is designed to engage young people in meeting the

public safety needs of their communities. In doing so, these projects can build positive community relationships, with young people involved; provide hands-on education in crime prevention that will be shared with parents, siblings and other youth; increase crime reporting by youth; help prevent crimes against and by youth; and help young people play a role in making their neighborhoods safer.

The Corporation will fund up to eight exceptionally innovative summer programs that will operate for eight to ten weeks during the summer months. Selected programs will be officially launched on June 21, and should end by August 24. Grants will be made to programs recruiting a minimum of 100 participants between the ages of five and 17 inclusive and will range from approximately \$50,000 to \$75,000.

Eligible applicants must be public or private nonprofit organizations experienced in working with school-age youth. In addition, a nonprofit must have been in existence for at least one year. Summer of Safety programs should be carried out by community-based organizations, including law enforcement, in partnership with one or more local education agencies or other organizations. Programs must be based on the creative and innovative application of service-learning opportunities that address community public safety needs. In addition, the Corporation encourages programs that encompass multiple sites.

Summer of Safety will support community-based programs that engage youth of different ages, races, genders, ethnic groups, disabilities, or economic backgrounds in a variety of service-learning activities. These service-learning activities must promote personal growth and, at the same time, address the community's public safety needs. Possible program activities could include:

- Training youth in conflict resolution strategies to function as peer mediators to reduce violent conflicts among other youth. Participants would gain self-esteem, develop problem-solving, communication and critical thinking skills, and a better understanding of how to resolve differences effectively without violence.
- Youth researching public safety issues in their community through contacts with local law enforcement officials, residents and crime prevention organizations in order to develop service projects that address specific needs like a neighborhood playground cleanup with a recycling component

and then a public awareness campaign aimed at keeping playgrounds clean, safe and hazard-free.

- Older youth leading younger children in creating posters and brochures that cover first aid, crime prevention, reporting crime, substance abuse prevention or other topics. Development of the materials might involve youths working with representatives of law enforcement, crime prevention and substance abuse prevention organizations, local emergency health care employees, local residents or other youth. Participants might also present their material and ideas to local officials and residents at community meetings.
- Middle school and high school age youth teaching young children about violence prevention, substance abuse prevention, vandalism prevention, self-esteem, and peer pressure. The older youth research issues and design the presentations developing their research, organizational and public speaking skills.
- Young people of all ages designing and coordinating a crime prevention or public safety fair with exhibit booths and workshops. Youth participants can use art and vocational skills and improve their organizational and communication skills through presentations. They will build self-confidence and awareness of the community's resources through soliciting community groups and businesses for their input and support.
- Plays, skits and puppet shows with crime, violence, drug prevention, or self-protection themes that are written and organized by teens and presented to younger children. This project requires participants to utilize writing skills and creativity and increases their knowledge of substantive public safety issues.
- Young people tackling the issue of substance abuse in their community by conducting a survey of their peers, analyzing the responses, and developing strategies for combating the identified problems. This project will incorporate peer counseling and peer involvement leading to improved interpersonal skills.
- Participants creating a peer court system where youth are trained by local justice experts to be the judges, lawyers, jurors, bailiffs, and court clerks. They hear and try cases involving peers, make real judgments and pass actual sentences. Young people would learn how the legal system works and gain excellent analytical and communications skills.

Funding Guidelines

The Corporation expects to make grants ranging from \$50,000 to \$75,000. There are four basic requirements concerning program funding for Learn and Serve America Summer of Safety grants:

- The Corporation share of the total cost to carry out a funded project may not exceed 90 percent.
- A qualified organization must spend no more than five percent of the grant funds on administrative costs for any fiscal year.
- A qualified organization may spend between 10 and 15 percent of the grant to build capacity through training, technical assistance, curriculum development, and coordination activities.
- Stipends, allowances, or other financial support may not be paid to any program participant except as reimbursement for transportation, meals, and other reasonable out-of-pocket expenses directly related to program participation.

Restrictions Governing the Use of Corporation Assistance

Corporation assistance may not be used:

- To provide religious instruction, conduct worship services or engage in any form of proselytization;
- To assist, promote, or deter union organizing;
- To finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office;
- To impair existing contracts for services or collective bargaining agreements; or
- To make up for any budget cuts in State or local public funds in this or the preceding fiscal year.

Selection Criteria

Applications for Learn and Serve America Summer of Safety programs will be evaluated based on the following criteria which are listed in order of importance with maximum points for each item listed:

- (1) Quality (70)
 - (a) Concept and Design (40)
 - The plan meets community needs and involves individuals from diverse backgrounds (including economically disadvantaged youth and disabled individuals) who will serve together and explore the underlying causes of public safety problems.
 - The goals and objectives of the plan are appropriate for promoting community-based service-learning.
 - The plan provides for productive, meaningful, educational experiences

that incorporate service-learning methods.

- The extent to which service projects will be carried out in areas that are economically or environmentally distressed (such as empowerment zones, redevelopment areas, or other areas with high concentrations of low-income people).
- The extent to which the program will recruit participants from among residents of the communities in which service projects would be conducted.
- The extent to which the program will involve participants and community residents in the design, leadership, and operation of the program.
- The extent and quality of the program's partnership, including the ongoing involvement of partners and the applicant's plan for partnership maintenance.

(b) Organizational Capacity (30)

- The plan describes a sound process for training, technical assistance, supervision, quality control, evaluation, administration, and other key activities.
- The principal leaders who will implement the plan are well qualified for their responsibilities.
- The plan describes the experience in operating public safety and/or community service initiatives.
- The plan describes the track record demonstrating capacity to organize and facilitate partnership of participating agencies and organizations.
- The plan describes ability to conduct fiscal affairs of program.

(2) Innovation and Replicability (15)

- The plan is unique and innovative in its approach to applying service-learning strategies to promote public safety.
- The applicant demonstrates the ability to assist others in replicating the program concept.
- The plan advances knowledge about how to do effective and innovative community service-learning aimed at addressing public safety needs.

(3) Sustainability (15)

- The plan fosters collaborative efforts among community-based organizations, local educational agencies, and local government agencies, and/or businesses.
- The plan has strong, broad-based partnerships and has community support.
- The program shows evidence of a cost-effective approach in using Corporation and other Federal funds and non-Federal resources (cash or in-kind).

- There is evidence that financial resources will be available to continue the Learn and Serve America effort after the expiration of the grant.

Proposal Guidelines

The application consists of, among other things, the submission of a proposal that describes how the qualified organization will promote, manage, and evaluate a community-based service-learning project which addresses public safety needs.

The application must contain the following components in this order:

- (1) Title page
- (2) Abstract
- (3) Program narrative
- (4) Institutional and personnel information

(5) Budget information
 (6) Assurances signature form
 (7) Certification signature form
 (8) Appendices

The following information describes requirements for each component listed above.

I. Title Page

Please complete the attached form.

II. Abstract

Attach a one-page, double-spaced summary following the title page. It should describe the proposal's.

- goals and objectives;
- proposed activities; and
- expected outcomes.

III. Program Narrative

This portion of the proposal, not to exceed 20 typed, double-spaced pages, should cover a period of eight to ten weeks. The program narrative must include the following items (the questions under each section are not prescriptive but illustrative).

(A) Needs

- What specific unmet public safety need(s) will the applicant seek to address through service-learning strategies?
- What process will be, or has been, used to determine the need(s)?
- Who will be, or has been, involved in making the determination?
- How will youth participants be involved?

(B) Demographics

- How will the applicant ensure broad-based community involvement in identifying service-learning projects and diverse participant mix (different ages, grade levels, races, genders, ethnic groups, disabilities, or economic backgrounds)?
- How will community input be encouraged?

- What will be the geographic breakdown (rural, suburban, urban, etc.)?
- What will be the socio-economic and ethnic breakdown of the participants?

(C) Goals and Objectives

Describe the goals and objectives of the proposal.

- What are the desired, time-phased, and demonstrable outcomes?
- How will the program be innovative?
- How many youth will be involved in the program?
- How will service-learning be integrated into community-based program curricula?
- Who are potential local partners?
- What is your expected participant impact? For example, what knowledge, skills, and attitudes will participants achieve as a result of service-learning?
- What is the expected community impact? For example, how many local organizations will benefit, how many people will be served, how many hours of service will be provided, and what improvements will result from student service-learning?
- How will your goals and objectives build on the existing service-learning activities in the local community? For example, what current service-learning programs exist, and what will be their relationship to the program?

(D) Design and Activities

(1) Participant Recruitment

- How will the applicant recruit the minimum of 100 program participants between the ages of five and 17 inclusive?
- Will the program focus on a particular age group?
- What will be the criteria for participant selection?
- How will the applicant ensure diversity among participants?

(2) Training and Building Capacity for Service-Learning

- What training will be provided?
- Who will provide the training?
- Who will receive the training, (e.g. teachers, staff, participants organizations and agencies, community members, and other adults)?
- What technical assistance will be provided to other communities who would like to implement successfully-tested local models?
- What partnerships will be developed?
- What outreach to other community-based organizations, local education agencies, or local government agencies will be conducted?

(3) Types of Service Activities Offered

- How will you ensure age-appropriate public safety-related service-learning activities?
 - Who will determine what service activities are offered?
 - How will participants be oriented or prepared for their service-learning experiences?
 - What opportunities will be provided to participants to reflect on their service-learning experiences?
 - How will professionals in the service-learning field be involved?
 - Who will be responsible for coordinating this effort?
 - How will student input be obtained?
 - How will service opportunities for economically and educationally disadvantaged youth and individuals with disabilities be assured?
- ##### (4) Coordination
- What are the roles and responsibilities of program partners?
 - If the program involves multiple sites, how will they be coordinated? What will be the common elements?
 - How will information be disseminated and outreach efforts be conducted to ensure the involvement of a wide range of organizations?
 - Will service-learning activities be coordinated with federally and non-federally assisted education and training programs?
 - How will the plan promote public awareness of service-learning and recognize exemplary service?

(E) Quality Control and Evaluation

- How will the applicant conduct program management?
- How will the achievement of goals and objectives and timely implementation be monitored?
- How will the qualified organization provide on-going self-evaluation (e.g. data collection, measuring outcomes, and assessing the process to make improvement as needed)?
- At the end of the summer, what difference will the program have made?

(F) Sustainability of the Program

- How will the applicant replicate or sustain its efforts after the Corporation funding is completed?
- Will potential funding sources be identified?
- Is there a commitment to support service-learning activities after Summer of Safety funding expires?
- Will the program be linked to other State, Federal or local initiatives?

(G) Institutional and Personnel Information

This portion addresses the applicant's, its staff's, and its partners'

capability to manage a local service-learning program. The applicant should describe its:

- Experience in administering service-learning programming;
- Capacity to operate service-learning programs, including information on experience of key staff members or plans to recruit for that expertise;
- Capacity to evaluate service-learning programming, including information on the staff person responsible for this component or plans to recruit for that expertise.

(H) Budget Information

Complete the budget form provided on page xx. Applicants may request between \$50,000 and \$75,000. Also provide a budget narrative that explains both federal and non-federal resources which include:

- The basis used to estimate the total cost for each line item; and
- How each line item relates to the proposed program.

The budget should be sufficient to perform the task described in the proposal narrative. It should not contain unexplained amounts for miscellaneous or contingency costs or unallowable line items such as stipends.

(I) Assurances Signature Form

Programs that are funded will be required to sign a form certifying that they will agree to perform all actions and support all intentions stated in the assurances.

(J) Certification Signature Form

Because grants from the Corporation are federal grants, potential grantees will be required to execute federal certifications, including drug-free workplace, buy America, prohibition on lobbying activities, and debarment, suspension and other responsibility matters.

(K) Appendices

This portion of the proposal is limited to five pages. Items could include:

- Partnership information;
- Letters of support with details on cooperation;

—Brochures, pamphlets, and publicity items.

Video and cassette tapes should not be submitted.

Term of Grants

Programs should consider June 21 as the official date to launch their efforts, and programs should end by August 24.

Review Process

The Corporation will review these applications in a multi-stage assessment process, including a peer review and staff review and approval. Additionally, the Corporation may conduct discussions and/or site visits with some or all applicants. Applicants should be prepared to participate if requested.

Submission Procedure

Applicants must mail or hand-deliver an unbound original and seven unbound copies of the complete application to the address listed at the beginning of this notice.

Appendix: Definitions

Administrative costs. Administrative costs are costs associated with the overall administration of a Corporation program. Such costs include the following: (1) Indirect costs (e.g., costs identified with two or more cost objectives but not identified with a particular cost objective) as described in applicable provisions of Office of Management and Budget Circulars that relate to indirect costs; (2) costs for financial, accounting, or contracting functions; (3) costs for insurance that protects the entity that operates the program; and (4) costs for salaries and benefits of the director and any other administrative staff of the program. Administrative costs do not include allowable costs directly related to program operations, such as the following: (1) Costs for living allowances and training of participants; (2) costs for staff training; (3) costs for travel; (4) costs related to the evaluation of the program; (5) costs for salaries and benefits of staff who recruit, train, place, or supervise participants. Particular costs such as those associated with staff who perform both administrative and program functions may be prorated between administrative costs and costs directly related to program operations.

Community-based agency. A community-based agency is a private nonprofit

organization (including a church or religious entity) that is representative of a community or a significant segment of a community, and is engaged in meeting human, educational, environmental, or public safety community needs.

Grantmaking entity. A grantmaking entity for school-based programs is a public or private nonprofit organization experienced in service-learning that submits an application to make grants for school-based service-learning programs and was in existence at least one year before the date on which the organization submitted the application.

Local Educational Agency (LEA). Local Educational Agency has the same meaning given such term in section 1471(12) of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 2891(12)).

Partnership. A partnership is an organization comprised of two or more entities that entered into a written agreement specifying the responsibilities of each partner with respect to a service-learning program.

Qualified organization. A qualified organization is a public or private nonprofit organization, other than a grantmaking entity, that has experience in working with school-age youth, and that was in existence at least one year before the date on which the organization submitted an application for a service-learning program.

School-age youth. School-age youth are individuals between the ages of 5 and 17, inclusive; and children with disabilities as defined in section 602(a)(1) of the Individuals with Disabilities Education Act (20 U.S.C. 1401(a)(1)), who receive services under part B of such Act.

Service-learning. Service-learning is a method whereby participants or participants learn and develop through active participation in thoughtfully-organized service that is conducted in and meets the needs of a community; is coordinated with an elementary school, secondary school, institution of higher education, or community service program, and with the community; helps foster civic responsibility; is integrated into and enhances the academic curriculum of the participants, or the educational components of the community service program in which the participants are enrolled; and provides structured time for the participants or participants to reflect on the service experience.

Dated: February 4, 1994.

Catherine Milton,

Vice President and Director of National and Community Service Programs.

BILLING CODE 6820-BA-M

Title Page**Learn and Serve America – Summer of Safety**

1. **Proposal Title:** _____

2. **Legal Applicant:** _____

Contact Person's Name: _____

Address: _____

City, State, Zip: _____

Phone/Fax: _____

3. **Employer ID Number:** _____

IRS Tax Number: _____

4. **Project Director:** _____

Organization's Name: _____

Address: _____

City, State, Zip: _____

Phone/Fax: _____

5. **Budget:**

Corporation Funds Requested: _____

Total Budget Amount: _____

6. **Duration of Project:**

Start Date: _____

End Date: _____

7. **Anticipated Number of Participants:** _____

8. **Certification:**

The applicant certifies to the best of his/her knowledge and belief that the data in this application are true and correct and that the filing of the application has been duly authorized by the governing body of the applicant and that the applicant will comply with the assurances required of applicants if the assistance is approved.

Name: _____ Signature: _____

Title: _____ Phone: _____ Date: _____

Learn and Serve America – Summer of Safety – Budget Form

*Please attach the Budget Narrative to this page.
Instructions for this form are on the following page.*

	+ <u>Corporation</u> Funds Requested from the Corporation	+ <u>Match</u> Other Federal/ State/Local/ Private Funds	= <u>Total</u> Total Program Funding
A. Community-Based Service-Learning	_____	_____	_____
B. Planning and Capacity Building (e.g. training/technical assistance/ evaluation; not less than 10% and not more than 15% of Corporation funds.)	_____	_____	_____
C. Administration (not to exceed 5% of Corporation funds)	_____	_____	_____
D. Other (please specify in Budget Narrative)	_____	_____	_____
TOTAL	_____	_____	_____
	(not to exceed 90% of total program cost)		