

LISC

*Helping neighbors
build communities*



Supervisor Handbook

2004 – 2005

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Appendix A: Member Objective Worksheets, Member Monthly Reports & Tools to Measure Impact

This handbook is not a legal document. It serves as a summary only and may in no way supersede any part of the Agreement of Participation. In the event of a discrepancy, determination will be ruled by the terms of conditions within the agreement of Participation.

Welcome

Mission Statement

The mission of the LISC AmeriCorps program is to transform distressed neighborhoods into healthy communities by placing AmeriCorps members with Community Development Corporations (CDCs). LISC AmeriCorps will strengthen communities by engaging neighborhood residents in community revitalization efforts by recruiting volunteers, forming local associations and forming partnerships with other agencies. By training the AmeriCorps members and offering them the opportunity to serve in communities, we will expand the pool of neighborhood leaders, particularly those that reflect the neighborhood being served, with the skills and drive to effect long term change in their communities.

History of LISC

LISC is the nation's largest support organization for grassroots community building. It mobilizes partnerships to help local people rebuild deteriorated neighborhoods and rural areas across America. LISC provides funding and technical know-how to community development corporations (CDCs). These grassroots community enterprises create affordable homes for working families, spur commercial investment, create jobs and expand opportunity in low-income neighborhoods. LISC believes that CDCs are the best vehicles for transforming their own neighborhoods because they bring together the best of the private and public sectors -- CDCs are locally controlled; they build working partnerships in neglected areas; they encourage private sector investment, and they produce tangible results.

Established by the Ford Foundation and six corporations in 1979, LISC is the nation's largest nonprofit community development support organization, with 38 local programs working in over 300 cities and urban counties across the country. LISC also works in neglected rural communities, supporting CDCs in 37 states and Puerto Rico. LISC has been a significant force in the CDC movement directly helping support over 2,200 CDCs to build or rehabilitate 128,000 affordable homes and almost 20 million square feet of retail, community, and educational space.

LISC serves as an extraordinary vehicle through which the private sector gets involved in community revitalization. Through strong relationships with over 2,300 corporations, foundations and public agencies, and increasing numbers of individual donors, LISC has raised over \$4.5 billion to support grassroots community revitalization.

The local/national partnership, through which national LISC provides matching resources and support to locally initiated programs, is integral to LISC's approach to community-based development. LISC and its affiliates provide grants, loans, and equity to CDCs for community revitalization. LISC's 38 program areas are guided by civic leaders serving on Local Advisory Committees who assist LISC staff in developing innovative financing approaches to support CDC ventures in housing, economic development, and supportive services. National LISC matches the philanthropic support received by local LISC programs from foundations and corporations to launch new programs and to maintain existing LISC areas of concentration. In addition to matching locally raised funds, National LISC provides training, technical oversight, and additional financial resources such as housing credit equity as well as resources for an array of initiatives supporting the expanding program interests of CDCs.

LISC Affiliates: Creative Solutions to Mobilizing Capital

In order to mobilize the maximum amount of capital for community-based development, LISC has founded three affiliates with a unique combination of skills and talents to help community groups take advantage of opportunities in the public and private sectors.

National Equity Fund (NEF)

www.nefinc.org

NEF is the country's largest nonprofit syndicator that attracts corporate investment for community-based affordable housing. NEF organizes partnerships of Fortune 500 corporations interested in investing in affordable housing. In return, NEF investors receive Low Income Housing Tax Credits, which can be applied against their federal income taxes. In nine years, NEF has raised over \$1.6 billion to create more than 33,000 affordable homes for individuals and families across America.

New Markets Support Company, LLC (NMSC)

NMSC allocates LISC's New Markets Tax Credit (NMTC) awards from the CDFI Fund to eligible community economic development projects, thereby attracting private capital in return for federal tax credits and providing these projects with financing on more favorable terms. NMSC will use NMTCs to support a broad array of real estate projects including shopping centers, retail space, office space, brownfield redevelopment, and educational and community facilities.

Community Development Trust (CDT)

www.commdevtrust.com

The Community Development Trust is a Real Estate Investment Trust that channels private capital into affordable housing and other community development projects. LISC provided the initial seed capital to the Community Development Trust (CDT) to further LISC's broad support for community development initiatives and finance.

Strategic Program Areas for LISC

In recent years, CDCs have embraced a broader agenda that includes projects aimed at bolstering the social and economic fabric of low-income communities. They have turned to LISC for financial and technical assistance in developing projects in neighborhood commercial revitalization, business development, job training, day-care and crime prevention. In an effort to address these needs, LISC offers a wide array of strategic programs targeted at assisting CDCs. They are:

- AmeriCorps
- Center for Commercial Revitalization
- Center for Homeownership
- Community Investment Collaborative for kids (CICK)
- Community Safety Initiative
- Housing Authority Resource Center (HARC)
- Housing Preservation Initiative
- Knowledge Sharing Initiative (KSI)
- Educational Facilities Financing Center
- NFL Community Football Fields Program
- Organizational Development Initiative
- Rural LISC

For more information on LISC and our programmatic activities check out our website at www.liscnet.org.

What is LISC AmeriCorps?

LISC AmeriCorps is part of the National Service Network which is administered by the Corporation for National and Community Service (www.nationalservice.org). Established by an act of Congress in 1993, it is dedicated to enabling Americans to engage in "seasons of service" and supports a range of national and community service projects. The Corporation focuses on four objectives: getting things done with results-oriented projects, strengthening community spirit, encouraging responsibility among residents and expanding economic opportunities. There is a nice fit between these Corporation objectives and what CDCs seek to accomplish in their communities.

In 1994 LISC began its sponsorship of an AmeriCorps program as an additional strategy to help community development corporations (CDCs) help themselves. Part of the LISC AmeriCorps mission is to act as a connection point for these organizations and individuals who are committed to making better the communities in which they live and CDCs work. There is a desire for this connection to help nurture and foster positive, sustainable neighborhood change, while enabling AmeriCorps members to acquire the skills necessary to further their careers in community development and ultimately work in community development, if they so desire.

Members work at CDCs to help promote volunteerism and civic engagement by encouraging neighbors to take active roles in helping to transform the communities in which they live. The LISC AmeriCorps program combines service to the community with meaningful, hands-on work experience, training and leadership development.

LISC AmeriCorps members help to develop affordable housing units and provide home ownership counseling/ education to prospective first-time low-income homebuyers. They also participate in community building activities in neighborhoods and with residents to form crime watches, neighborhood groups, tenants associations and collaborations between local service providers. Members work with youth to provide opportunities to participate in sports, other recreation programs and after school activities that include tutoring, homework assistance and reading enrichment for underachieving students.

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.

To get an overview of other AmeriCorps programs or more information visit www.americorps.org.

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Making the Most of the Service Year

Orienting the Member to Your Site

Members who begin their year of service well oriented to their placement site – and the community that the organization serves – have the greatest potential for increased productivity and personal growth.

Therefore at the beginning of the member's term of service supervisors should:

- review the history and background of the organization--its mission, goals, and current programs;
- provide appropriate equipment, materials and a workspace to the member to ensure an adequate and safe working environment;
- provide the member with any written materials about your organization and neighborhood and engage the member in a discussion about those materials;
- enable the member to spend time with other program staff, board members and community residents in order to get a broader picture of the organization and the community;

Some organizational norms and rules are explicitly stated, others are not. Although AmeriCorps members are technically neither staff nor volunteers, they should be treated as first year employees with regard to policies and procedures. Supervisors should set aside time to formally meet with the member to provide an opportunity for clarifying organizational expectations regarding:

- Sick leave, vacation, personal leave and holiday policies
- Work schedule and lunch breaks
- Staff contact to report absences
- Dress code
- Who might need to know where the member is at all times
- Telephone protocol and etiquette
- Participation in meetings
- Computer etiquette
- Access to organizational information
- Formality and language (addressing others by last or first name, titles)
- Rules of confidentiality (customer/client information, organizational information)
- Representation (including who may speak to the press)
- Chain of command (who to go to if there is a problem with supervision)

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.

- Reimbursement policies for any local, service-related expenses, i.e., parking/mileage.

Setting Service Objectives

Outlining service expectations with the LISC AmeriCorps member, upon their arrival and revisiting those expectations at regular intervals, ensures that both of you have a clear understanding of what the member should accomplish over the course of the year. Objectives should focus on outputs and outcomes within the community which are clearly linked to service activities. The aim is for the member to have a true sense of ownership in their service plan for the year. In order to facilitate this:

- review with the member the specific responsibilities of his/her service year;
- establish goals and objectives for program success. Use the LISC AmeriCorps Objective Worksheets that are located in Appendix A to document these goals and objectives;
- provide projects, tasks, and assignments throughout the year that allow the member to develop and exercise leadership;
- communicate periodically with the member regarding the progress and attainment of goals and objectives;
- revisit objectives periodically and revise them if necessary. Please be sure to keep the local LISC AmeriCorps Program Officer informed of any changes.

Please note that service activities should NOT include clerical work, research, or fundraising unless such activities are directly related to the service project and do not exceed 20% of the time spent on that project.

Reporting on Service Activities

Once member objectives are set for his/her service, he/she should keep records of his/her activities.

These records will:

- help provide information. Everyone--including the placement site and LISC AmeriCorps office staff--are interested in and benefit from knowing about the member's activities and accomplishments;
- assist in identifying any challenges that the member is facing and developing strategies to address them;
- help both the member and supervisor in planning any personal development for the member;
- enable you to address the member's training needs;

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- help the member to reflect on his/her year of service and translate that reflection for career development purposes, to enroll in a higher education program, etc.

Each month, the member is required to send a written report regarding progress in meeting his/her service objectives to the Local LISC AmeriCorps Program Officer. LISC will provide a format (See Appendix A for the form that corresponds to each objective(s)) and assistance with monthly reporting, if needed. If your organization already has an internal monthly reporting format, the member may use that format to report to LISC AmeriCorps. However, all information that is required for the AmeriCorps report should be included in your organization's report format.

The supervisor should review and sign the report before it is sent by the member. You should keep a copy of the report for your own records.

Instruments to Measure Impact

The instruments described here will assist members in determining the impact of service activities. These forms can also be utilized as information sources for monthly reports. Samples of the instruments are included in Appendix A.

Housing Counseling Survey

This form asks housing counseling clients about the impact of housing counseling services. Members who have had continuing contact with clients will use this tool. It will enable them to report on the number of clients seen, the types and amounts of services received, the effects of counseling, the numbers of homes purchased, and affordable rental units created/preserved and provide information about how to improve services. The member should complete the survey with clients when service delivery is completed, but before the client's file is closed. This form should be used when objectives include Needs & Services #1: Housing Counseling and should be attached as documentation to monthly reports.

Housing Development Checklist

This instrument is intended to help document how member activities in housing development are supporting the development of affordable housing units. The member completes the form at the conclusion of work on each project. The member would supplement this form with details of how each activity was accomplished under the "What did you do?" column of the Member Monthly Reporting

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Form. This form should be used when objectives include Needs & Services #2: Housing Development and should be attached as documentation to monthly reports.

Neighborhood Revitalization Survey

Members use this instrument after they have completed the planning or implementation of a community project, which they expect to have some impact on community members. For example, the survey should be used when they have just completed a community garden, extensive clean-up, or after a community-wide festival or celebration. This form should be used with those people who helped to plan and carry out the events. It will help to document the number of activities, the impact on participants, and collect suggestions about how to improve future activities. This form should be used when objectives include Needs & Services #3: Revitalize Neighborhoods and should be attached as documentation to monthly reports.

Youth Enrichment Surveys (collected primarily from parents)

The member can complete this form with a teacher, program staff person or parent (whoever is most accessible and has frequent contact with the young person in question) after they have finished work with the young person. The survey looks at educational and social indicators of success and asks the respondent about individual youth benefits they have observed. There is also room provided for additional comments. This form should be used when objectives include Needs & Services # 4: Create Safe Spaces for Children to Learn and Grow and should be attached as documentation to monthly reports.

Youth Enrichment Surveys for Program Staff (collected primarily from program staff)

This instrument differs from the Youth Enrichment Survey in that it measures aggregate youth benefits (not benefits to an individual student). The member completes the survey with a teacher or program staff person after he/she has finished working with a group of students. The survey also solicits information on member program participation and performance. This form should be used when objectives include Needs & Services # 4: Create Safe Spaces for Children to Learn and Grow and should be attached as documentation to monthly reports.

Earned Income Tax Credit Report

The member completes this form that captures information about the tax preparation training received and the tax preparation assistance provided. It records the number and dollar amounts of returns prepared, number of volunteers, who may have helped with tax return preparation; and the hours volunteers served in providing tax preparation services. It also asks what part of the assistance worked

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best and what might be improved. This form should be used when objectives include Needs & Services # 5: Increase Economic Opportunities for Low and Moderate Income Neighborhoods and should be attached as documentation to monthly reports.

Community Outreach Log

This instrument is intended to allow the member to keep track of community outreach activities they participate in; it monitors the types of activities conducted, the number of people served, resource and network sharing and the number of volunteers that assisted with events. This form should be used when objectives include Needs & Services # 5: Increase Economic Opportunities for Low and Moderate Income Neighborhoods and/or Community Strengthening #3: Increase Awareness of Community Resources/ Services and should be attached as documentation to monthly reports.

Neighborhood Association Survey

This form is similar to the Neighborhood Revitalization Survey. However, this form should be used with members of block associations, crime watches and resident/tenant/homeownership associations and other neighborhood groups to document the number of issues identified and resolved, how residents felt about their work with the groups, and to collect suggestions about how to improve future activities. The form can be used when an issue has been resolved, or at the time when work with the group has been completed. This form should be used when objectives include Community Strengthening #2: Strengthen/ Form neighborhood Groups/ Associations and should be attached as documentation to monthly reports.

Volunteer Sign-In Sheet

This form can be used to track volunteers on a daily basis. One impact of recruiting volunteers is creating a source of sustainable volunteers for community organizations, so this form will allow the member to report on repeat volunteers and those who intend to volunteer in the future.

Community Training Evaluation

This form can be used at the end of training events to measure if the participants feel more knowledgeable or gained skills as a result of the training offered. The evaluations should be given at the end of each individual workshop or training. This form should be used when the objectives include Community Strengthening #3: Increase awareness of Community Resources/ Services and should be attached as documentation to monthly reports.

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Ongoing and Supportive Supervision

One of the LISC AmeriCorps program goals is to provide opportunities for professional and personal development for each member. The member also provides an opportunity for your organization to build capacity and offer increased services in communities. Quality supervision and mentorship is critical in helping to maximize the benefits of service for the member and the organization. Remember to:

- Provide ongoing supervision through regularly scheduled meetings with your member. Focus on reviewing and developing service plans to achieve objectives;
- Maintain open communications;
- Identify and document training needs and opportunities for professional development for the member;
- Involve the member in appropriate staff meetings, retreats and training events;
- Provide direct and honest feedback on all aspects of the member's performance on a regular basis--positive aspects as well as constructive criticism.

Periodic Feedback on Performance

Site Supervisors play a crucial role in fostering a member's professional and personal development. As a manager and mentor you have the ability to observe his/her performance and give feedback regarding what he/she does extremely well, skills he/she may want to develop further and what he/she might plan to do in the future. Given this critical role, our program has the following expectations regarding appraisal of a member's performance:

- Evaluate the member after six months of service and at the end of the service year. If you would like to, you may use the LISC AmeriCorps evaluation form. Use your own organization's appraisal form if it more accurately reflects the feedback process you have established with the member. A copy of both the six-month and final evaluations should be sent to the Local LISC AmeriCorps Program Officer and the national office in New York.
- The evaluation should provide a summary of the feedback given to the member over time. It should not contain any surprises.

Rules of Conduct

Members are expected to abide by the program's rules of conduct, which include:

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- demonstrating mutual respect toward others;
- following supervisor directions and working on assignments in a reliable and conscientious manner;
- keeping accurate and precise time records that are checked and signed by the site supervisor and forwarded to the local LISC office on the 15th and last day of each month;
- not engaging in any activity that involves proselytizing or assisting religious activities, influencing legislation or an election, aiding a partisan political organization, helping or hindering union activity, or aiding a for-profit business;
- not engaging in verbal or physical conduct which harasses, disrupts or interferes with another's performance or which creates an intimidating, offensive or hostile environment;
- not engaging in conduct, which sexually harasses others.

Violation of the Rules of Conduct and Progressive Discipline

While we hope that well-established objectives, ongoing supervision and periodic feedback will result in sound relationships between LISC AmeriCorps members and supervisors, there may be times when more direct and documented feedback is required regarding conduct or performance.

If a site supervisor feels that he/she is experiencing an issue of conflict with the LISC AmeriCorps member, the site supervisor should follow the progressive discipline steps detailed below:

STEP #1: Speak to the member about the issue and call the LISC Program Officer to let them know what is going on. They may be able to help resolve the issue. Create a note for the member's file.

STEP #2: Give a verbal warning to the member, clearly describing the problem with performance and the steps that are necessary for improvement. Document the conversation by creating a note for the member's file.

STEP #3: If the problem persists, give a written warning describing the problem with performance and the steps that are necessary for improvement. The supervisor should also describe what will happen if improvement does not take place and the

timeframe. This could include a suspension from service after consulting with LISC.

STEP #4: If there is still no improvement, the member may be released from their term of service for cause after the local LISC AmeriCorps Program Officer and national Program Director have both been notified and concur that release is appropriate.

NOTE: If for any reason the Member withdraws or is released from the placement site or LISC AmeriCorps Program, the position can not be refilled by another member.

Release from Service

Members may be released for two reasons -- for “cause” or for “compelling personal circumstances.”

“Cause” is defined as: violating the rules of conduct, dropping out of the program without obtaining a release, being charged with a violent felony or the sale or distribution of a controlled substance, or any other serious breach that in the judgment of the Program Director, would undermine the effectiveness of the program.

“Compelling personal circumstances” would include, but are not limited to, events such as the member acquiring a serious illness or injury that makes completing the term impossible, illness or death of an immediate family member, or being drafted by the Armed Services.

Assurances Required by National Legislation

To comply with national legislation, the Corporation for National and Community Service must be assured by all organizations benefiting from the service of an AmeriCorps member that:

- No jobs will be lost, no present employees will be replaced, and that no hours of current employees will be reduced as a result of a member's placement.
- The member is prohibited from engaging in or conducting any activities of a religious nature, or promoting or deterring union organizing during working hours. The member must not violate

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the Hatch or Federal Anti-Lobbying Acts. This means that during his/her service hours, the member cannot take part in any political activities including petition drives, voter registration, rallies, etc.

- The placement site will not discriminate against a member on the basis of race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, national origin, non-job related handicap or disability, nor political affiliation.

- The site will ensure that the member will wear the AmeriCorps uniform, when appropriate, and the AmeriCorps name and logo will be used in connection with all service and member activities.

Maintaining Member Time

Site supervisors are responsible for verifying the accuracy of and signing the member timesheet. The LISC AmeriCorps time sheet is important because it:

- helps keep track of the member's time and ensures that they will complete the required number of hours to qualify for an education award; and
- provides an accurate record of service when the Corporation for National Service makes an appeal to Congress for refunding.

A sample and a blank timesheet are on the pages 17 – 18.

FAQs on Timesheets

Do all members have to complete time sheets?

Yes, all members are required to submit the LISC AmeriCorps time sheet on a bi-monthly basis (the 15th and last day of the month).

Who completes the time sheet?

Members are responsible for completing their own time sheets and submitting them to the site supervisor.

Who signs the timesheet?

Site supervisors are responsible for verifying the accuracy of and signing the time sheets.

How often are time sheets required?

Time sheets are required twice a month. The first timesheet covers the 1st through the 15th of the month and the second timesheet is for the 16th through the last day of the month. When the service period has ended, members should fax a copy of the signed timesheet to the National LISC Office in NY and keep a copy for their own records. A copy of the timesheet should also be sent to the local LISC office.

What constitutes a COMPLETED time sheet?

A time sheet is considered complete when it has all of the following components:

- indicates clearly which days are being reported--either the 1st through the 15th or the 16th through the end of the month;
- includes as "Direct Service," only those hours members spend working and NOT lunch, training, vacation, holiday, sick days or other time off ;
- has all "Training" hours listed separately but included in the total hours of service;

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- lists all holiday, sick, vacation and other time off in the "Other" column and DOES NOT include these hours toward total service hours;
- uses the "Reason" column to briefly explain any "Other" hours
- sums the numbers at the bottom of each column and adds “Direct Service” and “Training” hours together as the “Total” hours for the period;
- is checked for accuracy and is signed by the site supervisor.

What happens if a member doesn't submit a timesheet or it is incorrect?

If a member submits timesheets that have an error, either the local LISC contact or Cecilia Bartley from the national office will contact the member indicating the correction that is needed. If timesheets are not corrected or are more than one month in arrears, the member's stipend check may be held until the documents are received. However, a member will receive notification via mail that this is to occur.

Blank LISC AmeriCorps Timesheet

AMERICORPS MEMBER – TIME SHEET					PERIOD END	
MEMBER NAME			SERVICE SITE		DATE	
					/ /	
REPORTING		HOURS IN SERVICE			OTHER: any time off, for example holiday, vacation and/or sick time	
Date	Day	Direct Service	Training	Total	Hours	Reason
1 / 16						
2 / 17						
3 / 18						
4 / 19						
5 / 20						
6 / 21						
7 / 22						
8 / 23						
9 / 24						
10 / 25						
11 / 26						
12 / 27						
13 / 28						
14 / 29						
15 / 30						
31						
TOTAL HOURS		+ =				
MEMBER SIGNATURE			DATE		SUPERVISOR'S SIGNATURE	

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.

Sample LISC AmeriCorps Timesheet

AMERICORPS MEMBER – TIME SHEET					PERIOD END	
MEMBER NAME			SERVICE SITE		DATE	
John Pirone			New Town CDC		9/30/2002	
REPORTING		HOURS IN SERVICE			OTHER: any time off, for example holiday, vacation and/or sick time	
Date	Day	Direct Service	Training	Total	Hours	Reason
1 16	Fri	8		8		
2 17	Sat					
3 18	Sun					
4 19	Mon				8	Holiday
5 20	Tue	6	2	8		
6 21	Wed	8		8		
7 22	Thurs	4	4	8		
8 23	Fri	10		10		
9 24	Sat					
10 25	Sun					
11 26	Mon	6		6		
12 27	Tue	8		8		
13 28	Wed	7	1	8		
14 29	Thu	8		8		
15 30	Fri	9		9		
31						
TOTAL HOURS		74 + 7 = 81				
MEMBER SIGNATURE			DATE		SUPERVISOR'S SIGNATURE	
JOHN PIRONE			10/1/2002		Mary Smith	
10/1/2002					10/1/2002	

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.

LISC Training Opportunities

Supervisors must allow members time away from the office to attend all official LISC AmeriCorps trainings. LISC AmeriCorps training consists of:

- a one-week national training
- twelve local monthly meetings
- six locally coordinated training opportunities

Attendance at trainings and monthly meetings is mandatory.

Part-time members are required to attend all trainings, except for those trainings that conflict with school/class schedules.

The LISC AmeriCorps training plan was developed through discussions with LISC AmeriCorps members, site supervisors and staff, evaluations of prior LISC AmeriCorps training sessions and the designs of current, higher education degree programs that focus on community development and related fields.

In particular, the LISC AmeriCorps program uses the following training rationale as a guide:

- presenting information and developing skills within members as they need them;
- focusing on practical activities and materials;
- ensuring training relates to the current experiences of members;
- including immediate skills development and knowledge but also long-term skill development and knowledge;
- including a service project, community tour or other group activity, when possible.

National Training – Mid-late October

This training generally takes place one month after members start at their sites and focuses on providing a general orientation. The training presents an overall orientation to LISC, AmeriCorps and a general history of community development. It is designed to also provide exposure to community organizing, public speaking, meeting facilitation and project planning; subjects we feel are necessary to help members serve successfully.

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Monthly Meetings & LISC Sponsored Training

Monthly meetings occur within each of the cities or local areas where Members are placed. The meetings generally last one half-day to a full day. Meetings often take place at a member's site. The goals of monthly meetings are to highlight the work of a specific member and CDC, provide locally specific training, and address still unexplored areas of skill development or need. Topics usually include: CPR/First Aid, Conflict Resolution, Interviewing Techniques, Negotiation Skills, Resume Writing, Issues in Community Development, Writing for Success or other topics of interest.

Training Expenses

LISC will cover all expenses related to attending national training, i.e., transportation, accommodations, materials, etc., with the exception of transportation to and from the member's home airport. LISC will not be responsible for member costs related to monthly meetings/training.

Member Benefits & Service Terms

Stipend

Full-time LISC AmeriCorps members will receive a stipend of \$18,000 for a full-time year of service. Pay periods will be on the 15th and last day of each month. Deductions will be made for federal and state income taxes (where applicable) and FICA. Members must submit time sheets for each service period to the National LISC office no later than one week after the service period ends. All members receiving a LISC stipend can opt to have their stipend payment made via direct deposit.

Part-time member stipends are determined and distributed on an individual basis by the placement site.

Paid Absences

Vacation, holiday, and sick time will vary with each placement site. Members must follow the CDC's policy. Paid absences are not counted as service hours. Members should be given paid time off in amounts that are equivalent to what is allotted for a first year employee.

Health Insurance Coverage

All full-time AmeriCorps members are eligible to receive health care benefits unless they are already covered through an alternate source. The plan has a \$100 deductible per policy year (September 1-August 31) and will pay 80% of the eligible medical expenses. When participants have reached \$1,000 in out-of-pocket expenses (including the deductible) the plan will then pay 100% of eligible medical expenses. The plan does not cover spouses or dependents.

Part-time members are NOT eligible for health care or childcare benefits.

Child Care

A childcare subsidy is provided to eligible members. Eligibility is based upon family income, age of dependents (up to 13 years), and whether or not the member is currently receiving childcare support from another source.

Education Award

Members will be eligible to receive an educational award upon successful completion of all program requirements. The award amount will be based on the number of service hours completed. The

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education award can be used to pay for attendance at an institution for higher education and to repay qualified student loans for a period of up to seven years after the completion of service. The award is considered taxable income in the year(s) that it is used. Full-time members who complete a minimum of 1,700 hours and one year of service receive a \$4,725 education award. Part-time members receive education awards as follows: 300 hour term - \$1,000; 450 hour term - \$1,250; 900 hour term and one year of service - \$2,362.50.

Term of Service

Full-time LISC AmeriCorps members, and members enrolled for 900 hours are expected to complete a 12-month term of service. For full-time members the number of hours served should be equivalent to a full-time schedule. Members who serve less than full-time should have schedule that allows for sufficient accumulation of hours to satisfy the requirements to successfully complete service.

The member and Program may change the term of service, in writing, due to compelling personal circumstances as described previously. Regardless of changes in dates, members must complete the required hours -- not including vacation, holiday or sick days -- to qualify for an educational award. A maximum of 20% of the hours served may be spent on training, education, or other similar approved activities. **Travel time to and from trainings does not count towards service or training hours.**

Abbreviated Terms of Service

Compelling Personal Circumstances

The Program may release a member immediately from his or her term of service, due to compelling personal circumstances if:

1. The member has a serious injury or illness that makes completing the term impossible;
2. There is a serious injury, illness or death of an immediate family member and the member is needed to care for or take over the duties of the family member;
3. The member is drafted by the Armed Services of the United States.

Relocation, acceptance to a college or university or the acceptance of an employment offer DO NOT constitute a compelling personal circumstance.

If the member discontinues his/her term of service due to compelling personal circumstances, he/she will cease to receive benefits under the program. If, however, the member has completed at least 15%

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of the required service hours the member may receive a prorated portion of the education award, loan forbearance or interest payments.

Extended Terms of Service

Compelling Personal Circumstances

The Program may place a member on temporary leave and extend the member's term of service beyond one calendar year (to no longer than three additional months) due to compelling personal circumstances when:

1. The member has a serious injury, illness or health condition that makes completing their term of service in a continuous calendar year impossible;
2. There is a serious injury, illness or death of an immediate family member and the member is needed to care for that family member or take over the duties of the family member;
3. The member is drafted by the Armed Services of the United States.

If the member is placed on temporary leave due to compelling personal circumstances as described above, the member will cease to receive benefits including the stipend under the program. The member's new end-of-term date will be extended by the number of days the member was on leave. Additionally, full-time members must complete a minimum of 1,700 hours of service in order to satisfy the minimum requirement for an educational award.

Second Term Eligibility

A second year of service should not be considered as a member right or entitlement. To be eligible for a second year of service with LISC AmeriCorps:

- Members must receive satisfactory performance reviews and demonstrate an expanded scope of responsibilities at their site;
- Funds must be made available through the Corporation for National and Community Service and through LISC AmeriCorps.

LISC AmeriCorps Administration

Roles of Staff

The following is a list of the various staff that make up the LISC AmeriCorps program, along with a description of their duties. Please join our LISC AmeriCorps List Serve by sending an e-mail to srapp@lisc.org.

Operating Site Offices

Local LISC AmeriCorps Operating staff is the **FRONT LINE** staff of the program. They select placement sites; work with sites to recruit members; prepare quarterly reports for evaluation; help plan national and regional trainings; provide support at trainings; and raise funds necessary for local program match. The staff works closely with placement sites and members to ensure the appropriateness of member's service objectives and to help manage the AmeriCorps placement.

National Office

Program Director - The Program Director is responsible for setting program goals; coordinating national and regional trainings; planning and coordinating program evaluation; establishing and overseeing administrative, financial, and legal systems; working jointly with local program staff to resolve program related issues; and submitting reports to Corporation for National and Community Service and other national funders on a timely basis.

Program Officer - The role of the Program Officer is to help organize and coordinate national and regional trainings; maintain the administrative, financial, and personnel systems of the program; prepare reports for program evaluation; and handle Member benefits. The Program Officer will disseminate information such as grant requirements, policies and procedures, and best practices to field staff.

Administrative Assistant - The role of the Administrative Assistant is to coordinate travel arrangements for member trainings; process member expenses related to training and travel; and ensure that grant letters, placement site agreements, and member agreements are distributed to sites supervisors and members. The Administrative Assistant also maintains the members' time records, responds to general inquiries about the program and manages the collection of match payments from placement sites.

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.

National Staff Address and Telephone List

Address: LISC AmeriCorps
501 7th Avenue; 7th Floor
New York, NY 10018
(212) 692 – 0465 Fax

Program Director: Pearl Jones
pjones@lisc.org
(212) 455-9324

Program Officer: Stacey Rapp
srapp@lisc.org
(212) 455-9308

Administrative Assistant: Cecilia Bartley
cbartley@lisc.org
(212) 455-9335

Appendix A

**Member Objective Worksheets
Monthly Reporting Forms
Tools to Measure Impact**

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.



LISC AmeriCorps Member Objective Worksheet

Needs and Services #1

Increase Housing Opportunities for Low and Moderate Income Neighborhoods: Housing Counseling – Homeownership

Member Name: _____ CDC Name: _____

Site Supervisor: _____ Date: _____

ACTIVITIES: What activities will you engage in to achieve your objective? Please check all that apply.

- Homeownership Counseling/ Education
- Referral to Credit Counseling Agency
- Other: _____
- Credit Counseling
- Down Payment Assistance
- Marketing/ Outreach for Homeownership Programs

Please describe briefly what you will do, how often it will occur, for how long, and where it will take place:

BENEFICIARIES: Who will directly benefit from these activities? For example, first time homebuyers that are from a predominately minority, low- income neighborhood.

How many people will benefit? _____

OUTPUTS: Count the number of services you will provide. Please place a number near all that apply.

- _____ Number of homeowner education workshops you will teach
- _____ Number of people to whom you will give homeownership counseling/ education
- _____ Number of people to whom you will provide credit counseling
- _____ Number of people you will help with down payment assistance applications
- _____ Number of people who you will be refer to credit counseling agencies
- _____ Number of people who will receive mortgage approval
- _____ Number of people who will receive marketing materials
- _____ Other:

OUTCOMES: What specific changes will occur as a result of your activities? Please place a number near all that apply.

- _____ Number (or percent) of people who will purchase a home
- _____ Number (or percent) of people counseled who will indicate they are more knowledgeable about the process of being a homeowner
- _____ Number (or percent) of people counseled who will indicate they are more knowledgeable about resources available to purchase a home
- _____ Other:

MEASURE: What tools/ methods will you use to measure outputs and outcomes?

Housing Counseling Survey (Housing Counseling Survey.doc): This was developed by the National LISC AmeriCorps Program with the help of local LISC programs to measure change in this area. You will need to complete this form and attach it to your monthly reports.

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.



LISC AmeriCorps Member Objective Worksheet

Needs and Services #1A Increase Housing Opportunities for Low and Moderate Income Neighborhoods: Housing Counseling – Rental Assistance

Member Name: _____ CDC Name: _____

Site Supervisor: _____ Date: _____

ACTIVITIES: What activities will you engage in to achieve your objective? Please check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Identifying & securing apartments | <input type="checkbox"/> Administer rental assistance grant programs |
| <input type="checkbox"/> Help with eviction proceedings | <input type="checkbox"/> Help with rental assistance applications |
| <input type="checkbox"/> Help with repair issues | <input type="checkbox"/> Referral to rental assistance programs |
| <input type="checkbox"/> Other: _____ | |

Please describe briefly what you will do, how often it will occur, for how long, and where it will take place:

BENEFICIARIES: Who will directly benefit from these activities? For example, those in need of rental assistance services that are from a predominately minority, low income neighborhood.

How many people will benefit? _____

OUTPUTS: Count the number of services you will provide.

Please place a number near all that apply.

- _____ Number of people to whom you will give rental assistance counseling
- _____ Number of people to whom you will provide assistance to identify and secure apartments
- _____ Number of rental assistance applications completed
- _____ Number of people you will be refer to rental assistance programs
- _____ Other: _____

OUTCOMES: What specific changes will occur as a result of your activities?

Please place a number near all that apply.

- _____ Number (or percent) of people who are able to secure cash assistance
- _____ Number (or percent) of people who are able to secure temporary / transitional housing
- _____ Number (or percent) of people who are able to avoid eviction/ stay in their homes/ secure permanent affordable rental housing
- _____ Other: _____

MEASURE: What tools/ methods will you use to measure outputs and outcomes?

Housing Counseling Survey (Housing Counseling Survey.doc): This was developed by the National LISC AmeriCorps Program with the help of local LISC programs to measure change in this area. You will need to complete this form and attach it to your monthly reports.

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.



LISC AmeriCorps Member Objective Worksheet

Needs and Services #2 Increase Housing Opportunities for Low and Moderate Income Neighborhoods: Housing Development

Member Name: _____ CDC Name: _____

Site Supervisor: _____ Date: _____

ACTIVITIES: What activities will you engage in to achieve your objective? Please check all that apply.

- Develop Multi-Family Units
- Develop Single Family Units
- New Construction
- Rehabilitation (Major)
- Other: _____

Please describe briefly what you do, how often it will occur, for how long, and where it will take place:

BENEFICIARIES: Who will directly benefit from these activities? For example, families seeking affordable rental or homeownership opportunities that are from a predominately minority, low-income neighborhood.

How many people will benefit? _____

OUTPUTS: Count the number of services you will provide

Please place a number near all that apply.

- _____ Number of units that will to complete Stage 1 of the development process
- _____ Number of units that will complete Stage 2 of the development process
- _____ Number of units that will complete Stage 3 of the development process
- _____ Number of units that will complete Stage 4 of the development process
- _____ Number of units that will complete Stage 5 of the development process

_____ Other:

OUTCOMES: What specific changes will occur as a result of your activities?

Please place a number near all that apply.

- _____ Number of units that will be completed and ready for occupancy
- _____ Other:

MEASURE: What tools/ methods will you use to measure outputs and outcomes?

Housing Development Checklist (Housing Development Checklist.doc): This was developed by the National LISC AmeriCorps Program with the help of local LISC programs to measure change in this area. You will need to complete this form and attach it to your monthly reports.

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.



LISC AmeriCorps Member Objective Worksheet

Needs and Services #2A

Increase Housing Opportunities for Low and Moderate Income Neighborhoods:

Housing Development – Minor Repair/ Rehab Programs

Member Name: _____ CDC Name: _____

Site Supervisor: _____ Date: _____

ACTIVITIES: What activities will you engage in to achieve your objective? Please check all that apply.

Coordinate minor repair/ rehab programs

Other: _____

Please describe briefly what you will do, when it will occur, for how long, and where it will take place:

BENEFICIARIES: Who will directly benefit from these activities? For example, families seeking affordable rental or homeownership opportunities that are from a predominately minority, low-income neighborhood.

How many people will benefit? _____

OUTPUTS: Count the number of services your activities will provide.

Please place a number near all that apply.

Number of units on which minor repairs/
rehab will be completed

Other:

OUTCOMES: What specific changes will occur as a result of your activities?

Please place a number near all that apply.

Number (or percent) of clients who will
indicate their housing situation is better

Number (or percent) of clients who will
indicate repairs were made satisfactorily

Other:

MEASURE: What tools/ methods will you use to measure outputs and outcomes?

Housing Counseling Survey (Housing Counseling Survey.doc): This was developed by the National LISC AmeriCorps Program with the help of local LISC programs to measure change in this area. You will need to complete this form and attach it to your monthly reports.

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.



LISC AmeriCorps Member Objective Worksheet

Needs and Services #3 Revitalize Neighborhoods

Member Name: _____ CDC Name: _____

Site Supervisor: _____ Date: _____

ACTIVITIES: What activities will you engage in to achieve your objective? Please check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Conduct Clean-ups | <input type="checkbox"/> Plan special events (block parties, festivals, etc.) |
| <input type="checkbox"/> Plant community gardens (or other green space) | <input type="checkbox"/> Restore other public spaces |
| <input type="checkbox"/> Improve parks | <input type="checkbox"/> Administer/Manage Façade improvement programs/grants |
| <input type="checkbox"/> Other: _____ | |

Please describe briefly what you will do, when it will occur, for how long, and where it will take place:

BENEFICIARIES: Who will directly benefit from these activities? For example, residents in the neighborhood that is identified as a predominately minority low-income community.

How many people will benefit? _____

OUTPUTS: Count the number of services you will provide. Please place a number near all that apply.

- _____ Number of clean-ups to be completed
- _____ Number of garden(s)/ greenspace(s) to be planted/ park(s) to be improved
- _____ Number of special events (block parties, festivals, community celebrations) held
- _____ Number of people to be involved in planning events
- _____ Number of façade improvements to be completed
- _____ Number of other public spaces to be restored
- _____ Other:

OUTCOMES: What specific changes will occur as a result of your activities? Please place a number near all that apply.

- _____ Number (or percent) of people involved in planning activities who feel that the activities met the goal
- _____ Number (or percent) of people involved in planning activities who feel increased pride in their community
- _____ Number (or percent) of people involved in planning activities who feel more connected to their community
- _____ Number (or percent) of people involved in planning activities who will participate in a similar event in the future

_____ Other:

MEASURE: What tools/ methods will you use to measure outputs and outcomes?

Neighborhood Revitalization Survey (Neighborhood Revitalization Survey.doc): This was developed by the National LISC AmeriCorps Program with the help of local LISC programs to measure change in this area. You will need to complete this form and attach it to your monthly reports.

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.



LISC AmeriCorps Member Objective Worksheet

Needs and Services #4

Create Safe Spaces for Children to Learn & Grow

Member Name: _____ CDC Name: _____

Site Supervisor: _____ Date: _____

ACTIVITIES: What activities will you engage in to achieve your objective? Please check all that apply.

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Homework help | <input type="checkbox"/> Cultural Programs | <input type="checkbox"/> Computer training | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Tutorial assistance | <input type="checkbox"/> Arts/ Crafts | <input type="checkbox"/> Service learning | <input type="checkbox"/> Sports program |
| <input type="checkbox"/> Literacy | <input type="checkbox"/> Dance | <input type="checkbox"/> Summer program | <input type="checkbox"/> Leadership development |
| <input type="checkbox"/> Other: _____ | | | |

Please describe briefly what you will do, how often it will occur, for how long, and where it will take place:

BENEFICIARIES: Who will directly benefit from these activities? For example, children deemed to be "at risk" that are a predominate minority living in a low income neighborhood.

How many people will benefit? _____

OUTPUTS: Count the number of services you will provide

Please place a number near all that apply.

_____ Number of new students participating in activities

_____ Number of continuing students participating in activities

_____ Other:

OUTCOMES: What specific changes will occur as a result of your activities?

Please place a number near all that apply.

_____ Number (or percent) of parents who indicate that children involved in activities demonstrate improved attitudes, social skills, and self-esteem

_____ Number (or percent) of additional programs that the site can offer as a result of the member's activities

_____ Number (or percent) of additional children that the site can serve as a result of the member's activities

_____ Other:

MEASURE: What tools/ methods will you use to measure outputs and outcomes?

Youth Enrichment Survey for Parents (Youth Enrichment Survey.doc) and the **Youth Enrichment Survey for Program Staff (Youth Enrichment Survey - PS.doc)**. These were developed by the National LISC AmeriCorps Program with the help of local LISC programs to measure change in this area. You will need to complete these forms and attach them to your monthly reports.

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.



LISC AmeriCorps Member Objective Worksheet

Needs and Services #5 Increase Economic Opportunities for Low & Moderate Income Neighborhoods

Member Name: _____ CDC Name: _____
Site Supervisor: _____ Date: _____

ACTIVITIES: What activities will you engage in to achieve your objective? Please check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Job Placement | <input type="checkbox"/> Earned Income Tax Credit Assistance |
| <input type="checkbox"/> Job Training | <input type="checkbox"/> Tax preparation services |
| <input type="checkbox"/> Job Referral | <input type="checkbox"/> Child Care Tax Credit Assistance |
| <input type="checkbox"/> Coordinate IDA Programs | <input type="checkbox"/> Other: _____ |

Please describe briefly what you will do, how often it will occur, for how long, and where it will take place:

BENEFICIARIES: Who will directly benefit from these activities? For example, residents in a predominately minority low income neighborhood.

How many people will benefit? _____

OUTPUTS: Count the number of services you will provide.

Please place a number near all that apply.

- _____ Number of tax returns to be prepared
- _____ Number of people who will receive EITC assistance
- _____ Number of people who will receive Child Care Tax Credit assistance
- _____ Number of people who will receive job training
- _____ Number of people who will be referred for jobs
- _____ Number of people who will be enrolled in IDA programs and accumulate assets
- _____ Other:

OUTCOMES: What specific changes will occur as a result of your activities?

Please place a number near all that apply.

- _____ Number (or percent) of people who will be able to claim EITC
- _____ Number (or percent) of people who will be able to claim Child Care Tax Credit
- _____ Number (or percent) of people who will be placed in a job
- _____ Number (or percent) of people who will be satisfied with the services offered
- _____ Other:

MEASURE: What tools/ methods will you use to measure outputs and outcomes?

Earned Income Tax Credit Report (EITC Report.doc) and the **Community Outreach Log (Community Outreach Log.doc)**. These were developed by the National LISC AmeriCorps Program with the help of local LISC programs to measure change in this area. You will need to complete these forms and attach them to your monthly reports.

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.



LISC AmeriCorps Member Objective Worksheet

Community Strengthening #1 Volunteer Recruitment

Member Name: _____ CDC Name: _____
Site Supervisor: _____ Date: _____

ACTIVITIES: What activities will you engage in to achieve your objective? Please check all that apply.

- Recruit volunteers
- Train volunteers
- Coordinate volunteers
- Other: _____

Please describe briefly what you will do, how often it will occur, for how long, and where it will take place:

BENEFICIARIES: Who will directly benefit from these activities? For example, residents in a predominately minority low income neighborhood.

How many people will benefit? _____

OUTPUTS: Count the number of services you will provide

Please place a number near all that apply.

- _____ Number of new volunteers to be recruited
- _____ Number of repeat volunteers to be recruited
- _____ Number of volunteer hours to be served
- _____ Other:

MEASURE: What tools/ methods will you use to measure outputs and outcomes?

Volunteer Sign-In Record (Volunteer Sign-In Record.doc) – This was developed by the National LISC AmeriCorps Program with the help of local LISC programs to measure change in this area. You will need to complete this forms and attach them to your monthly reports.



LISC AmeriCorps Member Objective Worksheet

Community Strengthening #2 Strengthen/ Form Neighborhood Groups/ Associations

Member Name: _____ CDC Name: _____
 Site Supervisor: _____ Date: _____

ACTIVITIES: What activities will you engage in to achieve your objective? Please check all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> Form block groups | <input type="checkbox"/> Strengthen block groups | <input type="checkbox"/> Identify issues |
| <input type="checkbox"/> Form crime watches | <input type="checkbox"/> Strengthen crime watches | <input type="checkbox"/> Resolve Issues |
| <input type="checkbox"/> Form resident/ homeowner associations | <input type="checkbox"/> Strengthen resident/ homeowner associations | <input type="checkbox"/> Other: _____ |

Please describe briefly what you will do, how often it will occur, for how long, and where it will take place:

BENEFICIARIES: Who will directly benefit from these activities? For example, residents/ neighborhood watches/ tenant associations in a predominately minority low-income neighborhood.

How many people will benefit? _____

OUTPUTS: Count the number of services you will provide

Formed: Please place a number in all that apply

Block Groups	Crime Watches	Resident/ Tenant/ Homeowner Groups	GROUPS FORMED ONLY
			Number of groups
			Number of meetings held
			Number of participants at meetings
			Number of issues identified
			Number of issues resolved/ going toward resolution
			Number of action plans created

Strengthened: Please place a number in all that apply

Block Groups	Crime Watches	Resident/ Tenant/ Homeowner Groups	GROUPS STRENGTHENED ONLY
			Number of groups
			Number of meetings held
			Number of participants at meetings
			Number of issues identified
			Number of issues resolved/ going toward resolution
			Number of action plans created

OUTCOMES: What specific changes will occur as a result of your activities? Please place a number in all that apply

Number (or percent) of participants in the newly formed groups express a desire to continue with the group

Number (or percent) of participants in the newly formed groups who feel better able to affect change in their community

Number (or percent) of participants in the strengthened groups express a desire to continue with the group

Number (or percent) of participants in the strengthened groups who feel better able to affect change in their community

Number of groups that have become self-sufficient

MEASURE: What tools/ methods will you use to measure outputs and outcomes?

Neighborhood Association Survey (Neighborhood Association Survey.doc) – This was developed by the National LISC AmeriCorps Program with the help of local LISC programs to measure change in this area. You will need to complete these forms and attach them to your monthly reports.

Please feel free to add any additional comments/ outputs/ outcomes/ activities to a separate sheet.



MONTHLY REPORTING FORM

**Needs & Services #1:
 Increasing Housing Opportunities for Low and Moderate Income
 Neighborhoods
 Housing Counseling - Homeownership**

Member Name: _____ CDC Name: _____
 Site Supervisor: _____ Date: _____

ACTIVITIES: What activities will you engage in to achieve your objective? Please check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Distribute flyers | <input type="checkbox"/> Conduct information sessions |
| <input type="checkbox"/> Publish/ edit newsletters | <input type="checkbox"/> Run trainings/ workshops |
| <input type="checkbox"/> Create/ distribute resource manuals | <input type="checkbox"/> Other: _____ |

Please describe briefly what you will do, how often it will occur, for how long, and where it will take place:

BENEFICIARIES: Who will directly benefit from these activities? For example, residents in a predominately minority low income neighborhood.

How many people will benefit? _____

OUTPUTS: Count the number services you will provide
 Please place a number near all that apply.

- _____ Number of different flyers to be created
- _____ Number of people who will receive flyers
- _____ Number of different newsletters to be published
- _____ Number of people who will receive newsletters
- _____ Number of different resource manuals to be created
- _____ Number of people who will receive resource manuals
- _____ Number of workshops/ trainings to be held

- _____ Number of workshop/ training participants
- _____ Number of information sessions to be held

- _____ Number of information session participants
- _____ Other:

OUTCOMES: What specific changes will occur as a result of your activities?

Please place a number near all that apply.

- _____ Number (or percent) of participants in the workshops/ trainings who indicate that they learned new skills

- _____ Number (or percent) of participants in the information sessions who indicate that they received information of value

- _____ Number (or percent) of participants in the workshops/ trainings who indicate they have a better understanding of how to access resources
- _____ Number (or percent) of participants in the information sessions who indicate they have a better understanding of how to access resources
- _____ Other:

MEASURE: What tools/ methods will you use to measure impact? **Community Outreach Log (Community Outreach Log.doc)** and the **Community Training Evaluation (Community Training Evaluation.doc)**. These were developed by the National LISC AmeriCorps Program with the help of local LISC programs to measure change in this area. You will need to complete these forms and attach them to your monthly reports.



MONTHLY REPORTING FORM

Needs & Services #1:

**Increasing Housing Opportunities for Low and Moderate Income
 Neighborhoods**

Housing Counseling - Homeownership

Member's Name: _____ Reporting Period: _____
 Site/CDC Name: _____ Date Submitted: _____

<p><u>Describe your activities this month:</u></p>	<p><u>Check all services provided:</u></p> <p><input type="checkbox"/> Homeownership counseling/education</p> <p><input type="checkbox"/> Referrals to credit counseling agencies</p> <p><input type="checkbox"/> Credit counseling</p> <p><input type="checkbox"/> Help with down payment assistance applications</p> <p><input type="checkbox"/> Marketing/outreach for homeownership programs</p> <p><input type="checkbox"/> Other (please describe): _____</p>
<p><u>What were your outputs (how many people did you serve) during this reporting period?</u></p> <p>_____ Number of people who received mortgage approval</p> <p>_____ Number of people who received homeownership counseling/education</p> <p>_____ Number of people to whom you provided credit counseling</p> <p>_____ Number of people you helped with down payment assistance applications</p> <p>_____ Number of people you referred to credit counseling agencies</p> <p>_____ Number of people who received marketing materials</p> <p>_____ Number of homeownership education workshops held</p> <p>_____ Other:</p>	<p><u>What were your outcomes (what was the impact of your activities) during this reporting period?</u></p> <p>_____ Number (or percent) of people who purchased a home</p> <p>_____ Number (or percent) of people counseled who indicated they are more knowledgeable about the process of being a homeowner</p> <p>_____ Number (or percent) of people counseled who indicated they are more knowledgeable about resources available to purchase a home</p> <p>_____ Other:</p>
<p><u>Describe any successes from your work this reporting period:</u></p>	<p><u>Describe any challenges with your work this reporting period:</u></p>

If you would like to provide additional information regarding your activities, please feel free to attach to this report. Be sure to attach any **Housing Counseling Surveys** you collected for the people you worked with.



MONTHLY REPORTING FORM

**Needs & Services #1A:
 Increasing Housing Opportunities for Low and Moderate Income
 Neighborhoods
 Housing Counseling – Rental Assistance**

Member's Name:		Reporting Period:	
Site/CDC Name:		Date Submitted:	

<p><u>Describe your activities this month:</u></p> 	<p><u>Check all services provided:</u></p> <p><input type="checkbox"/> Identifying & securing apartments</p> <p><input type="checkbox"/> Help with eviction proceedings</p> <p><input type="checkbox"/> Help with repair issues</p> <p><input type="checkbox"/> Administer rental assistance grant program</p> <p><input type="checkbox"/> Help with rental assistance applications</p> <p><input type="checkbox"/> Referrals to rental assistance programs</p> <p><input type="checkbox"/> Other (please describe):</p>
<p><u>What were your outputs (how many people did you serve) during this reporting period?</u></p> <p><input type="checkbox"/> Number of people who received rental assistance counseling</p> <p><input type="checkbox"/> Number of people who received assistance to secure apartments</p> <p><input type="checkbox"/> Number of rental assistance applications completed</p> <p><input type="checkbox"/> Number of people referred to rental assistance programs</p> <p><input type="checkbox"/> Other:</p>	<p><u>What were your outcomes (what was the impact of your activities) during this reporting period?</u></p> <p><input type="checkbox"/> Number (or percent) of people who were able to secure cash assistance</p> <p><input type="checkbox"/> Number (or percent) of people able to avoid eviction/ stay in their homes/ secure permanent affordable rental housing</p> <p><input type="checkbox"/> Number of people able to secure temporary/ transitional housing</p> <p><input type="checkbox"/> Other:</p>
<p><u>Describe any successes from your work this reporting period:</u></p> 	<p><u>Describe any challenges with your work this reporting period:</u></p>

If you would like to provide additional information regarding your activities, please feel free to attach to this report. Be sure to attach any **Housing Counseling Surveys** you collected for the people you worked with.



MONTHLY REPORTING FORM

**Needs & Services #2:
 Increasing Housing Opportunities for Low and Moderate Income
 Neighborhoods
 Housing Development**

Member's Name:		Reporting Period:	
Site/CDC Name:		Date Submitted:	

<p><u>Describe your activities this month:</u></p> 	<p><u>Check all services the projects you worked on:</u></p> <p><input type="checkbox"/> New construction</p> <p><input type="checkbox"/> Major Rehabilitation Project</p> <p><input type="checkbox"/> Single Family</p> <p><input type="checkbox"/> Multi-Family</p> <p><input type="checkbox"/> Other (please describe):</p>
<p><u>What were your outputs (how many units did you work with) during this reporting period?</u></p> <p><input type="text"/> Number of units in Stage 1</p> <p><input type="text"/> Number of units in Stage 2</p> <p><input type="text"/> Number of units in Stage 3</p> <p><input type="text"/> Number of units in Stage 4</p> <p><input type="text"/> Number of units in Stage 5</p>	<p><u>What were your outcomes (what was the impact of your activities) during this reporting period?</u></p> <p><input type="text"/> Number of units that have completed the development process and are ready for occupancy</p>
<p><u>Describe any successes from your work this reporting period:</u></p> 	<p><u>Describe any challenges with your work this reporting period:</u></p>

If you would like to provide additional information regarding your activities, please feel free to attach to this report. Be sure to attach a **Housing Development Checklist** for each project that you are working with.



MONTHLY REPORTING FORM

**Needs & Services #2A:
 Increasing Housing Opportunities for Low and Moderate Income
 Neighborhoods
 Housing Development – Minor Repair/ Rehab Programs**

Member's Name: _____ Reporting Period: _____
 Site/CDC Name: _____ Date Submitted: _____

<p><u>Describe your activities this month:</u></p> 	<p><u>Check all services that you provided:</u></p> <p>_____ Coordinated minor repairs</p> <p>_____ Coordinated minor rehab</p> <p>_____ Other (please describe):</p>
<p><u>What were your outputs (how many units did you work with) during this reporting period?</u></p> <p>_____ Total number of units repaired</p> <p>_____ Total number of units rehabbed</p> <p>_____ Other:</p>	<p><u>What were your outcomes (what was the impact of your activities) during this reporting period?</u></p> <p>_____ Number (or percent) of clients who indicated their housing situation is better due to repair work</p> <p>_____ Number (or percent) of clients who indicated repairs made were to their satisfaction</p> <p>_____ Other:</p>
<p><u>Describe any successes from your work this reporting period:</u></p> 	<p><u>Describe any challenges with your work this reporting period:</u></p>

If you would like to provide additional information regarding your activities, please feel free to attach to this report. Be sure to attach a **Housing Counseling Survey** for each project that you are working with.



MONTHLY REPORTING FORM

**Needs & Services #3:
Revitalize Neighborhoods**

Member's Name: _____ Reporting Period: _____
 Site/CDC Name: _____ Date Submitted: _____

<p><u>Describe your activities this month:</u></p>	<p><u>Check all services that you provided for your site:</u></p> <p>_____ Neighborhood clean-ups</p> <p>_____ Plant community garden(s)/ greenspace(s)</p> <p>_____ Improve parks</p> <p>_____ Façade improvements</p> <p>_____ Other public space restorations (describe):</p> <p>_____</p> <p>_____ Special events (block parties, festivals, community celebrations)</p> <p>_____ Other (please describe):</p> <p>_____</p>
<p><u>What were your outputs (how many events were completed) during this reporting period?</u></p> <p>_____ Number of garden(s) planted /park(s) improved</p> <p>_____ Number of other public space restorations that were completed</p> <p>_____ Number of special events (block parties, festivals, community celebrations) held</p> <p>_____ Number of façade improvements completed</p> <p>_____ Number of clean-ups completed</p> <p>_____ Total number of people involved in planning the event(s)</p> <p>_____ Total number of participants that attended event (estimate or actual)</p>	<p><u>What were your outcomes (what was the impact of your activities) during this reporting period?</u></p> <p>_____ Number (or percent) of people involved in planning events who felt that the activities met the goal</p> <p>_____ Number (or percent) of people involved in planning events who feel more connected to their community</p> <p>_____ Number (or percent) of people involved in planning events who feel an increased sense of pride in their community</p> <p>_____ Number (or percent) of people involved in planning events who indicated they will participate in a similar event in the future</p> <p>_____ Other:</p> <p>_____</p>
<p><u>Describe any successes from your work this reporting period:</u></p>	<p><u>Describe any challenges with your work this reporting period:</u></p>

If you would like to provide additional information regarding your activities, please feel free to attach to this report. Be sure to attach the **Neighborhood Revitalization Surveys** you collected this reporting period.



MONTHLY REPORTING FORM

**Needs & Services #4:
Create Safe Spaces for Children to Learn & Grow**

Member's Name: _____ Reporting Period: _____
 Site/CDC Name: _____ Date Submitted: _____

<p><u>Describe your activities this month:</u></p> 	<p><u>Check all services that you provided:</u></p> <p><input type="checkbox"/> Homework help</p> <p><input type="checkbox"/> Tutorial assistance</p> <p><input type="checkbox"/> Literacy</p> <p><input type="checkbox"/> Cultural programs</p> <p><input type="checkbox"/> Arts/ Crafts</p> <p><input type="checkbox"/> Dance</p> <p><input type="checkbox"/> Computer training</p> <p><input type="checkbox"/> Service learning</p> <p><input type="checkbox"/> Summer program</p> <p><input type="checkbox"/> Recreation</p> <p><input type="checkbox"/> Sports program</p> <p><input type="checkbox"/> Leadership development</p> <p><input type="checkbox"/> Other (please describe): _____</p>
<p><u>What were your outputs (how many students did you serve) during this reporting period?</u></p> <p>Number of new students for this reporting period</p> <p>_____</p> <p>Number of continuing students (from last month) for this reporting period</p> <p>_____</p>	<p><u>What were your outcomes (what was the impact of your activities) during this reporting period?</u></p> <p>Number (or percent) of parents who indicated that children involved in the activities demonstrate improved attitudes, social skills, and self-esteem</p> <p>_____</p> <p>Number (or percent) of additional programs that the CDC was able to offer as a result of the member's activities</p> <p>_____</p> <p>Number (or percent) of additional children who the CDC served as a result of the member's activities</p> <p>_____</p> <p>Other</p> <p>_____</p>
<p>Total number of youth participants that you worked with during this reporting period</p>	
<p><u>Describe any successes from your work this reporting period:</u></p> 	<p><u>Describe any challenges with your work this reporting period:</u></p>

If you would like to provide additional information regarding your activities, please feel free to attach to this report. Be sure to attach the **Youth Enrichment Surveys** you collected from parents and/or the **Youth Enrichment Surveys for Program Staff** you collected from program staff/ teachers for this reporting period.



MONTHLY REPORTING FORM

**Needs & Services #5:
Increase Economic Opportunities for Low and Moderate Income
Neighborhoods**

Member's Name:		Reporting Period:	
Site/CDC Name:		Date Submitted:	

<p><u>Describe your activities this month:</u></p> 	<p><u>Check all services that you provided:</u></p> <p><input type="checkbox"/> Job placement</p> <p><input type="checkbox"/> Job training</p> <p><input type="checkbox"/> Job referral</p> <p><input type="checkbox"/> Earned Income Tax Credit Assistance</p> <p><input type="checkbox"/> Child Care Tax Credit assistance</p> <p><input type="checkbox"/> Tax preparation services</p> <p><input type="checkbox"/> IDA Program services</p> <p><input type="checkbox"/> Other (please describe):</p>
<p><u>What were your outputs (how many people did you serve) during this reporting period?</u></p> <p><input type="checkbox"/> Number of people who received Child Care Tax Credit assistance</p> <p><input type="checkbox"/> Number of people who received EITC assistance</p> <p><input type="checkbox"/> Number of people enrolled in IDA programs</p> <p><input type="checkbox"/> Number of people who were referred for jobs</p> <p><input type="checkbox"/> Number of people who received job training</p> <p><input type="checkbox"/> Number of tax returns prepared</p> <p><input type="checkbox"/> Other:</p>	<p><u>What were your outcomes (what was the impact of your activities) during this reporting period?</u></p> <p><input type="checkbox"/> Number (or percent) of people who received an EITC or Child Care Tax Credit as a part of refund</p> <p><input type="checkbox"/> Number (or percent) of people who were placed in jobs</p> <p><input type="checkbox"/> Number (or percent) of people who were satisfied with the services offered</p> <p><input type="checkbox"/> Other:</p>
<p><u>Describe any successes from your work this reporting period:</u></p> 	<p><u>Describe any challenges with your work this reporting period:</u></p>

If you would like to provide additional information regarding your activities, please feel free to attach to this report. Be sure to attach the **Earned Income Tax Credit Report** and the **Community Outreach Logs** you collected.



MONTHLY REPORTING FORM

**Community Strengthening #1:
Volunteer Recruitment**

Member's Name:		Reporting Period:	
Site/CDC Name:		Date Submitted:	

<p><u>Describe your activities this month:</u></p> 	<p><u>Check all services that you provided:</u></p> <p><input type="checkbox"/> Volunteer recruitment</p> <p><input type="checkbox"/> Volunteer training</p> <p><input type="checkbox"/> Volunteer coordination</p> <p><input type="checkbox"/> Other (please describe):</p>
---	---

What were your outputs (how many people did you serve) during this reporting period?

Number of **new** volunteers that you worked with

Number of **continuing/ repeat** volunteers you worked with

Total number of volunteers (total of new and repeat)

Total number of volunteer hours served

Describe the activities volunteers were involved in (e.g. worked with youth, neighborhood clean-up):

Were any of your volunteers from neighborhood business, city agencies, other non-profits, other AmeriCorps program or corporations/ foundations? If yes, please tell us how many there were and which group they were affiliated.

If you would like to provide additional information regarding your activities, please feel free to attach to this report. Be sure to attach the **Volunteer Sign-In Records** you collected this reporting period from people you worked with.



MONTHLY REPORTING FORM

Community Strengthening #2: Strengthen/ Form Neighborhood Groups/ Associations

Member's Name: _____ Reporting Period: _____
 Site/CDC Name: _____ Date Submitted: _____

<u>Describe your activities this month:</u> 				<u>Check all services that you provided:</u> <input type="checkbox"/> Worked with residents to form block groups <input type="checkbox"/> Worked with residents to form crime watches <input type="checkbox"/> Worked with residents to form resident/ tenant or homeowner associations <input type="checkbox"/> Worked with residents to strengthen block groups <input type="checkbox"/> Worked with residents to strengthen crime watches <input type="checkbox"/> Worked with residents to strengthen resident/ tenant or homeowner associations <input type="checkbox"/> Worked with residents to identify issues <input type="checkbox"/> Worked with residents to resolve issues <input type="checkbox"/> Other (please describe): _____					
<u>What were your outputs (how many people did you serve) during this reporting period?</u>				<u>What were your outcomes (what was the impact of your activities) during this reporting period?</u>					
Block Groups	Crime Watches	Resident/ Tenant/ Homeowner Associations	Groups Formed				Number (or %) of participants in the newly formed groups who expressed a desire to continue with the group		
			Number of groups formed					Number (or %) of participants in the newly formed groups who feel able to affect change in their community	
			Number of meetings held						
			Number of participants at meetings						
			Number of issues identified						
			Number of issues resolved						
			Number of action plans created				Number (or %) of participants in the strengthened groups who expressed a desire to continue with the group		
Block Groups	Crime Watches	Resident/ Tenant/ Homeowner Associations	Groups Strengthened						Number (or %) of participants in the strengthened groups who feel better able to affect change in their community
			Number of groups formed						
			Number of meetings held						
			Number of participants at meetings						
			Number of issues identified						
			Number of issues resolved						
			Number of action plans created				Number of groups that have become self-sufficient		
<u>Describe any successes from your work this month:</u>				<u>Describe challenges with your work this month:</u>					
<u>Were any collaborations formed with other groups or non-profit organizations? If yes, please describe:</u>									

If you would like to provide additional information regarding your activities, please feel free to attach to this report. Be sure to attach the **Neighborhood Association Surveys** you collected this reporting period.

Member's Name: _____ Reporting Period: _____
 Site/CDC Name: _____ Date Submitted: _____

<p><u>Describe your activities this month:</u></p>	<p><u>Check all services that you provided:</u></p> <p><input type="checkbox"/> Information distribution (flyers)</p> <p><input type="checkbox"/> Publish/ edit newsletters</p> <p><input type="checkbox"/> Create resource manuals</p> <p><input type="checkbox"/> Distribute resource manuals</p> <p><input type="checkbox"/> Conduct information sessions</p> <p><input type="checkbox"/> Conduct trainings/ workshops</p> <p><input type="checkbox"/> Other (please describe): _____</p>
<p><u>What were your outputs (how many people did you serve) during this reporting period?</u></p> <p><input type="checkbox"/> Number of flyers created</p> <p><input type="checkbox"/> Number of people who received flyers</p> <p><input type="checkbox"/> Number of newsletters published</p> <p><input type="checkbox"/> Number of people who received newsletters</p> <p><input type="checkbox"/> Number of resource manuals created</p> <p><input type="checkbox"/> Number of people who received resource manuals</p> <p><input type="checkbox"/> Number of workshops/ trainings held</p> <p><input type="checkbox"/> Number of participants in the workshop/ training</p> <p><input type="checkbox"/> Number of information sessions held</p> <p><input type="checkbox"/> Number of information session participants</p> <p><input type="checkbox"/> Other: _____</p>	<p><u>What were your outcomes (what was the impact of your activities) during this reporting period?</u></p> <p><input type="checkbox"/> Number (or %) of participants in the workshops/ trainings who indicated that they received information of value</p> <p><input type="checkbox"/> Number (or %) of participants in the information sessions who indicated that they received information of value</p> <p><input type="checkbox"/> Number (or %) of participants in workshops/ trainings who indicated a better understanding of how to access resources</p> <p><input type="checkbox"/> Number (or %) of participants in the information sessions who indicated a better understanding of how to access resources</p> <p><input type="checkbox"/> Other: _____</p>
<p><u>Describe any successes from your work this month:</u></p>	<p><u>Describe challenges with your work this month:</u></p>
<p><u>Were any collaborations formed with other groups or non-profit organizations? If yes, please describe.</u></p>	

If you would like to provide additional information regarding your activities, please feel free to attach to this report.

Be sure to attach the **Community Outreach Logs** and **Community Training Evaluations** you collected.

HOUSING COUNSELING SURVEY

Date: _____

Please tell us about the housing assistance you received from **the** LISC AmeriCorps Member. All answers are confidential. Comments will help us to improve our services and programs. Thank you.

What programs and/or services did your family receive? (check all that apply).

- Home Ownership Counseling Tenant Counseling Credit Counseling Rental Assistance
 Other(please describe): _____

How many times did you meet with the LISC AmeriCorps Member? (check one)

- 1 time 2-3 times 4-5 times 6-10 times 10 plus times Not at all

For how long did you work with the LISC AmeriCorps Member? (check one)

- less than 1 week 1-3 weeks 1-3 months 4-6 months 6 plus months Not at all

Please answer the following questions. Place a check mark in the box that best describes your experience with **the** LISC AmeriCorps Member.

	A lot	Some	A little	Does Not Apply
I got help filling out applications				
I increased my knowledge about housing (for example, budgets, housing options, the steps to purchase a home)				
I got useful referrals (for example, to a lender or landlord, credit repair agency, budget help)				
I used the information to access new resources (for example, applied for VA, FHA or other loans for first time homebuyers, down payment or cash assistance)				
The assistance helped me make a decision about staying at my current residence				
It helped me to rent or maintain an affordable apartment				
It helped me to avoid eviction.				
It helped me to buy a home.				
My housing situation is better than it was before the assistance				
Other:				

7. What I found most helpful about the housing assistance _____

8. How the assistance has made a difference for me and my family: _____

9. Things that could be improved about the assistance: _____

HOUSING DEVELOPMENT CHECKLIST

The purpose of this instrument is to help you document how **your** activities are supporting the development of affordable housing. Please complete one form for each development project. Use this form to report only on activities **you** carried out. (LISC AmeriCorps wants to know about AmeriCorps Member impacts on the community.) Provide details of how each activity was accomplished under the "What did you do?" column of the *Member Monthly Reporting Form*.

Name of Project: _____ Name of Member: _____

Name of CDC: _____ Number of Units: _____ Today's date: _____

Type of work (check all that apply): ___ New construction ___ Rehabilitation ___ Single family unit ___ Multi-family units

Starting date of your work: _____ Ending date (if applicable): _____ How many total months did you work on this project? _____

According to the stages listed below, at what stage of development was the housing project when you became involved?(circle one): 1 2 3 4 5

At what stage of development is the project now? (circle one): 1 2 3 4 5

	STAGE 1: Conceptual	STAGE 2: Early Pre Development	STAGE 3: Late Pre Development	STAGE 4: Construction	STAGE 5: Operations
	<input type="checkbox"/> Funding Sources Identified	<input type="checkbox"/> 50% of Funding Secured	<input type="checkbox"/> 100% of Construction Funding Secured <input type="checkbox"/> Application for Permanent Financing		<input type="checkbox"/> Permanent Financing Closed
	<input type="checkbox"/> Community Issues Identified <input type="checkbox"/> Key Community Members Identified <input type="checkbox"/> Zoning Issues Identified	<input type="checkbox"/> Plan to Address Issues Developed <input type="checkbox"/> Key Community Members Involved <input type="checkbox"/> Zoning Change Process Identified	<input type="checkbox"/> Feedback from Key Members that Plan Addresses Comm. Issues <input type="checkbox"/> Other Community Members Involved (Community Meeting) <input type="checkbox"/> Application for Zoning Changes/ Hearings	<input type="checkbox"/> Relocation Support Provided	<input type="checkbox"/> Develop Resident Council <input type="checkbox"/> Resident Services
	<input type="checkbox"/> Determine Need for Housing	<input type="checkbox"/> Determining Rent <input type="checkbox"/> Determine Op. Expenses <input type="checkbox"/> Determining Sales Price		<input type="checkbox"/> Marketing and Outreach	<input type="checkbox"/> Rent-up
	<input type="checkbox"/> Community Mapping to Assess Resources/ Needs <input type="checkbox"/> Building Design Issues (e.g. Accessibility, Safety) Identified <input type="checkbox"/> Potential Sites Identified	<input type="checkbox"/> Site Selected and Purchase Agreement <input type="checkbox"/> Environmental Concerns Identified <input type="checkbox"/> Work with Architect to Address Design Issues	<input type="checkbox"/> Environmental Concerns Addressed <input type="checkbox"/> Building Department Reviews Plans	<input type="checkbox"/> Construction management begins <input type="checkbox"/> Construction administration <input type="checkbox"/> Building Permit Obtained	

YOUTH ENRICHMENT SURVEY

(can be used with Parents/Teacher/Program Staff)

Student's Name: _____ **participated in an** after school and/or summer enrichment **program** from _____ to _____ at _____.
 Your comments will help us gauge the effectiveness of this **program**.

Thank you.
(Site/Organization Name)

Did you know the student named above was receiving assistance through the LISC AmeriCorps Program and _____? (check one) ___Yes ___No

During his/her participation in the program, have you seen improvement in:	How much?					COMMENTS
	A lot	Some	A Little	None	Not Sure	
1. Interest in school?						
2. Completion of homework assignments?						
3. Attendance ?						
4. Grades?						
5. Academic skills?						
6. Social skills?						
7. Ability to resolve conflicts?						
8. Self-esteem?						
9. Leadership ability?						
10. Other:						

Please feel free to write additional comments:

Date: _____

YOUTH ENRICHMENT SURVEY

(for Program Staff)

We are pleased to be able to place LISC AmeriCorps Members in your program. We would like to gauge the impact of their work. **Our funding is contingent upon receiving this type of impact data from our partners.** This information will also help us to improve our program. Please complete **this survey form for the LISC AmeriCorps member assigned to your site.** Thank you.

Teacher/Staff Name:	Member's Name:
School/ Program Name:	Organization Name:

Please circle one number for each question:

How many months has the Member worked with you?	1	2	3	4	5+
How many times per week is this Member at your site?	1	2	3	4	5+
How many total hours per week does the member spend at your site?	1	2	3	4	5+
How many youth does he/she usually work with at one time?	1	2	3	4	5+
What is the average number of youth who participate in your program on a weekly basis?	1	2	3	4	5+

To what degree do you agree with the following statements

When the Member is on site...

	Agree Strongly	Agree	Disagree	Disagree Strongly	Not sure
I can spend more time addressing individual needs					
I can more effectively address the needs of all the youth					
It is easier to plan and implement activities					
More youth benefit from individualized attention					
There are fewer behavioral outbursts					
The target youth make more progress					
The youth can participate in more activities					
We can offer a greater variety of programs and services					
We can offer higher quality programs and services					
Other:					

The Member...

	Agree Strongly	Agree	Disagree	Disagree Strongly	Not Sure
Relates well to the youth					
Relates well to teacher/program staff					
Is punctual and reliable					
Is asked about by youth when (s)he is not there					
Is asked about by parents					
Is included in stories or pictures by students					
Comforts student(s) when upset or bothered					
Has a positive influence on the environment					
Uses her/his special talents – art, music, storytelling, etc.					
Other:					

Other comments or suggestions:

EARNED INCOME TAX CREDIT REPORT

Your Name:		Date:
Site Name:		
Which VITA training session did you attend? _____		
Please circle which sections you passed? I II III IV V		
Number tax returns you completed:	Average EITC return for yourself:	

Please provide a brief description of the tax preparation assistance you **provided**:

Number of tax returns prepared:	Average dollar amount of EITC return for your site:
Number non-AmeriCorps Volunteers:	Total number of non-AmeriCorps volunteer hours:
Number of repeat volunteers:	
Number of AmeriCorps member volunteers (include self)	Total number of AmeriCorps hours spent on this project:

Marketing Efforts: Please describe **what you did to market the program**. Include number of flyers distributed, media results, etc.

EITC Assistance: **Tell** a story **about** someone you helped (e.g., a **woman** with two children **received** a refund of \$3,725. Now she can pay some bills off and get her children some **new** clothes).

What part of the tax preparation assistance worked best?

How would you improve the assistance provided?

Please return form by April 30, 200__.

By LISC AmeriCorps in conjunction with Project STAR

COMMUNITY OUTREACH LOG

Member's Name: _____ Date: _____

Site/CDC Name: _____ Period _____

Please help LISC AmeriCorps in our evaluation efforts by filling out this log. Where items do not apply to you, please write N/A in the cell or blank. DO NOT LEAVE ANY CELLS BLANK. Thank you.

1. What did you do to provide public awareness of community resources or services? (For example, give presentations about available resources, run information fairs.)

Type of public awareness activity	Number of each type	Total number of people served	Results of any evaluations given (For example x% report they are satisfied/helped, x% gained useful knowledge.)
Speech/Presentation			
Community Service Fair			
Individual Contacts			
TV Broadcast			
Radio Broadcast			
Newspaper Article			
Other (please specify)			

2. What did you do to facilitate information/resource sharing? (For example: maintaining a volunteer list to share, developing a web site to provide information or resources to the public.)

Type of Resource Sharing	Number of times resource was used or distributed	Results of any evaluations given (For example x% report they are satisfied, x% gained useful knowledge.)
Volunteer lists to share with other organizations		
Information & Referral lists for other organizations/individuals to use		
Community calendars		
Web Sites		
Resource Manuals Distributed		
Informational Flyers Distributed		
Other (please specify)		

3. How many volunteers did you recruit for special events and ongoing work? Count any volunteers that you trained, assigned or supervised.

Name of project/activity	Number of volunteers	Total number of hours contributed	Volunteered more than once? (yes/no)	Name of Organization that volunteer is affiliated with?
1				
2				
3				
TOTAL				

4. Please list the collaborations/ teams with which you work, and indicate the purpose, frequency of meeting and average percent attendance for each.

Name of Collaboration/Team	Purpose: Please tell why the collaboration has been formed	Frequency of meeting (# / yr)	Average % Attendance

5. What, if any, other Community Building activities have you conducted? (Not listed above)

Type/name of activity	Result of activity	Number of people served

NEIGHBORHOOD ASSOCIATION SURVEY

Date: _____

Please tell us about the neighborhood group you work with in conjunction with LISC AmeriCorps **and** (Name of Organization). Your comments will help us to improve our programs.

Thank you. *(Name of Organization)*

What type of neighborhood group did you participate in? (check all that apply).

- Neighborhood/Crime Watch Tenant/Resident Association
 Block Association Homeowners Association
 Other (please describe): _____

Place a check mark in the box that best describes your experience with your group. Provide any additional comments in the space provided.

	A lot	Som e	A little	Not at all	Does Not Apply	COMMENTS
I was involved in identifying community needs/issues						
I was involved in identifying solutions/action plans to address those needs/issues						
I got others from the community involved in the group						
I helped to organize the group						
My participation in the group has given me a better sense of community						
My participation in the group has given me a sense of empowerment to positively change things that effect my community						
I have been satisfied with the role the AmeriCorps member played in working with the group.						
I plan to continue my participation with the group next year.						

In what ways has the group made a difference for community residents?

What could be improved about the group or its activities?

VOLUNTEER SIGN-IN RECORD

Activity		Member	
Organization		Date	

Volunteer Name	Phone number (with Area Code)	Is this the first time you have volunteered for this organization?	Do you plan to continue to volunteer for this organization?	Time In	Time Out	Total Hours
	()	Y N	Y N			
	()	Y N	Y N			
	()	Y N	Y N			
	()	Y N	Y N			
	()	Y N	Y N			
	()	Y N	Y N			
	()	Y N	Y N			
	()	Y N	Y N			
	()	Y N	Y N			
	()	Y N	Y N			
	()	Y N	Y N			

COMMUNITY TRAINING EVALUATION

Name (optional): _____ Date(s): _____

Title or Session Topic: _____

On a scale of 1-5, where 1 is “strongly disagree” and 5 is “strongly agree”, please rate the following areas:

	Strongly Agree				Strongly Disagree
The speaker was prepared	5	4	3	2	1
The materials provided were useful	5	4	3	2	1
The format was useful	5	4	3	2	1
The content was useful	5	4	3	2	1
I learned skills/ gained a better understanding of the topic	5	4	3	2	1

What aspect of the presentation was most useful to you?

Would you attend another training/ workshop sponsored by this organization? YES NO

On a scale of 1 – 5 with “5” being “excellent and “1” being poor, please rate the overall workshop.

Other comments/suggestions: