Date: May 18, 2010

To: All FY2009-2010 NYS Learn and Serve America Project Directors

From: Richard A. Rose, Associate in Higher Education

Subject: FY2009-2010 Final Evaluation and FY 2010-2011 Reapplication Procedures

The FY 2009-2010 New York State Learn and Serve America (LSA) Final Program Evaluation and FY 2010-2011 Reapplication Procedures are as follows:

FY 2009-2010 LSA Final Evaluation Program Procedures:

The following evaluation forms must be completed and submitted:

- **New York State Learn and Serve America K-12 Final Project Evaluation Report-FY 2009-2010 Individual School Sub-grantees** (to be completed by all project directors)
    - This final report should be **COMPLETED ON LINE BY JULY 10, 2010**
    - The website link to the report has been emailed to you separately

- **New York State FY 2009-2010 Learn and Serve America Project Individual Classroom Evaluation Survey** (to be completed by all classroom teachers who received LSA funds from your project or a regional network mini-grant to conduct a service learning grant during this current school year).
    - The website link to the report has been emailed to you separately
    - Project directors and regional network directors should have participating teachers **COMPLETE THIS SURVEY ON LINE BY JULY 10, 2008**

- In addition, the Corporation for National and Community Service is requiring that any organization receiving a sub grant under the Learn and Serve (LSA) program (i.e. a Learn and Serve grant awarded by a State education agency, grant making entity, higher education consortium) and directly operating LSA funded service-learning projects and activities must complete the 2009-2010 Program and Performance Measurement Report for Schools and Districts - "**the LASSIE report.**"

- Please be aware that the LASSIE documentation [http://www.lsareports.org/login.aspx?ReturnUrl=%2f] must be completed by June 30, 2010. [please contact David and Emily at the LASSIE help desk at mailto:support@lsareports.org or at 1-866-337-8751]
- Project directors should have received an online notification about these reports and assigned password. If you have not received please call Lisa Drzymala at (518) 474-6887 or email her at LDRZYMAL@MAIL.NYSED.GOV .

FY2010-2011 Reapplication Procedures

All sub grantees and regional network grantees should submit a Reapplication for Funding Request that contains the following six items:

1. Completion of an Application Cover Page (form can be found at http://www.highered.nysed.gov/kiap/LEARNANDSERVE/home.html)
2. An updated project proposal including the following (five pages maximum):
    a. description of the performance objectives for next year
    b. description of program activities
    c. outline of evaluation procedures
    d. number of expected student participants
    e. any staff or program direction changes
3. Project directors should also submit any documentation and evaluation results that will support and demonstrate that their project has achieved the performance objectives that were described in their original proposal for this current year. *Anecdotal information, news releases, newsletters, information about in kind support, supplemental funding and/or grants received to support your program should also be submitted.*
4. A detailed budget on an FS 20 form (form can be found at http://www.highered.nysed.gov/kiap/LEARNANDSERVE/home.html)
    a. The budget should request **NO MORE** than the amount of grant funds received in your award letter for FY 2009-2010 for sub grantee and regional network activities
    b. A detailed budget narrative (form can be found at http://www.highered.nysed.gov/kiap/LEARNANDSERVE/home.html)
    c. LSA matching budget page

The required reapplication documents, including one original signature and one copy, must be submitted to our office and **postmarked no later than July 16, 2010**. Please send them to:

Ms. Lisa Drzymala
Education Assistant 1
NYS Learn and Serve America
New York State Education Department
Room 965
89 Washington Avenue
Albany NY 12234

LSA staff will review the submitted materials and renewal decisions will be made based on each sub grantee's progress towards meeting their FY 2009-2010 performance objectives, quality and impacts of service learning program activities on students, schools and their communities, effective administration and coordination of program activities and services, effective and efficient use of program funds and submission of required program reports. Funding decisions are expected to be completed by August 1, 2010.

Thank you for your dedication to and continued interest in service learning in New York State.