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OFFICE OF GOVERNOR RONNIE MUSGROVE  
INTEROFFICE MEMORANDUM

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**TO:** BOYD  
**FROM:** RILEY  
**SUBJECT:** ADDITIONAL GOVERNOR'S OFFICE OF LITERACY INFORMATION  
**DATE:** 3/22/00  
**CC:** FILE

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Pursuant to my review of additional documents provided by the Governor's Office of Literacy and to my conversation with Judy Williams on March 21, I am providing the additional information regarding the Office's contracts, grants and Memorandums of Agreement.

- AmeriCorps members participating in the LEYDERS program are to accomplish three objectives: 1) assist in the development of program participants' education career plans; 2) tutor GED students on basic skills and work with them to solve community problems; and 3) assist 20 youth aged 16-25 in five communities to be placed in jobs and to remain in jobs for at least 30 days.
- The Office could not provide a description of the STEP program.
- The Office just received the check for the University of Tennessee project, so it is closed. Williams said that she is planning on using funds as state matching funds for the LEYDERS project.
- Judy Williams said that there are no costs associated with the VISTA program's Memorandums of Agreement. The program serves to "build the capacity for the State of Mississippi to develop a comprehensive approach for providing literacy services by developing a collaborative plan. It assists to provide a resource to set necessary policy that builds an infrastructure to provide coordination, communication and resource development." Tasks and activities of the AmeriCorp VISTA members include, but are not limited to:
  - identifying at-risk children with regard to reading ability;
  - identifying parents of at-risk children whose reading ability is low and referring them to adult literacy programs;
  - recruiting volunteers to provide tutoring to children and parenting skills to adults;
  - making arrangements for training volunteers and matching them with students; and,
  - identifying resources to train children in age-appropriate technology.

- The Office provided 2 of the missing 7 Memorandums of Agreement, explaining that three of the remaining 5 are on contract through the LEADERS project and the other 2 do not have current VISTAs or have had recent change. The information of the 2 provided is as follows:

<b>Site</b>	<b>VISTAs</b>	<b>Period</b>
Youth Opportunities Unlimited (Y.O.U.)	1	8/20/99-8/21/00
Performing volunteer services to strengthen academic skills of children in grades K-8 with an emphasis on K-3. (Note: this MOA stated Office of Literacy, rather than Governor's Office of Literacy.)		
Hollandale School District (Volunteer Station)	1	8/21/99-8/20/00
Performing volunteer services to strengthen academic skills of children in grades K-8 with an emphasis on K-3. (Note: this MOA stated Office of Literacy, rather than Governor's Office of Literacy.)		

- I am also attaching an organizational chart that I found in the VISTA project proposal.

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OFFICE OF GOVERNOR RONNIE MUSGROVE  
INTEROFFICE MEMORANDUM

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**TO:** BOYD  
**FROM:** RILEY  
**SUBJECT:** GOVERNOR'S OFFICE OF LITERACY DOCUMENTS  
**DATE:** 3/16/00  
**CC:** FILE

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A summary of all grants, contracts and memorandums of agreement of the Governor's Office of Literacy follows:

1. Learning Experiences for Youth to Develop Employability-Related Skills (LEYDERS) – The Mississippi Commission for Volunteer Services awarded IHL's AmeriCorps LEYDERS grant \$120,000 in Federal Corporation for National service (CNS) funds with a grantee match of \$278,843 for total program funding of \$398,843. The funding cycle is August 1, 1999, through July 31, 2000. The grant provides for the Institutions of Higher Learning/Office of Literacy – LEYDERS Grant to serve as an AmeriCorps Program Director.

The Governor's Office of Literacy provided copies of the following LEYDER grants for the specified amount of funds to provide for AmeriCorp members. Each contract is between the Board of Trustees of State Institutions of Higher Learning and the specified contractor, with Commissioner Layzell signing for IHL. Each contract is for the period August 1, 1999, through July 31, 2000. *(NOTE: I have left a message for Judy Williams, Director of the Governor's Office of Literacy to call me so that I may obtain needed information, including a copy of the LEYDERS program objectives and services (i.e, tutoring, mentoring, community service, etc.) and a description of the STEPS Program, including its location.)*

<b>Contractor</b>	<b>Amount</b>
Coahoma Community College Skill/Tech Center	\$14,184
East Mississippi Community College Skill/Tech Center	\$11,367
Jackson Public School Career Academic Placement (CAP) Program	\$11,367
STEP Program	\$2,680*
West Jackson Community Development Corporation Youth Build Program	<u>\$11,367</u>
	\$50,965

\* This grant also provides for \$11,400 in VISTA funds.

2. Central Mississippi Planning and Development District (CMPDD) – This \$9,568 sub-grant is between the CMPDD and the Institutions of Higher Learning/Governor’s Office of Literacy. Under this project, which runs from August 1, 1999, to June 30, 2000, four AmeriCorps members and one full-time VISTA volunteer will be assigned to provide supplemental employability and basic skill instruction to participants enrolled in the JTPA funded School-to-Work program located in the Mississippi Job Corps Center. The LEYDERS Program is to provide direct management of the project. The AmeriCorps members are to provide the following services:
  - a. Assist School-to-work participants to develop individual education career plans where necessary;
  - b. Work with groups of School-to-work participants on community problem solving activities;
  - c. Assist School-to-work participants develop, strengthen, and apply employability skills to solve identified problems and to the work site;
  - d. Assist School-to-work participants to find an appropriate work site related to their education career plan;
  - e. Assist in recruitment and training of volunteers to work with School-to-work participants in community projects and to serve as future mentors; and,
  - f. Assist, where applicable, with locating quality child care.
3. AmeriCorps and VISTA America Reads Program - The application for federal assistance provides the legal name of the applicant as the Mississippi Institutions of Higher Learning, with the Office of Literacy as the organizational unit. The applications requests \$40,128 in federal funds for a funding cycle of October 1, 1999, through September 30, 2000. The budget justification is for 50% of an AmeriCorps VISTA Supervisor’s salary and support operations. The Office of Literacy provided no documentation other than the application, budget and budget justification.
4. University of Tennessee – This is a sub-grant between the University of Tennessee and the Mississippi Institutions of Higher Learning. The “Statement of Work,” provides for the Mississippi Institutions of Learning, Governor’s Office of Literacy/MS Literacy Resource Center to conduct an action research project in Mississippi to determine how learners with low literacy skills effectively use technology for learning. The report produced as a result of this project is to be cataloged and published as locally produced materials on the Southern LINC’S Web Site. The term of the sub-grant was from October 1, 1998, through September 1, 1999. The \$4,000 budget provides for 11.43 8-hour days to design, document, write and publish this project @ \$350/day. The sub-grant provides for all communications for the sub-grantee to be directed to Judy Williams, Governor’s Office of Literacy. *(NOTE: I will ask Judy Williams if this grant is still active. Agreement called for it to expire on September 1.)*

5. Lee Furr – The Board of Trustees of State Institutions of Higher Learning entered into a contract with Lee Furr for the period January 10, 2000, through June 30, 2000. Mr. Furr is to teach methods, via the video conference interactive satellite system, by which to tutor elementary school students in reading. The Board is to pay Lee Furr an amount not to exceed \$200/session for a maximum of four sessions, plus travel and expenses.
6. Connie Richardson– The Board of Trustees of State Institutions of Higher Learning entered into a contract with Connie Richardson for the period January 10, 2000, through June 30, 2000. Ms. Richardson is to teach methods, via the video conference interactive satellite system, in how to instruct and mentor youth and adults to help increase their employability skills. The Board is to pay Ms. Richardson an amount not to exceed \$250/session for a maximum of eight sessions, plus travel and expenses.
7. The Office of Literacy provided copies of Memorandums of Agreement between the Institutions of Higher Learning/Governor’s Office of Literacy and the following sites for the Governor’s Office of Literacy to provide the respective number of AmeriCorps VISTAs, for the specified purpose. Each MOA stated that IHL/Governor’s Office of Literacy would “provide such financial support and technical assistance, except as other wise provided herein, as may be necessary, in accordance with standards prescribed by the Corporation, to enable the volunteers to effectively perform the work to which they were assigned.”

Site	VISTAs	Period
Grenada League of Adult Development (GLAD) Performing volunteer services to strengthen academic skills of adults. (Note: this MOA stated Office of Literacy, rather than Governor’s Office of Literacy.)	1	1/30/00-1/29/01
Summit Learning Center Performing volunteer services to strengthen academic skills of children in grades K-8 with an emphasis on K-3.	2	8/21/99-8/20/00
Lafayette County Literacy Council Performing volunteer services to strengthen academic skills of children in grades K-8 with an emphasis on K-3.	1	6/18/99-6/17/00
North Delta Youth Service Corps Performing volunteer services to strengthen academic skills of children in grades K-8 with an emphasis on K-3.	1	8/21/99-8/20/00
West Tallahatchie School District Performing volunteer services to strengthen academic skills of children in grades K-8 with an emphasis on K-3.	2	8/21/99-8/20/00

Leflore County School District	1	8/21/99-8/20/00
Performing volunteer services to strengthen academic skills of children in grades K-8 with an emphasis on K-3.		
Ole Miss University (sic)	1	8/21/99-8/20/99 (sic)
Performing volunteer services to strengthen academic skills of children in grades K-8 with an emphasis on K-3.		
	<b>VISTAS</b>	<b>Period</b>
Alcorn County School District	1	8/21/99-8/20/00
Performing volunteer services to strengthen academic skills of children in grades K-8 with an emphasis on K-3.		
South Panola School District	1	8/21/99-8/20/00
Performing volunteer services to strengthen academic skills of children in grades K-8 with an emphasis on K-3.		
DeSoto Literacy Council	2	8/22/99-8/21/00
Performing volunteer services to strengthen academic skills of children in grades K-8 with an emphasis on K-3.		
Marshall County Literacy Council	2	7/16/99-7/15/00
Performing volunteer services to strengthen academic skills of children in grades K-8 with an emphasis on K-3.		
Starkville School District	2	3/27/99-3/26/00
Performing volunteer services to strengthen academic skills of children in grades K-8 with an emphasis on K-3.		

The Governor's Office of Literacy's memo reflects that it also has Memorandums of Agreement for the following sites, but the Governor's Office of Literacy did not provide complete MOAs for these sites:

Laural Housing Authority  
Hollandale Consolidated Schools  
Tunica County Literacy Council  
STEP Program of Jackson  
MS Jobs Corps  
Coahoma County Literacy Council  
Youth Opportunities Unlimited

*(NOTE: I will ask Judy Williams for: 1) project narrative for VISTAs to determine specific "volunteer services"; 2) fiscal costs associated with the MOAs; and, 3) complete MOAs for the above-mentioned 7 sites.)*

