

## PART I - FACE SHEET

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction														
Modified Standard Form 424 (Rev.02/07 to conform to the Corporation's eGrants System)																
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):	3. DATE RECEIVED BY STATE:  10-JAN-11	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID:  11ES124222	4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER:  10ESHKY0010003														
<b>5. APPLICATION INFORMATION</b>																
LEGAL NAME: Northern Kentucky University Research Foundation  DUNS NUMBER: 361265684	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):  NAME: Gayle Hilleke  TELEPHONE NUMBER: (859) 572-7614  FAX NUMBER: (859) 572-1445  INTERNET E-MAIL ADDRESS: hillekeg1@nku.edu															
ADDRESS (give street address, city, state, zip code and county): Nunn Drive, AC 616 Highland Heights KY 41099 - 0001 County:																
6. EMPLOYER IDENTIFICATION NUMBER (EIN):  201787893	7. TYPE OF APPLICANT: 7a. Higher Education Organization - State Controlled  7b. 4-year college Local Education Agency Statewide Association															
8. TYPE OF APPLICATION (Check appropriate box).  <input type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input checked="" type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/>  A. AUGMENTATION        B. BUDGET REVISION  C. NO COST EXTENSION    D. OTHER (specify below):	9. NAME OF FEDERAL AGENCY: <b>Corporation for National and Community Service</b>															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:94.006 10b. TITLE: AmeriCorps Fixed Amount Grant (State)	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:  Kentucky Service Corps															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):  This will be a statewide program and member placement will be throughout the Commonwealth of Kentucky. Cities include but are not limited to: (Eastern Kentucky) Ashland, Morehead, Richmond (Central) Lexington, Louisville (Northern) Erlanger, I	11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
13. PROPOSED PROJECT: START DATE: 09/01/11      END DATE: 08/31/12	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="KY 004"/> b.Program <input type="text" value="KY 004"/>															
15. ESTIMATED FUNDING: Year #: <input type="text" value="2"/>	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?  <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:  DATE:  <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372															
<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="text-align: right;">\$ 40,000.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>g. TOTAL</td> <td style="text-align: right;">\$ 40,000.00</td> </tr> </table>	a. FEDERAL	\$ 40,000.00	b. APPLICANT	\$ 0.00	c. STATE	\$ 0.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 40,000.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?  <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
a. FEDERAL	\$ 40,000.00															
b. APPLICANT	\$ 0.00															
c. STATE	\$ 0.00															
d. LOCAL	\$ 0.00															
e. OTHER	\$ 0.00															
f. PROGRAM INCOME	\$ 0.00															
g. TOTAL	\$ 40,000.00															
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:  Gayle Hilleke	b. TITLE:  Executive Director	c. TELEPHONE NUMBER:  (859) 572-7614														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED:  05/04/11														

## Narratives

### Executive Summary

The Kentucky Service Corps (KSC) is a statewide effort to meet unmet community needs by engaging Kentucky college students and citizens in service activities in schools, nonprofits, and government agencies. Over 1000 members (305 Member Service Years - MSYs) on at least 14 campuses will join forces with social service agencies to provide needed services to over 20,000 citizens in the Commonwealth of Kentucky. Members will help veterans and people with disabilities, lead support groups for people overcoming addictions, or teach or mentor K-12 students, among many projects. Members will engage in an experience that will foster a lifelong ethic of civic responsibility.

### Rationale and Approach

#### 1. Compelling Community Need

##### a. Community Need

The Kentucky Service Corps (KSC) AmeriCorps program is a statewide effort to meet important unmet community needs by engaging Kentucky college students in service activities in schools, nonprofits, and state and local government agencies. Over 1000 members (305 Member Service Years - MSYs) on at least 14 campuses will join forces with social service agencies to provide needed services to over 20,000 citizens in the Commonwealth of Kentucky. Members will help veterans and people with disabilities access services, lead support groups for people trying to overcome addictions, teach or mentor K-12 students, or serve low income citizens in health clinics, among many projects. Members will connect their service directly to their academic studies, strengthening and expanding their education through using their knowledge and skills in real-world situations. KSC will be administered by Kentucky Campus Compact (KyCC), a membership organization of college and university presidents and their institutions. Kentucky Service Corps members will engage in experiences that will foster and deepen a lifelong ethic of civic responsibility.

## Narratives

The need for the Kentucky Service Corps is two-fold.

First, Kentucky is a state faced with many challenges. Kentucky is one of six states in the U.S. with a poverty rate that is higher than 17%. (see d. Documentation of Need for source information for this paragraph.) With a population of just over 4 million people, that means that over 700,000 Kentuckians live in poverty. For children, the poverty rate is even higher at 23% with 232,700 children living in poverty. Almost 30% of Kentucky high school students drop out before graduation and only 17.8 get college degrees.

The jobs statistics from the Kentucky Education and Workforce Development Cabinet noted that in the month of October 2009, the education and health services sector lost 400 jobs, the "other services" sector (repair and maintenance, personal and laundry services, civic and professional organizations) lost 2,200 jobs and the manufacturing sector lost 2,000 jobs. Compared to October 2008, manufacturing sector jobs fell by 32,900. Many citizens in Kentucky are without jobs and many agencies have a reduction in personnel to serve the public. These are a few of the current challenges facing Kentucky's citizens, nonprofits, public schools, and state and local governmental agencies.

Second, there is a need to expand the culture of service, civic engagement and volunteerism in Kentucky in order to reinforce our society's ideal of democracy. Deepening and strengthening a culture of service will provide a strong foundation for future generations to be concerned about the health and well being of the community in addition to the condition of their own lives and families.

The effort of building an ethic of service is being championed from many offices in the state, including the Office of the Governor, the Office of the Secretary of State, the Kentucky Commission on Community

## Narratives

Service and Volunteerism, and the Kentucky office of the Corporation for National and Community Service. KyCC is one of the statewide organizations working to strengthen the culture of service in Kentucky. KyCC promotes service opportunities for college students through two Learn and Serve America grants, a statewide VISTA program, and workshops on topics such as service learning and community based research. The Council on Postsecondary Education (CPE) estimates fall 2009 college enrollment in Kentucky at 357,395 undergraduate students. Kentucky college and university presidents want their institutions to provide the type of education that will help students become engaged both during their college career and in their lives after they graduate. They believe it is important for more college students to have civic experiences so when they become teachers, business leaders, and local government officials, they will understand the impact their decisions and contributions can make on a community.

### b. Why we selected this need

We selected this need in two stages. The first discussion occurred during a KyCC advisory board meeting in June 2009. The goal of the meeting was to determine strategic priorities for KyCC for the next three to five years. Advisory board members unanimously recommended that the top priority should be to develop resources to engage more Kentucky college students in service learning, community based research and other civic activities in order to enrich their education and to strengthen the communities being served.

The second stage of identifying the need was to research the conditions of social service organizations in the state. Over the past two years newspapers and radio programs reported several significant state budget cuts, high unemployment, struggling families and cash-strapped nonprofits. Armed with this information, KyCC turned to its local, regional and statewide partners to find out about the need first

## Narratives

hand. There was unanimous agreement that partnering with college students in providing needed services was a high priority in the nonprofit, governmental, and K-12 education sectors.

This grant proposal is an effort to provide service opportunities for Kentucky's college students while at the same time addressing some of the state's unmet needs.

### c. How we identified the need

We identified this need through feedback from Kentucky stakeholders, including Kentucky colleges and universities, P-16 Councils, K-12 schools, college students, community partners, and state government agencies. KyCC Kentucky Campus Compact currently has 23 member institutions, all of which are looking for ways to involve more students in meaningful service in communities. Due to higher education reform legislation in Kentucky, the public higher educational institutions are required to have a strategic plan for improvement. The private institutions are voluntarily participating in this effort. Without exception, all of the plans include a component of service-learning, civic engagement and/or volunteerism to help students understand the relevance of their education and to prepare them to be active citizens after graduation. Thus, campuses are searching for ways to implement that portion of their strategic plans.

KyCC staff had individual conversations with college faculty/staff and their community partners to discuss this proposal. In addition, when KyCC staff held workshops or conducted site visits, they gathered information that was incorporated into the KSC proposal. One of the frequent requests for technical assistance is how to get more faculty involved in service-learning and more students involved in volunteer projects in the community. Nonprofit, government, and school partners frequently ask KyCC for advice on how to connect with the colleges and universities and tap into the knowledge and

## Narratives

skills of faculty and students to help build organizational capacity.

d. Documentation of the need

The Kentucky Service Corps program will operate statewide, thus we are providing state data that shows the need across the Commonwealth. Listed below are some key statistics on the demographic and socioeconomic status of Kentucky's citizens.

-17.2% of Kentuckians live in poverty compared to 13.2% nationally. Kentucky is one of the six states (AR, KY, LA, MS, NM, WV) with poverty rates over 17%. State population 4,116,814 (US Census as reported by Community Action Survey, 2008)

-23% of children (232,700) in Kentucky live in poverty. In 2008 the food stamp use was up by 11%. (December 2009 Brookings report: The Effects of the Recession on Child Poverty.)

- Of 100 Kentucky students who start 9th grade, 71.8% graduate from high school on time, 44.1% enter college, 28.7% are still enrolled in sophomore year, and 17.8% graduate from college within 150% of time, well below the national average of 19.6%. (Kentucky College Access Network, Gap Analysis and Access Inventory, November 12, 2009)

-2002 Percent of Children Receiving Free/Reduced Lunch: Ky: 45.1% and U.S. 39%

-Kentucky ranked 46th for median household income (\$39,678) compared to national (\$49,901). (In 2006 Inflation-Adjusted Dollars) (US Census data reported on the statehealthfacts.org website of the Kaiser Family Foundation, in 2007)

## Narratives

-Based on 2000 Census Data, in Kentucky, there are 1,126,427 individuals between 16 and 64 with a disability and 360,106 individuals with a disability that impairs their ability to work.

-According to statehealthfacts.org (Kaiser Family Foundation, 2009), 4% of Kentucky's residents receive blind and disabled Supplemental Security Income benefits. This gives Kentucky the highest percentage in the nation of residents who receive SSI benefits.

-At the end of the 2008 federal fiscal year, the average caseload for counselors in the Kentucky Office of Vocational Rehabilitation (OVR) was 272.63 individuals per year. The national average is 143.

-The number of newly eligible cases of individuals with substance abuse issues increased by 22.45% from fiscal year 2006 to 2008. (Kentucky OVR, 2008)

There are also several sources of documentation that show the need among Kentucky providers of social services. A November 12, 2009, email from the Department for Community Based Services (DCBS), a department in the Kentucky Cabinet of Health and Family Services, describes the current statewide situation within government and nonprofit agencies:

"Because of the severe budget deficit in Kentucky and the need to cut 14% of the budget for the DCBS and the Division of Behavioral Health (DBH), contracts with community agencies that were funded with any state general funds or were not federally mandated were eliminated. For DCBS this included the loss of all funding for programs such as fatherhood initiatives, in-home supports for struggling families, community awareness campaigns, child abuse prevention events, and meetings to build community capacity to support recovery for example. Similarly, the Division of Behavioral Health that manages the

## Narratives

statewide network of private Community Mental Health Centers reduced or eliminated the funding for case management services."

The 2007 national campus compact survey showed that Kentucky campuses lagged behind the national averages in service learning and civic engagement:

-Kentucky had an average of 28 academic service-learning courses (36 U.S.)

-The number of students involved in community service, service-learning and civic engagement activities averaged 15% (30% U.S.)

-Kentucky campuses also offer the following service programs for students: one day service projects 79% (85% U.S.), alternative breaks 64% (67% U.S.), and international service opportunities 36% (52% U.S.).

## 2. DESCRIPTION OF ACTIVITIES AND MEMBER ROLES

### a. Activities to address the need

Through Kentucky Service Corps we intend to mobilize hundreds of college students to provide critical services for nonprofits, schools and local and state governmental agencies. College students will primarily be placed in agencies where they can use the skills they are learning in their academic studies, i.e. an individual studying to be a nurse might be placed at an inner city health clinic to help take vital statistics of clients in preparation for seeing the nurse or doctor. KSC will include academic areas such as social work, sociology, psychology, public administration, nursing, physical therapy, allied health, and education. In some cases, college students will be placed with agencies as part of a leadership development, social change, or service program. During their term of service, AmeriCorps members will



## Narratives

have the opportunity to reflect on their service, the importance of being an engaged citizen, and the options in choosing future careers.

b. Current efforts to address the need

The six regional universities in Kentucky (Eastern Kentucky University, Kentucky State University, Morehead State University, Murray State University, Northern Kentucky University, and Western Kentucky University) are currently involved in a state funded initiative titled "Regional Stewardship". (Council on Postsecondary Education website, Policies and Initiatives, Academic Initiatives.) State funds were allocated for each university to convene all the stakeholders in their region to determine the most pressing needs and to find a way to work together to meet those needs. For instance, in Northern Kentucky, NKU and its regional partners decided to focus on certifying and supporting highly qualified teachers and on community health needs. The statewide Regional Stewardship effort is intended to strengthen the work of nonprofits, schools, and governmental agencies and to build capacity for institutions of higher education and community agencies to work together to improve the lives of Kentuckians.

Kentucky Campus Compact works to provide opportunities for Kentucky college students and graduates to serve in their communities. KyCC administers a statewide VISTA program and is involved in two Learn and Serve grants. The 15 KyCC VISTA members are placed at 8 colleges and universities around the state. The goals of the KyCC VISTA program are to strengthen campus -- community partnerships, increase capacity for service learning, and support projects that deal with specific issues such as domestic violence or affordable housing.

The first Learn and Serve program, Ready and Response Service Team (RRST) is in its last year of

## Narratives

operation during the 2009-2010 school year. The program is in collaboration with Louisiana Campus Compact. Through RRST, Kentucky and Louisiana college students are engaged in service-learning through academic courses and co-curricular activities, primarily focused on disaster preparedness and relief. In 2008-2009 of the RRST program, 2,073 college students and 2,810 K-12 students were involved in service activities, providing a total of 15,400 service hours to 62 community agencies. In addition, 43 new service-learning courses were added at colleges and universities.

The new Learn and Serve program Pay It Forward, began in September 2009 and provides funding for campuses in Kentucky, Ohio, and Michigan to begin or strengthen their course-based student philanthropy service-learning programs.

### c. Member's roles

KSC members will serve at nonprofit, community or faith-based organizations, state or local government agencies, or qualified educational institutions. Service sites will primarily focus on the priority issues of the Corporation for National and Community Service: Education, Healthy Futures, Clean Energy/Environment, Veterans, and Opportunity. Members will provide direct service to help agencies meet the needs of their clients.

Service placements can be initiated by a college/university or by the community-based agency.

Service placements can be initiated by the college/university through: 1) academic programs such as internships or practicums; 2) a center for service learning or civic engagement; 3) co-curricular programs or organizations; or 4) community based work study.

## Narratives

A community-based agency can initiate a service placement in two ways. First, it can partner with a college or university and provide the service placement for students, with the college and the agency working together to design a service project that would benefit both the student and the agency. Secondly, community-based agencies can become direct Kentucky Service Corps agencies in partnership with Kentucky Campus Compact. The service projects at the direct agencies must fit within the CNCS priority areas listed above. Non-campus compact groups are charged a \$1,000 annual fee to participate in the KSC program and will receive training, support and oversight from Kentucky Campus Compact.

Members will not replace any staff or current volunteers -- their role will be to assist the current personnel so that the reach or impact of the agency/school can be increased. Members will serve in either 300 hour minimum slots or 450 quarter time slots. The type of slot is dependent upon the type of service a member is doing. KSC is requesting a total of 50 Member Service Years (MSYs.)

Each participating college campus will have a designated coordinator. This will either be a faculty member or a staff member and they will be responsible for helping connect the student with their placement site, making sure students have any academic training needed for the service placement, working with the site supervisor, and supporting the member throughout his/her service. The designated coordinator will be responsible for ultimately reviewing and approving AmeriCorps members' timesheets.

### c. Non-duplication, non-displacement, and non-supplementation

Before AmeriCorps members begin their service, the campus/agency coordinators will be required to participate in training that outlines the guidelines for this program. This training will include expectations of AmeriCorps members, prohibited activities, and other program requirements such as

## Narratives

non-duplication, non-displacement, and non-supplementation. Site supervisors and members will be required to go through an online training which will have the same information. Finally, coordinators will sign an MOA and the members will sign a Member Agreement which will indicate that they know about the rules and regulations and that they agree to abide by them.

### d. Member development, training, and supervision

Member training will be shared by college faculty/staff, the community agency staff and the KSC program director. Members will be academically trained in the subject matter by faculty and staff who are professionals in the discipline in which the members will be serving. In many cases the members will be juniors, seniors, or graduate students and will already have a good depth of knowledge about their chosen field. Agency staff at the placement site will provide an orientation to their organization and to the specific work in which the member will be engaged. KyCC will provide AmeriCorps training to both members and site supervisors.

Each member will have ongoing contact with the faculty or staff member who will be supervising their work off-site, offering suggestions, providing technical assistance, and engaging in reflection with individuals and/or groups of students. In addition, each member will have a supervisor at the placement site to provide day-to-day direction and support. All members will receive an end of term evaluation done jointly by the college and agency. Any member serving 900 hours or more will also receive a mid-term evaluation.

The KSC program director will develop and maintain a robust website that will have resources for members to access during their service. It will include links to service websites, provide opportunities for members to share stories and interact with each other, and offer ideas for other service opportunities

## Narratives

for members who want to do more service after their term in AmeriCorps ends.

### e. Prohibited service activities

An explanation of prohibited service activities will be included in the online training members are required to complete prior to beginning their service. In addition, a list of prohibited activities will be included in the Member Agreement that they will sign and in the MOA coordinators will sign. Members will list their service activities on timesheets. The KSC program director will review timesheets and immediately call a coordinator if inappropriate activities appear in the member's report. The program director will make visits to sites and talk with randomly identified members to ensure compliance.

### f. AmeriCorps grant adds value to service activities

Receiving an AmeriCorps grant will allow KyCC to expand service opportunities for Kentucky college students to serve and strengthen their communities. Currently KyCC is able to provide opportunities for college students to be engaged in service through service learning in academic courses and co-curricular activities supported by Learn and Serve America funds. An AmeriCorps Education Award Program would greatly expand the opportunity for college students to serve during their college career. This program would also provide a way for KyCC to strengthen its relationships with communities, schools, and nonprofit agencies and provide a way for campuses and citizens to build alliances to serve communities.

## 3. MEASURABLE OUTPUTS AND OUTCOMES

Service placements for AmeriCorps members may address any of the five CNCS priority areas:

## Narratives

Education, Healthy Futures, Clean Environment, Veterans, and Opportunities and will use both CNCS national standard performance measures as well as additional measures. In the first year of the grant the majority of the placements will be in the Education, Healthy Futures and Veterans priority areas.

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The overall goals of this program are:

1. To provide direct service to support and build capacity in Kentucky nonprofits, schools, and government agencies.

Data collection: Placement agencies will complete surveys to determine if the AmeriCorps member added to the agency's capacity to provide service AND the monetary value of the member service.

2. To develop members' civic skills, attitudes, and habits.

Data collection: pre- and post-test assessment

3. To improve members' workforce skills.

Data collection: Member surveys, site supervisor evaluations

4. To increase the number of service learners.

5. To increase the number of volunteers.

Data collection for 4&5: Rosters, sign-in sheets, and other tracking formats

KSC will use the following standard performance measures:

Health

## Narratives

1. Number of individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas utilizing preventative and primary health care services and programs.
4. Number of clients participating in health education programs.

### Economic Opportunity

2. Number of economically disadvantaged individuals receiving job placement services.
10. Number of economically disadvantaged individuals placed in jobs.

### Veterans

1. Number of veterans receiving services and assistance, including veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities.

## 4. SELF-ASSESSMENT AND IMPROVEMENT

### a. Plans for continuous program improvement

To ensure that project goals and objectives are met, a self-assessment and improvement model has been developed and includes the following procedures and practices:

All services to members, campus coordinators, placement sites and direct agencies will be evaluated using appropriate tools such as evaluation forms, facilitated debriefings, and online surveys. Data will be collected and analyzed by the program director and will be used to refine services. Annually, all stakeholders will have opportunities to provide online feedback about the program and its specific services. Stakeholders will have the opportunity to recommend new services as well as to suggest

## Narratives

removal of services that may no longer be needed. Focus groups, interviews and/or surveys will be used to collect this information.

Members will be serving in communities all around the state, so technology and social media will be used to get feedback from all stakeholders. The program director will meet with the director of KyCC on a bi-weekly basis to discuss the progress of the program and any changes needed.

Twice a year the program director will report to the KyCC advisory board on the progress of this program, soliciting feedback and suggestions. The program director will also form an advisory council specifically for the KSC program that will be made up of stakeholders such as students, faculty, citizens, and nonprofit, school, and government agency staff. This group will meet in person or by conference call quarterly to provide direction for the program.

The program director will also communicate with similar programs around the country such as "UCAN Serve" in Colorado, Arizona, Utah, Nevada, "NC-ACTS!" in North Carolina, and "Students in Service" in Washington, Oregon, California, Montana, Hawaii, to learn from people who have been implementing a similar education award program for several years.

### b. Plan to identify strengths and weaknesses

KyCC is committed to implementing a high quality program that will make a difference in the community and in the lives of the AmeriCorps members. Because of this commitment there is a budget line item for an evaluator who will design assessment and evaluation tools that will measure the positive impacts and areas for growth in program. It will be the responsibility of the program director to work with the evaluator to create or adapt a process for continuous improvement. The primary goals of the



## Narratives

evaluation for members will be to determine member development in terms of ethic of service, learning of academic/goal-related skills, and increasing workplace abilities. Community agencies will evaluate members by determining the level of contributions made by the members.

The information gathered by the program director and evaluator will be shared with all the stakeholders -- the members, campus coordinators, site supervisors, faculty, citizens receiving services, and nonprofit, school and government agency staff. All of the recommendations will be used to make adjustments at an appropriate time in the lifecycle of the program.

### 5. COMMUNITY INVOLVEMENT

#### a. Target community involvement

This proposal focuses on the statewide needs of the Commonwealth and incorporated feedback about how to best address those needs from both campuses and community agencies. As the grantee, Kentucky Campus Compact will work alongside campuses to place members at sites that provide services to meet the needs outlined in this application. It will be important for campuses and community agencies to carefully select service sites and make placements in locations where the members can have the most impact toward meeting the needs of the Commonwealth.

Campuses and community agencies have been engaged in the planning process throughout the development of this application. The KyCC had three technical assistance conference calls for campuses and agencies to hear about the proposed program and how they might get involved and to provide feedback and suggestions. The KyCC director had conversations with each campus or organization that wanted to participate in the project (listed in 2c). Each institution had to identify areas for potential

## Narratives

placement as well as mechanisms for placing members such as academic courses or campus-based programs. In most cases, campuses built upon their existing partnerships with local agencies in identifying the best placement of the AmeriCorps members.

### b. Continued engagement of community partners

Campuses and community agencies will evaluate placements based on ongoing community needs and will use this information to inform the placement of future members. The KSC program director and campuses/direct agencies will work together with community agencies to ensure compliance with AmeriCorps standards and for ensuring that members are completing appropriate service activities. Service sites will be asked to communicate any issues regarding the placement of members and for keeping campuses apprised of their needs for future planning of the project. Several community partners will serve on the advisory council.

## 6. RELATIONSHIP TO OTHER NATIONAL AND COMMUNITY SERVICE PROGRAMS

Kentucky Campus Compact has a good relationship with the Kentucky Commission on Community Volunteerism and Service and the Corporation for National and Community Service state office. KyCC has participated in cross stream conferences both in Kentucky and in the southern region. It is host to a 15 member VISTA program and has been the recipient of two Learn and Serve grants. We will make sure that the VISTA members know about Kentucky Service Corps program participants and ask them to make contact with campus coordinators or site supervisors when possible and consider ways the programs may support each other. A VISTA member may be able to follow up after a Kentucky Service Corps member has served at a school or nonprofit and see if there might be additional service provided through a service learning class, faculty research, or a co-curricular leadership project. We will include

## Narratives

information about the national service programs in Kentucky in the online training for the Kentucky Service Corps members. The new Learn and Serve grant, Pay It Forward, requires that students contribute 15 volunteer hours during their service learning semester. We will introduce the faculty involved in both Pay It Forward and the Kentucky Service Corps so they can be aware of possible collaborations between the two programs. The KSC program director will ensure that there is no duplication or inappropriate member activities.

### 7. POTENTIAL FOR REPLICATION

#### a. Program design for replication

This program is itself a replication of other campus compact education award programs, demonstrating that this is a design that can be replicated. We have benefited from the experiences of the existing programs and used their feedback in developing this proposal. We chose to follow the North Carolina model of operating the program in just one state. The advantage to this model is that it strengthens the relationship with the state commission and with the other AmeriCorps programs in Kentucky.

#### b. Plans or strategies for replication

The KSC program director will share the program design and results with the thirty-four other campus compacts across the country and with individual campuses that might be interested in this program. Many of the other campus compact Education Award Programs are national direct AmeriCorps and have an affinity group to share best practices. The KSC program director will take the initiative to offer to create an affinity group for similar programs that are operating at the state level. The program director will work to get more Kentucky campuses and community agencies involved in the program,

## Narratives

with the goal of having the majority of KyCC members involved by year three of the program.

### 1. MEMBER RECRUITMENT AND SUPPORT

a. Describe your plans for recruiting members for your program.

In preparation for this grant proposal, faculty and staff from 14 colleges, universities and postsecondary organizations were enlisted to recruit members on their campuses. College faculty who teach in disciplines that are a good match for using service-learning as a teaching methodology were targeted for this program. While any discipline can incorporate service-learning, the professional disciplines have more opportunity for students to serve a greater number of hours in the community. These disciplines include, but are not limited to education, social work, sociology, psychology, nursing, physical therapy and other allied health fields, public administration, and criminal justice. Faculty and staff have made a commitment to tell their students about this program and encourage them to apply. We will be sure that faculty, students, and community agencies understand about the limitations of participating in AmeriCorps multiple times so that students who want to serve full-time after college will know how to choose their involvement.

Listed below is the higher education institution, its location and the number of members they will place in a community agency if this proposal is funded.

1. Association of Independent Kentucky Colleges and Universities (AIKCU). Frankfort. 10 MSYs at various independent colleges/universities. AIKCU is the organization that supports private higher education institutions in Kentucky. Members will serve primarily in education, social work, psychology and health professions.

## Narratives

2. Bellarmine University. Louisville. 1 MSY. Five 300 hour members in sociology and education.
3. Eastern Kentucky University. Richmond. 16 MSYs. Graduate psychology students.
4. Gateway Community and Technical College. Erlanger (Northern Kentucky) 1 MSY. Five 300 hour members will provide services to Veterans.
5. Henderson Community College. Henderson (Western Kentucky) 8.5 MSYs. Forty 300 hour members from the nursing program will be placed in health clinics or other community health settings or serve through health initiatives sponsored by the college.
6. Kentucky Community and Technical College System. Versailles. 10 MSYs. KCTCS is a system of 16 independent community colleges across Kentucky with a student population of over 50,000. The system office will build AmeriCorps service into the culture of its programs where students provide service in the community across the Commonwealth.
7. Kentucky Campus Compact. Highland Heights. 15 MSYs for student advisory board and direct agencies.
8. Morehead State University. Morehead (Eastern Kentucky) 13 MSYs. Fifty social work students will serve in a variety of social service agencies including substance abuse centers, area aging agencies, hospice, drug courts, domestic violence shelters, homeless shelters, family court, family resources centers, or hospitals.
9. Murray State University. Murray (Western Kentucky) 15 MSYs. Part-time members in nursing, social work, education, youth and nonprofit leadership.
10. Northern Kentucky University. Highland Heights. (Northern Kentucky) 73 MSYs. 16 MSYs for social work students; 20 MSYs will serve out of the Center for Civic Engagement; 13 MSYs for nursing students; 24 MSYs for education students.
11. Spalding University. Louisville 20 MSYs (see description below)
12. Transylvania University. Lexington. (Central Kentucky) 1 MSY. 5 members will serve through a leadership program.

## Narratives

13. University of Kentucky. Lexington. (Central Kentucky) 77 MSYs for students in the allied health programs.

14. University of Louisville. Louisville. 17 MSYs for students in leadership and social change.

Spalding University, located in downtown Louisville, will implement an interdisciplinary project that uniquely fits its mission and educational priorities. The mission of Spalding University is to be "a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice." Their KSC project will be a model for other institutions to replicate.

Spalding students who are enrolled in professional studies such as social work, nursing, education, occupational therapy, psychology and non-profit business administration will have an opportunity to apply to become AmeriCorps members (20 MSYs). Through this experience students will be able to contribute to the well-being of the community while they pursue their degree and develop their expertise through hands on practice and mentoring. Members will be organized into interdisciplinary groups for reflection in person and/or through blogs or other social media. This will enhance their awareness to the dynamics of service and give them an opportunity to reflect upon their role of "giving back" or "paying forward." Students not connected with an internship or academic program will be exposed to the work of social welfare and charitable organizations.

Two state government agencies will participate in KSC, one in partnership with colleges/universities (Department for Community Based Services) and one as a direct agency (Office of Vocational Rehabilitation).

## Narratives

DCBS has seen a drastic 14% reduction in their budget and a subsequent reduction in staff. Housed close to the Kentucky Commission on Community Volunteerism and Service (KCCVS), DCBS has come to understand the power of national service to address critical state and local needs. DCBS will host 12 quarter time (450 hour) AmeriCorps members from Kentucky colleges and universities who will work with specialized teams in child welfare and substance abuse at six locations around the state with the Sobriety Treatment and Recovery Teams (START.) START is a specialized state initiative with intensive involvement of families, substance abuse provider staff, and the community.

Kentucky Office of Vocational Rehabilitation (OVR) will be a direct agency with the Kentucky Service Corps program. OVR is the state office responsible for providing services to people with disabilities. Kentucky has one of the highest disability rates in the nation. According to the American Community Survey conducted by the United State Census Bureau in 2008, Kentucky's rate of disability among individuals between the ages of 18 and 64 living in the community was 15.8% (418,430 people), third in the nation behind West Virginia and Mississippi. Only 30.2% of those individuals were employed, according to the survey. The 2007 American Community Survey estimated a poverty rate among individuals with disabilities ages 18 to 64 in the state at 32.9%, more than three times the rate in the general population (12.1%).With the overall unemployment rate in the state recently rising to over 11%, the services of the Kentucky OVR are in great demand. The agency served 42,255 individuals with disabilities in federal fiscal year 2009, assisting 4,565 in achieving employment outcomes.

With the current state of Kentucky's economy, OVR is finding it increasingly difficult to meet the needs of its consumers with the limited financial and staff resources available. After significant cuts in the budget over the last two fiscal years, OVR is facing another 6% reduction in fiscal year 2010, tripled in its effect by the loss of federal funds they will be unable to match. AmeriCorps members (20 MSYs) will be placed at various sites throughout the state and will assist in the employment-related needs of

## Narratives

Kentuckians with disabilities. Specific activities will include tasks such as community outreach, assisting individuals with their government benefits, training individuals in the use of assistive technology and job placement. Members will fill an important gap in places where citizens with disabilities would otherwise receive little or no assistance.

KyCC will also help with statewide recruitment by announcing the KSC program on its website and by sending information to the KyCC advisory board and to our contacts in student government associations across the state. KyCC will assist OVR in recruiting a diverse group of members from local campuses and from the general public.

AmeriCorps members are required to be 17 years of age or older, a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States. Collegiate members must be currently enrolled at a Kentucky Campus Compact member institution and have the educational preparation for the service they will be doing. For instance, a social work major would be placed only in social service agencies for which they has been academically prepared. They would not be placed in a nursing setting or at a site needing a background in public administration. Community members who apply to be an AmeriCorps member must have the qualifications requested by the placement site.

Background checks will be completed on all members. The program director will develop procedures for responses to a background check with findings. For instance, identification on the National Criminal Research database as a sex offender would be cause for immediate disqualification and felonies and misdemeanors would be reviewed on a case-by-case basis.

Many AmeriCorps members will be familiar with the communities in which they will be placed because many attend college in their hometown. We expect that the AmeriCorps members will reflect the general



## Narratives

diversity of Kentucky college students. We will encourage faculty members to recruit a diverse cadre of students from their campus. Although Kentucky has a low rate of racial diversity (90% white), there are other demographic elements of diversity such as students with disabilities, single parents, displaced homemakers, military Veterans, etc. Special efforts will be made to identify and recruit AmeriCorps members from these and other diverse areas.

### b. Member support and satisfaction

Members in this program will receive a high level of support, an important component for a high retention rate. Many of the members will be enrolled in a college course and will participate as an AmeriCorps member through an internship, practicum, service-learning, independent study, or other form of experiential education. We expect that earning credit for the course will be a strong motivator for the member to complete their service. The program director will help both campus coordinators and direct agencies learn how to support the needs of AmeriCorps members who are serving in the community. In addition, the program director will stay in contact with members through various social media venues such as Facebook, Twitter, and through the project website. The program director will develop a survey to gauge member satisfaction. Members will complete the survey midterm and at the end of their term which will give the program director two opportunities to make adjustments during the year. The survey will assess the service at the placement site, allow members to reflect upon their experience, and provide an opportunity for feedback on the AmeriCorps processes (enrollment, tracking time and service, reflection, exit.)

## MEMBER DEVELOPMENT, TRAINING, AND SUPERVISION

### a. Member orientation

## Narratives

Most AmeriCorps members will serve under the guidance of a campus coordinator, either a faculty member teaching in an academic discipline or a staff member who is in charge of a co-curricular program or community service office. In addition, members will have a site supervisor -- someone who is at the placement site and who will provide day-to-day support. The campus coordinator and the site supervisor will agree how best to orient the members to the community, their placement site, and to the specific service they will perform. These components will be written into the Member Agreement between the placement site and the member. A Member Agreement template will be developed by the KSC program director to ensure all required elements are included. Direct agencies will designate one person as a site supervisor for the AmeriCorps members. All coordinators and supervisors will complete their own online orientation to the program and will be supported by the KSC program director.

### b. Member training

Every member will be required to complete an online training about AmeriCorps prior to beginning their service. This training will include topics such as background on AmeriCorps and national service, program expectations, and prohibited activities. Training for specific service activities will occur at the college or agency that is supporting the AmeriCorps member. Training will include at a minimum the following activities: background on the service site and on the specific issue being addressed, information about the people being served, and professional protocol and expectations. Sites will be required to further enhance the training with ongoing activities that promote the development of skills required at each specific site. In addition to the initial trainings, service sites will be asked to look for opportunities for members to expand self awareness, and participate in formal or informal reflection (individual and small group) when appropriate.

## Narratives

Information about AmeriCorps meetings/conferences and professional conferences and workshops relevant to direct services will also be disseminated to members. Toward the end of their service, members will be encouraged to join the AmeriCorps Alumni Association, a national network of state and local alumni groups supported by the Hands On Network. Local chapters host ongoing events and the national group focuses on advocacy, education, and continued service for AmeriCorps Alums.

In addition to the onsite training, the KSC program director will develop an online training about the use of the AmeriCorps award and will make sure the coordinators and site supervisors understand all the provisions.

The information will include the four general uses of the AmeriCorps education award:

1. Repay qualified student loans;
2. Pay for current costs of attendance at a qualified institution of higher education.
3. Pay for expenses incurred in participating in an approved school to work program.
4. Hold on to the voucher for up to seven years and use it for future education costs, such as recertification courses, graduate school, study abroad, etc.

### c. Member supervision

The role of the site supervisor is an important part of the success of this program. Site supervisors will help develop and sign the Member Agreement and will sign the site supervisor Memorandum of Agreement; mentor and supervise the member; assist in training and orienting the member to the service site; help the member understand his/her important role as an active citizen during this experience and beyond; verify the member's hours and activities by reviewing and signing his/her times logs; complete a site supervisor program evaluation when the member exits the program.

## Narratives

d. Tutoring program only: (N/A)

e. Ethic of Service and Civic Responsibility

The program director will develop reflection materials for students to complete online that will help them process the service experience they are completing, how it relates to their academic study (if applicable), and how it will influence their future behaviors as an active citizen. By using social media venues, AmeriCorps members will be encouraged to communicate with other members, share their service experiences, and learn from each other. Faculty, staff, and agency coordinators will be asked to create opportunities for members to reflect with other members in person. If campuses or agencies have volunteer recognition programs, we will ask them to include the AmeriCorps members in the event so they can be recognized for their service.

### A. COMMUNITY OUTPUTS AND OUTCOMES

#### 1. Sustainability

Sustainability will be approached from two different perspectives. First, one of the goals of KSC is to build and strengthen a culture of service on college campuses in Kentucky. Faculty and students who participate in KSC will be asked to promote the program to other faculty and students, thus increasing the number of students who serve in the community every year. Once this culture is institutionalized on campuses, it can be perpetuated with or without the AmeriCorps funding. The campus and the community will have developed an interdependency that benefits everyone. Second, through the recruitment of volunteers, more people will be connected to the organizations being served with the

## Narratives

hope and expectation that some of the volunteers would continue to serve even after the AmeriCorps member has finished.

### 2. Volunteer Recruitment and Support

In collaboration with their host agency, members will be expected to recruit volunteers to expand and strengthen the service they are doing. Some sites will not be conducive to volunteer recruitment due to privacy or health concerns. However, all members will be asked to look for ways and opportunities to recruit volunteers where appropriate. There will be an overall program goal of recruiting 2000 volunteers per year. Volunteers will complete any orientation and/or training required by the site and AmeriCorps site supervisors will be asked to support the volunteers while they are engaged with the agency.

### 3. Capacity Building

Capacity-building activities will vary from site to site depending on the needs of nonprofits, schools and local and state governmental agencies, and the skills of the AmeriCorps members.

For the host agencies, members will complete activities that will add to the agency's ability to provide essential services. Members and faculty will be encouraged to think about other campus connections that might help build additional capacity for the agency. For instance, a nonprofit could be connected to a technology class on campus and those students could help build a new website and train staff in a content management system such as Joomla. After receiving the training, the staff would be able to manage the site without paying an outside entity to do the work. Other service learning projects could include strategic planning, developing a marketing plan, or assistance with grant writing.

## Narratives

For colleges and universities, this program will build the capacity of Kentucky higher education institutions to provide engaged learning for their students. It will bring visibility to the practice since there will be such a large cadre of students, and it will give faculty skills to continue these practices even when AmeriCorps funds are not available.

### Organizational Capability

#### 1. Sound Organizational Structure

##### a. Sound Programmatic and Fiscal Oversight

History of our organization

Kentucky Campus Compact (KyCC) was created in 2005 by a consortium of college and university presidents and an advisory committee with representation from 21 of the 28 public and independent 4-year institutions, the Kentucky Community and Technical College System (KCTCS) representing 16 community and technical colleges, the Council on Postsecondary Education, and the Association of Independent Kentucky Colleges and Universities (AIKCU). This 82% institutional participation indicates a strong commitment on the part of the Kentucky higher education community to the Kentucky Campus Compact, its vision to help higher education strengthen the Commonwealth's communities and improve the lives of Kentucky's citizens, and its mission to promote the civic purposes of higher education. KyCC was formed to be a resource to support all Commonwealth institutions of higher education in the implementation of their action plans related to the public agenda of higher education reform, especially in the areas of service learning and civic engagement.

##### b. Board of Directors, Administrators, Staff

## Narratives

### i. Management and staff structure

KyCC has a full time executive director, a full time AmeriCorps VISTA coordinator, a part-time Learn and Serve program director, and a part-time communication specialist (student worker.) The executive director will hire, supervise and support a program director to lead the Kentucky Service Corps program. The executive director spends much of her time traveling to member and non-member campuses, promoting service learning and civic engagement and determining the needs and strengths of each institution. During these campus visits, she will contact any participating faculty, staff or community agencies involved in KSC and learn to how the program is working for all the stakeholders. She will also make sure that the advisory board and the presidents are kept informed about the progress and accomplishments of the program.

Gayle Hilleke, executive director of the KyCC, has more than 11 years of experience in the monitoring and oversight of AmeriCorps programs, both at the state and national levels. For three years she served as the AmeriCorps program officer at the Ohio Community Service Council where she managed the RFP process, training and technical assistance, and monitoring and oversight of over \$3,000,000 in federal funds from the Corporation for National and Community Service (CNCS.) Prior to coming to KyCC, she worked for eight years at CNCS as a program officer in AmeriCorps and as the manager for the state administrative standards project, the primary monitoring tool of the 52 state commissions funded by CNCS. Earlier in her career, Hilleke helped start the K-12 Service-Learning Center at Michigan State University and provided training and technical assistance to Michigan K-12 faculty on the topics of service and service-learning. She holds a Master's Degree in Organization Development from American University.

## Narratives

The VISTA coordinator and the Learn and Serve program director will make sure that the people involved in their respective programs know about KSC and promote it whenever possible. The communication specialist will include information about KSC in the newsletter and on the KyCC website. He will also assist the program director in creating a website for that will be user friendly for the members, faculty/staff, and community agencies.

KyCC has a board of directors composed of the sponsoring presidents and an advisory board composed of faculty and staff representing each of the member institutions. The chair of the board of directors, Dr. James C. Votruba, President of Northern Kentucky University, is a strong advocate for service learning and civic engagement and provides the vision and leadership at the presidential level to make KyCC successful. He is a state and national leader and advocate for university-community engagement and partnerships. Dr. Votruba was a key promoter of the successful state legislation that made Kentucky the first state to allocate state funds for a Regional Stewardship project. Over his eleven-year tenure, Northern Kentucky University (NKU) has become a leading university the nation in percentage of student, faculty and staff directly engaged in community partnerships that advance economic and social progress. He serves on the board of directors of the national Campus Compact and in November, 2009, began a term as board chair of American Association of State Colleges and Universities, the "leadership association of 430 public colleges and universities delivering America's promise."

### ii. Key program and fiscal positions

KyCC will hire a full time program director to manage and lead the KSC. The position will be advertised through member campuses, the national campus compact network, other national websites such as the American Association of State Colleges and Universities (AASCU) and Association of American Colleges and Universities (AAC&U), and Idealist.org. Qualifications for the position will include strong



## Narratives

administrative, finance and grants management skills, demonstrated skills in verbal and written communication, a background in service or civic engagement, and proven ability in analysis and reporting. Preference will be given to candidates with a master's degree in education, public administration or a related field. The program director will be responsible for building quality systems to ensure that members have a good experience, for providing strong financial and programmatic oversight, and for ensuring compliance with federal regulations and state expectations. The program director will work closely with the Research, Grants and Contracts office and the Comptroller's office at NKU to ensure timely, accurate accounting and precise record keeping of the grant. A representative from those offices will be invited to serve on the search committee for the program director.

In 2005 NKU established the Northern Kentucky University Research Foundation (NKURF) which has a fifteen member board composed of NKU faculty and staff as well as community members external to the university. The goal of NKURF is to promote the development of internal and external support for programs involving research, instruction, and public service and it is the legal applicant for this grant and the fiscal agent for all of the KyCC grants. In 2005, NKU received \$10,949,120 in grant funding, \$7,397,715 of which was federal monies; 48% of the federal funds were pass-through to state programs. For the past three years, NKURF has successfully managed a Kentucky higher education Learn and Serve grant -- "Ready and Response Service Team" in the annual amount of \$393,972. As part of the Learn and Serve grant NKURF managed the paper work for 7 subgrants and 20 mini grants. In addition, it manages the KyCC VISTA grant of approximately \$20,000 per year and is the signatory for the KyCC VISTA program of 15 VISTAs and 1 VISTA leader. This strong record of funding demonstrates that systems are in place to receive federal grants, enter into subgrants with other institutions, use Generally Accepted Accounting Procedures (GAAP), and provide proper oversight and monitoring.

c. Plan for Self-Assessment or Improvement

## Narratives

KyCC has monthly staff meetings to take stock of the work it is doing and to think together about how the organization can better serve its members and achieve its goals. At the beginning of fiscal year 2010 (July 1, 2009), we stopped having "report out" staff meetings where everyone shared what was happening with their program. Instead, we use a Google docs site and calendar to keep each other informed about our ongoing work. At our monthly staff meetings we have a training topic -- something we can all learn to increase our professional skills -- and we look at our organizational goals, what progress we are making, and what barriers we have encountered. Twice a year KyCC has an advisory board meeting where we report to the members about our progress and listen to their advice on the direction we are taking. Shortly after the advisory board meetings, twice a year KyCC has a staff retreat to digest the information gained from the advisory board members and adjust work plans or make new plans.

### d. Plan for Effective Technical Assistance

Plan to provide or secure any needed financial and programmatic technical assistance

Financial and program technical assistance is built into KyCC's program structure. The Office of the Comptroller at NKU will provide financial technical assistance in terms of managing the overall program budget, processing mini-grants and in helping the program director navigate the fiscal systems at NKU. Since this is a fixed price grant, the program will use NKU budget forms and procedures to track the expenditures of the program. The program director will be responsible for providing any financial technical assistance needed to the coordinators and will be supported by NKU staff as needed.

Online training for members, coordinators and site supervisors will provide a strong foundation for

## Narratives

program implementation. The KSC program director will be responsible for providing programmatic technical assistance for campuses, host sites, and AmeriCorps members.

The KSC program director will have a cadre of colleagues around the state to turn to for support and assistance with implementing this program. The Kentucky Commission on Community Volunteerism and Service (KCCVS) and the other AmeriCorps programs will be a good source to learn best practices and to seek help when problems arise.

### Ongoing training and technical assistance needs

The AmeriCorps member time log will include a place for members and site supervisors to express the need for technical assistance. The KSC program director will review these needs on a monthly basis and will respond individually or collectively as appropriate. Online training will be utilized to cover the most widely requested topics. The KSC website and other social media tools will have a place to request technical assistance and to recommend topics for training. The KSC program director will make note of any needs that he identifies during sites visits and he will specifically ask the stakeholders if they have any technical assistance needs.

## 2. Sound Record of Accomplishment as an Organization

### a. Volunteer Generation and Support:

Kentucky Campus Compact has two primary sources of volunteers that contribute to our capacity as an organization. First, members of the advisory board volunteer to serve on work groups to provide leadership on statewide initiatives. Current work groups include: 1) Assessment; 2) Developing a

## Narratives

speakers and trainers bureau; 3) Promotion and tenure summit in 2010; and 4) coordinating regional and statewide training. Second, college students are recruited to volunteer for a statewide MLK Day of Service initiative. Our first MLK Day of Service was 2009 and we had 482 volunteers, over 1500 hours of service and 26 different projects.

### b. Organizational and Community Leadership

KyCC provides strong leadership for Kentucky higher education institutions and its partners. Two years ago when Georgetown College had an idea and desire to start a statewide collegiate leadership conference, they called KyCC to see if it would work with GC to create such a conference. There have been two successful Kentucky Collegiate Leadership Conferences (KCLC) and KyCC has been asked to take the responsibility to find a host site every year and bring together a conference planning group.

The KyCC executive director serves on the planning committee for the annual statewide Kentucky Engagement Conference and on a regional committee for a P-20 collaboration on service and civic engagement. She also took the initiative to convene a meeting of the statewide service organizations: KCCVS, CNCS Kentucky Office, the Office of the Secretary of State, the State Education Agency. The first meeting of this group will be in January, 2010.

The KyCC executive director attends meetings on Regional Stewardship sponsored by the Council on Postsecondary Education and looks for ways for KyCC to support and build upon the initiatives started by the regional institutions and to connect them with other national service programs.

### 3. Success in Securing Community Support

## Narratives

### a. Collaboration

Kentucky Campus Compact and its member institutions have well-established relationships with nonprofits, schools, and government agencies. We currently send our e-newsletter to over 400 individuals and organizations. These relationships will enable the KSC project to enroll AmeriCorps members at sites to meet community needs. KyCC has strong relationships with statewide agencies and organizations that support service and civic engagement and it engages in meetings to discuss statewide strategies and opportunities for strengthening service in Kentucky. Statewide partner organizations include the Council on Postsecondary Education, the Kentucky Commission on Community Volunteerism and Service, the Corporation for National and Community Service state office, the Office of the Secretary of State. KyCC has participated in national cross stream conferences both in Kentucky and in the southern region.

### b. Local Financial and In-Kind Contributions

KyCC is financially supported by the member colleges and universities in the state of Kentucky. Currently there are 24 member institutions that pay dues as a condition of membership in KyCC. Given current economic challenges, retaining membership is a strong indication that the work of KyCC is important for higher education institutions in Kentucky. In addition to the financial support from our members, KyCC has received grants from the Council on Postsecondary Education (CPE), the Public Life Foundation of Owensboro, and the Rosalyn and Jimmy Carter Partnership Foundation.

### c. Wide Range of Community Stakeholders

The stakeholders of KyCC include collegiate faculty, students, administrators, and staff as well as

## Narratives

community organizations and state agencies that have relationships with colleges and universities. Over its four years of operation, KyCC has increased the number of contacts it has on campuses and has expanded into traditionally co-curricular topics such as alternative breaks. Almost 50% of the member campuses have participated in a service learning train the trainer workshop which builds the capacity of a campus to have internal "experts" who can support new faculty and staff in using service learning as a teaching methodology. Through the Learn and Serve America "Ready and Response Team" grant, KyCC was able to award \$148,000 per year (FY07-09) in subgrants and \$35,000 in mini grants (FY09) to support collaborations between college campuses and community organizations. One example is the partnership between Ashland Community and Technical College (ACTC) and the Red Cross. ACTC students worked with the Red Cross to make disaster kits, take them to K-12 schools, and talk with students about disaster preparedness and recovery.

### **Budget/Cost Effectiveness**

#### 1. Sound Organizational Structure

##### a. Sound Programmatic and Fiscal Oversight

#### History of our organization

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## Narratives

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### b. Board of Directors, Administrators, Staff

#### i. Management and staff structure

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## Narratives

### ii. Key program and fiscal positions

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In 2005 NKU established the Northern Kentucky University Research Foundation (NKURF) which has a fifteen member board composed of NKU faculty and staff as well as community members external to the university. The goal of NKURF is to promote the development of internal and external support for programs involving research, instruction, and public service and it is the legal applicant for this grant and the fiscal agent for all of the KyCC grants. In 2005, NKU received \$10,949,120 in grant funding, \$7,397,715 of which was federal monies; 48% of the federal funds were pass-through to state programs. For the past three years, NKURF has successfully managed a Kentucky higher education Learn and Serve grant -- "Ready and Response Service Team" in the annual amount of \$393,972. As part of the Learn and Serve grant NKURF managed the paper work for 7 subgrants and 20 mini grants. In addition,

## Narratives

it manages the KyCC VISTA grant of approximately \$20,000 per year and is the signatory for the KyCC VISTA program of 15 VISTAs and 1 VISTA leader. This strong record of funding demonstrates that systems are in place to receive federal grants, enter into subgrants with other institutions, use Generally Accepted Accounting Procedures (GAAP), and provide proper oversight and monitoring.

### c. Plan for Self-Assessment or Improvement

KyCC has monthly staff meetings to take stock of the work it is doing and to think together about how the organization can better serve its members and achieve its goals. At the beginning of fiscal year 2010 (July 1, 2009), we stopped having "report out" staff meetings where everyone shared what was happening with their program. Instead, we use a Google docs site and calendar to keep each other informed about our ongoing work. At our monthly staff meetings we have a training topic -- something we can all learn to increase our professional skills -- and we look at our organizational goals, what progress we are making, and what barriers we have encountered. Twice a year KyCC has an advisory board meeting where we report to the members about our progress and listen to their advice on the direction we are taking. Shortly after the advisory board meetings, twice a year KyCC has a staff retreat to digest the information gained from the advisory board members and adjust work plans or make new plans.

### d. Plan for Effective Technical Assistance

Plan to provide or secure any needed financial and programmatic technical assistance

Financial and program technical assistance is built into KyCC's program structure. The Office of the Comptroller at NKU will provide financial technical assistance in terms of managing the overall program

## Narratives

budget, processing mini-grants and in helping the program director navigate the fiscal systems at NKU. Since this is a fixed price grant, the program will use NKU budget forms and procedures to track the expenditures of the program. The program director will be responsible for providing any financial technical assistance needed to the coordinators and will be supported by NKU staff as needed.

Online training for members, coordinators and site supervisors will provide a strong foundation for program implementation. The KSC program director will be responsible for providing programmatic technical assistance for campuses, host sites, and AmeriCorps members.

The KSC program director will have a cadre of colleagues around the state to turn to for support and assistance with implementing this program. The Kentucky Commission on Community Volunteerism and Service (KCCVS) and the other AmeriCorps programs will be a good source to learn best practices and to seek help when problems arise.

Ongoing training and technical assistance needs

The AmeriCorps member time log will include a place for members and site supervisors to express the need for technical assistance. The KSC program director will review these needs on a monthly basis and will respond individually or collectively as appropriate. Online training will be utilized to cover the most widely requested topics. The KSC website and other social media tools will have a place to request technical assistance and to recommend topics for training. The KSC program director will make note of any needs that he identifies during sites visits and he will specifically ask the stakeholders if they have any technical assistance needs.

2. Sound Record of Accomplishment as an Organization

## Narratives

### a. Volunteer Generation and Support:

Kentucky Campus Compact has two primary sources of volunteers that contribute to our capacity as an organization. First, members of the advisory board volunteer to serve on work groups to provide leadership on statewide initiatives. Current work groups include: 1) Assessment; 2) Developing a speakers and trainers bureau; 3) Promotion and tenure summit in 2010; and 4) coordinating regional and statewide training. Second, college students are recruited to volunteer for a statewide MLK Day of Service initiative. Our first MLK Day of Service was 2009 and we had 482 volunteers, over 1500 hours of service and 26 different projects.

### b. Organizational and Community Leadership

KyCC provides strong leadership for Kentucky higher education institutions and its partners. Two years ago when Georgetown College had an idea and desire to start a statewide collegiate leadership conference, they called KyCC to see if it would work with GC to create such a conference. There have been two successful Kentucky Collegiate Leadership Conferences (KCLC) and KyCC has been asked to take the responsibility to find a host site every year and bring together a conference planning group.

The KyCC executive director serves on the planning committee for the annual statewide Kentucky Engagement Conference and on a regional committee for a P-20 collaboration on service and civic engagement. She also took the initiative to convene a meeting of the statewide service organizations: KCCVS, CNCS Kentucky Office, the Office of the Secretary of State, the State Education Agency. The first meeting of this group will be in January, 2010.

## Narratives

The KyCC executive director attends meetings on Regional Stewardship sponsored by the Council on Postsecondary Education and looks for ways for KyCC to support and build upon the initiatives started by the regional institutions and to connect them with other national service programs.

### 3. Success in Securing Community Support

#### a. Collaboration

Kentucky Campus Compact and its member institutions have well-established relationships with nonprofits, schools, and government agencies. We currently send our e-newsletter to over 400 individuals and organizations. These relationships will enable the KSC project to enroll AmeriCorps members at sites to meet community needs. KyCC has strong relationships with statewide agencies and organizations that support service and civic engagement and it engages in meetings to discuss statewide strategies and opportunities for strengthening service in Kentucky. Statewide partner organizations include the Council on Postsecondary Education, the Kentucky Commission on Community Volunteerism and Service, the Corporation for National and Community Service state office, the Office of the Secretary of State. KyCC has participated in national cross stream conferences both in Kentucky and in the southern region.

#### b. Local Financial and In-Kind Contributions

KyCC is financially supported by the member colleges and universities in the state of Kentucky. Currently there are 24 member institutions that pay dues as a condition of membership in KyCC. Given current economic challenges, retaining membership is a strong indication that the work of KyCC is important for higher education institutions in Kentucky. In addition to the financial support from our

## Narratives

members, KyCC has received grants from the Council on Postsecondary Education (CPE), the Public Life Foundation of Owensboro, and the Rosalyn and Jimmy Carter Partnership Foundation.

### c. Wide Range of Community Stakeholders

The stakeholders of KyCC include collegiate faculty, students, administrators, and staff as well as community organizations and state agencies that have relationships with colleges and universities. Over its four years of operation, KyCC has increased the number of contacts it has on campuses and has expanded into traditionally co-curricular topics such as alternative breaks. Almost 50% of the member campuses have participated in a service learning train the trainer workshop which builds the capacity of a campus to have internal "experts" who can support new faculty and staff in using service learning as a teaching methodology. Through the Learn and Serve America "Ready and Response Team" grant, KyCC was able to award \$148,000 per year (FY07-09) in subgrants and \$35,000 in mini grants (FY09) to support collaborations between college campuses and community organizations. One example is the partnership between Ashland Community and Technical College (ACTC) and the Red Cross. ACTC students worked with the Red Cross to make disaster kits, take them to K-12 schools, and talk with students about disaster preparedness and recovery.

### **Evaluation Summary or Plan**

NA

### **Amendment Justification**

NA

### **Clarification Summary**

RESPONSE FROM Kentucky Campus Compact (KyCC)

We will use 50 MSYs/200 slots with 145 quarter time slots and 55 minimum time slots.

## Narratives

Upon rereading our application, we realized that we chose confusing language to describe the people involved in this program. To clarify, there are three primary roles:

PROGRAM DIRECTOR - KyCC staff member who will direct and manage the Kentucky Service Corps (KSC) program.

COORDINATOR -- the individual on a campus or at an agency who will be the liaison between the KSC program director and the faculty/members/service placement sites.

SITE SUPERVISOR - the individual at a placement site who will be responsible for overseeing the member's day to day activities.

1. Please clarify how the parent organization will ensure that member service activities directly address the several compelling needs presented in the application narrative.

The Kentucky Campus Compact program director will manage the Kentucky Service Corps if it is funded. Campus/agency coordinators will be required to submit a list of service sites and service activities to the program director prior to the beginning of the service year. The program director will check to make sure each service assignment complies with the needs listed in the program design. If the assignment does not comply, the program director will work with the campus/agency coordinator to find/develop a new assignment that does comply. If an acceptable service activity cannot be established, no member slot will be used for that activity.

2. Applicant mentions tools that will be used for self-assessment but it is unclear whether applicant has a detailed plan with a timeline for assessing the proposed program; please clarify.

## Narratives

Sept.-Oct. 2010. Online surveys will be developed for the following groups: AmeriCorps members, coordinators, site supervisors, faculty. These surveys will include collection of data for the performance measures and for assessing the program.

Dec. 2010. Coordinators, site supervisors and faculty will fill out mid term survey on program performance. These data are used to make adjustments to the program to include in the renewal application process to CNCS.

Dec. 2010. AmeriCorps members who completed their term of service fill out the survey which includes both performance measurement data and program assessment data.

April-May 2011. All stakeholders fill out survey that includes both performance measurement data and program assessment data.

May-June 2011. KSC program director collects and analyzes data for both performance measures and for program assessment.

June 2011. KSC program director reports performance and program assessment data to the June meeting of the KyCC advisory board.

June 2011. KSC program director uses the program assessment data, the feedback from the advisory board, and discussions with staff to make further revisions and adjustments to improve the program.

3. Please clarify how members will be rewarded, developed and trained.

Members will receive two TRAININGS.

The first training will be an online training that all members will be required to complete prior to beginning their service. This training will include several sections of information and a "quiz" at the end of each section to make sure they have learned the material. The quiz results will be sent electronically to the program director. If a student does not complete the training prior to the deadline, the program



## Narratives

director will contact the campus/agency coordinator to notify them and have them work with the student to get it completed. The deadline will be communicated to the coordinators in the initial webinar with the program director. The online training will include: a history of national service and the Corporation for National and Community Service, National Service programs in Kentucky, the roles and responsibilities of an AmeriCorps member, prohibited activities, recruiting and supporting volunteers, leadership skills, connecting with the community, and components of quality service-learning. We have already talked with our campus compact colleagues in WA, CO, and NC who have current website training for AmeriCorps members and they have agreed to help us in the development of a web training.

The second type of training will be provided locally, overseen by the campus or agency coordinator. The program director will provide a framework for the training with required topics and the coordinator will either provide the training or oversee a faculty or community agency staff who will conduct the training. In some cases, there will be one training on campus and one at the community agency. In other cases, the faculty member and the community agency staff will collaborate on one training event that will occur either on campus or in the community. Training will include topics such as: information about the organizations and communities where the members will be serving, professional protocols and expectations of serving in a nonprofit or local government agency, how to provide quality service in the community setting, application of academic learning, leadership skills, how to look for/create opportunities for volunteers to help with the service, what to do when the unexpected happens, and how to track learning outcomes.

In both of these cases, the training will target the indicators we have chosen for our performance measures.

Members will be provided with DEVELOPMENT opportunities from the KSC program, from KyCC, and

## Narratives

from their academic institution.

KSC will have a website that will have resources that members can use in working within their community placement site. Some of these will be new topics and some are already being developed for Kentucky college students who are currently involved in engagement activities. Both of these resources will be available to the KSC members. The websites will include topics such as: how to run a productive meeting, how to plan and execute an effective training, various methods of conducting dialogues/forums with community clients, recruiting and supporting volunteers, methods of tracking outcomes, options for evaluating services provided, and methods of reflection -- both with the service site and with fellow students.

KyCC is planning a series of professional webinars for the 2010-2011 academic year and all KSC members will be encouraged to participate and to suggest topics that would be helpful in their service. Some of the current topics being considered for webinars are: sustainability, developing a student philanthropy program, developing partnerships, and issues that affect/influence poverty.

Participating colleges and universities will be encouraged to alert students of opportunities for development. Most campuses have some type of poster sessions for research and practicum experiences. Many campuses also have special speakers in targeted disciplines that would apply to a Kentucky Service Corps member's specific service. The program director will encourage coordinators and faculty to steer their AmeriCorps members to participate in these development opportunities.

KSC members will be REWARDED and RECOGNIZED in several ways. First, the Kentucky Commission on Community Volunteerism and Service (KCCVS) has established a recognition certificate from the Governor to people who are engaged in service in Kentucky. The KSC program director will make sure

## Narratives

that all students who complete their term of service will receive a certificate from the Governor. Second, the program director will work with the host campuses to include the KSC AmeriCorps members in any student recognition ceremonies that are held on campus or in the community. Third, KyCC co-hosts an annual Kentucky Collegiate Leadership Conference where KSC members will be invited to either present on their experience as an AmeriCorps member and/or attend the conference as a participant.

4. Please clarify how often site supervisors or campus coordinators will be in contact with Program Director.

The program director will be in contact with the campus/agency coordinators four times a year through formal webinars/Skype calls and as often as needed on the part of either the program director or the campus/agency coordinator or site supervisor through email and telephone.

The program director will visit each participating host campus/agency once during the academic year for a formal site visit/technical assistance visit. These will be scheduled in collaboration with the campus coordinator and as many site supervisors as possible.

Schedule for webinars/SKYPE calls

a. (September 2010) Beginning of year webinar or SKYPE call (We are still working with NKU to determine the exact technology but they have agreed to provide in kind services for us.) This will be for both campus coordinators and agency coordinators, and when possible for the staff where members will be placed.

The program director will have an initial webinar/Skype call with the campus/agency coordinators and site supervisors (whenever possible) prior to students beginning their service. If the site supervisor cannot be on the call, the coordinator will be responsible for training the supervisor and for

## Narratives

documenting that with the program director. Several times will be scheduled and each coordinator will be required to participate in one of the webinars. Prior to the event, the program director will provide each participant with a notebook that they will follow along with during the webinar. Topics will include National Service, roles and responsibilities of the campus/agency coordinator and the site supervisors, member training, member supervision, member development, enrollment and exit forms, time sheets and other record keeping, evaluation process, education award, and member recognition.

b. (December 2010) End of semester webinar/Skype call -- campus/agency coordinators and supervisors. This call will focus on evaluation, feedback, suggestions for technical assistance, and group reflection.

c. (Spring 2011) Mid semester webinar/Skype call -- campus coordinators.

This call will focus on any needed adjustments for the final part of the year.

d. (May 2011) End of year webinar/Skype call with campus/agency coordinators and site supervisors.

This call will provide an opportunity for evaluation, lessons learned, recommendations for a new group of AmeriCorps members.

5. Besides relying on more students and volunteers, please clarify how the proposed program will be sustainable beyond federal assistance.

KyCC has a goal of institutionalizing civic engagement on college campuses in Kentucky. Building a culture of service on the part of students is part of that effort. Currently, the primary ways students are involved are through volunteer opportunities and service-learning courses. The Kentucky Service Corps program will give us an opportunity to build a culture of more concentrated service and we will seek funding from campuses and through outside service organizations such as Kiwanis or Lyons Clubs.

Within a campus, we will work with development staff to seek financial support from alumni and local/regional business to provide scholarships to students who engage in service through internships,

## Narratives

practicums and other service opportunities.

6. Please clarify how volunteers will be recruited and for what specific purpose.

It will be the responsibility of the campus coordinators to recruit volunteers, and campus coordinators may mobilize the students/faculty/community agencies to join in the effort. During the training for the campus/agency coordinators and the site supervisors, the program director will talk about recruiting volunteers to support the efforts of the AmeriCorps members. In the first two weeks of the program, campus coordinators will work with faculty, students, and community agencies to identify how volunteers could contribute to their particular efforts and create a plan to recruit and support those volunteers. This plan will be turned into and monitored by the program director. Campuses will use their internal resources such as their office of civic engagement and/or student organizations to assist with efforts to recruit student and community volunteers.

Since members will be working in the Economic Opportunity, Education, Healthy Futures, and Veterans priority areas, possible volunteer activities would include:

### Economic Opportunity

Assisting people with disabilities by: helping them learn job skills, transporting them to job interviews and/or jobs, helping them independent living skills.

### Education

Tutoring children in reading and math, helping high school students apply for college, helping high school students to be academically prepared for college.

### Healthy Futures

Volunteering in grade schools or after school programs teaching students about healthy dental hygiene, the importance of exercise, and healthy eating.

## Narratives

Veterans

Assisting veterans by: providing transportation to doctors appointments and shopping trips, helping fill out medical forms, taxes, etc.

7. Please clarify how the applicant plans to secure technical assistance needs for members besides making available the KSC website and "other social media tools."

The KSC program director will ask campus coordinators to inform him/her about any technical assistance the AmeriCorps members need. During the site visit, the program director will arrange to meet with some of the members to discuss with them what technical assistance needs they might have. The surveys will also include an area to suggest technical assistance needs and the program director will respond to these.

The KSC program director will work with the campus coordinator to figure out who can provide the technical assistance for the members. It may be KyCC, the program director, the campus coordinator or other campus member, the agency coordinator or other agency staff, or the site supervisor. If the program director does not provide the technical assistance, he/she will follow up to see if the assistance was what the member(s) needed.

There are KyCC VISTA members throughout the state, placed at several different college campuses. These members can be a resource for the AmeriCorps members and the AmeriCorps members could be invited to attend the VISTA training events which occur quarterly.

8. Please clarify how sites will collect or receive training on collecting performance measurement data.

## Narratives

The KyCC program director will develop a protocol for campus/agency coordinators to use in collecting performance measure data. This is to ensure consistency in reporting format and the type of data that is collected. The protocol will include both technical assistance for collecting data as well as standard forms for use with each Corps member. The campus coordinator will be responsible for consolidating data into a single report that will be submitted to the KyCC program director. The KyCC program director will review on-site records during monitoring visits to verify performance measure data.

9. Please clarify staff structure for the proposed program.

The Kentucky Campus Compact (KyCC) program director will manage the KSC program and will report to the executive director of KyCC.

Each KyCC member campus or agency that agrees to participate will sign a Memorandum of Understanding that outlines the roles and responsibilities of the campus/agency. One of the responsibilities will be to provide a coordinator who will be the primary contact person with the KSC program director. This coordinator will be the one who participates in the training and will work with faculty and students on campus or with agency staff to make sure all the forms, paperwork, and other requirements of the program are properly addressed. Each campus/agency will be given a certain number of AmeriCorps slots to fill.

The campus coordinators will work with faculty who will know the students signed up for practicums, internships, student teaching, etc. The faculty will tell students about the AmeriCorps opportunity and will encourage them to apply by a set deadline. If there are more applicants than slots at the campus, the faculty and campus coordinator will interview the candidates according to criteria provided by the

## Narratives

program director and will choose the individuals who will participate. The campus coordinator and faculty will identify community sites for the members. The program director will be available to assist with site placement if needed.

The agency coordinators will recruit members from the community and/or the local college or university and will identify the service placement sites for the members.

### 10. Performance Measurement:

Because of the decrease in the numbers of members in this program, we also think it is best to adjust the performance measures accordingly. Members will be working in the priority areas of education, healthy futures, opportunities and veterans. We will track services provided to each of these categories, but since there is no critical mass in any one area, we will not use these as our performance measures to report to CNCS.

Our issue area is Education and our service category is Service-Learning. By choosing this as our focus, ALL members will be able to report:

Output: how many community members were served

Output: how many volunteers were recruited

Intermediate outcome: a % of the members who increased their civic knowledge and skills

End outcome: a % of the members who intend to continue to be involved in the community

### Continuation Changes

Year 2 Continuation Changes



## Narratives

### New site locations

1. \*Department for Community Based Services in the Kentucky Cabinet for Health and Family Services. 3 MSY. Twelve 450 hour members serving in various communities with the START program -- Sobriety Treatment and Recovery Teams. Members will be assisting with support groups and helping client access services. Cities include: Frankfort, Inez, Covington, Louisville, and Ashland.
  2. \*Office of Vocational Rehabilitation. 5.5 MSY. Fourteen 450 hour members and four 900 hour members will be placed in OVR offices around the state, including Lexington, Louisville, Frankfort, Paducah, Middletown, Thelma. Members will be providing services to DeafBlind consumers, assisting clients with job placements, or serving as teacher's aides for students with disabilities.
  3. Kentucky Historical Society. Frankfort. (Central Kentucky) 2.5 MSY. Ten 450 hour members will serve as educational outreach specialists for youth programs and as catalogers of historical artifacts.
  4. AppaCARES, the Center for Appalachian Philanthropy. One half MSY. Two 450 hour members in Carter and Lewis Counties serving with the CARES office, a "one-stop" access center for those who are in need of food, clothing, and access to social services.
  5. St. Vincent de Paul, Bardstown, Ky. One half MSY. Two 450 hour members to sort and organize donations and help clients with selecting items.
  6. Lighthouse Ministries Safe Haven. One half MSY. Two 450 hour members to help clients with job skills and accessing social services.
  7. Lindsey Wilson College (LWC) is a new member of Kentucky Campus Compact. 1 MSY Five 300 hour members will serve in rural Adair and Taylor counties in the social service agencies that provide career and shelter services to non-native English speakers and people who are unemployed or homeless.
- \*These partners were listed in the first year application, but they had not yet chosen their service sites, which are listed above.

Expansion with current host sites.

## Narratives

The second year financial request is the same as year one - \$40,000. Three slots are added - two 900 hour slots and one 300 hour slot. This will allow us to reduce the cost per member. Level funding is requested in order to basically maintain the current number of members and build a solid foundation for this program.

### Increased staff capacity

In year one, the program was not sufficiently staffed, which is one of the reasons it took longer than expected to recruit and enroll members. In year one, staff was limited to a part time grants manager and a part-time person to process member files, timesheets, and other documents. To provide additional help, the executive director assisted the grants manager and the hours of the part-time grants assistant were increased.

In year two, budget allocations have been made for three part-time staff members. The Kentucky Campus Compact AmeriCorps grants manager will devote 10% of her time, or approximately four hours a week to supervise the work on the Kentucky Service Corps program to make sure it is implemented according to the scope of work in the approved application and is following all the state and national requirements. A part-time program director will be hired, who will work 25 hours a week. The program director will run the day to day operations of Kentucky Service Corps: this includes recruiting campuses and partner agencies, training campus coordinators and site supervisors, ensuring background checks and sexual predator checks are complete, developing and revising program policies and procedures, developing and maintaining files on each member, tracking member timesheets, conducting compliance site visits, completing reports, and conducting continuous improvement activities. The program director will supervise a grants assistant who will work 15 hours a week to process documents, keep the files updated and in order, keep the website updated, and process NKU paperwork related to the grant. An example of work flow is the process for ensuring compliance on member timesheets. The members and

## Narratives

the site supervisors will sign the member timesheets and send them to the grants assistant who will log them in. The program director will review for accuracy, respond immediately to any discrepancies or unallowable activities, and will prepare a monthly report for the grants manager to review the progress of member hours.

Approximately 10% of the KyCC executive director's time will be spent on promoting and supporting this program among the KyCC member campuses and their community partners. In particular the executive director will work with the KyCC advisory board to develop plans for future development and for sustainability.

Support for KSC from the KyCC advisory board is being added. At the November 2010 advisory board meeting, the board members voted to create a more formal board structure in order to help build more capacity for Kentucky Campus Compact. There will be an executive team consisting of a president, president-elect, and a secretary who will meet quarterly with the KyCC executive director. In addition, there will be standing committees on resource development, training, programs, and assessment. These actions, in general, will build a stronger organization but will also specifically support KyCC programs including Kentucky Service Corps. The program committee will take an active role in making sure the programs housed at KyCC are using best practices, have strong administrative systems, and are meeting their respective goals. As an example, the advisory board member from Transylvania University created a commissioning ceremony protocol for all KSC sites to utilize. She also provided the leadership to create KSC identity through a KSC AmeriCorps pin and name badge. KCCVS commissioners have been invited to swear in the members in their region of the state. The new staffing structure and the increased involvement from the Kentucky Campus Compact advisory board will provide the support the KSC program needs in order to be successful.

## Narratives

### Additional role for AmeriCorps members

Beginning in year two, the Kentucky Service Corps members will be ambassadors of service in Kentucky. At the November 2010 KyCC advisory board meeting, the board members who were hosting KSC AmeriCorps members discussed the program and agreed that we should provide opportunities for members to take leadership roles in service on their campus and in the state. Members will be required to take a leadership role in one event/activity on campus and one in the region or state. In this way, the members themselves will be telling the story of how important service and service learning is to the communities in which they go to school and in which they live. During the first three months of their service term, members will receive leadership training through webinars and local events. For identity purposes, each member will be required to wear a KSC AmeriCorps pin and their name badge when they are serving and when they are at any events representing KSC.

### Kentucky Service Corps Budget

This program is a fixed price grant. The budget for the Kentucky Service Corps program is \$68,108 which includes staff salaries and fringe benefits (\$38,902), staff travel and training (\$6,350), supplies (\$1,250), contractual services (\$2,500) to Spalding University for a pilot project on interdisciplinary service, evaluation (\$2,000), operating costs such as background checks and member pins and name badges (\$5,000) and NKURF indirect costs (\$12,106)

We are requesting \$40,000 from CNCS funding with a cost per MSY of \$773, down from \$800 in the first year of the program. Northern Kentucky University Research Foundation (NKURF), the fiscal agent for KyCC, will take 35.4% IDC, or \$12,106, leaving \$27,894 to be applied to the operation of the grant. KyCC will provide the other \$40,214 of operating costs, a 36% increase in investment over the first year of the program.

## Narratives

The total year one budget was \$42,425. Of the CNCS share of \$40,000, NKURF took 35.4% IDC, or \$12,106, leaving \$27,894 to be applied to the operation of the grant. KyCC provided the other \$14,531 of operating costs.

### Decrease in cost per MSY

KyCC is proposing a decrease in cost per MSY from \$800 to \$773 in the second year of the grant with an ongoing goal of sustainability and a decreasing dependence on federal funding for the program. Building sustainability for Kentucky Service Corps is a priority for Kentucky Campus Compact because KSC contributes to the KyCC mission of increasing capacity for colleges and universities to provide service learning opportunities for their students, with the ultimate vision of improving the lives of citizens in Kentucky. KSC is a very visible program that will raise the awareness of how important service learning is to the public purpose of higher education. As campuses and students get recognition for participating in KSC, it will strengthen and deepen the culture and practice of service and service learning in Kentucky colleges and universities, a culture that will last long past the AmeriCorps funding.

### Enrollment

The first year of funding for the Kentucky Service Corps program was 2010-2011. As the fiscal agent for this grant on behalf of the Kentucky Campus Compact (KyCC), Northern Kentucky University Research Foundation (NKURF) required KyCC to wait to begin work on the grant until the grant started on September 1, 2010. Due to this timeline, the staff was not able to hit the ground running as originally planned. Also, while the campuses made a commitment to participate when the grant was first submitted, it took longer than expected to organize faculty on each of the campuses. Three months into the program year, the program design had to be revised to one that would have been better from the beginning -- build systems in the first three months, then recruit and place members. In the first three months, we built program systems, created trainings, and trained all the campus coordinators and

## Narratives

agency staff who will host members. Currently, we have all the host sites trained and they are busy recruiting members. As of January 7, 2011, 19 members have been enrolled. Another 18 have been selected and are completing their paperwork. The majority of the host sites are working on recruiting the remaining members by January 21 so enrollment can be completed before the end of January. The University of Louisville will use five 300 hour slots for a summer program.

To remedy slow recruitment in the future, a timeline has been created to ensure goals for recruiting and enrolling new members.

March 1-15, 2011. Training for host sites (colleges and universities) and service sites (nonprofits, government agencies, schools) where members will serve. Since we are greatly dependent upon campus coordinators to do the recruiting on their campus, each coordinator will be required to send in a recruitment plan by March 15.

March 15 -- June 30, 2011. Recruitment of members who will begin service on September 1, 2011. Because many of the placements are connected to a college course, most students will know by May which fall courses they will be taking. Thus, the campus coordinators and the faculty sponsors will be able to recruit students to become AmeriCorps members before students leave for summer break. If a campus needs to wait until August to begin recruiting, they will need to indicate this in their recruitment plan.

September 1, 2011. Except for campuses with an August Plan, Any unfilled slots on September 1, 2011 will be redistributed to other campuses or agencies so they can recruit members.

September 15, 2011. All members enrolled and serving in the community.

## Narratives

### Retention

The first full year of program operation is not complete, so there are no results for retention. Of the members currently enrolled, none have dropped out. Because the majority of our members are college students and their service is connected to academic study, we expect to retain 90% of our members.

### Performance Measures

We added one performance measure: 70% of the agencies that hosted Kentucky Service Corps AmeriCorps service learning members will report an increase in ability to serve their clients.

## Performance Measures

### SAA Characteristics

- AmeriCorps Member Population - None  
 Geographic Focus - Urban  
 Geographic Focus - Rural  
 Encore Program

### Priority Areas

- |   |  |
|---|--|
| <input type="checkbox"/> Education<br><i>Selected for National Measure</i> <input type="checkbox"/>                 | <input type="checkbox"/> Healthy Futures<br><i>Selected for National Measure</i> <input type="checkbox"/>                |
| <input type="checkbox"/> Environmental Stewardship<br><i>Selected for National Measure</i> <input type="checkbox"/> | <input type="checkbox"/> Veterans and Military Families<br><i>Selected for National Measure</i> <input type="checkbox"/> |
| <input type="checkbox"/> Economic Opportunity<br><i>Selected for National Measure</i> <input type="checkbox"/>      | <input checked="" type="checkbox"/> Other<br><i>Selected for National Measure</i> <input type="checkbox"/>               |

Grand Total of all MSYs entered for all Priority Areas 0

### Service Categories

Service-Learning Primary  Secondary

## Civic Engagement

**Service Category:** Service-Learning

**Measure Category:** Not Applicable

### Strategy to Achieve Results

**Briefly describe how you will achieve this result (Max 4,000 chars.)**

Two hundred college students and community members will serve as AmeriCorps members by applying their academic knowledge and skills to address recognized community needs. These members will be placed at a nonprofit, local or regional governmental agency, or in an educational setting where they can serve a segment of the underserved public. For example, members will be teaching K-12 students, leading special interest groups such as smoking cessation or eliminating alcoholism, or helping people with disabilities gain job skills.

**Result: Output**

Two hundred AmeriCorps members will serve 200 non-profits, schools, and local government agencies, working to help them build capacity and/or perform needed services.

Indicator: Non-profits, schools, local government agencies

Target: Two hundred non-profits, schools, local government agencies where members will complete their service.

Target Value: 200

Instruments: Monthly reports submitted by members.



**Result: Output**

PM Statement: Two hundred AmeriCorps members will serve 200 non-profits, schools, and local government agencies, helping these organizations build capacity and/or provide needed services.

Prev. Yrs. Data

**Result: Intermediate Outcome**

Organizations served by members will demonstrate an increase in capacity as measured by an organizational assessment that determines an increase in the number of impactful volunteer hours thereby increasing capacity that can be linked back to the member's activities.

Indicator: Non-profits, schools, and local government agencies

Target: Non-profits, schools, and local government agencies where the AmeriCorps members serve.

Target Value: 180

Instruments: Organizational assessment

PM Statement: One hundred and eighty of the organizations served by Kentucky Service Corps AmeriCorps members will demonstrate an increase in capacity as determined by an organizational assessment that determines an increase in the number of impactful volunteer hours thereby increasing capacity that can be linked back to the member's activities.

Prev. Yrs. Data

## Required Documents

Document Name

Status

Evaluation

Not Applicable

Labor Union Concurrence

Not Applicable