

## 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 confirm to the Corporation's eGrants System)			
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):		3. DATE RECEIVED BY STATE:  06-JAN-11	STATE APPLICATION IDENTIFIER:
2b. APPLICATION ID:  11AC123094		4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER:  09ACHKY0010002
<b>5. APPLICATION INFORMATION</b>			
LEGAL NAME: Homeless And Housing Coalition of Kentucky  DUNS NUMBER: 949811822		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):  NAME: Kelly Dycus  TELEPHONE NUMBER: (502) 223-1834 1115  FAX NUMBER:  INTERNET E-MAIL ADDRESS: kdycus@hck.org	
ADDRESS (give street address, city, state, zip code and county): 101 Burch Court Frankfort KY 40601 - 8353 County: Franklin			
6. EMPLOYER IDENTIFICATION NUMBER (EIN):  611191524		7. TYPE OF APPLICANT: 7a. Non-Profit  7b. 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 State		11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:  Build Corps	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):  Kentucky		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 006"/> b.Program <input type="text" value="KY 006"/>	
15. ESTIMATED FUNDING: Year #: <input type="text" value="3"/>		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. FEDERAL	\$ 674,144.00	<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	
b. APPLICANT	\$ 647,987.00		
c. STATE	\$ 0.00		
d. LOCAL	\$ 0.00		
e. OTHER	\$ 0.00		
f. PROGRAM INCOME	\$ 0.00		
g. TOTAL	\$ 1,322,131.00		
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO			
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:  Kelly Dycus		b. TITLE:	c. TELEPHONE NUMBER:  (502) 223-1834 1115
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:			e. DATE SIGNED:  04/28/11

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### Executive Summary

The Homeless and Housing Coalition of Kentucky (HHCK)'s Build Corps program serves to eliminate the threat of homelessness and to fulfill the promise of affordable housing for all Kentuckians. A statewide program, fifty-two Build Corps members impact their communities by providing assistance to the homeless and precariously housed accomplished through homeless prevention, housing assistance, and increasing the affordable housing stock through home building and rehabilitation.

### Rationale and Approach

The Build Corps is an AmeriCorps program that impacts local communities throughout the Commonwealth of Kentucky in two ways: 1) by providing direct service to men, women and children who are homeless, at risk of becoming homeless or inadequately housed and 2) by building and renovating homes for low-income families thereby increasing the affordable housing infrastructure in Kentucky. This program is an enhanced and expanded continuation to the Getting Things Done for Kentucky Homeless (GTD4KY) AmeriCorps program administered by the Homeless and Housing Coalition of Kentucky (HHCK) since 1994.

For twenty years, HHCK has been the only statewide homeless and housing coalition serving as the unified voice in Kentucky for the critical housing needs of low income people. HHCK is involved in affordable housing developments, providing technical assistance, tenant outreach programs, and running a widely respected and highly regarded AmeriCorps program. In the past year, HHCK has led the planning efforts on Kentucky's Ten-Year Plan to End Homelessness, working with 70 organizations in 6 regions of the Commonwealth to structure initiatives to end homelessness. Each region identified the needs of the target population and the services to be put in place to address the needs. HHCK utilized the recommendations that surfaced through these regional initiatives to develop this AmeriCorps application. We also based this program expansion on our external program evaluation of the current AmeriCorps program and feedback from service providers and stakeholders through an

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online survey and focus groups as well as our own experience and knowledge of homelessness, housing, and AmeriCorps.

The Commonwealth of Kentucky, from the eastern hills and hollows of Appalachia, throughout the rolling bluegrass, within the urban centers of Louisville, Lexington and greater Cincinnati, to the far western delta regions, has been experiencing tough economic times. The number of Kentuckians living in poverty rose to 17.3% in 2007, according to a U.S. Census Bureau report. The official nationwide poverty rate in 2007 was 12.5%. It is the fifth-highest state in terms of the number of people living in poverty. 23.4% of children younger than 18 in Kentucky live in poverty. 42 of Kentucky's 120 counties have poverty rates over 20% and 4 counties have rates over 30%. Moreover, 43 counties in Kentucky are classified as "persistent poverty counties." The Economic Research Service at USDA defines "persistent poverty counties" as those with poverty rates of 20% or higher in 1969, 1979, 1989, and 1999.

Poverty in Kentucky is not limited to its rural regions or referencing only its Appalachian regions. In the State's two largest cities, Lexington and Louisville, poverty is above the national average. The poverty rate in Jefferson County (Louisville) is 14.5%. In Fayette County (Lexington) the poverty rate is 14.2% with the contiguous counties of Bourbon at 14.3% and Jessamine at 13.2% (U.S. Census, American Community Survey, 2006, 2007).

There were over 2.2 million foreclosure filings in the U.S. in 2007. This represents an increase of 75% over filings in 2006, and a 150% increase over 2005. Over 1 percent of all U.S. households were in some stage of foreclosure during 2007, up from 0.6% of households in 2006. Kentucky filings totaled 8,793, with a foreclosure rate of 0.3%. Even though Kentucky's foreclosure rate is lower than the U.S. rate, this represents an increase of 24% over 2006 and 75% over 2005. In 2007, Kentucky was ranked 35th in the nation in terms of rate of foreclosure (RealtyTrac, 2008).

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One in 4 Kentucky households live in substandard housing, overcrowded conditions, and/or are paying more than 30% of their income for housing costs. In order to afford a modest two-bedroom apartment at Fair-Market Rent of \$612, a minimum wage worker in Kentucky would need to work 80 hours per week, 52 weeks a year. In other words, a full time worker in Kentucky must earn \$11.77 per hour in order to afford a two-bedroom unit at Fair Market Rent (National Low Income Housing Coalition, 2007-08). Approximately 31,500 homes in rural Kentucky lack plumbing facilities and 29,700 homes are without complete kitchen facilities. (State of Kentucky Housing, 2007)

Kentucky has a striking imbalance between the stagnation of federal housing subsidies and an increasing number of households needing assistance. In Louisville there are 15,612 households waiting for either a subsidized housing unit or housing vouchers (Louisville Metro Housing Authority, 2008). As costs for basic necessities such as utilities, food, and transportation steadily increase, households are left with fewer options for safe and affordable housing.

Low-income families often spend three to four times as much on energy as a median income household (Tannenbaum, et. al., 1992). Low-income families spend about 8% of their total income on electricity, and very low-income households (those living at less than half of the federal poverty level) spend 23%. In contrast, the average household spends only about 2% of their income on electricity (Oppenheim, 1998). Since older housing is typically less energy efficient than newer housing, owners and renters of older homes pay more per square foot to heat and cool their homes (Joint Center for Housing Studies of Harvard University, 2007). In Louisville, the council districts with the highest percentage (at least 55%) of homes built before 1940 also have the highest percentage of people living in poverty. Thus, those families who have the lowest incomes are often living in older homes that cost more to heat and cool.

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The inability to afford housing is concentrated among households with incomes below the poverty level, whose members account for the vast majority of people entering homelessness. Research conducted by Martha Burt with the Urban Institute shows that 10% of people living in poverty in America will face homelessness at some time during an average year (What Will It Take to End Homelessness, 2001). Homelessness stems from desperate poverty combined with unaffordable housing in communities too strapped to support their most troubled members. Therefore, if we are aiming to prevent homelessness, the focus must be on helping individuals and families living in poverty.

The U. S. Department of Housing and Urban Development (HUD) directs each state to conduct a Point-in-Time count which captures the number of homeless people on a given day at a specified time. According to the day long count that took place in Kentucky in January 2008, 13,018 men, women and children were homeless. This number includes those who: 1) reside in places not meant for human habitation or substandard housing conditions; 2) reside in an emergency or transitional shelter or supportive housing; 3) are being discharged within a week from an institution, evicted within a week from a private dwelling, or fleeing a domestic violence situation and have not identified a subsequent residence and lacks the resources and support networks needed to obtain housing; and 4) are living doubled-up or tripled-up with family or friends.

Due to the fluidity of the homeless population, Point-in-Time counts do not fully capture the number of people who experience homelessness over the course of the year and articulating an exact number of individuals who experience homelessness is difficult. For example, in rural communities finding homeless people is challenging because they are not spotted within their communities' streets but often located far from sight in the woods, abandoned farm buildings or vehicles. Over the course of a year, it is projected that approximately 44,000 Kentuckians experience homelessness, 14,600 of which are children. Additionally, more than 30% of rural households are experiencing one or more serious

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problems that endanger the health or safety of their inhabitants and because of this are threatened with being homeless.

According to the U.S. Department of Veterans Affairs, roughly one-third of the adult homeless population has also been a part of the U.S. armed forces. The Kentucky Department of Veteran Affairs (KDVA) estimates that there are 3,500 veterans experiencing homelessness in Kentucky. In 2007, 12% of the clients of Lexington's Hope Center, a residential recovery facility, were veterans; annually the center provides more than 12,000 meals and shelters approximately 200 men a month.

The Build Corps is a multi-site program and will operate in approximately 30 different communities. Most of the sites serve multiple counties, therefore the AmeriCorps members will serve Kentuckians in 80% of the state. The following 2008-2009 site application excerpts exemplify the community needs that AmeriCorps members address:

Housing conditions and need for high quality, affordable housing in McCreary County are best evaluated by looking at the following factors: 1) 60.8% of all housing units were built before 1978 which means that if it is a frame structure there is a strong possibility that there are lead based paint issues; or, if it is a manufactured home, it was built before HUD building codes were enforced and it is unsafe and impossible to heat. 2) 29.5% of all housing units are mobile homes 3) 35.5% of all homes are still heated with only wood, coal or fuel oil which often creates health problems for those living in those homes. 4) 19.2% of owners and 33% of renters are cost burdened paying more than 30% of their gross income for housing. 5) 54.8% of all homes are valued at less than \$50,000. These statistics begin to reveal the fact that the majority of the "affordable" housing stock in McCreary County is old, perhaps an old mobile home, with less than efficient heating sources and probably poor construction and no insulation since the area has never had building codes.

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In 2007, 2,012 homeless men visited St. John Center in Louisville 60,953 times. Most often, individuals become homeless because of a combination of both personal and systemic issues. Homeless adults struggle with intractable poverty due to low wages, lack of steady income, or lack of education and marketable job skills. They suffer with complicated physical and mental health issues but lack medical insurance. They lack transportation and affordable housing.

We have partnered with the Volunteers of America and US Department of Veterans Affairs in developing a transitional housing program for substance abusing homeless veterans in Lexington KY. This program was developed in response to the identified need for veteran specific transitional housing and because 70% of homeless veterans have a substance abuse problem. The overarching mission is to move the homeless veterans from the street or other forms of undesirable housing to permanent stable housing.

The member will be working in our 8 county service delivery area (Western KY) but will primarily be serving the community of Paducah which is the largest city located in the service delivery area. Our area as a whole is very rural in nature and bordered by the Mississippi River and/or the Ohio River. The counties are agrarian and typically have communities with populations of less than 12,000. Our agency typically has some form of contact (in shelter, crisis calls, outreach, etc.) with more than 3,000 victims of domestic violence in any given year. Last year, Merryman House provided emergency shelter to 272 individuals who were homeless victims of domestic violence with an average length of stay of 54 days.

Housing Opportunities of Northern Kentucky's service area encompasses the 3 primary counties of Northern Kentucky, but does the majority of its work in some of the more economically distressed urban neighborhoods. Historically, the agency has worked in the City of Covington, in particular, the East Side Neighborhood of Covington. It has an owner occupancy rate of 31%, compared to nearly 65% for

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Kenton County. The median income is just slightly over \$20,000 compared to nearly \$43,000 for Kenton County. Nearly a third of the population above age 25 years old is not a high school graduate.

The Build Corps proposes to tackle these concerns at the local level by partnering with homeless and housing organizations in communities across Kentucky and placing 40 full-time AmeriCorps members in 32-35 host sites. In the past several years, HHCK has received 30% to 50% more site applications for members than were available for placement. This has made the process even more competitive and difficult knowing the need is far greater than the current program capacity. To provide more assistance, HHCK is requesting the expansion of the program with 12 additional full-time members. The renaming of the current AmeriCorps program, Getting Things Done for Kentucky Homeless (GTD4KY), to Build Corps is to reflect the range of homeless, homeless prevention and affordable housing services the AmeriCorps members will be providing.

The Build Corps will be: "Building Homes, Building Opportunities across Kentucky." Build Corps will assist homeless individuals and families find and keep safe, decent and affordable housing. Members will attend to those who are inadequately housed by increasing the stock of decent affordable housing throughout the Commonwealth. Build Corps members will serve to increase the opportunities and to remove barriers to help lift those experiencing poverty into a higher stable income.

There are 3 AmeriCorps member roles that describe the service composition of the Build Corps: Homeless Prevention Specialist, Housing Services Coordinator, and Construction Coordinator. Of the 40 requested members, approximately 10 will serve as Homeless Prevention Specialists, 20 will serve as Housing Services Coordinators, and 10 will serve as Construction Coordinators. The actual number for each role will depend on the service sites selected for the program year and their communities' specific needs.



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The role of a Homeless Prevention Specialist is to provide services that remove the obstacles and barriers for those threatened with homelessness. They will help clients with foreclosure prevention. They will help connect clients to in-kind emergency assistance (food, clothing, transportation vouchers, furniture, and medical care) and cash assistance (rent, mortgage, or utility payments). They will provide counseling, education and advocacy to help households connect to resources, as well as financial counseling and credit repair. They will refer clients to weatherization services to promote energy efficiency and lower utility bills. The primary goal of a Homeless Prevention Specialist is to help individuals and families stay in their existing housing.

The role of the Housing Services Coordinator involves assisting people who are homeless or inadequately housed in securing emergency, transitional or permanent housing, including homeownership. Members will conduct housing assessments and provide an orientation to the client of the available housing options in the communities. Members will help clients fill out applications for public or subsidized housing as well as help them track down the paperwork (birth certificates, credit reports, identification, background checks) necessary to complete the application. Members will network with landlords in the community to establish partnerships. They will facilitate budget management and timely rent payments, assist in securing deposits, furniture, and other household goods. Housing Services Coordinators will assist with homeownership counseling through financial literacy training, education about credit reports and scoring, and mortgage purchasing. The primary goal of a Housing Services Coordinator is to help secure housing for homeless and low income individuals and families.

There are some areas in which the roles of the Homeless Prevention Specialist and Housing Services Coordinator will overlap. Both will help clients move towards self-sufficiency through asset building

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and skill building. They will provide life skills, budgeting, job preparation and training and educate clients on fair housing laws and tenant landlord rights.

Approximately 6 members will receive specialized training in a strategy titled Supplemental Security Income (SSI)/Social Security Disability Insurance (SSDI) Outreach, Access and Recovery (SOAR), which helps increase access to SSI/SSDI for people who are homeless or at risk of homelessness and who are physically or mentally disabled. SOAR currently works in 34 states and has success rates on initial application of 70% compared to the usual 10-15% for applicants who are homeless. Accessing SSI or SSDI can be a critical first step towards accessing stable housing, treatment and support services. In Covington KY, 71% of SOAR assisted homeless persons approved for SSI benefits were housed in 7 days or less.

Approximately 6 members will be trained to provide asset building tax preparation. Following the training and certification process, these members will serve their communities by acting as volunteer tax preparers assisting low income clients with their taxes. They will also provide education to clients on advantageous ways to use their Earned Income Tax Credit (EITC) as a means to financial stability. Research has shown that the EITC can have a significant impact on low to moderate income families because it reduces poverty, supplements low wages, helps families build assets and increases purchasing power.

Four of our members will be placed in services sites where serving veterans is the primary focus. Two of these members will serve as Homeless Prevention Specialists helping connect veterans to ancillary resources enabling them to remain in their current housing situation. The other 2 members will serve as Housing Services Coordinators directly assisting many of the 3,500 homeless veterans throughout Kentucky secure housing. These 4 member positions will be provided with specialized training, technical

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assistance, and supervision by the Kentucky Department of Veterans Affairs.

The Construction Coordinators will support the development of construction sites and infrastructure, and will assist in the construction of affordable homes. They will help nurture, train and lead families and volunteers in the construction of homes. The Construction Coordinators will also teach basic home maintenance skills to homeowners. They will help improve existing homes through repair, renovation and/or weatherization services. The primary goal of a Construction Coordinator is to build, renovate, or weatherize homes for low-income Kentuckians.

Build Corps members will serve in "building homes" through maintaining existing housing for those at-risk of homelessness, securing housing for the homeless or inadequately housed, or constructing affordable homes for Kentuckians. HHCK estimates that during a single Build Corps program year, Build Corps members will help 2,500 low-income Kentuckians maintain existing housing and 1,200 low-income Kentuckians secure emergency, transitional, or permanent housing. On average, each Construction Coordinator will build, rehabilitate or renovate 8 homes.

Build Corps members will serve in "building opportunities" by helping clients achieve self-sufficiency through asset building and skill building. It is anticipated that members will help 2,600 Kentuckians with asset building or skill building activities (i.e. job training, financial literacy, and life skills training). HHCK estimates that 168 families will be assisted with tax preparation and 72 individuals will be helped through the social security assistance application process with SOAR techniques. We anticipate that as a direct result of focused attention, 8% of the total number of Kentuckians served will be veterans.

All members will be required to recruit, train and manage volunteers at their services site. HHCK estimates the Build Corps will collectively recruit and/or train 2,800 community volunteers each year

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and that these volunteers will donate a total of 56,000 hours of community service over the course of the 3 year grant cycle.

Each Build Corps member will complete 4 member development components. They will participate in a large-scale community service project planned by HHCK. They will participate in their local communities Point-in-Time Count. They will plan a community service project that meets an unmet need in their community and engages volunteers in action. Finally, they will complete a public awareness activity that will serve to educate their local community about a topic pertinent to homelessness, housing, or people in poverty.

The outputs and outcomes that will be achieved as a result of AmeriCorps member service activities will be measured through monthly reporting forms submitted electronically to HHCK. Members will record detailed, standardized information pertaining to the households served or houses being built and their progress towards meeting the goal. These reports contain information about their recruitment and supervision of volunteers. Members will be required to complete a Quarterly Reflection activity that includes questions prompting for their progress in meeting the 4 member development components. Once a component is complete the member will submit documentation of completeness including a reflection of their experience. The Program Director and Member Coordinator will provide intensive training and ongoing technical assistance on the completion of the monthly reports for quality control purposes.

The Member Coordinator will work with each AmeriCorps member on his or her progress towards meeting the goals and reporting. AmeriCorps members will receive feedback and discuss program goals and progress during scheduled team meetings each quarter. The Program Director will submit quarterly and annual reports to document progress toward performance measures to the Kentucky Commission

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on Community Volunteerism and Service (KCCVS). In addition, results of the quarterly progress will be reported to the AmeriCorps members, Site Supervisors and HHCK Board of Directors.

HHCK strives to improve the AmeriCorps program utilizing both informal and formal assessment mechanisms including; 1) pre- and post-testing, 2) internal and external evaluations, and 3) open communication. First, members will complete a pre-service survey online to self-assess their skills and community involvement before beginning with the AmeriCorps program. The survey covers public speaking skills, conflict management and mediation, leadership skills, and knowledge of community issues. Upon completion of service, members will again complete the online survey to re-assess their skills and community involvement. Members' responses will be analyzed and assessed to determine what areas of the program need strengthening in the future. Second, Site Supervisors will complete a mid- and end-year evaluation which includes feedback and suggestions for improving the program. HHCK will also utilize an external evaluator to formally assess the effectiveness and quality of the AmeriCorps program. Third, the Program Director will present bi-monthly reports to the HHCK Board of Directors on the status and direction of the AmeriCorps program. HHCK Board members provide feedback on the program's progress and advice for future initiatives. Each Quarterly Reflection completed by the member includes a question on how the program could be improved. In addition, HHCK Staff will consult with both site supervisors and members on program trainings, workshops, performance measures, and initiatives.

HHCK's AmeriCorps program will regularly engage stakeholders through various channels of communication to continually improve the Build Corps. The first and most direct channel is the service site application process. Each prospective service site will have to re-apply each year. This process requires that organizations re-assess community needs on an annual basis. Housing needs and resources change, thus the process enables the Build Corps to redistribute AmeriCorps services as

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Kentucky's needs change. Second, HHCK has an annual Homeless and Housing Summit that provides opportunities for our members and other partner organizations to discuss the needs of their service areas and share ways to address those needs. Third, at least two site visits to each service site provide valuable opportunities for the Program Director and/or Member Coordinator to meet with a majority of the stakeholders: the local organization, the AmeriCorps member(s), and in many cases the recipients of services. Feedback is utilized to continually develop program goals.

The Build Corps will work collaboratively with other Corporation for National and Community Service (CNCS) funded programs each year. Build Corps members will participate in all the trainings provided by the Kentucky Commission on Community Volunteerism and Service (KCCVS) where they will interact with state AmeriCorps members in different programs. Build Corps members will be encouraged to include other AmeriCorps members in developing their community service projects. HHCK will encourage AmeriCorps from other programs to attend its Annual Summit and workshops. HHCK has an AmeriCorps VISTA member coordinating communication and media relationships and several members serve alongside VISTA members at their service sites. For the past two years, several of HHCK's AmeriCorps Construction Assistants have participated with the national AmeriCorps programs to help in the rebuilding efforts in the aftermath of Hurricane Katrina. Members are encouraged to take advantage of opportunities to gain experience with the diverse streams of national service.

HHCK values its relationship with the KCCVS. Staff and Commissioners of KCCVS have been highly supportive to the development and implementation of HHCK's AmeriCorps program, and have worked with program staff to identify methods of enhancing community impact.

HHCK is administrating a well-designed and highly regarded national service program that could be replicated partially or fully evidenced by the fact that several components have already been replicated

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by other AmeriCorps programs throughout the state of Kentucky. Multiple programs have used HHCK's site applications, handbooks and member forms as models for developing their own. HHCK has also developed several training modules including PowerPoint presentations that have been shared and are now used by other AmeriCorps programs in Kentucky and Mississippi. HHCK is currently working with many of the Kentucky based state AmeriCorps programs and an AmeriCorps VISTA program that have expressed interest in replicating our specially designed electronic web based time reporting program that allows member service hours to be entered, approved, and tracked utilizing a secure, verifiable electronic signature system.

Through HHCK's involvement with the National Low Income Housing Coalition and the National Coalition on Homelessness, both based in Washington, DC, efforts could be made to encourage other states to develop a program similar to the Build Corps for responding to critical housing needs in local communities. All of HHCK's program materials are readily available to help interested parties plan a similar program for their states.

### **Organizational Capability**

HHCK was established in 1987 with the mission of eliminating the threat of homelessness and fulfilling the promise of affordable housing for all Kentuckians. HHCK is a coalition of nonprofit organizations, advocates, housing professionals, AmeriCorps members and Alumni, and engaged citizens working together to promote safe, decent and affordable housing with appropriate supports for all Kentuckians. In 1993, HHCK successfully led the effort to establish a statewide Affordable Housing Trust Fund (AHTF). In 2006, HHCK led the quest of a dedicated revenue stream for AHTF which has been bringing in millions of additional funding for affordable housing per year. HHCK has received several recognitions, including a Governor's Citation for AmeriCorps Excellence, and Outstanding Nonprofit of the Year award from the Governor's Conference on Housing.

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In 1994, HHCK was approved to administer the Getting Things Done for Kentucky's Homeless (GTD4KY) AmeriCorps program as part of the first federal AmeriCorps grant cycle. GTD4KY is currently operating in its 15th program year and has successfully supported almost 500 terms of AmeriCorps member service. In addition to AmeriCorps, HHCK successfully administers 3 major Housing and Urban Development (HUD) grants relating to Community Housing Development Organizations (CHDO) Technical Assistance, Homeless Technical Assistance and Rural Housing and Economic Development (RHED). Over the past several years, HHCK has been designated by HUD as the lead technical assistance director for the state of Kentucky.

HHCK is comprised of more than 90 member organizations including nonprofit housing and service organizations, domestic violence programs, local government entities, and economic development groups. Our staff and member organizations frequently participate in advisory boards and planning commissions relating to affordable housing in Kentucky and on the national level. HHCK demonstrated leadership by stepping forward as the unified voice for housing issues in Kentucky over 20 years ago. Since that time, HHCK has continuously served as the statewide representative for agencies and organizations that work to meet the housing needs of Kentucky's diverse communities -- communities that the Build Corps strives to support.

HHCK is governed by a 25 member volunteer Board of Directors that represents state and local housing and human services agencies, private sector developers, local school systems, veteran services and advocacy groups. The Board of Directors meets every other month and provides fiscal oversight for the budgetary piece of the AmeriCorps program. The board also reviews the current status of the program and participates in its ongoing development in an advisory capacity. A variety of talents and backgrounds are sought in board members to create a diverse and well informed perspective for the organization's direction.



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The Corporation for National and Community Service and Kentucky Commission on Community Volunteerism and Service through the provision of funding and oversight, are critical partners in the Build Corps program.

HHCK currently has 3 full time employees: Executive Director, AmeriCorps Program Director, and Finance and Grants Manager and 2 part time employees: Director of Technical Assistance and Administrative Coordinator. HHCK has been a service site for an AmeriCorps VISTA member for the past 2 years. HHCK will be seeking a full time AmeriCorps Member Coordinator upon the approval of a new grant. Staff members at HHCK that will play an integral role in the success of the AmeriCorps program are the Program Director, Member Coordinator, Finance and Grants Manager, and Executive Director.

The HHCK AmeriCorps Program Director will be responsible for the design, evaluation and improvement of the administrative systems for implementation of the program, creating and managing the program budget, evaluation of program compliance with state and federal requirements, recruitment of host sites and members, program development and improvement, attending all state commission meetings, completing all required quarterly and year end reports, conducting site visits, addressing day-to-day policy issues, planning all HHCK training events, and supervising the Member Coordinator. The current AmeriCorps Program Director, Josie Kirker, will continue in this position with the Build Corps. Ms. Kirker has a master's degree in social work and has worked in various human services and administrative positions for 12 years. Ms. Kirker is currently managing her third AmeriCorps program year.

The HHCK AmeriCorps Member Coordinator will be responsible for assisting with training development, assisting members with accomplishment of objectives, promoting communication, esprit

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d' corps, motivation and overall positive experiences, mediating any conflict between members and sites, conducting site visits, maintaining member documentation, assisting with the recruitment of members, reporting member progress and/or problems to Program Director and completing member, site supervisor and training evaluations. HHCK will begin recruiting a Member Coordinator immediately upon notification of being awarded the grant. HHCK will recruit from surrounding areas, including Frankfort, Louisville and Lexington. HHCK will put special effort into recruiting an AmeriCorps alumnus for this position. The current Program Director with assistance from the Executive Director will be responsible for recruiting, selecting, and training the Member Coordinator.

The HHCK Finance and Grants Manager will be responsible for preparing the monthly expense reports and quarterly federal financial reports, coordinating member benefits including health insurance and worker's compensation, processing the member living allowances and expense reimbursements as well as all expenses related to AmeriCorps. Michelle Singer, the current Finance and Grants Manager will continue this role with the Build Corps. Ms. Singer has a bachelor's degree in history and political science from Georgetown College. Ms. Singer worked for the Department of Justice as a Financial Specialist for several years prior to beginning with HHCK in September 2005.

The HHCK Executive Director will be responsible for oversight of the program including insuring that the design and direction of the program continue to meet the needs of low-income Kentuckians and partner sites. The HHCK Executive Director supervises the Program Director and the Finance and Grants Manager and is ultimately responsible for proper fiscal management of the program. The Executive Director raises the visibility of the AmeriCorps program on a statewide level, helps to provide direction for the trainings, and serves as a presenter at trainings when possible to lend support to the program. Sara Coppler is the Executive Director for HHCK and has over 16 years of experience in affordable and recovery housing. Prior to coming to HHCK in August 2007, she directed a tsunami

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recovery program that developed housing for Habitat for Humanity International serving over 12,000 families, managed a \$70+ million budget, and coordinated with over 100 other agencies and partners.

Additionally, Dr. Patrick McKiernan, who is the Veteran's Outreach Coordinator with the Kentucky Department of Veteran Affairs, a past AmeriCorps Site Supervisor, and a current HHCK Board member, will provide training, technical assistance, and supervision to the 4 Build Corps members who will be providing direct services to Kentucky veterans.

The Build Corps is a multi-site program. It is anticipated that HHCK's 40 members each program year will serve at 32-35 different sites throughout the Commonwealth of Kentucky. Service sites are selected based on the scoring and evaluation of the Service Site Application. Service site applicants submit a description of their area's need for AmeriCorps member(s); demonstrate sound preparation and an implementation plan for the following: proposed member service activities; member development opportunities; member recruitment plan; orientation plan; member supervision plan and safety; and medical and programmatic compliance considerations. Past performance as a service site is also scored. HHCK will also give special consideration to distressed communities including counties in Kentucky that have an unemployment rate greater than the national average, rural communities, and severely economically distressed communities. The applications with the highest scores overall receive AmeriCorps members.

Selected service sites will provide a site match in the amount of \$6,000 per AmeriCorps member to HHCK. Service sites will be required to provide to HHCK a statement of financial position to ensure they have adequate funding for the site match. The site match is due in full to HHCK in October of the program year. HHCK will work with sites to develop a payment plan if a site cannot pay in full by the deadline.

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The Site Supervisor training provides networking opportunities for sites and develops connections between the different service agencies to further the unity and team approach of the statewide program. HHCK also administers a Site Supervisor list-serve to facilitate communication from the Program Director and among sites. Following the Site Supervisor training, HHCK maintains open communication with service sites and ensures program compliance via telephone conversations, e-mail correspondence, and site visits.

At the end of the Site Supervisor training, each supervisor will be given an examination that covers general AmeriCorps topics, prohibited member activities, and site supervisor responsibilities. All missed questions will be reviewed one-on-one with the site supervisor by the Member Coordinator. This will help ensure that the Site Supervisor has the knowledge of Build Corps to be effective. Once a site has completed the application process, been approved as a site, and attended the Site Supervisor training they will be certified as an AmeriCorps Build Corps Service Site and will receive a certificate to display at their site.

Financially, the Site Supervisors will be responsible for two areas. First, they will be responsible for submitting a monthly "In-Kind Donation" form to assist the program with documentation of program resources. Second, Site Supervisors will be charged with ensuring the service site remits the required site match for each AmeriCorps member.

HHCK practices continuous assessment in an effort to improve upon program structure, effectiveness, and direction. Program staff will participate in formal annual performance reviews and ongoing informal reviews as needed to identify strengths and areas of improvement for program oversight. HHCK will have a third-party evaluation performed once per grant cycle to formally assess the

## Narratives

effectiveness and quality of the AmeriCorps program and operations. HHCK has taken the most recent evaluation to help develop this new grant proposal. Further, HHCK's Board of Directors provides ongoing assessment of the program and offers advice and guidance for improvements at each bi-monthly board meeting. Information gathered from these assessment techniques will be used to maintain a sound and well-managed AmeriCorps program.

Technical assistance in regards to fiscal and programmatic issues will be provided to each service site through the Site Supervisor training, site visits, and correspondence via telephone and e-mail. Site Supervisors receive reference materials containing the Service Site Agreement, Site Match Guidelines, Recruitment Guidelines, and Member Participation Agreement/Contract.

HHCK seeks assistance from community volunteers to enhance the areas of research, program development, advocacy, member and service site recruitment and member coordination. Volunteers are recruited from churches and synagogues, youth groups, civic organizations, veteran service groups, senior citizen's centers, private sectors and colleges and universities. Volunteer assistance helps HHCK better serve its member organizations by providing them with housing research and other useful information. HHCK also works collaboratively with other regional coalitions to share and leverage resources.

Successfully securing funding for AmeriCorps is achieved through grants from partnering organizations, service site matches and private donations. The Kentucky Housing Corporation (KHC) will contribute \$25,000 to HHCK each year of the AmeriCorps program to support capacity building efforts for nonprofit organizations in Kentucky. KHC has been supporting the HHCK AmeriCorps program for 10 years and has increased the level of support each grant period. A coalition of veteran-based organizations in Kentucky will be providing \$24,000 to help enhance services to veterans. Private donors have and will continue to donate through funds or in-kind, i.e.: subsidized trainings, donated

## Narratives

meals and/or facility space at universities and other institutions. Each service site provides supervisory time, member office space, specialized trainings and office supplies.

HHCK is the only statewide organization in Kentucky that ensures affordable housing and homelessness are addressed at the state and federal level. As a result of this unique position many community stakeholders seek to be part of HHCK efforts. Stakeholders include member organizations that rely on HHCK's support and voice in Frankfort and in Washington, D.C., supportive housing organizations, organizations that build affordable housing and organizations that work on behalf of clients who are at risk of homelessness. Additional stakeholders include educational institutions and local, state, and federal government entities.

The stakeholders support HHCK's AmeriCorps program through various manners. Housing professionals have donated time and expertise to assist with training of AmeriCorps members. Career Center staff volunteer to provide members with the knowledge needed to write a competitive resume and perform well in an interview setting. Service sites have donated a place for members to stay while attending the program's Pre-Service Orientation. Site Supervisors become mentors to the AmeriCorps members, involving them in everything from organizational meetings to implementation of new program initiatives. All of these contributions are invaluable to our program and add to the overall success.

### **Cost Effectiveness and Budget Adequacy**

HHCK is requesting \$12,600 from the Corporation for National and Community Service (CNCS) for each AmeriCorps member service year (MSY) approved to serve with the Build Corps program. The total request for the Build Corps program of 40 AmeriCorps MSY is \$504,000 per program year. The total budget for the program is \$988,664. The CNCS portion reflects 51% of the total budget.

HHCK will raise the non-Corporation resources needed to support the Build Corps. 36 service sites will contribute a site match of \$6,000 per AmeriCorps member, totaling \$216,000. Financial support for the

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4 members serving veterans will come from the Kentucky Department of Veteran Affairs, Veterans of Foreign Wars, American Veterans, and Disabled-American Veterans totaling \$24,000. The Kentucky Housing Corporation will provide \$25,000.

We estimate that each site supervisor will spend an average of 25 hours per month supervising their member. This time will be provided to HHCK as an in-kind donation and will be valued at \$209,664. In addition, the specialized training that Build Corps members will receive this year is being provided through partnerships with community organizations and will be valued at \$10,000. HHCK will continue to approach organizations and educational institutions to request support for the AmeriCorps program, either through monetary or in-kind donations.

The Build Corps is an enhancement on the current HHCK AmeriCorps program that is designed to increase the scope of member service in the local community. As an example: HHCK estimates that the 6 AmeriCorps members planned to serve as volunteer tax preparers will assist 168 low-income working families claim tax refunds of \$170,000 and save \$205 on average in tax preparation fees and refund-anticipation loans. Research has shown that most of these taxpayers spend their refund money in their local communities. Using calculations provided by University of Kentucky economist Dr. Alison Davis, the total economic impact of these refunds will spur \$360,000 in economic activity in the recipients' community. HHCK will continue to improve its program and seek support for the Build Corps that will effectively use federal funding.

Affordable housing and homeless issues in Kentucky are ongoing and affect every community in some manner. Even in its fifteenth year of operation, HHCK's AmeriCorps program continues to identify more nonprofit agencies and community programs that can greatly benefit from the services of an AmeriCorps member. Many of the service sites that utilized members for two or three years found that

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they developed enough infrastructure and volunteer base to succeed without a member. Some service sites have become self-sufficient but in wanting to expand their services, they need the capacity found through the assistance of the AmeriCorps program. Other sites express a need for an AmeriCorps member each year and have stated that they would be unable to continue their important work without this service. HHCK will work with these organizations and the AmeriCorps members serving to develop local resources, community volunteers, and other support to continue their work in the absence of federal funding.

The proposed budget has been designed to support HHCK's AmeriCorps program described within the grant narrative. It is inclusive of all member and personnel costs associated with the Build Corps. The budget will support the proposed training of 40 AmeriCorps members to prepare them for their roles as Homeless Prevention Specialists, Housing Services Coordinators, and Construction Coordinators. Through these trainings, the members will also be provided with instruction for completing forms to ensure that our data collection is standardized and reliable. Finally, the trainings will provide support for the member development outcomes associated with our program.

The federal portion of The Build Corps budget partially funds staff salaries and fringe benefits, member living allowances, and related benefits. These funds allow HHCK to administer the program. HHCK has talented, qualified staff assisting the members to achieve program goals and the national AmeriCorps goals. The members require a living allowance in order to maintain a basic subsistence-level standard of living while participating in the program. HHCK's grantee portion of the Build Corps budget partially funds staff salaries and fringe benefits, staff and member training, other operating costs including office space and supplies, and an external evaluation.

Through the monetary and non-monetary support provided for the AmeriCorps members, they are able



## Narratives

to emerge from the program as leaders and citizens committed to volunteerism and service. At the same time, through their efforts, Kentucky's nonprofit organizations are able to help thousands of families with critical housing needs. HHCK is confident that the budget presented in this grant application is sufficient for a successful program.

### FY09 Budget Clarification Response

#### Personnel Expenses:

Supervisors will spend 24 hours on average each month. Supervisors may spend more as necessary to ensure they perform their job responsibilities adequately.

#### Fringe:

##### FICA -

PD,  $\$38,675 * .0765 = \$2,957$

ED,  $\$8,242 * .0765 = \$644$

FGM,  $\$9,880 * .0765 = \$765$

MC,  $\$32,000 * .0765 = \$2,448$

##### Health Insurance -

The PD has waived health insurance coverage from HHCK. PD = 0

The ED receives health insurance with total annual cost of  $\$5,900 * 15\% = \$885$

The FGM receives health insurance with total annual cost of  $\$11,600 * 25\% = \$2,900$

The MC will receive health insurance with total annual cost of  $\$6,000 * 100\% = \$6,000$

#### Supplies:

Laptop Computer -\$900

## Narratives

Printer - \$150

Office desk and chair - \$400

Consumable office supplies for AmeriCorps program to include paper, ink cartridges, pens, binders, folders, labels, envelopes on average of \$150/month \* 12 months = \$1,800

Black and White Photocopying .04/copy \* 729 copies/month \*12 months = \$350

Staff Training:

The PD and MC will each attend one training conference. 40 site supervisors will attend the site supervisor training.

Member Costs:

All full-time members will be offered health insurance. If members already have coverage they will be able to waive coverage. We expect that at least 5 members will waive coverage.

### Evaluation Summary or Plan

Evaluation classification:

This evaluation has been conducted by Davisson Consulting an independent and external evaluator [Scot Davisson; [www.davissonconsulting.com](http://www.davissonconsulting.com)].

Evaluation timeline and completion of evaluation report:

The evaluation began approximately October 15, 2010 and ended November 20, 2010.

Purpose of the Evaluation:

\*Meet Corporation for National and Community Service requirements for an independent external evaluation that demonstrates a causal relationship between program activities and outcomes.

### SUMMARY

The Homeless and Housing Coalition of Kentucky (HHCK) has served as a Corporation for National and Community Service AmeriCorps grantee for over a decade. During the last evaluation in the fall of

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2008, the AmeriCorps program, known as "Getting Things Done for Kentucky" had grown significantly from previous years and now served a majority of the counties in Kentucky. Programs were diverse and had expanded into several new service roles. From the program changes and staff turnover, new challenges were presented to the HHCK staff and community partners. Even with the turnover in program management staff and at the executive leadership level, the current AmeriCorps program, "Build Corps" has been able to maintain a positive movement and continued success in meeting many of the needs of the homeless in the Commonwealth of Kentucky.

Through several program iterations over the past two years, the benchmark for success continues to rise. In comparing the HHCK AmeriCorps programs "Getting Things Done For Kentucky" (GTD4KY) and the new "Build Corps" program, there have been steady improvements. For example, the GTD4KY program had a significant disconnect between its partners and meeting the overall goals and objectives from 2008. This was evidenced by the evaluation and surveys conducted. Based on the recent surveys conducted in November 2010, the program is now ready to raise the bar and streamline its processes to meet the program's goals and objectives. The member survey results showed an overwhelming majority of the members as feeling involved and highly satisfied with their service. Members also reported being highly involved at their individual sites and that they were making a difference in their communities. Sixty three percent reported they have felt prepared for their service during the first 3 months and 99% believe after 6 months they would feel very prepared to meet their service objectives. Eighty-three percent felt the pre-service training met their needs. The majority of supervisors and members believed they understood their purpose and objectives. Over 50 comments were captured in the survey that will help the program management team prepare for future years.

Causal relationship between program activities and outcomes is a primary objective of the current program director. She is aware that precise relationships between mission statement, position descriptions and clear objectives will greatly enhance the program's future achievements. Activities at each site that relate to the objectives and goals are being addressed in specific terms at each site. Hence,

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each site should develop specific written objectives that are measurable with timelines established. See: Position Descriptions.

The program management team in this consultant's opinion is very well prepared and knowledgeable to meet the future challenges of the program. Through personal interviews with the program director, she fully comprehends the purpose of the AmeriCorps program and understands the many challenges to keep the established partnering sites trained and knowledgeable regarding the mission of the Corporation for National and Community Service, Build Corps and HHCK.

The "Build Corps" program has positioned itself to be one of the outstanding programs in the country serving the homeless. The program has solidified many weaknesses over the past two years and is now ready to raise the bar and become a highly performing AmeriCorps program.

Some of the challenges faced by the program according to the program director are:

- \*Retention Issues

- \*Improving the "Team Building" Concept

- \*Increasing communications through conference calls or other systems

- \*Reducing staff turnover

- \*Improving member training especially in the "Financial Literacy" portion of the Housing Position-- which has already been implemented for 2010-11.

### RECOMMENDATIONS

From the analysis of the information provided by the Build Corps staff, Davisson consulting has provided the following recommendations to move this program to the next level.

- \*The HHCK staff and board member representation needs to carefully review how the Build Corps mission: "Building Homes, Building Opportunities" is meeting the mission of the HHCK. The Build Corps mission statement is more of a "tag line" rather than a mission statement. It is recommended a clearer mission statement be developed and that it is reflected in the HHCK strategic plan. There should be a direct reference, correlation of vision, function and position in the parent's organization's strategic

## Narratives

plan.

\*Build Corps needs to be able to document more thoroughly the specific quantitative and qualitative contributions of its program and members to the HHCK "Build Corps" program objectives. Further clarification and data collection strategies in program reporting needs to occur. See: Program Reports.

\*Position Description summaries were provided. The descriptions, however, were basic summaries. Few specifics of purpose, function, reporting lines, position requirements and required objectives are not mentioned. These position descriptions support the mission of the program for each participating site. See: Position descriptions.

\*In order to meet the required elements of a position description, additional items need to be added to the description such as resources, activities, reporting lines, expectations and training needed. These elements will assist the site supervisors and members to obtain the position skills necessary.

\*Further planning and development of "who will do the training" needs to be identified. Sharing human resources and participating partners' knowledge and skills could help develop this piece. Developing quadrant training models will help train the members more efficiently, reduce costs and allow greater input from participating site members. See: Training Models

\*How will the successes of this program be recorded? Reporting methods is a key piece to the success of the program and member retention efforts. I suspect there are a lot of great things that have occurred that have not been reported. Improved reporting methods and frequency should be implemented to gather significant data that highlights the great successes of this program.

### Amendment Justification

n/a

### Clarification Summary

Build Corps members will receive recognition in public and private forums. Publically, members will be recognized during events such as the Homeless & Housing Annual Summit and the Celebration of Service ceremony as well as media outlets. Privately, members will receive tokens of thanks and

## Narratives

appreciation throughout the year including birthday and thank you cards, AmeriCorps memorabilia, and motivational messages. Any AmeriCorps gear without the AmeriCorps logo will be purchased with non federal funds only.

HHCK is in compliance with the job displacement regulations. Members will not be performing services and activities that would result in the displacement of employed workers. This regulation is communicated to our service sites and members through the application and training process.

Almost 50% of the Build Corps total budget is comprised of local match which exceeds the federally required portion. HHCK will continue to seek alternate and additional sources of funding that would allow the program to sustain beyond federal funding.

HHCK anticipates that site supervisors will spend 25 hours on average each month supervising Build Corps members. Supervisors will spend more time if needed based on individual circumstances. Certain times of the program year require a more intensive time investment of the supervisors, for example, recruitment, training and orientation. To contrast, there are other times of year when there is a less intensive time involvement, for example when members are participating in HHCK trainings. Site supervisors will document the time spent completing position responsibilities and will provide all time in-kind to HHCK.

Clarification of data collection instruments for new National Performance Measures:

The Build Corps program is replacing our past performance measures with the three National Performance Measures in the Economic Opportunity Focus Area, which will be documented in the following ways:

Financial Literacy: Members will track individuals by using a sign in sheet for each financial literacy

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group/individual session. Each individual participant will be given a pre test at session 1 and a post test at session 5 in order to prove increased financial knowledge. This information will be added monthly to a program spreadsheet, which will provide programmatic impact.

Housing Placement Services: Each housing placement client will be counted on a client output log and a rental agreement will be provided to prove that a client has moved into housing.

Housing units developed, repaired, or otherwise made available: Individual housing unit tracking forms and housing unit output logs will be used for each unit made available and to track the number of individuals. Each member will use a client tracking form in order to confirm the number of individuals occupying each housing unit.

Clarification of rationale for National Performance Measure targets:

Financial Literacy: In our first year of providing financial literacy training, the Build Corps program will serve 900 economically disadvantaged individuals, with 765 of those gaining increased financial knowledge. Build Corps has a strong history of serving low income housing clients with financial planning and education services. These services have often entailed one time meetings with clients. It is our hope that a more long term, and standardized financial literacy curriculum will promote a deeper understanding and more consistent integration of the topics covered, empower clients and foster long term economic stability.

During the 2009-2010 program year, Build Corps members assisted more than 5,000 clients with financial planning. Given that the new financial literacy curriculum will require participants to attend at least five sessions and many of the clients we serve are busy people with unstable living situations. Our partner agencies have communicated that while many clients facing a crisis situation will come to one

## Narratives

meeting for assistance, it is usually more difficult to gain consistent participation. For this reason we have projected that we will be able to serve 900 economically disadvantaged individuals and of that number, 765 will show improved financial knowledge.

### Housing Placement Services:

In recent years, the services Build Corps members have provided to homeless and low income Kentuckians have included not only housing placement services but also in-kind food and clothing assistance, transportation vouchers, furniture, and assistance with medical and utility expenses. While this has allowed us to serve large numbers of clients, providing emergency assistance is a relatively low-impact activity, as it typically involves minimal interaction with the client and only alleviates problems in the short-term. We intend to scale back the time we spend on emergency assistance activities and short term housing placements and increase our focus on higher impact activities and permanent housing placements. As providing more intensive services requires significantly more time to be spent with each client, we will serve far fewer individuals, but we believe we will make a much more significant impact in their lives.

### Housing Units developed, repaired, or otherwise made available:

Build Corps has been building and repairing homes since 1994. We strive every year to increase the affordable housing stock in Kentucky in order to benefit low income Kentucky families. This year, we have increased our number of affordable housing units to 100 in order to serve at least 250 individuals (an average of 2.5 individuals per household). We believe that this number is both realistic and ambitious, based upon previous year's experience and the addition of one home repair partner site.

## Continuation Changes

### INTRODUCTION TO CONTINUATION PROPOSAL

While Kentucky has historically struggled with higher than average rates of poverty and homelessness,



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the current state of the world economy has only exacerbated the desperate situation of thousands of Kentuckians. The 2010 Point-In-Time (PIT) Homeless Count in Kentucky found 6,623 individuals were homeless, compared to 5,999 in 2009. Another 9,833 individuals, an increase of 33% from 2009 PIT Count, were precariously housed. The precariously housed numbers are from the balance of state only, which does not include Fayette and Jefferson Counties, Kentucky's largest urban areas. These two counties did not participate in counting the precariously housed. According to the Kentucky Department of Education (KDE), which provides student information to the Point in Time Count, in 2010, the number of homeless and precariously housed children was 19,402.

According to Kentucky Housing Corporation, "the number one reason that homeless and precariously housed respondents gave for why they did not have housing was that they cannot afford it.

According to the Out of Reach 2010 report by the National Low Income Housing Coalition, in Kentucky, a family must earn \$12.19 per hour or \$25,352 a year to afford a modest rental home, while the average wage in Kentucky is \$10.91. To afford Kentucky's fair market rent at the average wage, a renter must work 45 hours per week, all year" ([www.kyhousing.org](http://www.kyhousing.org)).

The difficult economic times have had a profound impact on families across Kentucky. According to the Kentucky Office of Employment and Training, the unemployment rate for November 2010 was 10.2%.

With these grim statistics in mind, the Homeless and Housing Coalition of Kentucky will continue the work of its Build Corps Program, "Building Homes, Building Opportunities," by requesting funding for 52 full time members to serve as Housing Services Coordinators, Homeless Prevention Specialists, and Construction Coordinators for the 2011-2012 project year. As with the 2010-2011 program, Build Corps will assist homeless and inadequately housed individuals and families find and keep safe, decent and affordable housing. Members will also increase affordable housing options by partnering with

## Narratives

organizations such as Habitat for Humanity and New Directions, Inc. to build new homes and repair and weatherize existing homes.

During the 2010-2011 program year, Build Corps placed 52 AmeriCorps members with 32 nonprofit housing agencies. Our AmeriCorps members perform services at homeless shelters, low income housing agencies, and housing construction, weatherization and rehabilitation sites. At a time when so many Kentuckians are struggling to secure and maintain adequate, affordable housing, we will continue to operate the program with 52 members.

### MEMBER ENROLLMENT AND RETENTION

The Build Corps program began the 2010-2011 program year with 100% enrollment.

Build Corps has enjoyed high member retention rates since 1994. For example, a three year average retention rate for program years 2006-2007 through 2008-2009, was 86.6. During the 2009-2010 program year, this rate slipped to 72.7%. A couple of factors have influenced this lower than normal rate: 1) several partner sites hired Build Corps members before the end of the program year, and 2) members reported feeling out of touch with other members.

We have implemented strategies, which will raise current and future member retention to a level that is closer to the 100% that all programs strive to attain. The following are some ways in which we plan to realize a more positive level of member retention:

- 1) Addition to site agreement, which states that sites may not hire an AmeriCorps member before the members' service year is complete;
- 2) The addition of regional service teams, so that members receive support from members in their regional areas. These teams also include members of the Kentucky Domestic Violence Association's Economic Empowerment Corps. Teams meet to share information, and plan community service projects. This allows members to get to know each other better, ride share more comfortably, and to

## Narratives

understand that they are not alone in their sometimes difficult service roles;

3) An initial site visit is now scheduled earlier in the service year in order to better support members and site supervisors, and to mediate any problems or misunderstandings early on;

4) Monthly support of members by one of the following: 1) site visits, 2) regional team meetings, 3) Skype call, or 4) program training. In addition, both director and member coordinator support members by email at least once per week and have an open door policy for all members and site supervisors;

5) Last, HHCK has developed a Facebook page, which allows members and staff to communicate about upcoming events, provide photos of member events and training, and allows members to socialize.

### PROGRAM GOALS

Build Corps performance measures are being changed in order to incorporate several measures from the "Opportunity" area of the National Performance Measures pilot. This will allow us to better understand and measure the output of our program objectives. Build Corps will be measuring goals differently than in past years, but the actual objectives will remain very similar. For example, we will continue to measure progress toward building, rehabilitating and weatherizing low income housing to increase Kentucky's housing stock; however, more detailed reporting and evidence will be required of the partner site and Build Corps member. This reporting and measurement information will follow the definitions and requirements of the CNCS as it pertains to this National Performance Measure.

Build Corps members will also continue to "build opportunities" by assisting clients in reaching the goal of permanent housing. In addition, members will serve clients to increase assets through tax preparation and SOAR (Stepping Stones to Recovery) techniques. Members are provided training during the program year in order to learn these skills and to provide assistance to individuals and families.

## Narratives

While Build Corps will continue to serve clients by assisting with budgeting and other financial literacy education; we will now include a 5 session Financial Literacy curriculum that the majority of Build Corps members, serving in a housing services role, will offer to clients. This may be done one-on-one or may be completed in a classroom or group setting. Each client will complete a pre test, five financial literacy sessions, and will be assessed by a post test to measure educational attainment before being counted as successful in the financial literacy objective. All Build Corps members serving in this capacity will be trained in financial literacy education at pre- service orientation.

### CHALLENGES AND CHANGES

Build Corps began the 2010-2011 program year with a new Program Director. Kelly Dycus is a previous AmeriCorps member, serving the program as a Housing Counselor from 1996-1998. In 1999, Ms. Dycus was hired as the program's Member Coordinator and in 2000 was promoted to Program Director. She has extensive knowledge of low income and homeless issues and worked in the housing sector for many years. Ms. Dycus received her undergraduate degree in human services from Murray State University. She is currently completing a Masters of Mental Health Counseling from Eastern Kentucky University. In addition, Rachel Harrod, previously employed as the Build Corps Program Assistant, has been promoted to Member Coordinator, and Sarah Larsen, previously serving as a VISTA at HHCK, has been employed as the new part-time Build Corps Program Assistant.

Penny Young continues to serve as the Executive Director of the Homeless and Housing Coalition of Kentucky (HHCK) and she and the Board of Directors continue to provide support and guidance to Build Corps staff and members.

Last, serving veterans will continue to be an important part of the Build Corps program. This year, we

## **Narratives**

have three veterans serving as AmeriCorps members. In the upcoming year, we will not only strive to serve more homeless veterans, but we will also increase recruitment efforts in order to have more veterans serve as members of Build Corps.

## Performance Measures

### SAA Characteristics

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

### Priority Areas

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

Grand Total of all MSYs entered for all Priority Areas      52

### Service Categories

Other Housing

## National Performance Measures

**Priority Area: Economic Opportunity**

### Strategy to Achieve Results

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

Participants will receive 5 financial literacy classes. Each individual will take a pre-test at session 1 and a post test at session 5. At least 765 (85%) of these individuals will show improved financial knowledge.

### Result: Output

Result.

Build Corps members will provide financial literacy training to at least 900 economically disadvantaged individuals across Kentucky.

Indicator: O1: Individuals receiving financial literacy services.

Target : 900 economically disadvantaged individuals will receive financial literacy services.

Target Value: 900

Instruments: A sign in sheet will be utilized in each individual/group session.

PM Statement: Build Corps members will provide financial literacy education to 900 economically disadvantaged individuals with 765 of participants showing improved financial knowledge.

### Result: Intermediate Outcome

Result.

Of the 900 individuals who receive financial literacy classes, at least 765 (85%) will show increased financial knowledge.

Indicator: O9: Individuals with improved financial knowledge.

Target : 765 economically disadvantaged individuals will have increased financial knowledge.

Target Value: 765

Instruments: Sign in sheets, standardized pre and post tests

PM Statement: Build Corps will provide 5 financial literacy sessions to at least 900 economically disadvantaged clients. 765 of these clients will have increased financial knowledge at the end of the 5 sessions.

**Priority Area: Economic Opportunity**

### Strategy to Achieve Results

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

Members will provide housing assistance to economically disadvantaged and homeless individuals. Members will communicate in person or by phone with clients to assess housing needs and to help identify permanent housing options.

### Result: Output

Result.

Members will provide housing placement services to 1000 individuals.

Indicator: (PRIORITY) O5: Individuals receiving housing placement services.

Target : 1000 individuals served will be homeless or economically disadvantaged.

Target Value: 1000

Instruments: Client Output and Outcome Log

## National Performance Measures

Result.

PM Statement: Members will provide housing placement services to at least 1000 economically disadvantaged or homeless individuals.

### Result: Intermediate Outcome

Result.

Members will successfully transition 250 economically disadvantaged or homeless individuals into safe, healthy, and affordable housing.

Indicator: (PRIORITY) O11: Individuals transitioned into housing.

Target : The target population will include at least 250 of the 1,000 economically disadvantaged or homeless clients that have been provided housing placement services by Build Corps members.

Target Value: 250

Instruments: Client output and outcome log and rental agreement.

PM Statement: Of the 1,000 economically disadvantaged or homeless clients served through housing placement services, members will successfully transition 250 into safe, healthy, affordable housing.

### Priority Area: Economic Opportunity

#### Strategy to Achieve Results

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

Build Corps members who serve as Construction Coordinators will develop, repair or otherwise make available 100 unduplicated housing units for low income individuals or families, or disabled individuals. Members will also recruit and supervise volunteers to assist with the development and repair of these units.

### Result: Intermediate Outcome

Result.

250 individuals will benefit from newly developed or repaired housing units.

Indicator: Number of individuals benefitting from newly developed or repaired housing.

Target : 250 individuals with disabilities or low incomes.

Target Value: 250

Instruments: Housing unit tracking form and housing unit output log (includes number of individuals inhabiting the unit).

PM Statement: Build Corps members will build, repair or otherwise make available 100 housing units, which will benefit 250 individuals with disabilities or low incomes.

### Result: Output

Result.

Construction Coordinators will develop or repair 100 homes.

Indicator: O4: Housing units made available for low-income people.

Target : 100 low income individuals and families, and individuals with disabilities.



## National Performance Measures

Result.

Target Value: 100

Instruments: 1) Individual Housing Unit Tracking Form and 2) Housing Units Output Log

PM Statement: Build Corps members will build, repair or otherwise make available 100 housing units, which will benefit 250 individuals with disabilities or low incomes.

## Required Documents

Document Name

Status

Evaluation

Sent

Labor Union Concurrence

Not Applicable