

Narratives

Executive Summary

Kentucky Domestic Violence Association's (KDVA) Economic Empowerment Corps serves at KDVA member programs and partner agencies across the state. There are two member roles: Economic Empowerment Specialist and Youth Empowerment Specialist. Twenty members will connect domestic violence survivors and their children with social services, public and housing assistance and KDVA's self-sufficiency programming: financial education, free tax-preparation, Individual Development Accounts, microloans, and domestic violence prevention services. During the first year of the project, AmeriCorps members will provide 1,200 domestic violence survivors with financial education, credit repair, budget counseling and general case management each year. This project will focus on economic opportunity and will be implemented from September 1, 2013 to August 31, 2016. The CNCS investment of \$259,000 will be matched with \$120,000 by KDVA member programs and partner agencies.

Rationale and Approach

Rationale and Approach:

A. NEED

Low-income women and men experience domestic violence at a higher rate than women and men in higher income brackets: One in three adult women (35.5%) with incomes of less than \$15,000 reports at least one episode of domestic violence in their lifetimes. (National Institute of Justice and the Centers of Disease Control and Prevention, Extent, Nature and Consequences of Intimate Partner Violence: Findings from the 2008 and 2010 National Violence Against Women Survey). According to the National Network to End Domestic Violence, 93% of victims requesting emergency shelter services also requested help with economic issues.

A total of 20,115 emergency protective orders and 9,206 domestic violence orders were issued in Kentucky in 2011, according to Kentucky State Police records. In Kentucky at least 31 women were killed by their intimate partners between Oct. 1 2011 and Sept. 30, 2012, according to Speak My Name 2012, a listing KDVA compiles annually of women who were killed by intimate partners from newspaper accounts, police reports and its member programs.

Kentucky Domestic Violence Association's (KDVA) 15 member programs served 23,965 unduplicated women, men and children with residential and non-residential services in fiscal year 2012; 3,750 domestic violence victims and their children were sheltered in one of the association's 15 member programs.

Narratives

For domestic violence victims a lack of affordable, safe, decent housing is one of the main barriers to becoming self-sufficient. Often the first step toward financial independence is finding housing. In Kentucky affordable housing is in high demand, especially in the eastern half of the state. The majority of survivors served at KDVA programs are low-income. In Kentucky 17.7% of adults live in poverty, according to U.S. Census Bureau. Kentucky's poverty rate is the second highest among states and well above the nation's rate of 13.2%. One in five families in Kentucky are eligible for the Earned Income Tax Credit (EITC), according to the U.S. Internal Revenue Service.

Economic dependency is the strongest predictor of a survivor's decision to remain, leave or return to an abusive relationship. Economic dependency is an even stronger indicator than safety issues. And when a survivor does leave an abusive relationship, the likelihood of homelessness, unemployment and debt is greater. (Journal of Interpersonal Violence, Families in Society: Journal of Contemporary Human Services, Trauma & Abuse.)

Kentucky's domestic violence programs recognize that economic self-sufficiency is critical if survivors are going to escape the violence in their homes. We have learned from our economic empowerment work that many survivors have never had the opportunity to control their personal finances and sometimes lack basic money management skills. Victims of domestic violence have many legal, housing and financial needs that must be addresses simultaneously.

B. AMERICORPS MEMBERS AS HIGHLY EFFECTIVE MEANS TO SOLVE COMMUNITY PROBLEMS

The Economic Empowerment Corps (EE Corps) will have two member roles: 1) Economic Empowerment Specialist 2) Youth Empowerment Specialist. The economic empowerment specialist will: help survivors apply for emergency assistance, public benefits and other social services; conduct housing assessments and help survivors apply for housing assistance; help survivors find transitional or permanent housing; establish partnerships with landlords and educate them about domestic violence; provide financial education classes, credit reports and one-on-one credit counseling; help survivors open Individual Development Accounts, or IDAs (which provide a 4 to 1 match for the participant's savings); help survivors obtain no-interest micro loans; provide free tax-preparation services and ensure survivors are claiming the Earned Income Tax Credit (EITC); recruit volunteers to assist with tax preparation, financial education classes and other shelter-related services and plan and assist in fundraising events. The Youth Empowerment Specialist will: help youth apply for public assistance; advocate for them with the public school system; organize educational outings and recruit

Narratives

volunteers to assist with other children's programming; provide age-appropriate financial education; help teenagers open education IDAs and plan and assist with fundraising events. The actual number of members who will serve in each role will depend on the service sites selected and the sites' needs. The AmeriCorps program has allowed KDVA to expand and has strengthened its Economic Empowerment project. In larger, more urban programs, members have enhanced existing services by increasing the number of survivors and children who were served as well as improving and broadening the scope of services. In KDVA's smaller, rural member programs, AmeriCorps members are the only staff available to provide economic empowerment services. In the smaller shelters, staff members focus on survivors' emergency and basic needs -- legal, housing and safety issues. In those shelters, EE Corps members help clients focus on short and long term financial goals. Last year, EE Corps members served 570 survivors -- 15 percent of the 3,700 survivors who received economic empowerment services.

Two AmeriCorps members created youth programs at DOVES and Merryman House. The AmeriCorps members started monthly financial education groups for children as well as anti-bullying groups.

KDVA is requesting twenty (20) full-time AmeriCorps State member slots. KDVA anticipates that 15 members will serve as economic empowerment specialists and five will serve as youth empowerment specialists, however that may change based on which program sites participate.

C. EVIDENCE-BASED/EVIDENCE INFORMED AND MEASURABLE COMMUNITY IMPACT

The services/interventions provided by the AmeriCorps members and the volunteers they recruit are informed by several recent studies about the need for and effectiveness of economic empowerment services at domestic violence programs. In the last several years, the domestic violence movement has given more focus to and used more resources for economic empowerment services. Researchers evaluating the effectiveness of this work are finding some encouraging results. KDVA has been the subject of some of this research: KDVA's Economic Empowerment Project is being evaluated by the Domestic Violence Evidence Project, a National Resource Center on Domestic Violence effort to identify and integrate evidence-based practices in the field.

KDVA's Economic Empowerment Project was involved in a Rutgers University survey of 120 survivors who participated in financial education classes that used a curriculum created by the Allstate Foundation. (The curriculum is used by KDVA member programs, and survivors served by two KDVA

Narratives

member programs participated in the study.) The results, published in the August 2012 issue of "The Journal of Family and Economic Issues" revealed positive and significant relationships between financial literacy with economic empowerment, economic self-efficacy and economic-self sufficiency."

KDVA has seen evidence that its services are making a difference, particularly for the survivors who complete our IDA program. They are paying their bills on time, completing their educations, and meeting the terms of their mortgages.

By the end of the three-year grant cycle, survivors who work with EE Corps members will report that they feel more in control of their lives and more confident about the future. They will demonstrate an increased understanding of personal financial management issues. They will have bank accounts. They will know their credit scores and will be working to improve them, if necessary. They will understand how to make a budget and stick to it. Some survivors will have cars and homes and post-secondary educations obtained with IDAs.

We will demonstrate our community impact and progress on our performance measures by measuring the effectiveness of our financial education classes and counseling. The performance measure targets, the number of individuals receiving financial education and experiencing improved financial knowledge, were set after we evaluated the past and current performance of our AmeriCorps members.

Participants will complete surveys at the beginning of financial education classes to assess both their knowledge of household financial management principles and their behaviors and attitudes related to personal finance. After participation in financial education classes, the same assessment will be given to determine an increase in understanding and any positive behavioral changes. The assessment will measure knowledge of topics such as: impact of various activities on a credit score, fringe financial services/products, and tax-time credits and options for lower-income taxpayers. It will also measure self-reported changes in behavior, including: opening a checking and/or savings account (or another savings product such as a US Savings Bond), sticking to a budget, or paying off a debt.

We will measure the impact by tracking the number of participants who:

- 1) use the free tax preparation service and claim the EITC, 2) establish or improve their credit scores, 3) enroll in financial education classes, 4) receive credit counseling and a credit report 5) open a traditional bank account, 6) establish savings habit and open an IDA, 7) complete the IDA program and 8) borrow micro loans and pay them back on time.

Narratives

Participants are asked to evaluate the quality of their services in written surveys on a semi-annual basis.

Over the next three years, KDVA projects that the EE Corps will help our programs and community partners: Provide financial education instruction to 1,200 participants * Obtain credit reports and provide credit counseling for 200 participants * Assist in the enrollment of 50 Individual Development Account participants (including helping teenagers open education IDAs). * Recruit and/or train 1,000 volunteers who would donate 10,000 hours of community service * Help the programs raise \$100,000 in cash donations and * \$50,000 of in-kind support.

The outputs and outcomes will be measured through monthly reporting forms that will help members track their progress. The program director will work with each site supervisor and member on the member's progress and to ensure accurate reporting. The members also will receive feedback and discuss progress during quarterly team conference calls. The program director will submit quarterly reports to the Kentucky Commission on Community Volunteerism (KCCVS). Results of the members' progress will be reported to the KDVA Board of Directors.

KDVA was proud to report in its final progress report submission that it had exceeded all of the performance measure targets. Members provided 787 individuals with financial education training, twice the originally projected goal of 350. Members also offered credit counseling to 340 economically disadvantaged individuals, exceeding their goal of 235 individuals.

Members provided over 30% of financial education courses provided to survivors in KDVA's 15 member programs. Members also provided almost one-fourth of all credit counseling provided to domestic violence survivors across the state, according to data collected on credit counseling. Members connected 414 clients with independent living services. Members enrolled over 26 new clients in IDAs. KDVA's IDA program has a 75% retention rate, which is above average for federally funded IDA programs.

Youth empowerment specialists were able to provide group or one-on-one mentorship to approximately 167 children. Members recruited or managed 119 volunteers that were over 70% college students and 23% baby boomers. These volunteers put in 6,444 service hours, or about 54 hours each.

Since KDVA had exceeded performance measures in prior years, it used previous performance measures as a base. KDVA determined the final numbers of financial literacy participants in 2011-2012 and increased that number to a target that would be reasonable for 20 members to accomplish.

Narratives

For the pre/post test that will measure how much clients have increased their financial knowledge, KDVA set goals based its experience with prior participants, deciding that 60% of 1,200 anticipated participants (720) should be able to demonstrate increased knowledge. Finally, KDVA anticipated that each member should recruit volunteers who will complete 100 hours, or a total of 2,000 volunteer hours as a Corps.

KDVA has collected two months of data for the current grant year and is on track to meet all performance measures for a third consecutive year. So far, members have taught 73 participants in financial education classes, provided credit counseling to 18 participants, opened 11 IDAs and six IDAs are pending.

D. RECRUITMENT

KDVA member programs will be responsible for initially recruiting their Corps members with help and support from the Program Director. The programs have successfully recruited AmeriCorps State members for the past three years. Current site supervisors know what recruitment methods work in their area and how to best get the word out to multiple pools of applicants. Site supervisor training will include effective recruitment methods.

The supervisors are encouraged to recruit members who have a college degree or some college experience. However, members will not be required to have either. Potential members with case management experience or experience working with domestic violence victims or low-income families will be encouraged. Recruiting members who are prior recipients of KDVA program services will be encouraged as well as recruiting members from the project site's community. Such members are more likely to have credibility with the service recipients and to know about the communities' resources and services.

KDVA will help member programs make connections with college programs that train students interested in social justice and social work. Site supervisors will be encouraged to consider survivors who have "graduated" from KDVA's Economic Empowerment Project. They will also be encouraged to advertise in their local newspapers, through social media outlets and national career opportunity websites such as idealist.org. All applicants will be required to apply through the online AmeriCorps portal. Site supervisors will be required to conduct a face-to-face interview with qualified applicants. If a site finds a potential member, KDVA staff will interview the candidate by phone or in person using a checklist to ensure all aspects of AmeriCorps are discussed and the candidate has an accurate picture

Narratives

of the program and its requirements. Members who are eligible for KDVA's IDA program and micro loan program will be encouraged to apply. Members will be invited to use KDVA's free tax-preparation sites as well.

Site supervisors will be encouraged to seek diverse qualified candidates who reflect different races, socio-economic levels, ages, religions as well as individuals with disabilities. Site supervisors sign a non-discrimination policy and commitment to provide reasonable accommodations to individuals with disabilities as part of the site agreement. These sections of the site agreement are emphasized at the annual site supervisor training. KDVA member programs are encouraged to notify partners, particularly those focusing on services to diverse populations, about any open AmeriCorps positions. During each of the last three years the majority of members selected were low-income individuals and at least half resided in rural areas. Each Economic Empowerment Corps class is typically made up two or more individuals over 50.

E. MEMBER TRAINING

Members will receive multiple training opportunities. The first training will be an orientation at the beginning of their term of service in September, during which members learn about program standards, prohibited activities, member benefits and other information critical to a successful year. The members also will learn about domestic violence and the importance of maintaining client confidentiality. Members will receive a program member manual and learn about their performance goals and their responsibility to track and report them. The program director will also provide information about public assistance benefits, particularly food benefits, and offer assistance in applying for those benefits

As part of the members orientation training, KDVA Economic Empowerment staff will provide trainings and one-on-one instruction on credit counseling, financial education instruction and how to enroll participants in the IDA and micro loan programs. The members will be instructed in two financial education curricula: the Allstate Foundation's Moving Forward Through Financial Management and Realizing Your Economic Potential (REAP).

In addition to the trainings organized by KDVA, members will receive an orientation at their program sites. This orientation will take place during the members first week of service. The member's on-site

Narratives

orientation will include information about community partners, the local court system, important community contacts, shelter operating procedures, how to connect victims to public assistance, housing resources, one-stop career centers and other information that will help them become an important part of the shelter's operation.

Members will also be given instruction on free tax-preparation and will have the opportunity to become IRS-certified at the Basic, Intermediate and Advanced levels. These trainings will take place in early December through mid-January.

Each member will have the opportunity to complete KDVA's Certification Program, a five-module training (over five months) about how to serve domestic violence victims. Members will be given a schedule of the modules and can participate at their own pace. KDVA will provide at least three required training opportunities throughout the service year. The program director will work with site supervisors and members to ensure the training's compliance with AmeriCorps rules, including those involving prohibited activities.

Finally, AmeriCorps members will be brought together for the Life-After-AmeriCorps training and an End-of-Service Celebration in July. AmeriCorps members will learn resume-writing, job-seeking tips, networking and interviewing skills

Member training timeline:

September ¿ Orientation at KDVA and at service sites

December ¿ Ending Sexual Assault and Domestic Violence Conference

December and January - Tax certification trainings

Year round ¿ Domestic Violence 101 (Five modules) as well as Training Institute offerings

July ¿ Life after AmeriCorps/End-of-Service training

F. MEMBER SUPERVISION

The program director will be responsible for providing overall supervision of members and site supervisors. Members and site managers are aware of the program director's office hours and contact information (e-mail, office numbers and cell phone number). The members and site supervisors are encouraged to contact the program director's supervisor if they are not receiving adequate or timely

Narratives

guidance from the program director. The program director will conduct an annual site visit and hold quarterly conference calls.

The site supervisor will be responsible for providing daily supervision to members. Site supervisors will be required to meet with their members once a week or more to discuss project ideas, progress and prioritization. The site supervisors sign an in-kind match form each month, reaffirming their commitment to the supervision of the member.

Site supervisors will be selected for each site by suggestions submitted by executive directors or other administrative leaders at each site. At KDVA's smallest programs, the executive director will serve as the site supervisor. Special consideration will be given to supervisors with AmeriCorps service or supervision experience.

The program director will facilitate a one-day training for site supervisors. During this training, the program director will explain the roles and duties of an AmeriCorps member and will provide the site supervisor with a Site Supervisor Handbook. The program director will facilitate or forward information about other trainings as needed.

The AmeriCorps members will receive position descriptions and work plans developed by their site supervisor with the program director. Both documents will be developed using templates designed by the program director and will be signed by the member and the supervisor. The program director will track and record AmeriCorps accomplishments throughout the year and work with site supervisors to ensure that the goals are met. Each AmeriCorps member will submit monthly reports reporting their accomplishments, training experiences and activities that pertain to performance measures. Each month the AmeriCorps members will be asked if her duties reflect her position description and her service plan. The program director will use the monthly reports to track sick and vacation time. The program director will encourage members to call on her for support and technical assistance during quarterly conference calls.

G: MEMBER EXPERIENCE

Members working in crisis shelters will experience a lot of client transition during their year of service. Members have daily access to their clients and will often be able to see their client's progress from start to finish. EE Corps members will help their clients meet multiple needs and will be able to witness the

Narratives

impact that financial stability has on all aspects of an individual's life. Sites will provide members with networking opportunities that coincide with their AmeriCorps role, talents and interest.

Members are required to write an Impact Story each month. These stories ask them to reflect on how their service has impacted their site, their community and themselves. Members are brought together for an End-of-Service Celebration where they will have a chance to share with each other about their AmeriCorps experience. Special time is set aside for members to speak about their projects and experiences during quarterly conference calls. KDVA will keep members connected through quarterly conference calls and an Economic Empowerment Corps Facebook page. Members will be able to post pictures, resources and other information for their fellow members to see. They will also work together on projects, such as events for Make a Difference Day or Martin Luther King Day of Service. KDVA asks that members attach the AmeriCorps Kentucky logo to their e-mail signatures and wear their AmeriCorps gear to events and when they are working in the community.

KDVA has been a VISTA grantee since July 2006. That grant is scheduled to end in July 2013, but KDVA will use its contacts at other VISTA programs to help AmeriCorps members connect with other National Service participants in their communities. The EE Corps members also will collaborate with AmeriCorps members who serve through the Homeless and Housing Coalition of Kentucky (HHCK), a long-time KDVA collaborator. KDVA's free tax-preparation sites already rely on Senior Corps volunteers in some communities. The EE Team members who are in communities with Senior Corps projects will be encouraged to collaborate with Senior Corps members when they are recruiting volunteers for free tax-preparation, financial education and other shelter services.

H. VOLUNTEER GENERATION

KDVA's AmeriCorps members have a strong record of volunteer recruitment. In 2011-2012 members recruited 119 volunteers who served 6,444 total hours, an average of about 54 hours each. KDVA seeks assistance from community volunteers to improve its program development, fund-raising and grant-writing skills, and research techniques. Partner organizations such as Community Action Kentucky, Kentucky Association of Sexual Assault Providers (KASAP), Equal Justice Center and the Hager Foundation in Owensboro have provided important volunteer assistance.

A member's role in volunteer recruitment depends on the need and staffing of their service site. A member will help recruit and manage volunteers for economic empowerment services and for special events at their sites.

Narratives

KDVA's Economic Empowerment Project has a strong volunteer component. More than 481 volunteer tax filers filed taxes for low-income families at 79 Volunteer Income Tax Assistance (VITA) sites across the state earlier this year, logging 22,228 volunteer hours. AmeriCorps will assist in the recruitment and management of tax site volunteers for each tax season.

Volunteers recruited by members are also an important part of our financial education program. Insurance agents, bankers, real estate agents and car mechanics teach classes at our programs year round. Members will train volunteers and professionals from the community to provide these courses or other economic empowerment services when an AmeriCorps is no longer in service.

AmeriCorps members will continue to assist with volunteer recruitment for KDVA's most prominent volunteer effort -- the annual Shop and Share Day. Since 2010 the EE Corps has worked with First Lady Jane Beshear and her staff to conduct the one-day drive to provide domestic violence shelters with needed goods. Over 1000 volunteers helped collect donations of diapers, canned goods, Kroger cards, cash and other items worth more than \$782,000 in February 2012. Members will recruit volunteers to run the different store drives and help arrange for the pick up and drop off of donated items.

The program director will emphasize prohibited and unallowable activities and how they apply to volunteers to members during trainings and quarterly conference calls. Members and site supervisor are encouraged to contact the program director if they are unsure if a task is appropriate for a volunteer. Members are asked to report upcoming projects each month. The program director will be made aware of volunteer recruitment efforts through these monthly reports and can discuss issues with members as they arise.

I. ORGANIZATIONAL COMMITMENT TO AMERICORPS IDENTIFICATION

KDVA commits to ensuring that the AmeriCorps brand and identification is well-understood internally and with community partners, clients and others. A page on the KDVA website will be dedicated to EE Corps projects and accomplishments. The EE Corps also has its own Facebook page. KDVA will ask members to attach the AmeriCorps Kentucky logo to their e-mail signatures. KDVA also encourages its member programs to publish AmeriCorps updates and accomplishments on their own websites and social media pages and to include the AmeriCorps logo on the news releases it sends to local media. KDVA will use grant funds to purchase service gear and items for members to wear while working on their projects in their communities. The EE Corps will be required to wear their AmeriCorps gear

Narratives

during required events like the MLK Day of Service.

Organizational Capability

A. ORGANIZATIONAL BACKGROUND AND STAFFING

KDVA, a coalition of Kentucky's 15 state-funded domestic violence programs, was founded in 1981 by the staff of the six existing programs as a statewide coalition whose membership was to include all domestic violence programs in Kentucky. In 1985, Kentucky reached the goal of having a domestic violence program in each Area Development District (ADD).

KDVA administers about \$9.6 million in state and federal funds that go to its member programs and advocates for state legislative initiatives to increase protection to domestic violence victims and their dependent children. KDVA also: Oversees an Economic Empowerment Project including financial education classes, IDAs, micro loans, free credit reports and one-on-one credit counseling, free tax preparation and bankruptcy counseling; constructed KDVA Homes, 48 units of permanent supportive housing for domestic violence survivors in four Kentucky counties; operates a certification program for all domestic violence program staff requiring 30 hours of classroom instruction; coordinates, in conjunction with the Kentucky Association of Sexual Assault Programs (KASAP), an annual Violence Against Women conference and provides trainings through the KDVA Training Institute.

In the last year KDVA's Economic Empowerment Project provided financial education classes to 2,556 participants, one-on-one financial coaching to 1,440 participants and helped 27 people open IDAs. Since 2004, 311 participants have purchased assets: 129 bought homes, 35 bought vehicles, 116 pursued a post-secondary education and 31 started small businesses. KDVA provided micro loans of \$200 to \$2,000 to 82 clients and reported their payments to credit bureaus. KDVA collaborated with community partners to provide free tax preparation services for 11,471 families at 79 locations across the state. The free tax preparation sites saved families an estimated \$1.5 million in tax-fees and refund anticipation loans. The sites helped 4,106 families claim nearly \$6.3 million through the EITC and returned more than \$16.9 million in tax refunds to Kentucky.

KDVA employs an executive director, two assistant directors, economic empowerment programs coordinator, economic empowerment services coordinator, computer specialist, training coordinator, lawyer, office manager, prevention coordinator, finance manager, staff accountant, grants and contracts administrator, and an AmeriCorps program director. A VISTA member serves at KDVA,

Narratives

providing support to the Economic Empowerment Project and organizing fund-raising activities. KDVA's board is comprised of the executive directors of its 15 member programs. The board will review the AmeriCorps grant at each meeting and provide feedback and assessment in an advisory capacity. The board will also provide fiscal oversight for the AmeriCorps budget. Staff members at KDVA that will play an important role in the AmeriCorps program are the AmeriCorps project director, assistant director and the executive director.

The accounting department will assist in creating and managing the AmeriCorps grant budget and budget reports and run payroll for members. Kim Lingar is the Finance Manager with 16 years of experience accounting experience with non-profit agencies. Chad Hillard is the Staff Accountant. Andrea Walden is grants and contacts administrator.

The program director, Michelle Fiore, will be responsible for the design and implementation of the program. She will manage the program budget, oversee compliance with state and federal requirements, coordinate recruitment of sites and members, attend state commission meetings, complete quarterly and year-end reports, conduct site visits, and plan and oversee training events. The program director will spend 95 percent of her time supervising the project. Michelle Fiore has a B.A. in journalism and social sciences from Morehead State University. She was a VISTA in 2010, KDVA's VISTA Leader in 2011 and has served as program director since August 2012.

Mary O'Doherty, assistant director, has been responsible for KDVA's VISTA and AmeriCorps programs since 2006 and 2010 respectively as well as the Economic Empowerment project. She also manages the Kentucky Asset Success Initiative (KASI), which provides EITC outreach and free tax-preparation services at 79 sites across the state. She has a B.A. in journalism from Indiana University.

KDVA's finance manager and staff accountant 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 and all expenses related to AmeriCorps.

KDVA has direct federal awards from the U.S. departments of Justice and Health and Human Services. In addition, KDVA receives federal awards from pass-through agencies such as the state's Justice and Public Safety Cabinet and the Cabinet for Health and Family Services. KDVA also acts as the pass-through agency for Federal Family Violence and Prevention Services Funds to the 15

Narratives

domestic violence programs in the state. As the agent for the Cabinet, KDVA sub-awards over \$3.5 million in federal assistance and an additional \$4 million in state funds and is responsible for ensuring that these funds are used in compliance with federal and state law and regulations including Circulars OMB A-110, OMB A-122 and OMB A-133. Under its contract with the state Cabinet for Health and Services, KDVA is responsible for monitoring how well the 15 domestic violence programs comply with victim service standards.

KDVA will provide technical assistance on fiscal program issues to service sites through the site supervisor training, site visits and phone conversations and email. The roles and responsibilities of the site supervisors will be reinforced by the member handbook as well as the member agreements, work plans, and job descriptions. Site supervisors will provide technical assistance as needed day to day. When members raise issues or concerns about their placements with the program director, the site supervisor will be contacted and interviewed. If a need for training is identified, KDVA staff will provide necessary resources and instruction. Multiple trainings are available through KDVA's Economic Justice team and the KDVA Training Institute throughout the year.

KDVA will conduct its own evaluation of this project once every grant cycle. During the current grant period, members and site supervisors evaluated the program every year through mid and end-of-year surveys. KDVA does continuous evaluations on the administration of its multiple grants. KDVA is also experienced with creating evaluation tools for national service programs, as it also evaluates its VISTA program annually.

KDVA has used this feedback to improve its AmeriCorps program and implement necessary changes. Summaries of the evaluation are provided to the Economic Empowerment Advisory Committee, which meets annually to discuss and evaluate the Economic Empowerment project and the AmeriCorps program. Economic Empowerment Advisory Committee members are made up of 51% low-income individuals, or persons falling under at least 200% of the federal poverty guidelines.

The AmeriCorps program is well-integrated and supported with the KDVA network; eight of the 15 member programs host members. KDVA requests increased funding in the next grant cycle so that it can place a member in all 15 of its programs. All of the KDVA staff member participated in the 2012 EE Corps orientation in September. EE Corps members successfully met and exceeded performance measure goals in 2011 and 2012, and are on track to meet them in 2013. KDVA received positive evaluations when KCCVS conducted two compliance reviews in 2010 and 2011. KDVA has successfully implemented the minor changes suggested and used its feedback to improve the program.

Narratives

B: SUSTAINABILITY

Each KDVA program receives an annual budgeted allocation of state funds from the Cabinet for Health and Family Services. These funds comprise a substantial part of the programs' budgets and can be used to fund any part of running their shelters and providing non-residential services. The funds have been administered by KDVA for 16 years.

KDVA's \$812,000 Economic Empowerment Project is funded with federal and private funds. A key funder is the Kentucky Housing Corporation (KHC), which has provided \$700,000 in matching funds for three federal grants to the U.S. Assets for Independence Program and annual \$20,000 administrative grants. Other important funders are: The Allstate Foundation (\$120,000 annually), the IRS (\$125,000 annually) and the Mary Reynolds Babcock Foundation (\$50,000 annually). About a dozen banks and other corporate foundations provide smaller grants.

KDVA, the state's only statewide organization of domestic violence programs, has a wide range of stakeholder partners. They include the association's 15 member organizations, Kentucky Association of Sexual Assault Programs (KASAP) and its member programs, the IRS, KHC, the Kentucky Department of Community-Based Services and more than two dozen social service agencies across the state.

Non-financial support from these stakeholders has expanded in scope and increased in amount over the last several years. The IRS Kentucky office provides training and tax-preparation materials every year for the volunteers who provide free tax-preparation services. When the project began in 2004, the IRS assisted with a couple dozen volunteers at 12 sites; in January IRS trainers worked with more than 400 volunteers who provide services at more than 75 sites. KDVA member programs and the Housing Development Alliance in Hazard provided financial education and homeownership counseling to more than 80 IDA participants this year, triple the number of participants who were enrolled in 2005.

Community partners whose clients receive services from the Economic Empowerment Project are the key to the project's long-term sustainability.

The EE Corps has played an important role in the expansion of KASI in 2011 and 2012. The members have recruited and managed volunteers whose contributions increase each year. Eventually, volunteers recruited by AmeriCorps members could become site coordinators and take leadership roles in the project, contributing to long-term sustainability. Meanwhile, new AmeriCorps can focus on

Narratives

adding new sites, training more volunteers and adding new financial literacy services to the sites.

C. COMPLIANCE AND ACCOUNTABILITY

The program director is responsible for ensuring that KDVA is compliant with AmeriCorps rules and regulations. The program director has familiarized herself with AmeriCorps rules and regulations, paying special attention to prohibited activities. The program director will make webinars, conference calls and trainings pertaining to compliance a priority. The program director will use a checklist of everything needed for a member file as a guide to organize and complete each file. The program director will emphasize AmeriCorps rules, regulations and prohibited activities in orientation for members and site supervisors. The program director will ask her supervisor and the Grants and Contracts Administrator to review files for compliance once members undergo site orientation and all background checks have been administered.

All site supervisors will undergo training that focuses on AmeriCorps site compliance and an overview of prohibited activities. Potential new sites will be evaluated by the program director before the site is allowed to begin recruitment. Sites with experience will be reviewed for compliance during the program directors annual site visit. Prohibited activities are included in the Site Agreement and Member Agreement. Members and site supervisors are encouraged to contact the program director if they have questions or concerns about their site's compliance. A grievance procedure is included in the member agreement. Members and supervisors can submit complaints anonymously if they see a violation of AmeriCorps rules, activities or engagement in prohibited activities.

DEMONSTRATED COMPLIANCE: KDVA has undergone three annual compliance reviews through the Kentucky Commission on Community Volunteerism and Service. The most recent review was in early January 2013. There are no instances of noncompliance within the Economic Empowerment Corps program to report.

ENROLLMENT: KDVA has maintained a 100 percent enrollment rate over the last three years. Selected service sites have worked diligently with KDVA to make sure each slot is filled. No service site has failed to initially fill a position. KDVA was also able provide orientation for a full Corps in September 2012.

Narratives

RETENTION: KDVA had a 90 percent (9 out of 10) retention rate in the first two service years. KDVA has experienced the same retention rate in the 2012-2013 year, so far.

KDVA will not place members in sites where a member is not retained, or the slot is not refilled in a timely manner. KDVA continues to emphasize the commitment of a full year of service and good recruitment and supervision practices.

Budget/Cost Effectiveness

A. COST EFFECTIVENESS

KDVA is requesting \$13,000 from the Corporation for National and Community Service (CNCS) for each AmeriCorps service year (MSY) approved to serve with KDVA. KDVA has not increased the number of MSYs since becoming a recipient of the AmeriCorps grant. KDVA is increasing its share of the cost of the EE Corps and is proposing a deeper impact with its financial education and economic empowerment services. Unlike in past grant, KDVA will be measuring the impact of its financial education with pre- and post tests. KDVA will use those assessments to improve the quality of its instruction and counseling.

The total request for 20 AmeriCorps is \$260,000 per program year. The total budget per program year is \$380,000. KDVA is requesting an increase in funding to fill in the gaps in KDVA's member programs that want to have a stronger focus on financial literacy and stability.

KDVA's AmeriCorps State budget includes: \$260,000 CNCS (20 X \$13,000) \$120,000 site match (20 X \$6,000) \$114,000 in kind from sites (20 members X 25 hours of supervisor time x12 months X \$19). KDVA will also use \$17,000 in private, unrestricted grant funds to cover one fifth of the salary of the staff member who will supervise the AmeriCorps program director. The program is cost-effective because sites are committing \$6,000 each, a significant portion of the member's salary. Throughout the year sites will also provide office space, equipment, project supplies and cover some of the travel and training costs for their members.

Project budget: Living allowance: \$12,100 for twenty (20) members: \$242,000 - Health Insurance at \$155 per month per 20 members X 12: \$37,200 - FICA at 7.65% of living allowance per 20 members: \$18,513 - Workers compensation @ at .2% of living allowance per 20 members: \$484 - Miles, lodging & expenses for trainings \$10,0000 - Sweatshirt and t-shirts \$50 for items for 20 members: \$1,000 End of Service Gift for 20 members: \$200: FBI background checks at \$18 per member: \$360,

Narratives

Administrative Office of Courts background check at \$20 per member: \$400- 3.4% administrative cost: \$12,970 - .95 FTE program directors salary and fringe: \$51,806.00 - Travel (project directors site visits and other program travel): 3,676 - .2 FTE supervisor's salary and fringe 10,000 - Site match from supervisors at \$19 per hour X 25 X 12: \$114,000.

KDVA will require an additional \$120,000 of non-CNCS support to implement the Economic Empowerment Corps program. To secure this funding, each service site will contribute a \$6,000 match fee for a total of \$120,000. KDVA estimates that each site supervisor will spend an average of 25 hours a month supervising each AmeriCorps member at a rate of \$19 an hour: 20 (member) X 25 (hours) X 19 (pay rate) X 12(month) = \$114,000.

KDVA's \$10 million budget is comprised of funds from state and federal sources (95%) corporate and private sources (4%) and individuals (1%). The AmeriCorps grant represents nearly 4 percent of the organizational budget. KDVA has been a VISTA grantee since 2006 and an AmeriCorps grantee since 2010.

Much of the EE Corps' work will be supported by the Economic Empowerment Project's \$811,000 budget. EE Corps members will be trained and will use equipment paid for by a \$125,000 IRS grant. A grant from the Assets for Independence (AFI) supports the IDA program. AFI also provides training materials, webinars, a data tracking system and the match funds for IDA accounts. KDVA will use \$17,000 in cash from a foundation grant to cover one fifth of the salary of the assistant director who will supervise the AmeriCorps program manager. The Economic Empowerment project also receives about \$350,000 from foundations.

Items on the budget like travel, mileage and training were calculated through as assessment of how much the program has used for these expenses in prior years.

The project is particularly cost effective when you consider the money the EE Corps saves survivors and other low-income family members who receive economic empowerment services. For example, many of the low-income individuals who have their taxes filed for free by EE Corps members would have paid \$200 or more to have their tax returns filed by a paid preparer. KDVA estimates that the work of members and other volunteers saved Kentucky taxpayers \$1.5 million in filing fees during the 2012 tax season. EE Corps members helped 26 survivors open IDAs. The survivors receive a 4:1

Narratives

match for their savings (\$2,000) which will help them pursue a post-secondary education, purchase a car or home or start a small business. Survivors undergoing credit repair counseling are not charged for a copy of their credit report or for the credit counseling services they receive.

KDVA's Economic Empowerment Program has been used as a model for other programs across the nation. The EE Corps is the only Corps in Kentucky focused on domestic violence survivors and financial literacy through the asset building approach.

KDVA has some prior purchased assets that will be used to support the project supervisor, such as a desk and a laptop computer. KDVA has administered about \$4 million in state funds to its programs for the last 13 years. Each KDVA program receives an annual budgeted allocation from the Cabinet for Health and Family Services. These funds comprise a substantial part of the programs' budgets and can be used to fund any part of running their shelters and providing non-residential services. EE Corps members will have the opportunity to attend KDVA's annual conference in Lexington. Registration revenue from the conference is another example of non-federal support. It costs KDVA at least \$300 per conference attendee. The conference has been held for 14 years and is one of KDVA's top priorities.

B. BUDGET ADEQUACY

The budget accounts for all funding necessary to implement the EE Corps. The program budget aligns with our existing program and provides enough funding to expand our project to 20 members.

Travel costs include mileage and lodging for events like orientation, the KCCVS launch meeting and recognized state and national days of service.

The budget includes all member and personnel costs. The budget for salaries ensures that the members, site supervisors and program director receive proper guidance and supervision.

Costs related to criminal history checks and FBI background checks are included in the budget.

Evaluation Summary or Plan

KDVA will continue to conduct a mid-year, and end-of-year survey for AmeriCorps members and their supervisors each grant year internally. During this grant cycle, KVDA's evaluation measured the members' and site supervisors' satisfaction with the way the Economic Empowerment Corps grant was administered. Members and supervisors completed anonymous surveys on Survey Monkey.

Overall response rates were: 78 percent for the members and 100 percent for the site supervisors. A detailed account of the evaluation has been provided as part of this application. The evaluation has provided essential feedback for improvement of the program. For example, previous evaluations

Narratives

showed that members would like more training on case management and how to make financial literacy courses more interactive. The program director doubled the member orientation hours in 2012. The orientation also included detailed sessions on working one-on-one with clients and engaging a financial literacy group.

KDVA will measure the effectiveness of the economic empowerment services by evaluating the effect on survivors who participate in credit counseling and financial education courses provided by EE Corps members. An impact evaluation will measure how comfortable the clients feel managing their own expenses, monitoring their own spending and, if applicable, saving funds for an asset. Clients will be surveyed after they have completed at least three classes and/or credit counseling sessions. KDVA will ask a comparably-sized group of survivors who do not participate in the economic empowerment program the same questions. They will be the control group. During the first year of the grant cycle, KDVA will design the evaluation tools after studying evaluation tools from partners and Corporation for National and Community Service and other financial education programs. KDVA will collect annual data for this evaluation that will measure the member service impact over the course of the three-year grant cycle.

Amendment Justification

N/A

Clarification Summary

N/A

Continuation Changes

N/A