

## PART I - FACE SHEET

### APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:

Application  Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 08/08/13	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:
2b. APPLICATION ID: 13VG153850	4. DATE RECEIVED BY FEDERAL AGENCY: 08/08/13	FEDERAL IDENTIFIER: 13VGHKS001

**5. APPLICATION INFORMATION**

LEGAL NAME: Kansas Volunteer Commission  DUNS NUMBER: 879897098  ADDRESS (give street address, city, state, zip code and county): Kansas State Department Of Education 120 SE 10th Ave Topeka KS 66612 - 1103 County: Shawnee	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Nicolette Geisler TELEPHONE NUMBER: (785) 296-8447 FAX NUMBER: INTERNET E-MAIL ADDRESS: ngeisler@ksde.org
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6. EMPLOYER IDENTIFICATION NUMBER (EIN): 486029925	7. TYPE OF APPLICANT: 7a. State Government 7b. State Commission/Alternative Administrative Entity
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8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input 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: <p style="text-align: center;"><b>Corporation for National and Community Service</b></p>
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10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.021 10b. TITLE: Volunteer Generation Fund	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Volunteering Kansas  11.b. CNCS PROGRAM INITIATIVE (IF ANY):
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): State of Kansas	

13. PROPOSED PROJECT: START DATE: 01/01/14    END DATE: 12/31/14	14. CONGRESSIONAL DISTRICT OF:    a.Applicant <input type="text" value="KS 002"/> b.Program <input type="text" value="KS 002"/>
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15. ESTIMATED FUNDING: Year #: <input type="text" value="1"/> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 60%;">184,914.00</td> </tr> <tr> <td>b. APPLICANT</td> <td></td> <td style="text-align: right;">\$</td> <td>193,266.00</td> </tr> <tr> <td>c. STATE</td> <td></td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>d. LOCAL</td> <td></td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>e. OTHER</td> <td></td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td></td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>g. TOTAL</td> <td></td> <td style="text-align: right;">\$</td> <td>378,180.00</td> </tr> </table>	a. FEDERAL		\$	184,914.00	b. APPLICANT		\$	193,266.00	c. STATE		\$	0.00	d. LOCAL		\$	0.00	e. OTHER		\$	0.00	f. PROGRAM INCOME		\$	0.00	g. TOTAL		\$	378,180.00	16. IS A APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372
a. FEDERAL		\$	184,914.00																										
b. APPLICANT		\$	193,266.00																										
c. STATE		\$	0.00																										
d. LOCAL		\$	0.00																										
e. OTHER		\$	0.00																										
f. PROGRAM INCOME		\$	0.00																										
g. TOTAL		\$	378,180.00																										
	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/PREAAPPLICATION 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: Nicolette Geisler	b. TITLE: Interim Executive Director	c. TELEPHONE NUMBER: (785) 296-8447
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 09/03/13

# Narratives

## Executive Summary

The Kansas Volunteer Commission has successfully leveraged the Volunteer Generation Fund, through its Volunteering Kansas project. The first phase of this project increased the capacity of nine volunteer connectors to recruit, manage, support and retain individuals to serve in high-quality volunteer assignments through intentional financial investments. Building upon the success of Volunteering Kansas, the KVC will launch a second phase in developing a strong volunteer infrastructure. During Phase II, KVC will invest in local volunteer connectors to 1) Create a skill-based volunteer initiative within their own organizations to increase their capacity to recruit, manage and retain volunteers and 2) Become the lead organizations in their communities to deliver trainings and technical assistance to local organizations wishing to implement a skill-based volunteer initiative to increase their capacity recruit, manage and retain volunteers to meet community needs. KVC will partner with the Taproot Foundation to create and deliver trainings and ongoing coaching for volunteer connectors in building a skill-based volunteer initiative. The KVC will award six sub grants to volunteer connectors. Each sub grantee will be required to opt into the same set of performance measures, which will allow the KVC to collect and report data in a uniform manner. Additionally, the KVC will host a mini-grant competition, with priority funding going to local organizations proposing to work with volunteer connector organizations to develop their own skill-based volunteer projects to increase their capacity to meet community needs. This proposal rests upon two goals and measurable objectives, which, with performance measures, outline the data collection and evaluation of this project. The applicant is the Kansas Volunteer Commission.

## Program Design

In March of 2013, the Nonprofit Finance Fund released its results of its 2013 State of the Nonprofit Sector Survey. According to these results, the demands for services have increased, while government and philanthropic dollars have not returned to pre-recession levels. More alarming yet, is the assertion that while "NFF (Nonprofit Finance Fund) has seen economic ups and downs; current trends go beyond these cycles and point toward a more lasting changes in the way social services are funded".

With this reality, KVC is proposing that the current status quo can no longer continue to be as successful as has been in the past; there needs to be sort of intervention or change or innovation to assist organizations to meet increasing needs with reduced dollars. While there are many ways to

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affect status quo and create change, the KVC is proposing to offer one pathway focused on increasing the organizational capacity of nonprofits through a skill-based volunteer strategy.

Applying a holistic, wrap-around approach, something along the lines of training and supporting organizations to become Service Enterprises (as defined by Reimagining Service), would certainly move the needle on this issue; the KVC realizes that sort of endeavor would take far longer than one year and a very large financial investment. That said, keeping in the same vein of building Service Enterprises, the KVC is proposing to offer one pathway focused on increasing the organizational capacity of nonprofits through a skill-based volunteer strategy.

This initiative, however, does not come without any significant challenges. To begin with, according to a 2009 Deloitte Volunteer IMPACT survey, 72 percent of nonprofits strongly agreed that skills-based volunteers would help increase their impact. What's further, is that LBG Associates found in their "Pro Bono Readiness Research" in 2012 that of those surveyed, 73 percent said they would be more likely to seek pro bono support if they could identify specific projects and better understand how volunteer time can be used to improve their infrastructures.

With this information in hand, the KVC is proposing to create a project that provides the needed training and support around developing a skill-based initiative. This proposal will build upon the previously funded VGF project, in which the KVC focused primarily on professional development for volunteer leaders and volunteer connectors, developing and strengthening a volunteer infrastructure in the state to increase the number of volunteers leveraged in meaningful volunteer opportunities. Specifically, because volunteer connectors and local organizations have received three years of funding and numerous professional development opportunities, the implementation of this proposal could not come at a better time. At the end of year three of VGF funding (2013), the KVC will have granted out over 400,000 in sub grants and mini-grants and conducted three rounds of regional trainings around different facets of volunteer management (six sessions in year 1 and 18 sessions in year 3) and hosted three statewide conferences on nonprofit and volunteerism. As this first step in developing a volunteer infrastructure has been successfully implemented, the work is far from complete. This proposal will elevate volunteer connectors and local organizations in further developing their organizational capacity, through leveraging volunteers to meet pressing needs.

## Narratives

This project proposal hinges on the following; 1) Equipping volunteer connector organizations with the financial support and training to become local experts in developing and implementing a skill-based volunteer initiative and 2) Educating and equipping local nonprofits on the benefits and the "how to" pieces of developing and implementing a skill-based volunteer initiative to increase their organizational capacity to meet needs in their communities.

### GOALS/ACTIVITIES/OUTCOMES

To meet the goal of increasing organizational capacity of nonprofits through the implementation of a skill-based volunteer initiative the KVC is proposing the following goals, activities and outcomes for Phase II of Volunteering Kansas:

GOAL 1: EQUIP VOLUNTEER CONNECTOR ORGANIZATIONS WITH THE FINANCIAL SUPPORT AND TRAINING TO BECOME LOCAL EXPERTS IN DEVELOPING AND IMPLEMENTING A SKILL-BASED VOLUNTEER INITIATIVE

#### ACTIVITIES:

1)The KVC will host a competitive grant process titled: Capacity Building Through Volunteer Engagement Grants

a.Up to \$100,000 in VGF funds will be sub granted out (approximately six sub- grants at \$20,000) to Kansas volunteer connectors. All applicants will be required to provide 50 percent match on all requests.

b.Requirements of the grants will include:

i.The KVC will require all sub-grants to opt into the same performance measure

1.This will allow the KVC to collect and aggregate data across the state in much more uniform manner

2.Because each program is unique, they may include additional measures of their own choice to reflect their program model and the needs of their communities

ii.Commitment and plan to engage in a skill-based volunteer initiative within their own organization

1.This would include a dedicated staff (full time or a portion of their time) or volunteer to lead this project

iii.Commitment and plan to becoming a "lead organization" in developing a skill-based volunteer initiative in partnering nonprofit organizations

1.This would include a plan on how information and training will be disseminated to partner and/or local nonprofits in their service areas

a.Each sub-grantee will be required to host trainings and/or technical assistance to local organizations

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iv. Attendance and participation in implementing skill-based/pro bono volunteer program training  
(See activity 2)

2) The KVC will contract with Taproot (or similar organization) to develop and implement a training series on developing a skill-based/pro bono volunteer initiative.

a. The training will include:

i. An in-person training on the steps to creating a skill-based volunteer project

ii. Training materials and curriculum

iii. Ongoing coaching for 6 months after the initial training

1. This coaching component will both hold sub-grantees accountable and allow them an opportunity to work with experts on addressing challenges and making progress in real-life situations (as opposed to a training situation).

b. Sub grantees will be required to attend. Additionally, other identified local volunteer connectors will be invited attend

### OUTPUTS

1) # of sub-grants 2) # of attendees to training/coaching 3) # of skill-based volunteer projects initiated

4) # of local organizations trained/TA provided on skill-based volunteer projects 5) # of volunteers leveraged in a skill-based volunteer project/initiative

### OUTCOMES

1) Types of activities volunteers performed within the sub grantee organization 2) Improved ability of sub grantees to implement a skill-based volunteer project 3) Improved ability of sub grantees to support local partners on building skill-based volunteer projects

### DATA COLLECTION

1) Programs will be required to submit electronic reports on multiple pre-set dates. This will allow the KVC and the programs to frequently track progress, capture highlights and address any challenges.

Ongoing Reporting requirements will include:

a. Progress reporting on required performance measures

b. Demographic information as required by the CNCS in the NOFA and as appropriate

c. Volunteer Activities

i. Number of new and total volunteer leveraged (managed)

ii. Number of hours leveraged by new and total volunteers

iii. Number of retained volunteers

## Narratives

d. Successes and Challenges

i. All programs will be required to answer a set of questions in this section

e. Highlights

2) Pre and Post evaluations

a. To collect data in a uniform manner, the KVC will create pre and post surveys that sub-grantees will be required to complete as a part of the grant agreement. This evaluation will measure data points to determine an increased knowledge in this area and increased organizational capacity to meet community needs.

b. Additionally, because sub-grantees will be required to train and act as a lead in their communities, pre and post evaluations, developed by the KVC for their trainings and/or consulting will be required as well. This evaluation will measure data points to determine an increased knowledge in this area and increased organizational capacity to meet community needs.

GOAL 2: EQUIP LOCAL NONPROFITS ON THE BENEFITS AND THE "HOW TO" PIECES OF DEVELOPING AND IMPLEMENTING A SKILL-BASED VOLUNTEER INITIATIVE TO INCREASE THEIR ORGANIZATIONAL CAPACITY TO MEET NEEDS IN THEIR COMMUNITIES.

ACTIVITIES:

1) Each sub grantee will be required to host trainings and/or technical assistance on developing a skill-based volunteer initiative to local partner organization

2) The KVC will host a separate matching mini-grant competition, focused on volunteer generation, granting out up to \$30,000 in funds, approximately six (6) mini-grants at \$5,000 each.

a. This will build upon the success of the 2013 mini-grant competition in which the KVC received 55 mini-grant applications requesting \$190,000 in funds

b. Similar to 2013, there will be multiple areas to apply for funding, including a skill-based/pro bono area

i. It should be noted that of the 55 applications, three (3) applications were submitted under this priority area; however, they were not competitive enough to be selected

c. To reinforce the skill-based volunteer initiative, priority will be given to adequate grant proposals looking to implement a skill-based volunteer project

i. The KVC will work sub grantees to help develop an application process that either requires applicants to partner with sub grantees and/or "consult" with sub grantees and/or other volunteer connectors

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that attend the training during the application process.

### OUTPUTS

1)# of local organizations trained/TA provided on skill-based volunteer projects 2)# of local organizations applying for a mini-grant under the priority area of skill-based volunteer project 3)# of skill-based volunteer projects initiated 4)#of volunteers leveraged in a skill-based volunteer project/initiative

### OUTCOMES

1)Types of activities volunteers performed 2)Improved ability of local organizations to implement a skill-based volunteer project

### DATA COLLECTION

1)Programs will be required to submit electronic reports on multiple pre-set dates. This will allow the KVC and the programs to frequently track progress, capture highlights and address any challenges.

Ongoing Reporting requirements will include:

a.Progress reporting on required performance measures

i.The KVC will require all sub-grants to opt into the same performance measure

1.Programs may include additional measures of their own choice

b.Demographic information as required by the CNCS in the NOFA and as appropriate

c.Volunteer Activities

d.Successes and Challenges

i.All programs will be required to answer a set of questions in this section

e.Highlights

2)Pre and Post evaluations

a.To collect data in a uniform manner, the KVC will create pre and post evaluations that sub grantees will conduct on all training and technical assistance activities

b.Mini-grant applicants will also be required to submit pre and post evaluations

c.Because this tool will be standardized, the KVC can aggregate that data in a uniform manner

d.All evaluations will measure data points to determine an increased knowledge in this area and increased organizational capacity to meet community needs.

TO ENSURE THESE ACTIVITIES ARE COMPLETED THE FOLLOWING TIMELINE IS BEING PROPOSED:

September 2013: Receive grant award notification

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October 2013:-Release RFP for training/consultant to go through the proper bidding process  
-Release RFP for training/consultant to go through the proper bidding process-  
-Conduct baseline data survey - number of skilled-volunteers currently being leveraged-  
-Release RFP for Capacity Building through Volunteer Engagement Grants

-Host Training/Technical Assistance webinars

November 2013:-RFP for Capacity Building through Volunteer Engagement Grants due to the KVC

December 2013:-Grant review for Capacity Building through Volunteer Engagement Grants-  
-Finalize contract with training/consultant -Finalize all pre and post evaluations  
January 2014:-Sub-grant Award project periods begin

-Pre-evaluation distributed and collected-Develop training series with training/consultant

February 2014:-Host training for sub-grantees and other invited volunteer connectors

March 2014:Begin ongoing sessions with sub-grants  
April 2014:-Sub-grantee check in via phone/virtual-Release RFP for mini-grant competition (due end of May to start in June)

May 2014:-Sub-grantees Q1 reporting due (January-April)

June 2014:-Sub-grantee site visits -- both check in and financial review-  
-Mini-Grant award projects may begin-  
-Mini-Grant applicants pre-evaluation delivered and collected

August 2014:-Sub-grantee Q2 reporting due (May-July)

September 2014:-Sub-grantee check in via phone/virtual

November 2014:-Sub-grantee Q3 due (August-October)

December 2014:-Final month for sub grants and mini-grants-  
-Post evaluations for sub grants and mini-grants distributed and collected  
January 2015:-Final report from sub grants due

## PERFORMANCE MEASURES

Number of community volunteers recruited by CNCS-supported organizations or national service participants and hours of service contributed by community volunteers who were managed by CNCS-supported organizations.

Targets: Once notified of the grant award, the KVC will do two things to determine a baseline:

1) Blanket survey of the state to determine the number of organizations and the number of volunteers being leveraged and the number of volunteer hours served in a skill-based volunteer project  
2) Every applicant for the sub grant and the mini-grant will be required to disclose the number of skilled-volunteers being leveraged and the number of volunteers hours served currently in their organization

Target 1: Increase the number of skilled-volunteers being leveraged by 15%  
Target 2: Increase the number of volunteer hours served in a skill-based volunteer project by 25%

## Organizational Capability

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KVC has successfully managed AmeriCorps, Learn and Serve America and VGF programs for more than 18 years. KVC uses a risk-based monitoring strategy to tailor the type and extent of monitoring for its sub-grantees and their programs. KVC monitors programs primarily through site visits, telephone contact, review of reports and contact during special events. KVC works with each program individually to identify and remedy risk factors in its monitoring strategy. Programs with higher risk may receive several site visits in one year, desk reviews or other actions as needed to ensure programs remain in compliance with all applicable regulations and provisions.

Nicolette Geisler, Executive Director of the KVC (.25FTE), is responsible for grant providing vision of the grant and ensuring that grant projects are being developed in a timely manner, including program development and implementation, oversight of the evaluation and budget, and completion of all requirements of funding. Ms. Geisler has been with the KVC for three years, having been the previous VGF project director for two years and the Executive Director of one year. She has a Master in Public Administration with an emphasis in Nonprofit Management and has attended numerous conferences and trainings on volunteer recruitment and management and has been providing training and technical assistance to volunteer connector organizations in both of her roles with the KVC. Cheri Faunce, Project Director (.25 FTE), is responsible for providing day-to-day programmatic support for Volunteering Kansas. Activities currently and will include sub-grantee technical assistance, the creation of trainings and training materials, data collection and federal reporting requirements. Mrs. Faunce has served with the KVC as the Director of Kansas Mentors and the current VGF project director since December of 2012. In this role of Director of Kansas Mentors, she is the sole staff responsible for the management of a statewide network of 175 mentoring programs. Mrs. Faunce brings to Volunteering Kansas significant experience in volunteer management, the development and implementation of marketing and promotional activities, the cultivation of partnerships across public and private sectors, and leadership development. Mrs. Faunce graduated Magna Cum Laude from Washburn University with a Bachelors of Arts in Psychology. Prior to her role with the KVC, she served as the Director of Compeer Mentoring in Topeka, KS. Amanda Noll, Volunteering Kansas' Administrative Assistant (.10 FTE), is responsible for providing logistical support to the project's activities, particularly in the planning and hosting trainings, travel arrangements and website updates. She will also be responsible for ensuring the consistent documentation of all policies and procedures related to the grant, as well as all budget expenditures. Ms. Noll has served as the Finance Officer for the KVC for six years. She has an Associate Degree in Life Sciences from Highland Community College. Finally, KVC will look to

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partner with Taproot Foundation to provide significant training expertise in the area of developing a skill-based/pro bono volunteer initiative. Taproot Foundation has been leading the pro bono movement since 2001. Since their inception, they have engaged professionals in over 1 million hour of pro bono service on over 2,000 projects. Additionally, it could be argued that they "wrote the book" on how to leverage pro bono volunteers. It should be noted, that due to state laws, KVC will be required to bid these services out through a RFP process. KVC has already connected with Taproot as part of the research process in what type of training is effective when trying to develop a skill-based volunteer initiative. Additionally, KVC has been assured that Taproot would be interested in participating in the bidding process to deliver such training.

KVC is deeply committed to achieving the objectives and outcomes of Volunteering Kansas. As described in the program design section, KVC will implement an extensive data collection plan that will serve as the backbone of Volunteering Kansas' continuous improvement system. Additionally, developing a method for open communication with all sub grantees will be crucial to the project's success. KVC have the ability to host statewide conference calls and webinars. In addition, when appropriate, KVC will utilize electronic data collection tools (i.e. feedback surveys, sub-grantee financial reports, etc.) to increase the convenience for the end-user and the efficiency of KVC to collect and evaluate data.

### FISCAL OVERSIGHT

As the State's Service Commission, KVC will provide fiscal oversight for this grant. KVC is currently housed within the Kansas Department of Education (KSDE) and as such, KSDE will serve as the grant's fiscal agent. Over the last 13 years, KVC/KSDE has administered over \$20 million in federal funding for AmeriCorps, Learn and Service America, and VGF programs statewide. Currently, the KVC receives \$91,000 in state funds and \$1.5 million in grants from the Corporation for National and Community Service to operate AmeriCorps\*State and VGF in Kansas. KVC's annual operating budget is \$2.08 million and Volunteering Kansas would represent 17% of the organization's annual budget. KVC will receive significant support from its agency, KSDE, for the financial management of this grant and will utilize agency procedures and accounting policies to ensure federal compliance. As a state agency that follows Generally Accepted Accounting Principles (GAAP) and is regularly audited, KSDE has in place a system of checks and balances to ensure sound fiscal management. In addition, KSDE successfully manages \$400 million in federal funding annually. The agency's significant experience and knowledge base will prove invaluable to the success of this project. . KVC will use

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standard auditing procedures and methods to ensure effective fiscal oversight of all sub grantees as well as statewide activities implemented by KVC. This includes the issuance of purchase orders to acquire grant-funded materials and services, and standard forms (developed by KVC) for use by sub grantees to request funds on a monthly basis. This allows KVC staff to track sub grantee expenditures by line item on a monthly as well as annual basis. The KSDE Fiscal Auditing team reviews all grantees A-133 audits. Sub-grantees will be evaluated on a monthly basis for their compliance with federal and state fiscal guidelines. At any point in which a sub-grantee is deemed incompliant, KVC/KSDE reserves the right to withhold grant payments. KVC is currently pursuing a partnership with the Barry L. and Paula M. Downing Foundation through their Volunteer Kansas organization in Wichita, KS. Volunteer Kansas is an organization that serves statewide, primarily as an online volunteer connector. Currently, they provide Kansas Mentors with funding to reimburse gold star mentoring programs for background checks. KVC is in discussion with Volunteer Kansas on how we can partner our efforts to further leverage both of our funding and initiatives across the state. In addition, KVC Commissioners will help to identify and secure additional resources to support the project with several members heavily connected to the private sector and local foundations.

### **Budget/Cost Effectiveness**

The proposed year one budget of \$373,952 provides for the effective implementation of Volunteering Kansas' goals and objectives. The funding plan increases the number of Kansans serving in meaningful service opportunities -- specifically skilled-volunteer rolls, through an intentional investment in the state's volunteer infrastructure all through the lens of skill-based volunteering. In addition, the budget provides resources to host high-quality professional development opportunities to ensure that volunteer-connector organizations are truly building their capacity and their local program partners' capacity to recruit, train, support and retain high-quality volunteers throughout the state. Finally, funds are allocated to support an electronic tracking system allowing local and statewide programs the ability to efficiently report their progress.

Approximately 65% of the funds requested will be used to support sub-grants to volunteer-connector organizations who will invest local resources as matching funds. These funds will provide the financial resources necessary for programs to build their capacity, through the development of a skill-based volunteer initiative, to engage more Kansans in meaningful service opportunities.

Approximately 16% of funds will used to support mini-grants to allow local organizations to develop their own skill-based volunteer projects/initiatives. Mini-grant applicants, where applicable, will be required to work with their local volunteer connector that has been awarded a sub grant.

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Additionally, these local organizations will invest local resources as matching funds to ensure they are fully invested with enough resources to implement such projects. Roughly half of the federal funds will be used to support statewide recruitment efforts, high-quality training for sub-grantees and other volunteer-connector organizations, and the development of an electronic statewide volunteer tracking system. The remaining federal funds will be used to provide personnel salaries and benefits in support of the management of this project.

To ensure that non grant-funded resources are secured to support Volunteering Kansas, sub-grantees and mini-grantees will be required to provide at least 50 percent of their total costs in matching funds. All are required to complete KVC's Financial Management Module prior to the awarding of the grant to assess their internal controls and financial documentation. Approximately 16 percent of the non grant-funded resources will be provided from Kansas' state general fund. While state funding is facing serious reductions, KVC has been assured that the organization's state appropriation will remain at level funding, as it has for the past ten years. The remaining 4 percent will be generated by KSDE's Federally Approved Indirect Cost Rate.

### Continuation Narrative Updates

2013 VGF Clarification Responses

Clarification Summary

#### MATCH/BUDGET CONFIRMATION

The KVC has submitted a budget proposal that reflects a 51% match for the VGF project. Match is a combination of matching funds received by sub-grantees, mini-grants and state funds through the Kansas State Department of Education.

#### DATA COLLECTION

To better reflect the purpose of this grant, upon notification of the grant award, the KVC will work with OnCorps to determine if we can adjust the current electronic data collection software to collect the following from sub-grantees:

- 1) Number of new and total skilled volunteers managed
- 2) Number of hours leverage by new and total skill-based volunteers
- 3) Number of retained volunteers
- 4) Successes and Challenges
- 5) Highlights

If awarded, the KVC will attend any VGF meetings with CNCS and will adapt its processes to the

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needs of CNCS and include this in the RFP for sub granting, should CNCS be able to provide additional guidelines and/or definitions on expected data points.

Please note that if OnCorps is not able to update the electronic reporting system, the KVC will look internally to our IT department for assistance and as a last resort create electronic forms for each sub-grantee to fill out and return on a scheduled basis.

### **TAPROOT/TRAINING AND ONGOING COACHING**

In revisiting the Taproot/training and coaching element, the estimated budgeted costs for training and ongoing coaching element have been slightly increased to \$19,500 (from \$15,750). The KVC has spoken with Taproot to determine the estimated costs for this type of training and is confident of this estimated budget for this type of training.

### **PERFORMANCE MEASURES CLARIFICATION**

Please accept our apologies on the confusing Performance Measures statement. For clarification purposes, the KVC is opting into the following performance measure:

Number of community volunteers managed by CNCS-supported organizations or national service participants and hours of service contributed by community volunteers who were managed by CNCS-supported organizations.

### **PREVENT DOUBLE-COUNTING**

A maximum of 6 sub-grants will be awarded. The KVC will aim to choose only one sub grantee per community (this will be made clear in the RFP process), to both diversify our portfolio geographically and reduce the number of duplicated volunteer counts. Each sub-grantee will be responsible for collecting and reporting data to the KVC. The KVC will host a data collection and reporting training as part of the technical assistance to sub-grantees.

### **BASELINE DATA**

Baseline data regarding the number of skilled volunteers and hours being leveraged has not been collected because it was not previously something being measured. Phase one of Volunteering Kansas measured all meaningful volunteers and their hours being leveraged by sub-grantees, it did not target skilled volunteers. To be clear, if awarded the grant, the KVC is prepared to collect a statewide baseline of skilled volunteers and their hours being leveraged and will require sub-grantees to provide their

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baseline data before implementing their skilled-volunteer initiative.

### COMPARISON TO PREVIOUS VGF PROGRAM DESIGN

As this is phase two of Volunteering Kansas, the KVC is building upon the success of the first three years of VGF funding -- from both the sub-granted portions and the professional development opportunities. This proposed program is similar to the previous program design in that a majority of the funds are being sub-granted out to volunteer connectors in addition to the training/professional development focus. There are significant differences in the proposed design, however. This project design focuses solely on skill-based volunteers, whereas in the previous design there was a focus on any meaningful volunteer opportunity. In previous progress reports, the KVC was reporting on all types of volunteer roles, however, in phase two of Volunteering Kansas, the KVC will specify the focus on skill-based volunteers. Because of this significant change, previously reported data cannot necessarily be compared to the data collected with the new project design. With this type of incongruence, the KVC will use baseline data captured upon notification of the grant award to measure a percent difference as opposed to using previously reported progress data for comparison.

### PERFORMANCE MEASURES IN eGrants

KVC does acknowledge that performance measures will be added into eGrants upon notification from CNCS.

### UNEXPENDED FUNDS

1)The KVC has not expended all VGF funds

a.Remaining funds (from entire three-year project): \$171,071

2)Plan to expend remainder of funds:

a.As of the date, the total amount unexpended from the entire VGF project =\$171,071

b.Unliquidated obligations, total=\$145,939

i.Estimated: Salaries/benefits: 10,000

ii.Sub-grants: \$78,299

iii.Mini-Grants: \$31,000

iv.Contract/Consultant with Susan Ellis: \$9,990

v.State Fair Booth: \$15,750

vi.OnCorps Reporting System: \$900

## Narratives

c. Plan for remainder: \$25,132

i. Mini-Grants: \$10,000

ii. Travel for staff to facilitate/lead trainings: \$500

iii. Travel for site visits: \$1000

iv. Potential balance for unexpended funds=\$11,500

## Required Documents

Document Name

Status