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Executive Summary

The Kansas STEM Mentoring Initiative is a three-year project with a goal to increase the number of STEM mentors serving the youth of Kansas. After successfully leveraging the Volunteer Generation Fund for the last four years through its Volunteering Kansas project, providing substantial resources in funding, training and technical assistance support to help build the volunteer infrastructure in the state of Kansas, the KVC is switching its focus, and utilizing its partnership with the Kansas State Department of Education and Kansas Mentors to continue the momentum of the STEM mentoring movement. The KVC will award five sub grants to local youth serving/mentoring programs and/or local education agencies to implement and/or expand a STEM mentoring program. 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 equip sub grantees with the training and technical assistance needed in order to implement and/or expand their STEM mentoring program. The KVC will partner with the Kansas Enrichment Network to develop and deliver training and technical assistance centered around high-quality STEM mentoring and Positive Youth Development concepts. This proposal rests upon three goals and measureable objectives, which, with performance measures, outline the data collection and evaluation of this project. The applicant is the Kansas Volunteer Commission.

Program Design

According to the US Department of Commerce, STEM jobs in the United States in the past ten years have grown at three times the pace of non-STEM jobs. Yet, it is estimated that by 2018 there will be 1.2 million US job opening in STEM fields, with a significant shortage of qualified applicants to fill them (US 2020). What is further, it is believed that a majority of college presidents believe that students arrive at college less prepared than decade ago ("Is College Worth It" Pew Research Study. 5/17/11). Investing in STEM education and sparking the STEM interest in students is necessary to ensure that our youth not only become interested in STEM careers but are fully prepared when they embark on the college and career pathway to attain their STEM job.

In Kansas, the Kansas State Department of Education (KSDE) has already begun to make strides in implementing new and innovative STEM education strategies. Not only have they fully developed a comprehensive Kansas STEM Cluster Pathway, but they have also become one of the first states to adopt the Next Generation Science Standards (NGSS) as the Kansas College and Career Ready Standards for Science. As a result of these innovative ideas, KSDE has not only been the idea

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incubator to help local education agencies (LEAs) develop implementation plans to meet the NGSS standards, but in gathering stakeholders from across Kansas, they have been pivotal in garnering private and public sector support around STEM education for k-12 students.

With this movement well underway in Kansas, the Kansas Volunteer Commission (KVC) is proposing to support Kansas STEM education through the proposal of the Kansas STEM Mentoring Initiative. As mentorship has long been seen as a way to support students and keep them in school, STEM mentoring is a type of mentoring that matches youth to STEM professionals, ultimately helping to move those youth through the education pipeline, from early childhood through k-12 and college and ultimately into the workforce. STEM mentoring not only exposes youth to the myriad of career opportunities in the STEM field, but can also get them excited about STEM education and what they are learning in the classroom.

As part of its programming, the KVC supports Kansas Mentors -- the state's mentoring partnership. Kansas Mentors is a statewide mentoring partnership that connects existing mentoring programs with one another and serves as a resource center for communities wishing to start a mentoring program. Currently, Kansas Mentors partners with over 175 mentoring programs in all 105 counties in Kansas; partner programs include Kansas Big Brothers Big Sisters, Girl Scouts, and 4H. Kansas Mentors focuses its work in two main areas: 1) Ensuring young Kansans are receiving the highest quality mentoring services and 2) Recruiting more Kansans to become involved these efforts. Since 2006, Kansas Mentors has been a key player in providing training and technical assistance to mentoring programs, particularly around implementing quality mentoring systems designed around MENTOR: The National Mentoring Partnership's Elements of Effective Practice². As part of its commitment to safe and effective mentoring, Kansas Mentors developed the Kansas Mentors Gold Star program to recognize mentoring partners across the state who have committed to maintaining a high set of standards to ensure Kansas youth and Kansas mentors have a quality experience.

With the expertise and reach of Kansas Mentors, the KVC is poised to plug into KSDE's STEM education efforts. As mentioned earlier, KSDE has been making strides in redeveloping STEM education. As part of their efforts, KSDE has had success in assisting local educators and school districts develop pathways to develop and improve STEM education as well as pulling together stakeholders from both the private and public sectors. KSDE has been facilitating the dialogue and helping connect private sector stakeholders to STEM education needs on the local level. As

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KVC/Kansas Mentors is housed within KSDE, partnering with KSDE is a natural fit; the Kansas STEM Mentoring Initiative will be a way to further the work that KSDE has begun. While KSDE has been successful in generating support around STEM education, many community-based organizations and school districts do not have the capacity and/or the systems in place to implement and manage a safe and effective mentoring program that leverages volunteers as STEM mentors. The KVC/Kansas Mentors will fill that gap and prepare those organizations to implement a STEM mentoring initiative.

Kansas STEM Mentoring Initiative

The Kansas STEM Mentoring Initiative is a three-year project with a goal to increase the number of STEM mentors serving the youth of Kansas. In order to achieve this, the KVC proposes the following plan:

Goal 1: Equip local youth serving organizations and/or LEAs with financial support.

A major barrier in implementing new programming is funding; particularly with STEM mentoring, in which systems need to be in place and in some cases developed, project supplies need to be purchased and staff and mentors need to be trained. To reduce this barrier, the KVC will sub-grant funds to local youth serving/mentoring programs and/or LEAs to implement and/or expand a STEM mentoring program. Because sustainability is an issue and community buy-in is a must, all applicants will be required to provide a 50 percent match on all grant requests.

Goal 2: Equip local youth serving organizations and/or LEAs with training and technical assistance to implement and/or expand a STEM mentoring program.

In order for STEM mentoring to be safe and effective, the program must be able to support its mentors and mentees in a quality based mentoring system that not only adheres to best practices in mentoring, but also in STEM education activities. To be clear, great STEM education activities in a mentoring setting are not enough to ensure safety and effectiveness of the mentor relationship. To achieve this the following training and technical assistance will be developed and offered to all sub-grantees:

- 1) Kansas Mentors will provide technical assistance to programs to ensure they are adhering to the National Quality Mentoring System (NQMS). The National Quality Mentoring System is a quality assessment and continuous improvement process to support mentoring programs in more deeply incorporating the Elements of Effective Practice². The NQMS was created by MENTOR: The

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National Mentoring Partnership and the Mentoring Partnership Network, which Kansas Mentors is an active member of. The NQMS is based on the theory of change, and supported by research that high-quality mentoring relationships can lead to a range of positive outcomes for young people. In formal mentoring relationships, the key to high-quality relationships are high-quality programs; and the NQMS articulates a continuous improvement process to support deepening programs' high-quality practices. Kansas Mentors' NQMS is called the Gold Star Quality Mentoring System, or Gold Star for short. The Gold Star Quality Mentoring System incorporates eight standards of quality from the Elements of Effective Practice², that provide a safe and effective mentoring experience for both the mentor and the mentee: screening, mentoring program organization, training, matching, monitoring and support, closure, program design and planning, program management. Each standard offers benchmarks for day-to-day operations which are applicable in stand-alone mentoring programs, as well as programs where mentoring is one component. Additionally, each standard offers program enhancements, based on the experience of outstanding mentoring practitioners. Mentoring programs participating in Gold Star must provide documentation for every benchmark in the Gold Star application. Kansas Mentors staff deliver individualized, on-going technical assistance and support to programs throughout the Gold Star application process. Staff also pinpoint current program strengths and weaknesses, while identifying concrete program practices to improve upon. Once a mentoring program has a complete application, a group of trained peer reviewers, who have a solid understanding of the Gold Star application process and the Elements of Effective Practice², review the application and determine if there are any gaps. Upon completion of the peer review, applicants participate in a clarification question process with KM staff and develop a work plan, when necessary. A typical applicant spends three to six months on the Gold Star application process, receiving free, targeted technical assistance and support. The ultimate goal of the Gold Star Quality Mentoring System is to help strengthen the sustainability and safety of the mentoring program. This, in turn, supports stronger youth outcomes for mentoring programs who participate in Gold Star.

2) The KVC will contract with the Kansas Enrichment Network to develop and deliver STEM mentoring training and technical assistance.

a. The Kansas Enrichment Network is a collaborative partnership that serves to build and expand school-linked, school-based programs to enhance learning opportunities for students in out-of-school time activities. The Kansas Enrichment Network has continually been at the forefront of quality after-school programming, including providing training and technical assistance to 21st Century Learning Centers and partnering with KSDE as they look to implement STEM education standards.

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Additionally, they have staff certified in the Dimensions of Success tool -- an observation tool for STEM programming in out-of-school time. In addition to their expertise in STEM programming in out-of-school time, the Kansas Enrichment Network has long been involved in promoting and training on Positive Youth Development concepts -- particularly around working with youth workers in out-of-school programs.

b. With their areas of expertise, the Kansas Enrichment Network will provide the following to support the Kansas STEM Mentoring Initiative:

i. Develop and deliver a training curriculum to VGF grantees. We envision two, two-day trainings to cover STEM mentoring and Positive Youth Development components.

ii. Following the trainings, Kansas Enrichment Network will provide ongoing technical assistance to grantees. This may take the form of monthly webinars, monthly coaching session and/or regular office hours dedicated to the STEM mentoring sessions.

Goal 3: Recruit STEM professionals and college students to serve as mentors

1) As KSDE has spent a great deal of time and energy bringing together stakeholders from STEM business sector in Kansas, the KVC/Kansas Mentors will work with KSDE staff Matt Kriehbel to recruit and conduct outreach presentations to current partners, which include Fort Hays State University, Kansas State University, University of Kansas, Wichita State University, KansasBio, NuStar Energy, L.P., Kansas Geological Survey, Westar and more.

2) Kansas Mentors has also been an active participant in Wichita State University's application to US2020. While their application was not ultimately selected, a large amount of publicity was given to their effort. The KVC/Kansas Mentors will build upon this excitement and reach out to other fellow partners -- including Wichita State University, Volunteer Kansas, and Spirit Aerosystems to recruit STEM mentors.

3) Additionally, Kansas Mentors has had tremendous success in its annual Coaches' Challenge -- helping program recruit over 35,000 new mentors in the last 5 years. Kansas Mentors will leverage this skill set to develop marketing materials and outreach sessions to help programs find STEM mentors to serve in their programs.

Outputs

1) # of sub-grants -- indicating the number of STEM mentoring programs being supported

2) # of STEM mentors recruited

3) # of hours STEM mentors leveraged as volunteers

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4) # of organizations implementing three or more effective management practices

Outcomes

- 1) Students have increased access to STEM mentors to provide hands-on, experiential learning
- 2) Increase in student interest in STEM careers
- 3) Organizations and/or LEAs have systems in place to leverage a STEM mentoring program

Data Collection

- 1) Programs will be required to submit electronic reports on multiple pre-set dates. This will allow the KVC and the program to frequently track progress, capture highlights and address any challenges.
- 2) The KVC will work with the Kansas Enrichment Network to develop evaluation materials and strategies to gauge the effectiveness of the project. We will look to capture the following type of data in the evaluation:
 - a. Measure student interest in STEM careers
 - b. Measure mentor satisfaction with the mentoring engagement
 - c. Measure student satisfaction with the mentoring engagement

Proposed Time Line

Year 1: Calendar year 2015

Year 2: Calendar year 2016

Year 3: Calendar year 2017

Year 1

Fall 2014

1) The KVC/Kansas Mentors along with KSDE staff will identify sub-applicants. This will be a competitive RFP process. For the first year of the program, the focus will remain on organizations and/or LEAs that have either a demonstrated interest and/or a system in place that can be built upon to leverage STEM mentors. The purpose of limiting the sub-awards in this manner is to allow for greater flexibility in implementing this new system. This also allows the KVC/Kansas Mentors to work with KSDE to determine greater areas of need for years 2 and 3 and prepare them for future programming

Winter 2015

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1) 2015 Sub-grantee project periods begin

a. Kansas Mentors assesses programs to ensure quality mentoring practices are in place, provides technical assistance to create, enhance and/or further develop existing practices

2) Kansas Enrichment Network will develop training curriculum for sub-grantees

3) The KVC/KM develop marketing and outreach materials to recruit STEM mentors

Spring 2015

1) Kansas Enrichment Network delivers two, two day training to sub-grantees

2) The KVC/KM work with KSDE staff to begin outreach efforts to STEM business partners

Summer 2015

1) Kansas Enrichment Network will provide technical assistance to sub-grantees around STEM mentoring components

2) The KVC/KM work with KSDE staff to identify potential program partners for year 2

a. Begin working with potential partners to determine level of interest and assess readiness to implement

b. Once identified, Kansas Mentors will assess and provide technical assistance on quality mentoring practices

Fall 2015

1) 2015 Sub-grantees will launch STEM mentoring activities for the fall semester of the 2015-2016 school-year

2) The KVC/Kansas Mentors will identify sub-applicants for Year 2. Years 2 and 3 will focus on more rural, underserved areas of the state.

Year 2

In Years 2 and 3 , the KVC/Kansas Mentors will look to follow a similar time line as Year 1, however, will use experience in Year 1 to make any necessary adjustments.

Organizational Capability

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

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remain in compliance with all applicable regulations and provisions.

Nicolette Geisler, Executive Director of the KVC (.125FTE), 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 four 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 (.375 FTE), is responsible for providing day-to-day programmatic support for the Kansas STEM Mentoring Initiative. Activities 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 this project 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, the Administrative Assistant (.125 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 seven years. She has an Associate Degree in Life Sciences from Highland Community College.

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

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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 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.

PREVIOUS PERFORMANCE

The Kansas Volunteer Commission has been the recipient of Volunteer Generation Fund grant funds for since 2011. As part its grant project, the KVC invested in developing and strengthening the volunteer infrastructure of the state to increase the number of volunteers leveraged in meaningful volunteer opportunities. In the first three years of VGF, the KVC subgranted \$393,481 to Kansas volunteer connector agencies that leveraged an additional \$332, 329 in local dollars and in-kind services. These sub awards increased the capacity of those volunteer connectors to leverage additional volunteers -- in total over 10,000 new volunteers were leveraged through VGF programming from 2011-2013. In addition to providing funding, the KVC hosted multiple professional learning opportunities to Kansa volunteer managers and nonprofit leadership that focused on volunteer management best practices and trends. Through several series of regional trainings and the development of an annual conference, the KVC was able to deliver a total of 20 professional learning sessions to 645 organizations and 893 individuals.

To date, the KVC has met or exceeded all performance targets and is on track to continue to meet

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performance targets for 2014.

Budget/Cost Effectiveness

The proposed year one budget of \$326,199 provides for the effective implementation of year 1 for the Kansas STEM Mentoring Initiative. The funding plan supports the development of and implementation of a quality STEM mentoring -- capturing both the quality mentoring aspects as well as STEM education components.

A majority of the funds -- approximately 75% - are being used to support sub-grants to mentoring organizations and/or LEAs who will invest their own local resources as matching funds. These funds will provide the financial resources necessary for programs to build their capacity to leverage STEM mentors and serve more youth. Approximately 15 % percent of the funds requested will be used to develop training on STEM mentoring components, provide technical assistance to STEM mentoring programs and create marketing materials to recruit STEM mentors. Ten percent of funds being requested 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 the project, subgrantees will be required to provide 50 percent of their total costs in match. All sub-grantees will be required to complete KVC's Financial Management Module prior to awarding fo the grant and to assess their internal controls and financial procedures. The remaining non grant-funded resources will be provided from Kansas' state general fund and KSDE's Federally Approved Indirect Cost Rate.

CLARIFICATION RESPONSES

1.1.Please justify how a total budget of \$326,199 to recruit 50 volunteers serving in up to five schools/nonprofits is cost-effective.

Please accept our apologies on the confusing Performance Measures statement. We have adjusted our performance measures to avoid duplication, and will be collecting data on the number of volunteers managed, not the number of volunteers recruited. Additionally, we understand that our original target of 50 volunteers recruited and 50 volunteers managed was too conservative. Upon further consideration, we have increased our target to 125 volunteers managed in the first year of this project. To be clear, we envision that subgrantees will spend the first half of the year attending trainings to develop a high quality STEM mentoring program, followed by recruiting STEM mentors and therefore would not be in a position to effectively leverage STEM volunteers until the fall semester of the 205-

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2016 school year. With this new goal, we anticipate each subgrantee leveraging a 25 STEM mentors. According to the Grantmaker Forum on Community & National Service, 21st century volunteers cost more. Because of changing demographics and expectations among those who volunteer, organizations must invest more time and money in the recruitment, training and retention of the 21st century volunteers than of volunteers in times past. In addition, research conducted by the UPS Foundation found that the primary reason people stop volunteering is because of poor management. As nonprofits are called upon to provide more and better quality services, says the UPS Foundation, organizations and grant makers must work together to build the nonprofit sector's capacity to manage volunteers appropriately and effectively. The KVC feels the costs associated with recruiting and managing 125 volunteers are well justified as we are placing a significant focus on delivering high-quality, high-impact programming for recruited volunteers. We know the positive benefits of a mentoring relationship grow the longer the relationship is sustained, so it is our goal to help sub-grantees build a strong program infrastructure based on national best practices and standards of quality. It is also important to note that most STEM mentors serve more than one youth. Therefore, we anticipate serving 500 youth or more during the project period.

2. The application states that subgrants of \$25,000 will be awarded to five organizations/schools. Please explain how the subgrantees will use the funds.

The main goal of sub-granting funds is to help local youth serving/mentoring programs and/or local education agencies to implement and/or expand a STEM mentoring program. A major barrier in implementing new programming is funding; particularly with STEM mentoring, in which systems need to be in place and in some cases developed. Sub-grantees will use the funds for staff time, establishing and organizing a volunteer engagement task force, developing and producing a volunteer manual and mentor training curriculum, developing a marketing and communication plan for recruitment, creating a volunteer recognition and reward program, and for project supplies needed by mentors throughout the STEM education program component.

BUDGET COMPLIANCE QUESTIONS (sent on separately on 8/12/2014)

PERSONNEL EXPENSES: PLEASE CONFIRM THAT THE PERCENTAGE OF TIME ALLOCATED TO BUDGETED STAFF DOES NOT EXCEED 100% ACROSS ALL CNCS GRANTS, INCLUDING THE COMMISSION SUPPORT GRANT. IT APPEARS THAT THE PROJECT DIRECTOR IS

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BUDGETED AT 112.5%.

The Project Director will spend 37.5% of their time on the VGF project in the calendar year of 2015, reducing the amount of time spent under the Commission Support Grant in the calendar year of 2015.

To be clear, the 2015 Commission Support Grant has not yet been submitted -- the KVC will make the adjustment in the 2015 Commission Support Grant to ensure that budgeted staff does not exceed 100% across all grants. Additionally, as this is a new program, it will require more work from the Project Director.

PERSONNEL EXPENSES: PLEASE INCLUDE A BRIEF STATEMENT OF RESPONSIBILITIES FOR EACH STAFF MEMBER IDENTIFIED IN THE BUDGET NARRATIVE, AS DIRECTED BY THE BUDGET INSTRUCTIONS.

Please accept our apologies -- we included this information in the Organizational Capacity Section: Nicolette Geisler, Executive Director of the KVC (.125FTE), 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 four 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 (.375 FTE), is responsible for providing day-to-day programmatic support for the Kansas STEM Mentoring Initiative. Activities 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 this project 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, the Administrative Assistant (.125 FTE), is responsible for providing logistical support to the project's activities,

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TRAVEL: PLEASE CLARIFY THE PROJECT DIRECT IN-STATE TRAVEL LINE. THE CALCULATION REFERENCES SIX TRIPS AT \$538, WHICH APPEARS TO BE A PER TRIP COST - BUT THE BUDGET REFLECTS A TOTAL OF \$538.

Please accept our apologies -- the total amount expected for travel is \$538, with an estimated need for approximately 6 trips. In total, we are estimating that a total of 500 miles will traveled, up to two nights of lodging and 2 days of per diem.

TRAVEL: PLEASE MOVE THE CONSULTANT TRAVEL TO ANOTHER SECTION SUCH AS CONTRACTUAL AND CONSULTANT SERVICES OR OTHER PROGRAM OPERATING COSTS. AS NOTED IN THE BUDGET INSTRUCTIONS, THIS SECTION IS FOR COSTS ASSOCIATED WITH STAFF TRAVEL ONLY.

Completed in the budget narrative.

EVALUATION: IS THERE A DAILY RATE FOR THE EVALUATION? IF SO, PLEASE INCLUDE IT.

Completed in the budget narrative.

OTHER PROGRAM OPERATING COSTS: PLEASE CONFIRM THAT YOU HAVE CONDUCTED CRIMINAL HISTORY CHECKS FOR ALL STAFFED INCLUDED IN THE BUDGET, AS YOU DID NOT INCLUDE A LINE TO COVER THESE EXPENSES.

All staff listed had Kansas Bureau of Investigation checks conducted through KSDE in 2014 and there has not been a break from employment or working on the project; therefore, we did not include this expense in our budget.

OTHER PROGRAM OPERATING COSTS: PLEASE CLARIFY THE SUB-GRANTS TO MENTORING PROGRAMS LINE. THE CALCULATION INDICATES THAT YOU WILL AWARD 5 SUBGRANTS @ APPROXIMATELY \$25,000 - \$125,000 -- BUT THE LINE TOTALS \$250,000.

The line total \$250,000 because the subgrantees will be responsible for matching their grant awards

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at a 50% match; therefore, we anticipate subgranting \$125,000 and subgrantees matching their awards with \$125,000.

ADMINISTRATIVE/INDIRECT COSTS: IS THIS LINE BUDGETED CORRECTLY? THE INDIRECT COST RATE AGREEMENT CNCS HAS ON FILE INDICATES THAT THIS SHOULD BE BASED ON \$62,711, NOT \$66,607. ADDITIONALLY, THIS ICRA EXPIRED 6/30/12. PLEASE FORWARD THE CURRENT ICRA AND CORRECT THIS LINE, AS NEEDED

The current ICRA, which expires 6/30/2015 has been emailed. We apologize for the confusion, but we believe that our calculation of applying the indirect cost rate to \$66,607 is correct.

We have included the following costs that we are applying the indirect cost rate:

- * Personnel Expenses: \$27,680
- * Personnel Fringe: \$11,877
- * Travel: \$3,300
- * Contractual/Consultant Services(less the food for training): \$12,750
- * Evaluation: \$5,000
- * Other program costs (less the subgrants):\$6,000

We have not included the following costs:

- * Subgrants: \$250,000
- * Food for training: 1,200

Continuation Narrative Updates

Clarification Responses

PERFORMANCE MEASURES CLARIFICATION RESPONSES

Please accept our apologies, however, some of the questions asked regarding performance measures could not be responded to in the performance measure screen.

4.FOR G3-3.1 AND G3-3.2, PLEASE INDICATE THE LEVEL OF ACTIVITY OR PARTICIPATION NECESSARY TO BE CONSIDERED "RECRUITED" OR "MANAGED" (I.E., WHAT MINIMUM NUMBER OF HOURS OR DAYS WILL A VOLUNTEER SERVE IN ORDER TO MEET THE THRESHOLD TO BE COUNTED AS A RECRUITED/MANAGED VOLUNTEER?).

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a. The KVC definition of "managed" is as follows: Includes training, assigning volunteer work (tasks, duties or services), and offering direction, coordination, support and supervision to the community volunteer. All tasks, duties and services are for the intended purpose of supporting or enhancing the program delivery model. Please note, for the purposes of this grant, a managed volunteer may only be counted once they have completed orientation and initial training, and started an assigned task.

b. The KVC definition of "hours of service" is as follows: Consists of all the hours that managed volunteers devote to serving including the initial training session and ongoing training and support activities.

5. PLEASE DESCRIBE THE SPECIFIC VOLUNTEER MANAGEMENT PRACTICES TO BE CAPTURED UNDER G3- 3.3. PLEASE DESCRIBE IN MORE DETAIL THE ORGANIZATIONAL ASSESSMENT TOOL TO BE USED TO GATHER DATA FOR THIS MEASURE. PLEASE CONFIRM THAT THE SAME TOOL WILL BE USED BY ALL PARTICIPATING ORGANIZATIONS. PLEASE CONFIRM THAT THE PRE-ASSESSMENT WILL BE ADMINISTERED BEFORE CAPACITY BUILDING SERVICES ARE PROVIDED AND THAT THE POST-ASSESSMENT WILL BE CONDUCTED AFTER SERVICES ARE PROVIDED.

Intervention: Training and technical assistance on Elements of Effective Practices for Mentoring: 1) Mentor and mentee screening 2) Program organization 3) Mentor training 4) Mentor matching 5) Monitoring and Support 6) Match Closure 7) Program design and planning 8) Program management.

These 8 elements align with the "Volunteering Reinvented" functions/steps.

a. Kansas Mentors, with support from its advisory council and MENTOR: The National Mentoring Partnership has created a quality-based mentoring system process, as discussed in the application, called "Gold Star". The Gold Star process includes a 32-item Benchmarks Checklist that programs must provide documentation for. The Benchmarks Checklist was adapted from the Elements of Effective Practice for Mentoring, 3rd Edition and includes standards around the following: mentor and mentee screening, mentoring program organization, training, matching, monitoring and support, closure, program design and planning, and program management. Examples of documentation requested throughout the benchmarks include: program's risk management plan, sample of mentor training curriculum, sample evaluation tools, financial plan and finance monitoring system, and much more. A self-report pre-assessment will be administered to all sub-grantees prior to providing any capacity building services. Based on results from the pre-assessment, and after examining documentation provided by sub-grantees, capacity building services including targeted technical

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assistance and support will be provided by Kansas Mentors. A post-assessment will be conducted with all sub-grantees after services are provided. The same assessment tool will be used by all participating sub-grantees/organizations.

b. To be clear, that while the standards in the Elements of Effective Practice focus on a specific set of volunteers - mentors-they do align with the 8 functions for effectively managing volunteers listed in the "Volunteering Reinvented: Human Capital Solutions for the Nonprofit Sector.

6.GRANTEES MUST BE ABLE TO TRACK AND REPORT THE RESULTS OF VGF ACTIVITIES SEPARATELY FROM OTHER PROGRAMMING, INCLUDING OTHER NATIONAL SERVICE PROGRAMS (E.G., AMERICORPS STATE/NATIONAL, VISTA, SENIOR CORPS). PLEASE EXPLAIN HOW YOUR PERFORMANCE MEASUREMENT AND DATA COLLECTION WILL SEGREGATE THE ACTIVITIES AND RESULTS FOR THE VGF GRANT.

a.The KVC will aim to choose only one sub-grantee per community, 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 through the current electronic data collection software program, OnCorps. The KVC will host a data collection and reporting training as part of the technical assistance to sub-grantees. As part of the training, the KVC will include a thorough discussion on differentiating volunteer counts between VGF and other national service programs. In addition to the training the KVC will review all tracking mechanisms of sub-grantees to ensure they are sophisticated enough to segregate VGF volunteers from other national service programs. The KVC will institute a quarterly progress report, mandatory of all sub-grantees, which will include a review of each sub-grantee's tracking mechanisms.

Grant Characteristics