

2015 Kansas STEM Mentoring Initiative Grantee Virtual Meeting

1/15/14

10:00 a.m.

Phone Number (for audio portion): 1-866-620-7326

Participant Code: 7853686211



KANSAS VOLUNTEER GENERATION FUND

Agenda

- Introductions
- Background, Policies & Procedures
- Purpose & Data Collection
- OnCorps Walk-Through
- Next Steps
- Conclusion

Introduce Yourself

- Boys & Girls Club of Lawrence
- Kansas Big Brothers Big Sisters
- Reno County Communities That Care Association
- United Way of Franklin County Association
- KVC Staff

Grant Packets

- Grant award letter
- Final approved application and budget
- CNCS Grant Provisions for Special Grants
- Budget variance policy
- Statement of Grant Award
- 2015 Important Dates

2015 Kansas STEM Mentoring Initiative Grant

BACKGROUND, POLICIES, PROCEDURES



KANSAS VOLUNTEER GENERATION FUND

Volunteer Generation Fund

- The 2015 Kansas STEM Mentoring Initiative grant is part of the KVC's 2015 Volunteer Generation Fund (VGF)
- Fifth year of VGF in Kansas
- Grant funds come from the federal agency Community for National & Community Service

Volunteer Generation Fund

Overall mission of VGF in Kansas:

To strengthen the volunteer infrastructure in an effort to enable organizations to meet increasing needs in their communities through volunteerism

In the last four years, sub-grantees have leveraged over 18,000 volunteers that volunteered over 250,000 hours!

2015 Provisions

- This document serves as the terms and conditions of your grant funds
- Prohibited Activities (p10)
 - Please pay attention to these
- **14. PROHIBITION ON THE USE OF FUNDS**
- While charging time to this award, the grantee, and/or anyone acting under the supervision or authority of the grantee, may not engage in the following activities:
- **a.** Attempting to influence legislation.
- **b.** Organizing or engaging in protests, petitions, boycotts, or strikes.
- **c.** Assisting, promoting, or deterring union organizing.
- **d.** Impairing existing contracts for services or collective bargaining agreements.
- **e.** Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive.
- **f.** Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- **g.** Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- **h. Engaging in religious instruction;** conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.

2015 Provisions

- **i.** Providing a direct benefit to:
 - **i.** A for-profit entity;
 - **ii.** A labor union;
 - **iii.** A partisan political organization;
 - **iv.** An organization engaged in the religious activities described in the preceding sub-clause (h), unless grant funds are not used to support the religious activities; or
 - **v.** A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.
- **j.** Providing abortion services or referrals for receipt of such services.
- **k.** Grant funds may not be used for international travel or projects where the primary beneficiaries of an activity are outside the United States.
- **l.** Other activities as CNCS determines will be prohibited, upon notice to the grantee.
- Individuals may exercise their rights as private citizens and may participate in the above activities on their own initiative, on non-CNCS time, and using non-CNCS funds.

National Service Criminal History Checks

- Consists of:
 - Name-based check of the National Sex Offender Public Website
 - Kansas Bureau of Investigation Background Check
 - Name-based: ONLY if you do not have recurring access to a vulnerable population
 - Finger-print FBI check: ONLY if you have recurring access to a vulnerable population
 - CNCS resources:
https://www.nationalserviceresources.gov/files/faq_chc_final_20131122_0.pdf
- Must have those completed before you can charge your salary to the grant
- Pre-existing checks
 - If obtained from another CNCS program that meets the CNCS standards AND there has not been in a break in employment since the service was performed - do not need a new check
 - If from a non-CNCS program, will need a new check
- This does NOT apply to volunteers
- If you are using match from a partner organization and the source of that match comes from salaries – partner organization staff must also have checks

Allowable Costs

A cost is considered allowable under the grant if it is:

- Reasonable
- Within a budget category
- Complies with generally acceptable accounting principles
- Complies with OMB cost principles
- Treated consistently with other costs incurred by the organization
- Documented

Unallowable Costs

Certain costs are unallowable; unallowable costs include, but are not limited to:

- Bad debts
- Losses on other contracts
- Contributions/donations
- Entertainment
- Alcohol
- Fines and penalties
- Defense of fraud proceedings
- Interest
- Lobbying/legislative costs
- Certain advertising, public relations and organization costs

Budget Variance

- Allowed to move up to 10% of the total budget between approved line items
- Anything over 10%, grantee must submit a Budget Line Adjustment Request
 - Need to submit BEFORE the variance occurs

Budget Variance

- Budget Line Adjustment Request has not been submitted or approved

Line Items	Approved Budget	Expenses
Staff Salary & Benefits	14,000	10,000.00
Travel, Training, Supplies, & Other Operational Costs	300	500.00
Supplies		0.00
Contractual & Consultant Svcs	500	100.00
Other	500	100.00
Total	15,300	10,700.00

Is this allowable?

Budget Variance

- Budget Line Adjustment Request has not been submitted or approved

Line Items	Approved Budget	Expenses
Staff Salary & Benefits	14,000	10,000.00
Travel, Training, Supplies, & Other Operational Costs	300	500.00
Supplies		400.00
Contractual & Consultant Svcs	500	100.00
Other	500	100.00
Total	15,300	11,100.00

Is this allowable?

Grant Match

- 50% match is required
 - Reporting match via OnCorps
- Cash and in-kind is acceptable
 - <https://www.nationalserviceresources.org/links/key-concepts-cash-and-kind-match>
 - <https://www.nationalserviceresources.org/mbi/fgmi2012/match-documenting-cash-and-in-kind>
 - <https://www.nationalserviceresources.org/2012-financial-and-grants-management-institute>

2015 Kansas STEM Mentoring Initiative Grant

PURPOSE & DATA COLLECTION



KANSAS VOLUNTEER GENERATION FUND

Goal of the 2015 Kansas STEM Mentoring Initiative Grant

- To increase the number of STEM mentors serving the youth of Kansas in high-quality mentoring relationships.

National Quality Mentoring System (NQMS)

- Quality assessment and continuous improvement process to support mentoring programs in more deeply incorporating the Elements of Effective Practice.
- In Kansas, this process is called Gold Star.
 - Ultimate goal: To support stronger youth outcomes for mentoring programs who participate in the process

Kansas Enrichment Network (KEN)

- Collaborative partnership
- Been at the forefront of quality after-school programming
- Staff certified in the Dimensions of Success Tool
- Involved in promoting and training on Positive Youth Development concepts

STEM Training with KEN

- Purpose:
 - Provide training to cover STEM mentoring, Positive Youth Development, and the Dimensions of Success tools
- Training #1
 - February 3-4, 2015: Capitol Plaza Hotel
 - Short Agenda downloadable from files box
 - Hotel Booking Instructions
 - Lodging requests to cfaunce@ksde.org by close of business on January 15, 2015

STEM Training with KEN

- Prior to the training, look for an email from Chavis Lickvar-Armstrong with a link to a SHORT survey
- Who will attend?
 - Due to cfaunce@ksde.org by end of the day today
- Following this training, you will submit a short performance measure worksheet to the KVC
 - Due February 20, 2015

Coaching Component with KEN

- Purpose:
 - In an effort to be successful in this pilot year, we are striving to lay a foundation of evidence-based, successful and sustainable projects.
- There will be around two individual coaching sessions and around two “team” meeting sessions with KEN

KVC Goals with CNCS

Goal 1:

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

Goal 2:

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

Goal 3:

Recruit STEM professionals and college students to serve as mentors.

KVC Performance Measures

Output

- # of sub-grants—indicating the number of STEM mentoring programs being supported
- Total # of STEM mentors recruited
- Total # of hours STEM mentors leveraged as volunteers
- # of organizations implementing three or more effective management practices

KVC Performance Measures

Outcome

- 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

Evaluation

The KVC will work with the Kansas Enrichment Network to develop evaluation materials and strategies to gauge the effectiveness of the project.

We plan to capture the following:

- a. Measure student interest in STEM careers
- b. Measure mentor satisfaction with the mentoring engagement
- c. Measure student satisfaction with the mentoring engagement

Output Data Collection and Reporting

- Programs will need to collect, aggregate and report on required output data on a quarterly basis
- Programs need to consider how avoid duplicating volunteer counts within organizations and partner programs
- Programs will need to come up with a method to collect this data

Sub-Grantee Performance Measures: Output Data

Quarterly Reporting Requirements

- Total # of STEM mentors recruited
- Total # of hours STEM mentors leveraged as volunteers
- Other output data as indicated by individual grantee performance measures

Output Data Collection and Reporting- Unduplicated Volunteer Counts

Unduplicated volunteer counts

- Volunteers may only be counted once by reporting organizations during the funding year (both subs and their partner organizations)
 - If a volunteer was reported in the previous reporting period or in the initial count (from 2014 data), you may NOT count this individual as **NEW** in your reporting

Progress Report Instructions

You are required to submit information on the following, on a quarterly basis:

- 1.) Performance Measures Progress
- 2.) Successes and Challenges
- 3.) Volunteer Mobilization
- 4.) Output Data Reports

Performance Measures Progress

- For every quarter, you will be responsible for submitting data for each performance measure that you have created
- For the first quarter—you cannot submit performance measures progress reports UNTIL you have created your performance measure in OnCorps.
 - You will receive an email outlining how to do this, when the time comes (after February 20th)

Successes and Challenges

- In this section, you can include (but you are not limited to) a response to the following topics:
 - Successes and challenges in regards to meeting approved performance measures
 - Data
 - Making adequate progress toward grant goals
 - Describe efforts or strategies used to ensure the sustainability of programming beyond the grant period.
 - Include a plan of action on how your program intends to address any highlighted challenges.

Volunteer Mobilization

- Add a new volunteer mobilization event for each activity that STEM mentors/volunteers are doing
- **Rule of thumb: If you are reporting a STEM mentor/volunteer activity in your quarterly numbers, you must complete a description of activities.**
- Fill form out as completely as possible including:
 - Total number of volunteers
 - Total number of new volunteers
 - List and/or describe volunteer activities

Output Data Reports

This section is reserved for each organization's aggregated output data.

- There is a custom form in OnCorps designed for this, but during last year's VGF grant cycle, we had many technical issues—therefore, we may be creating a fillable word document for this reporting purpose.
 - Stay tuned for final instructions!!

Reporting Periods

- **Reporting Period 1: Due April 10, 2015**
 - January-March, 2015
 - **Reporting Period 2: Due July 10, 2015**
 - April-June, 2015
 - **Reporting Period 3: Due October 10, 2015**
 - July-September, 2015
 - **Reporting Period 4: Due February 10, 2015**
 - October-December, 2015
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ONCORPS WALK-THROUGH



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OnCorps Reporting

<http://vgf.americorpsks.org/index.asp?pageID=167&programYearID=10&stID=84>

- KVC Staff have set up an OnCorps login ID and password for the program officer of each sub-grantee
 - ID and password to be sent out via email, following this virtual meeting

Budgets & PERs

- All financial [and programmatic] reports will be submitted to the KVC through OnCorps—and electronic data collection system
- **Budget- Due in OnCorps January 30, 2015**
 - You must have an approved budget in the system before you can submit your first PER
- **Periodic Expense Reports (PERs)**
 - This is how you get reimbursed for expenses!!
 - It includes applicable expenses and match that accrued during the reporting period (one month increments)

Reimbursement Schedule

- PERs are due in OnCorps by the 10th of every month
- KVC staff reviews and approves, then submits to fiscal office at KSDE
- Fiscal office reviews and approves, then submits for reimbursement
- The entire process takes about one month to complete.
 - Therefore, you should always expect reimbursement within one month of submitting reports
 - Example: January's PER due February 10, 2015—Grantees should expect reimbursement by March 15, 2015

OnCorps Walk-Through



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Tips for Reporting in OnCorps

- Use the “Help” tab in the upper-right-hand corner of the page for tutorials if you are stuck!
- After you fill out a report, be sure to hit the “Save” button.
 - If there is a “Submit for Approval” button, don’t forget to click it!
- Be detailed in your responses! Use these reports as a mechanism to help improve your program model.
- If you have submitted a report for approval, but you have not heard from your program officer within 48 hours—make sure to email KVC.

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NEXT STEPS



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Preparing your Organization

- Organizational Readiness Check List
- Needs Assessment
 - Determine where the gaps are in your own organization
 - Review or develop your strategic plan for this initiative
- These things will help your organization prepare in advance for the training with KEN
 - You can go in with an idea of what your needs are and work through the training with real examples

Preparing your Organization

- Look for a follow-up email from cfaunce@ksde.org with the following:
 - Fiscal Manual
 - Progress Reporting Instructions
 - OnCorps login/ID and password
 - Organizational Readiness Checklist
- Please be sure to respond to (if you have not already done so) the following:
 - Names of training attendees
 - Name of training attendees who need hotel rooms

Potential Dates- Training #2

- April 23-24, 2015
- April 28-29, 2015
- April 29-30, 2015
- April 30-May 1, 2015

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RESOURCES



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Resources

- US2020: <https://us2020.org/stem-mentoring>
 - CNCS Toolkit:
http://www.serve.gov/toolkits/pdf/STEM_mentoring_toolkit.pdf
 - MENTOR & the Million Women Mentors Initiative:
http://www.mentoring.org/get_involved/campaigns_events/million_women_mentors_stem_mentoring_initiative
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**LOOKING FORWARD TO THIS
YEAR—THANK YOU!**



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