PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Community Action Council

Mailing Address: PO Box 11610, Lexington, KY 40576

Street Address: 710 West High Street

Phone: (859) 233 - 4600

Is your Agency registered with the IRS as a 501(c)3 organization? ☑ Yes ☐ No

*Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.*

Does your agency have a Silver Seal of Transparency or higher profile on GuideStar.org? ☑ Yes ☐ No

Note: Agencies must have a Silver Seal of Transparency or higher profile with GuideStar.org to be eligible for ESR funding.

Website Address: www.commaction.org

Agency Representative *(typically the Executive Director - Name, Title, Phone, Email)*:

Sharon Price, Executive Director, 859-233-4600, sharon.price@commaction.org

Person Completing Application *(Name, Title, Phone, Email):*

Brianna Stanley, Community Development Specialist, 859-233-4600, brianna.stanley@commaction.org

Program Information

Name of program for which funds are being requested: **Pinnacle Youth Program (PYP)**

Total Funding Amount Requested: $ **31,348**

RFP #11-2021 PROPOSAL SUBMITTAL FORM

- **Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**
- **LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS**
- **REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.**

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement 15 Points

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

More than 1 in 5 (20.4 percent) of all youth under age 18 in Fayette County are from households with low income. That rate is significantly higher, 34.8 percent, in the Winburn community, a historically high poverty neighborhood. Of the approximate 67,051 youth under age 18 in Lexington, 26.8 percent (18,005) are between the ages of 10-14. Many of these under-resourced youth lack opportunities for structured engagement and activities.

ChildhoodFund.org states that, as of 2021, approximately 37 percent of U.S. children raised in poverty do not finish high school. Studies confirm that the summers before and after middle school are some of the most critical transitions in a young person's academic career and that students' level of academic achievement by the eighth grade has a greater effect on college and career readiness than does high school academic achievement. The Council has a history of operating successful programs for preschool and teenage students. It now seeks to fill a long-perceived gap in the availability of summer and afterschool programming for middle schoolers, particularly in the Winburn Middle School (WMS) community, where 75.9 percent of students are economically disadvantaged, and proficiency ratings are below the state average in every category. The Council's proposed Pinnacle Youth Program (PYP) will run in tandem with other local summer programs across Fayette County, such as those on the "I DO" Summer Break list and Winburn Middle's "Summer Ignite" program and—with support from ESR—continue as an afterschool program during the school year.

5.1.2 Service Delivery Model 15 Points

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

In June 2021, the Council will leverage existing resources to operate a four-week PYP Summer Youth Camp. The Council is requesting ESR support to provide resources, including incentives and staffing support, to extend the summer camp for three weeks (July 7-29) and implement PYP as an afterschool program at WMS.

PYP is a leadership development and service-learning program that will serve 20-25 middle school-aged children in and around the under-resourced Winburn neighborhood. Throughout PYP, students will grow character and confidence through skill-building activities, volunteerism, field trips, and discussion of leadership and implicit bias. PYP's volunteers commit to continued participation, ensuring youth benefit from mentor consistency and repetition of new skills/concepts.

Summer Camp activities will be hosted at Consolidated Baptist Church, Tuesday-Thursday from 12pm-4pm. Transportation and lunch will be provided to reduce barriers to participation. Students will volunteer at the Winburn Community Garden and participate in cooking and nutrition classes, physical activities, and various art forms. Students will also begin developing service-learning projects in teams that will be executed in the fall and spring semesters, encouraging program retention. The Summer Camp will culminate with a mini-cooking competition where students can demonstrate their newly acquired cooking skills using food from the community garden and earn prizes.

The afterschool portion of PYP will take place at WMS for two-hours on Tuesday and Thursday. Building on the lessons learned during the summer camp, students will continue to develop new skills and complete two service-learning projects in support of the Winburn community.

5.1.3 Client Eligibility and Requirements **5 Points**

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay $30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

All youth, ages 10-12, residing in and around the Winburn community, including incoming sixth graders and current WMS students with family income at or below 200 percent of the Federal Poverty Level, will be eligible to participate in PYP. While enrollment for the program will not be restricted to the Winburn neighborhood, it will be the focus of enrollment efforts. Residents of other neighborhoods, such as NoLi, Russell, and West End (as these neighborhoods are colloquially known) are eligible to participate but may face transportation barriers as transport during the summer portion of the program will only be provided between WMS and Consolidated Baptist. The program will be free for all participants, with the expectation that students will attend every day of the program except for those that they have excused absences for, and/or days that they let program staff know they will miss during program enrollment. Participants must also submit parental consent forms to participate in physical activities and/or field trips.

It is worth noting that while the summer portion of the program will take place at a local church, no activities will teach, advance, advocate or promote any religion.

5.1.4 Evidence-Based/Best Practice **10 Points**

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are doing is best-practice.

Research indicates that summer programs can reduce high school readiness gaps; prevent summer learning loss; improve critical thinking, perseverance, and adult and peer relationships; and increase standardized test scores. Many other positive outcomes have been identified in case studies that have a cascading positive impact on a child's future. While the effectiveness of a summer program varies greatly depending on content and method, PYP incorporates the following elements shown to be beneficial in successful summer programs: Creating a positive, supportive environment; careful planning by teachers and other staff to develop challenging, hands-on, project-based activities relevant to students' experiences; using peers who have been through the program to help recruit (essential for ongoing sustainability); an integral summer component that transitions into a year-round academic enrichment program; a focus on student voice, leadership, and mastery of critical content and skills in middle school that will ease the transition to high school; and daily electives. Expert opinions on summer programs advocates "blending academic learning with hands-on or recreational activities […]."

Additionally, the AmeriCorps program touts the benefits of service programs for youth, especially programs where young people have active and meaningful leadership roles, are involved across time (at least 20 hours across several months), and incorporate service projects which meet real community needs and priorities. PYP, with its focus on practical skill development, leadership development, and service-learning within the Winburn community, is in line with these recommendations.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes **10 Points**

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

PYP seeks to equip students in grades 5-7 with greater self-esteem, academic success, leadership ability, feelings of social-belonging, and service-mindedness through skill-development and service-based programming. Participants will develop healthy friendships and benefit from the mentorship of volunteers and instructors, increasing their sense of social-belonging and network of support. During the summer, students will develop a team-based service project supporting the Winburn community; this project will be implemented during the school year.

Throughout the program, program instructors, facilitated by a 5:1 participant-to-instructor ratio, will meet the students where they are to encourage full participation and help students develop and appreciate their own unique talents. Themes explored by participants may include financial literacy, physical activities, gardening, healthy meal preparation, and artistic expression and appreciation. Activities will continue throughout the school year, building upon the lessons learned during Summer Camp.

The success of PYP will be based in large part on student feedback in mixed-media reflections, filmed by the Council's media specialists towards the close of each program term. In the summer program, the reflection will coincide with the filmed cooking competition, and during the school year, it will be based upon the participant's service projects. These reflections will be used to both improve future iterations of the program and recruit in future years. Success will also be measured by student retention and attendance; it is anticipated that at least 60 percent of age-eligible students return for consecutive semesters of PYP, and that participants attend 80 percent of sessions.

5.2.2 Client Empowerment & Community Impact **10 Points**

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

The service-learning focus of PYP allows the program to address community needs while enhancing the social and emotional development of participants. The immediate benefits to participants include 1) a safe place to develop skills and friendships in an area with a higher-than-average concentration of crime, 2) free lunch and snacks, 3) investment from consistent mentors, 4) learning useful skills that directly apply to their physical and emotional well-being in the present and future, 5) free back-to-school supplies and a $25 Walmart gift card to offset back-to-school costs, and 6) a structured program that encourages youth to invest in their own development and the development of their community when, outside of the program, they may otherwise have engaged in adverse behaviors out of boredom or negative peer modeling.

Research demonstrates the importance of the service-learning and mentorship component of PYP: Youth who volunteer are less likely to become involved in at-risk behaviors such as drinking alcohol and skipping school. Mentorship has been shown to increase student attendance and reduce the number of courses failed among students in grades 5-7. An investment in PYP could decrease local costs associated with grade-level retention, approximately $7,500 per student according to 2005 data.

PYP participants will give back to their community by developing and participating in two service projects and by working in the Winburn Community Garden. Beyond this immediate impact, PYP intends that its participants become life-long service-oriented leaders who develop the internal motivation to continuously give back to their communities throughout their lives.

5.2.3 Data Assessment & Quality Improvement **10 Points**

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

Program efficacy will be measured through periodic qualitative observations and reflections, and quantitative surveys. During the filming of the cooking competition in the last week of the Summer Camp, the Council's media specialists will interview the youth on camera, reminiscent of breakout interviews in real-life cooking shows. Participants will be asked to reflect on both the competition and their experience in PYP overall. A similar format will be used to garner reflections at the end of each semester of the school-year, when participants will be interviewed about their service projects and overall impression of the program.

This qualitative collection of participant experiences will be supplemented by pre- and post-assessment surveys measuring participant increase in self-efficacy in the skills taught during the summer and afterschool program components and their perception of other character-building program elements. An additional survey will be sent home in the final week of each semester (summer, fall and spring) inquiring about their perception of PYP, any perceived effects on their kids, and changes they would like to see made. This format will be repeated each term of PYP. The Council plans to incorporate participants' and parents' feedback into future program iterations, when appropriate. The Council will continuously work to strengthen PYP and create a program receptive to the individual needs of the children and families it serves.

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience **5 Points**

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

Youth Services Coordinator—Phyllis McKissack, MBA and MPA, will oversee the PYP program and will act as an instructor and main point of contact for the community volunteers.
Community Services Office Manager—Stephanie Underwood studied drama at Transylvania University and has 20 years of experience in theatre as an actor, director, and producer. She will guide PYP youth to use text, games, imagery, and improvisation to tell their stories and communicate confidently and clearly in front of an audience.
Volunteer Coordinator – KaSondra Brown oversees the Winburn Community Garden and God's Pantry Food Bank location at the Council's Cambridge Drive location.
On the Move Art Studio Instructor—Kathy Werking is the co-founder and executive director of On the Move Art Studio, a nonprofit mobile art room in a refurbished vintage trailer that hosts free arts classes for Central Kentucky children.
Instructor— Mr. Richard Spaulding, otherwise known as Devine Carama, is a renowned local hip hop artist and social activist. Mr. Carama has worked with youth through his non-profit, Believing In Forever, Inc., and through various youth programs during his time as the Council's Youth Services Coordinator. Mr. Spaulding will work with PYP youth to develop their service project and sense of leadership potential.

PYP will also include culinary arts instruction from local chef Cecil Jones; Physical Fitness/Karate instruction from Parks and Recreation's Charles Fields, and additional classroom support from the Council's Project LIFE program facilitators.

All volunteers and instructors will complete Child Abuse and Neglect checks before PYP commences.

5.3.2 Partnership & Resource Leverage **5 Points**

How do your programs and services support our community's comprehensive response to the identified priority area of Childhood and Youth Development ? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

The Council offers a wide array of services that support Lexington's comprehensive response to Childhood and Youth Development. The Council's Head Start programs address the developmental, social, emotional, health, and family needs of children with low income to give them the strongest possible foundation for future success. Its Project LIFE program supports former foster youth gain independence as they age out of the foster care system.

In the Winburn neighborhood, the Council acts as the social service provider through its well-known Winburn Center and maintains the Winburn Community Garden. The Council participates in the Winburn Advisory Council and Winburn Neighborhood Association and is a part of the Winburn-focused One Lexington Neighborhood Engagement Team, an initiative designed to improve the quality of life for residents of violent neighborhoods.

The Council intends to partner with Consolidated Baptist Church (CBC) to host the PYP Summer Camp. CBC will transport middle school students enrolled in the "Summer Ignite" program at Winburn Middle to CBC's premises and to one university campus field trip during the summer. The Council will also partner with Northside Library, adjacent to CBC.

The Council will leverage CSBG funding to support the first four weeks of the Summer Camp. CSBG is block grant funding distributed to community action agencies to develop local solutions that address the conditions and causes of poverty in their communities. The Council will use ESR funds to expand PYP to facilitate greater youth self-esteem that will translate to academic success and better quality of life for participants.

5.3.3 Outreach & Inclusion Strategy **15 Points**

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community? How does your proposal support or enhance the recommendations made by the Mayor's Commission on Racial Justice & Equality?

The section of the Mayor's Commission on Racial Justice and Equality that is most relevant to PYP is Recommendation 5: "Create meaningful afterschool opportunities for youth." The steps outlined to bring this recommendation to fruition include the line, "Explore, create, and implement opportunities that lead to an increase in work ethics, life skills training, and successful independent living after graduation." This section aligns closely with the goals of PYP, which will focus on nurturing each participant's own style of leadership, encouraging participants to partake in service projects in teams and otherwise developing life skills guided by supportive, relatable mentors in a safe space. Implicit bias will be an ongoing discussion topic covered by PYP program facilitators.

As an organization familiar with developing and administering programs to assist communities with low income, the Council is acutely aware of barriers to program attendance and engagement that families and children with low income often face. These barriers can include program cost, transportation, outreach inadequacies, and irrelevant incentives. The Council is committed to reducing these barriers and providing equitable access to all of its programs. In the case of PYP this looks like hosting all program elements within the Winburn area to reduce transportation barriers, providing the program free of cost, and using relevant incentives to engage students such as gift cards for back-to-school items. While PYP may be unable to accommodate all prospective participants, the Council will endeavor to make activities accessible to ESL students and those with physical or learning disabilities.

6.0 Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(Including total amount of ESR grant request.)*

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2022. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2022 program expenditures.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. (A=B+C)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget (A-B = C).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY

Agency Name **Community Action Council**

Program Name **Pinnacle Youth Program (PYP)**

FY 2022 (July 1, 2021 - June 30, 2022) Total Program Budget

	# of Employees:	Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
1. Staff Salaries for Program				
Full-Time (FTE)	0	14,456	8,956	5,500
Part-Time		0		
Total Salaries		14,456	8,956	5,500
3. Consultant Services	$	0		
list details	N/A			
4. Space/Facilities	$	0		
list details	N/A			
5. Operating Expenses	$	19,050	16,300	2,750
list details	To cover the costs related to program supplies, including school supply kits, art supplies and materials, and cooking and gardening supplies ($5,550), food expenses ($7,500), registration/entry fees for field trips ($2,000), and honorariums for guest speakers throughout the program year ($4,000).			
6. Scholarships / Stipends	$	1,625	1,625	
list details - numbers & amounts	To provide $25 Walmart gift cards per participant to offset the cost of back to school necessities, such as clothing or supplies ($625), prizes for the cooking competition ($500), and volunteer support costs ($500).			
7. Other	$	4,467	4,467	
list details	To provide for the portion related to programs costs for administrative functions as approved by the Council's approved Indirect Cost Rate Agreement. The Council has a provisional rate of 13% however has budgeted at 12% based on historical costs ($3,832), transportation expenses ($500) and insurance and bonding for .23 FTE personnel ($135).			
8. TOTAL FY22 PROGRAM BUDGET	$	39,598	31,348	8,250

Cost per Program Participant: $ **1,584**

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative *(typed name)*: Leidy Borges for S. Price

Title: Executive Director **Date**: 5/14/2021