

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction															
Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)																	
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 03/27/13		3. DATE RECEIVED BY STATE:															
2b. APPLICATION ID: 13TC148937		4. DATE RECEIVED BY FEDERAL AGENCY: 03/27/13															
		STATE APPLICATION IDENTIFIER: 2013SCNSC															
		FEDERAL IDENTIFIER:															
5. APPLICATION INFORMATION																	
LEGAL NAME: Volunteer Tennessee DUNS NUMBER: 103123290		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Stephanie Sullivan TELEPHONE NUMBER: (615) 741-9237 FAX NUMBER: (615) 532-6950 INTERNET E-MAIL ADDRESS: Stephanie.Sullivan@tn.gov															
ADDRESS (give street address, city, state, zip code and county): William R. Snodgrass Tennessee Tower 312 Rosa L. Parks Avenue, 18th Floor Nashville TN 37243 - 1102 County:																	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 626001445		7. TYPE OF APPLICANT: 7a. State Commission 7b. State Commission/Alternative Administrative Entity															
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: Corporation for National and Community Service															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.009 10b. TITLE: TTA Regional Conferences		11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: South Cluster Conference 2013															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): AL, FL, GA, KY, MS, NC, SC, TN, VA, and WV		11.b. CNCS PROGRAM INITIATIVE (IF ANY): T/TA - Training & Technical Assistance to AmeriCorps State & National															
13. PROPOSED PROJECT: START DATE: 07/01/13 END DATE: 12/01/13		14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="TN 005"/> b.Program <input type="text" value="TN 005"/>															
15. ESTIMATED FUNDING: Year #: 1		16. IS 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															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="text-align: right;">\$ 50,000.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 11,554.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>g. TOTAL</td> <td style="text-align: right;">\$ 61,554.00</td> </tr> </table>		a. FEDERAL	\$ 50,000.00	b. APPLICANT	\$ 11,554.00	c. STATE	\$ 0.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 61,554.00		
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		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/PREAPPLICATION 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: James E. Snell		b. TITLE: Executive Director	c. TELEPHONE NUMBER: (615) 253-1426														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 03/26/13															

Executive Summary

TITLE: Volunteer Tennessee

LEAD: Volunteer Tennessee, Nashville

CONSORTIUM: ServeAlabama, Montgomery; Volunteer Florida, Tallahassee; Georgia Commission for Service & Volunteerism, Atlanta; Kentucky Commission on Community Volunteerism & Service, Frankfort; Volunteer Mississippi, Jackson; North Carolina Commission on Volunteerism & Community Service, Raleigh; South Carolina Commission on National & Community Service, Columbia; Volunteer Tennessee, Nashville; Virginia Office of Volunteerism & Community Service, Richmond; Volunteer West Virginia, Charleston; America's Service Commissions, Washington, DC; Stakeholders representing AmeriCorps State/National and Senior Corps programs in the region.

ACTIVITIES: Volunteer Tennessee (VT), in collaboration with the 9 other South Cluster state service commissions, AmeriCorps State/National and Senior Corps programs, and America's Service Commissions (ASC), proposes a comprehensive regional 2013 South Cluster National Service Conference for AmeriCorps State/National program staff, Senior Corps program staff, state commission staff and state service commissioners. The conference will include tracks specific to these stakeholders, collaborative sessions to facilitate cross-stream training and a virtual component for individuals unable to attend in person. Workshops and sessions will focus on the Corporation for National and Community Service's (CNCS) competencies in performance measures and evaluation, compliance for grants administration and program and financial management, and other topics vital to effective program impact.

VT and the South Cluster service commissions partnered with ASC, the national association of the 53 state service commissions, in developing this proposal. Furthermore, this proposal has the support of the RSVP Association and the National Service Inclusion Project.

FUNDING: VT requests \$50,000 for planning and implementing the 2013 South Cluster National Service Conference.

Program Design

REGION PROPOSED: The proposed region matches the Corporation for National and Community Service (CNCS) South Cluster defined in the Notice: AL, FL, GA, KY, MS, NC, SC, TN, VA, and WV. Leaders from these states met via conference calls in planning for this proposal and indicated their support for Volunteer Tennessee (VT) to serve as the lead applicant. The states committed to encouraging their programs to attend the proposed conference.

PLAN & INFRASTRUCTURE: In 2012, the Iowa Commission on Volunteer Service, in partnership with America's Service Commissions (ASC), held the North Central National Service Conference (NCNSC): a pilot that closely reflects the criteria outlined in the Regional Conferences NOFA. The 2012 NCNSC was intended to be a model for other clusters of state commissions, in partnership with ASC, to utilize and adapt to suit their training goals.

The NCNSC took place in Iowa in August 2012. A planning committee representing 8 states in the North Central Region determined the conference focus. The conference offered tracks for AmeriCorps Directors, Volunteer Generation Fund/Senior Corps Directors, and commission staff/Commissioners, each tailored to the critical needs of participants and designed to explore the most innovative practices in National Service. Over 160 participants from 16 states attended. Where possible, commission staff with subject matter expertise served as trainers. In addition, highly regarded National Service experts provided training, including Sue Hyatt (performance measurement data and collection/theory of change), Mike Kenefick (financial and grants management), Kaira Esgate (collaborative innovations in service), Bill Hulterstrom (volunteer management) and Paul Schmitz (collective impact). Evaluations indicated that 88.4% of respondent's expectations were met or exceeded, 89.8% of respondents described the conference as a valuable investment of their time, and 93.8% of respondents agreed that their learning experience was supported by the presenters and conference staff.

Along with VT, state commissions in Colorado, Iowa, New Jersey and Oregon are designated as lead applicants in their regions. Each lead applicant intends to partner with ASC to replicate and improve the pilot NCNSC. With the common leadership of ASC in each region, the lead applicants will be equipped to provide an excellent conference experience for participants. Each conference will be similar in structure and content. VT and ASC will provide ongoing logistical support for the 2013 South Cluster National Service Conference (SCNSC). VT proposes to host the SCNSC in Nashville, which was the unanimous decision of the consortium. Nashville is close to the geographic center of

the Cluster and offers easy access to ground and air transportation. ASC and VT staff researched facilities in Nashville and selected the Maxwell House as the first choice for the SCNSC. This hotel has the capacity to host a multi-day conference for 200 people dispersed among 4-6 breakout sessions. The facilities are accessible for persons with disabilities, and the hotel can provide lodging/meals at federal rates.

OUTREACH, MARKETING, ENGAGEMENT: VT and ASC will promote the 2013 SCNSC through CNCS Area Managers, State Offices, the RSVP Association, and state commissions. ASC and VT will develop and provide a proposed agenda, trainer credentials, and registration information. These materials will be posted on ASC's and VT's web sites, social media outlets, and e-newsletters. Marketing and outreach materials will contain a statement that the material may be requested in alternative formats. Each consortium member will forward the marketing information to grantees and key contacts. This information would ideally be posted on CNCS' web site. The target enrollment for the SCNSC is 200 participants: 60 AmeriCorps State/National and VISTA directors, 20 state commission staff and commissioners, 30 Foster Grandparent program staff, 30 Senior Companion program staff, 40 RSVP program staff, and 20 other service stakeholders.

CONFERENCE DESIGN: The 2013 SCNSC will offer tracks for AmeriCorps, Senior Corps, and state commissions. Sessions in these tracks fulfilling the required components for CNCS competencies will be featured prominently on the agenda: performance measures data collection, application of evidence-based theories of change, evaluation, grants management, and financial management. In addition to these topics, the 2013 SCNSC will serve the most common and critical needs of National Service programs in the Cluster. VT and ASC will identify these needs through commission and CNCS State Office annual needs assessment, summary of most recent trainings, and Program Officer feedback. Each consortium member will collect and provide this input. Analysis of this feedback will allow us to ensure regionally aligned learning priorities and to appropriately structure the emphasis and flow of the overall content for maximum educational impact. The planning committee, peer presenters, and TA providers will develop conference curricula. After the conference, learning materials (slides, handouts, etc.) will be posted on the National Service Knowledge Network website for cataloging and reference to the field. It is the intent of the commission lead applicants to offer workshops for online streaming at their respective conferences, which would allow participants unable to travel to receive all the available content that would be offered at a single conference but in more

manageable increments for effective on-line learning. The SCNSC, along with the 4 other proposed regional conferences, will allow for the use of technology to allow virtual participation at a reduced rate by streaming a select series of workshops.

Michigan has a well-developed National Service Program Director core competency tool (submitted as a supplement), which is utilized for risk assessment, monitoring, and needs analysis. The competencies in the tool include program management, theory of change and continuous improvement, site management, community engagement and strengthening, member human resources, member support, financial management, sustainability, professional development, and leadership and public policy. The tool also itemizes the professional abilities that National Service programs managers must possess in order to be successful and provides a continuum of performance indicators for staff who are struggling, emerging, strong, or exemplary. VT considers this tool quite useful for identifying opportunities for learning intervention and plans to use it as a design tool in developing conference content.

VT and ASC will facilitate an inclusive planning process to prepare the curriculum and logistical details of the SCNSC. A committee representing the South Cluster commissions, AmeriCorps State/National, Senior Corps, CNCS State Office, and ASC staff will meet regularly upon CNCS' notice of intent to award funds to VT. The committee will determine the structure and content of the 2013 SCNSC. In addition to the required CNCS content, the consortium's initial ideas for common session topics include: AmeriCorps NCCC regional activities, increasing collective impact, service as a strategy to support disconnected youth, innovative cross-stream collaboration, disaster services and response, and area-specific topics (education, environment, etc.). Recognizing that many of our region's best resources are active members of the National Service family, VT and ASC will utilize peer trainers and presenters where possible. The planning committee will recruit peer trainers from commission and CNCS State office staff as well as National Service program directors. National training and technical assistance providers will likely be sought for their subject matter expertise, particularly for required topics like CNCS performance measures and grant/financial management. The SCNSC will be 2-3 days in length, with the potential for half days on either end to allow for travel flexibility. Each day will begin with a plenary session, followed by a series of tailored breakout session options and conclude with a large group reflection or networking activity. Pre- and post-conference activities could include local service projects and affinity group meetings, orientations, or trainings.

OUTPUTS, EVALUATION, KNOWLEDGE GAINS: VT will work with CNCS on the required assessments of competency gains for performance measures and compliance. The assessment will be administered pre- and post-conference as instructed by CNCS. Additionally, VT routinely conducts post-conference evaluations to measure participant satisfaction, effectiveness of training, and ability to apply new learning. Assessment data, including participant profiles and conference outputs, will be delivered to CNCS within 30 days of the conclusion of the SCNSC. A mid-year assessment that would capture how participants have applied their knowledge and to what effect is being considered. Cases of success would be identified and analyzed in order to improve future training events.

TIMELINE: The rationale for the following timeline is twofold: First, this is the time frame of the 2012 NCNSC, and experience proved that it is reasonable. Second, August is the time of year that many commission grantees are preparing to launch their new programming. Since the end of May is the soonest CNCS will announce their competition results, the time frame allows for just over 2 months of preparation. The timeline benchmarks are as follows:

- May 29, 2013: CNCS notification of intent to award cooperative agreement;
- June 2013: Planning committee convenes regularly, hotel contract executed, trainers secured, marketing materials developed, and save-the-date released;
- July 2013: Registration system opens and logistical coordination continues;
- Late July 2013: Deadline for registration;
- Between August 11 - 31: South Cluster National Service Conference;
- Within 2 weeks after event: Materials supplied to National Service Knowledge Network;
- Within 30 days of event: Outputs, evaluation, and knowledge gains data returned to CNCS;
- Within 90 days of event: Financials reconciled and reported to CNCS;
- Six months after event: Follow up evaluation sent, collected, and analyzed.

CAPACITY AND STAFF ROLES: VT training staff will serve as the point of contact with CNCS and submit required reports, evaluations, and learning materials. VT will manage the conference budget, collect registration fees, print conference materials and respond to reasonable accommodation requests. The ASC Director of Programming & Training will create and manage an online registration system, secure meeting space and lodging, support VT in the development and submission of all required reports and evaluations to CNCS, assist with the creation of conference materials, and co-

manage the planning committee. The Executive Directors of VT and ASC will identify and secure sponsors for the conference. These contacts will also assist with promotion of the conference. The planning committee will assist with the procurement of keynote speakers and promote the conference to their network of programs.

RATIONALE FOR APPROACH: The overall approach for this conference is to provide training and technical assistance to improve the programmatic quality and accountability of National Service programs and projects in the South Cluster. The conference will include the required elements described by CNCS and elements determined by the cluster. Based on prior conference and training experience, we are confident that the conference will lead to the desired CNCS outcomes and allow us to meet the outcomes defined by the region. It is our intent to replicate the most successful elements of the 2012 NCNSC and enhance the event by adding virtual attendance, Foster Grandparents/Senior Companions staff attendance, and increased capacity of the SCNSC's project management team.

Organizational Capability

DEMONSTRATED SUCCESS: VT began operating in 1994 and has been a leader in the National Service Program Development and Training field for many years. From its beginning as a state commission, VT has been responsible for designing and implementing large-scale conferences, trainings and meetings. Examples of these events in recent years include: TN Conference on Volunteerism and Service-Learning (2011, 2012, 2013); AmeriCorps Program Director Training Retreats (2009, 2010, 2011); TN Service-Learning Conference (2008, 2009, 2010); South Cluster Staff Peer Conference (2010); Team TN Cross-Stream Training (AmeriCorps, Senior Corps and Learn & Serve America, 2008, 2010); and National Service-Learning Conference (local host 2009).

Since its founding in 1997, ASC has routinely convened national and regional conferences for state service commissions and national service programs. These conferences include: State Service Commission Leadership Summits (2011, 2012, 2013); North Central National Service Conference (w/Iowa Commission on Volunteer Service, 2012); Volunteer Generation Fund Grantee Meetings (2010, 2011, 2012); and Commissioner Institute (2008).

These examples are large-scale, multi-track and often multi-day events that VT and ASC are accustomed to presenting. VT also has extensive experience with designing more targeted interventions and trainings for AmeriCorps, Senior Corps and Learn & Serve America grantees. These

targeted interventions included topics such as financial management, grant compliance, program management, performance measurement, continuous improvement, and progress reporting to demonstrate impact. VT proactively seeks to include critical topics for AmeriCorps State/National and Senior Corps in all of its training and educational opportunities. VT and its fellow commissions in the South Cluster provide routine training, technical assistance, monitoring and outreach to National Service programs operating in the region. Therefore, the region collectively has extensive knowledge of the training needs of these programs and the expertise and veteran experience to deliver this proposed conference.

EXPERTISE OF KEY STAFF: VT's staff has extensive experience in program oversight, National Service program requirements and grants management. VT Deputy Director of Training and Support, Stephanie Sullivan, has been with VT for 8 years, and during that time, her focus has been on the design and facilitation of trainings, meetings and conferences to support National Service. Stephanie received her M.E. in Community Development and Action from Vanderbilt University in 2009. Prior to joining VT, Stephanie was an AmeriCorps program director, a role that gave her hands-on experience with AmeriCorps program requirements. In addition, VT intends to contract with ASC staff to supplement the efforts of VT staff. ASC's Director of Programming and Training, Christy Venable, has 9 years of experience working with National Service programs and state commissions. Christy has organized and supported several national and regional conferences for National Service programs and commissions including the 2009 North Central Cluster Conference, 2010 Southwest Cluster Conference and the 2012 North Central National Service Conference.

These key staff will lead the regional planning team, create media and marketing, coordinate conference logistics, including facility/meals/lodging, communicate and contract with selected trainers, and evaluate knowledge gains.

SYSTEMS, STRUCTURE, AND STAFFING: As previously mentioned, VT has many years of experience planning events. VT has strong systems for procurement, invoice payment, events management and participant evaluation. The VT staff contains a balanced and diverse team of National Service subject matter experts. Each staff member below has sufficient experience to serve as a trainer and facilitator in their areas of expertise:

-Executive Director, Jim Snell (13 years w/VT), provides guiding leadership, oversight, and vision.

Prior to joining VT, Jim was an AmeriCorps program director.

-Deputy Director of Programs, Zanquetta Gray (1 year w/VT, 9 years previous management for AmeriCorps National Direct program), provides expertise in AmeriCorps grant regulations and compliance, performance measurement and training coordination.

-Senior Program Officer, Jamie Dent (4 years w/VT), provides overall program management and is an expert in community-based service-learning.

-Monitoring Coordinator, Neelam Gupta (9 years w/VT), has 20 years of auditing and monitoring experience with the State of Tennessee.

-Communications and Access AmeriCorps Manager, Del Ray Zimmerman (8 years w/VT), provides expertise in communications, marketing and disability inclusion.

All staff members have the potential to be utilized in the planning and/or implementation process of the 2013 SCNSC and are experienced in the program requirements and developmental needs of AmeriCorps and Senior Corps programming. VT staff work closely with National Service program directors and have a long-standing productive relationship with the CNCS State Office.

FISCAL OVERSIGHT: VT has managed the following federal grants: AmeriCorps, Admin, PDAT, and Disability (1994-present); Learn and Serve School-Based and Community-Based; and American Recovery and Reinvestment Act (2009). The TN Department of Finance and Administration (TDFA) serves as the fiscal agent for VT. TDFA adheres to Generally Accepted Accounting Principles and undergoes regular financial reviews and an annual audit conducted by the State Comptroller. As state agencies, TDFA and VT have sound fiscal, program and personnel policies that are reviewed and updated on a regular basis. In partnership with TDFA, VT will ensure fiscal oversight and compliance with federal requirements.

PROJECT MANAGERS: Christy Venable (ASC) and Stephanie Sullivan (VT) will perform project management duties of event planning and training design. Please see **EXPERTISE OF KEY STAFF** above for details on their experience planning and delivering conferences.

Cost Effectiveness and Budget Adequacy

REASONABLE COST FACTORS: Expenses for meals are estimated at \$98/person. Other costs include live-streaming technology for virtual participants, trainer fees, and travel for trainers and ASC conference personnel. The project managers will dedicate a major percentage of their time for

approximately 2-3 months to planning and implementing the SCNSC, and grant funds will cover part of these personnel expenses. To supplement the CNCS funds and cover all costs, the registration fees proposed are \$150 for attendees within 250 miles of the Nashville and \$100 for attendees beyond 250 miles. The rationale for the reduced rate for persons travelling a greater distance is to offer a built-in "scholarship" to offset increase travel costs. These registration fees are lower than those offered at the 2012 NCNSC, where the fees were between \$150 and \$200 depending on the state of origin. With an enhanced experience offered almost at cost for participants, we expect 200 participants. Registration for virtual attendees has yet to be determined, but it will be based on the overall cost of the selected servicer and is not expected exceed more than \$35/person. As needed, the planning committee and Executive Directors of VT and ASC will seek additional revenue through sponsorships.

SUFFICIENCY OF BUDGET: Based on actual cost estimates from local hotels and prior conference costs, the budget proposed is sufficient to provide the participants with an excellent conference and effective learning experience. The \$50,000 in CNCS funds combined with registration fees will cover the 2013 SCNSC costs of meals and facilities, trainers, live-streamed workshops and the professional services of 2 project managers to devote their attention to the conference full time for 2-3 months.

SUFFICIENCY OF FINANCIAL OVERSIGHT: VT's current budget is \$549,000, and this grant represents 9% of the total budget. The TN Department of Finance and Administration (TDFA) serves as the fiscal agent for VT. TDFA tracks and allocates expenditures and revenues using the state's financial management system. TDFA adheres to the Generally Accepted Accounting Principles and undergoes regular financial reviews and an annual audit, conducted by the State Comptroller. TDFA and VT have a strong record of securing and properly managing public grants. VT has been subject to several financial reviews, including a full-scope audit by CNCS that was resolved in 2007. This audit revealed no major findings and resulted in disallowed costs of less than 0.3%, which ranks Tennessee among the highest performing commissions for financial management. In partnership with TDFA, VT will ensure fiscal oversight and compliance with federal requirements.

Clarification Summary

NA

Required Documents

Document Name

Status