

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): 03/28/13		3. DATE RECEIVED BY STATE:	
2b. APPLICATION ID: 13TC149064		4. DATE RECEIVED BY FEDERAL AGENCY: 03/28/13	
		STATE APPLICATION IDENTIFIER: N/A	
		FEDERAL IDENTIFIER:	
5. APPLICATION INFORMATION			
LEGAL NAME: Serve Colorado Governor's Commission on Community Service DUNS NUMBER: 808489806		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Jeremy Gaskill TELEPHONE NUMBER: (303) 866-2565 FAX NUMBER: INTERNET E-MAIL ADDRESS: Jeremy.Gaskill@state.co.us	
ADDRESS (give street address, city, state, zip code and county): 225 E 16th Ave Ste B-52 Denver CO 80203 - 1610 County:			
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 840644739		7. TYPE OF APPLICANT: 7a. State Commission 7b. Governor's Office 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: Southwestern Cluster Conference	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): AR, AZ, CO, KS, LA, MO, NM, OK, TX, WY		11.b. CNCS PROGRAM INITIATIVE (IF ANY): T/TA - Training & Technical Assistance to AmeriCorps State & National	
13. PROPOSED PROJECT: START DATE: 06/01/13 END DATE: 05/31/14		14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="CO001"/> b.Program <input type="text" value="CO001"/>	
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	
a. FEDERAL	\$ 50,000.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
b. APPLICANT	\$ 27,832.00		
c. STATE	\$ 0.00		
d. LOCAL	\$ 0.00		
e. OTHER	\$ 0.00		
f. PROGRAM INCOME	\$ 0.00		
g. TOTAL	\$ 77,832.00		
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: Jeremy Gaskill		b. TITLE:	c. TELEPHONE NUMBER: (303) 866-2565
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 03/28/13	

Executive Summary

TITLE: Colorado Governor's Commission on Community Service

LEAD APPLICANT: Colorado Governor's Commission on Community Service (Denver)

CONSORTIUM MEMBERS of the Southwestern Region include the State Service Commissions -- hereafter referred to as "commissions"-- of Arkansas (Little Rock), Arizona (Phoenix), Colorado (Denver), Kansas (Topeka), Louisiana (Baton Rouge), Missouri (Jefferson City), New Mexico (Santa Fe), Oklahoma (Oklahoma City) and Texas (Austin). The consortium is further comprised of stakeholders representing AmeriCorps State/National and Senior Corps programs.

PROPOSED ACTIVITIES: The Governor's Commission on Community Service (GCCS) offers this proposal as the lead applicant of the Southwest Region to facilitate the planning, implementation, and financial oversight of the 2013 Southwestern National Service Conference (SWNSC). GCCS, in collaboration with America's Service Commissions (ASC, the national association of the 53 commissions), proposes a multi-day regional conference for AmeriCorps State/National, Senior Corps, and commission staff. The SWNSC's structure will include tracks specific to these stakeholders, collaborative sessions to facilitate cross-stream training, and a virtual component to accommodate participants unable to travel. Trainings will focus on the Corporation for National and Community Service's (CNCS) competencies in performance measures/evaluation, compliance for grants administration, program/financial management and other topics vital to effective program operations and impact.

This proposal is supported by the RSVP Association, the National Service Inclusion Project and several national technical assistance providers.

FUNDING REQUESTED: The amount of funding requested is \$50,000.

Program Design

REGION PROPOSED: The proposed service region aligns with CNCS' recommendation for the Southwest Region listed in the Notice of Funding Opportunity, including AR, AZ, CO, KS, LA, MO, NM, OK, and TX. Commission consortium leaders met prior to the development of this proposal and

lent their support to the Colorado Governor's Commission on Community Service (GCCS) serving as the lead applicant for this opportunity and agreed to encourage their programs to attend the Southwestern National Service Conference (SWNSC). Moreover, the Wyoming Commission, while part of the Pacific Cluster, recognizes the close proximity of Denver to its subgrantees and is thus supporting the conference by encouraging each of them to attend the SWNSC training.

In 2012, the North Central Cluster, in partnership with the America's Service Commissions designed and implemented the North Central National Service Conference (NCNSC); a pilot model that closely reflects the criteria outlined in this NOFO. A planning committee representing 8 states determined the focus of the training modules offered. Three concurrent learning tracks were offered for AmeriCorps Program Directors, RSVP Senior Corps Directors, and commissions. GCCS will utilize the experience built during the piloted NCNSC to support continued training, technical assistance, and strengthened collaborations among each state in the Southwest Cluster. The common leadership of ASC permits consistency of conference development, learning, and continuous improvement among all regional conferences, and allows for a meaningful conference experience for participants. Each conference will be similar in structure and content to allow participants to select their preferred date, location, and total cost. Along with GCCS, the following commissions have been designated as lead applicants in their respective regions: Tennessee, Iowa, Oregon and New Jersey.

SELECTION OF HOST CITY AND FACILITY: ASC and GCCS propose to host the conference in Denver, CO, which was unanimously supported by the consortium. The location provides access to direct ground transportation, a hub of affordable airfare, and a variety of partnerships with higher education institutions. Additionally, Denver hosts the AmeriCorps* NCCC Southwest Region campus, a number of national service programs, and the CNCS state office. GCCS will partner with Denver University (DU) to host the SWNSC from July 24th through July 26th of 2013. The DU facility was assessed on its capacity to host a multi-day conference for a minimum of 200 persons disbursed among 4-6 breakout sessions, accessibility for persons with disabilities, capability of providing lodging and meals at or below the federal government per diem rate, and convenient access to public transportation.

OUTREACH, MARKETING, AND ENGAGEMENT: ASC will promote the 2013 SWNSC to CNCS Area Managers, CNCS State Offices (for VISTA and Senior Corps representation), the RSVP

Association, commissions and national service programs operating in the Southwest Region. ASC/GCCS will provide these parties with a proposed agenda, trainer credentials, and registration information by June 2013. Marketing materials will be posted on ASC's and GCCS's web sites, social media sites and in e-news subscriptions. Additionally, marketing materials will be available in alternative formats upon request. Regional branding will be created for use on conference materials in addition to CNCS branding required by the cooperative agreement. Each commission in the consortium will be responsible for forwarding inclusive marketing materials to their key stakeholders. The target enrollment for the SWNSC is 200 participants: 80 AmeriCorps State and National Directors and staff, 20 commission staff, 25 Foster Grandparent Program staff, 25 Senior Companion Program staff, 30 RSVP Project Directors, and 20 other invited service stakeholders.

CONFERENCE DESIGN METHODOLOGY: ASC and GCCS will co-facilitate an inclusive planning process to prepare the curriculum design and logistical details of the SWNSC. ASC and GCCS established a planning committee, which has met regularly since November 2012 and contains delegates from each state. Moving forward, delegates from AmeriCorps State/National, AmeriCorps NCCC, Senior Corps, CNCS State Offices, commissions and ASC staff will finalize the structure and content of the 2013 SWNSC.

The SWNSC will be 2-3 days, with the potential for half days of conference content on either end to allow for travel flexibility. Each day will begin with a plenary session, followed by a series of tailored breakout sessions, and conclude with a large group reflection and/or networking activity. Pre-and post-conference activities under consideration include participation in the Colorado Cares Day of Service (July 27th), as well as state, commission, or program specific meetings, orientations, and trainings. Much effort will be placed into designing training sessions that are varied, creative, and engaging.

The SWNSC, along with the four other lead commission applicants, will utilize technology for virtual participation at a reduced rate. Select workshops will be internet-streamed through a vendor such as Livestream. The lead applicant commissions intend to select different tracks of workshops for streaming online at their respective conferences to allow virtual participants to receive all available content from a single conference in manageable increments for effective on-line learning. Learning tracks for AmeriCorps*State and *National, AmeriCorps VISTA, Senior Corps, and commission staff

will be offered. These sessions, fulfilling the required components for CNCS competencies, will be featured prominently on the agenda and will include performance measurement and data collection, application of evidence-based theories of change, evaluation, financial and grants management, disability inclusion strategies, veterans and military family outreach partnerships with the private sector, as well as member/volunteer recruitment, engagement, and retention. Additional workshops and round-robin sessions that are independent of the tracks listed above will be included to encourage discussion and shared learning among all attendees, regardless of the stream of service or program.

Large-group session topics include presentations by the AmeriCorps NCCC Denver Campus, collective impact, and innovative practices in cross-stream collaborations. By offering a comprehensive variety of current training opportunities, attendees will leave the conference better equipped to implement an innovative, successful and compliant national service program. Moreover, conference participants will gain an improved understanding of the national service network, and increased awareness of best practices as well as opportunities for partnerships and cross-stream collaboration. Beyond the topics listed above, GCCS intends to serve the most common and critical training needs in the region as identified by commissions and CNCS State Offices.

The Michigan and Iowa commissions have developed a national service program staff core competency tool which is utilized for risk assessment, monitoring, and needs analysis. The competencies described 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 itemizes the professional abilities that staff of national service programs must possess in order to be successful, and provides a continuum of performance indicators for staff who are struggling, emerging, strong, or exemplary. GCCS will utilize this tool to identify opportunities for learning interventions and subsequently design the content and flow of learning.

GCCS will utilize peer trainers, recruited from national service programs, commissions, and CNCS State Office Staff, to leverage the expertise currently available in the field. National training and technical assistance providers will be sought for their expertise and facilitation capabilities, particularly for the required CNCS topics of performance measures and grant/financial compliance. CNCS senior leadership will be requested as keynote presenters.

All conference curricula will be developed among the committee, peer trainers, and national providers. Post conference, all learning materials (slides, handouts, recordings, etc.) will be delivered to the National Service Knowledge Network contacts for online cataloging and ongoing reference.

OUTPUTS, EVALUATION, AND KNOWLEDGE GAINS: GCCS will work with CNCS to adopt the required assessments of gains in competency for performance measures and compliance. The assessment will be administered pre and post conference as instructed. Additionally, GCCS regularly conducts a post conference evaluation that measures participant satisfaction, knowledge gains, and ability to apply new learning. Assessment data, including participant profiles and conference outputs, will be delivered to CNCS within 60 days of the conclusion of the SWNSC. A mid-year assessment capturing how and to what effect participants have applied their knowledge over time is also in development. All evaluation results will be systematically shared among awarded lead applicants to offer recommendations for continuous improvement.

TIMELINE: The rationale for the following timeline is twofold. First, the conference is already in the planning process and the planning committee continues to meet on a consistent basis. Second, the consortium agreed that the end of July was the most strategic month to hold the conference, as this will enable us to equip program staff with the necessary skills and knowledge to successfully manage their programs, many of which will begin in August and September. The benchmarks for this time frame is as follows: May 29: CNCS notification of intent to award cooperative agreement, negotiation, and execution of agreement; June: facility contract executed, call for presenters released, trainers recruited and secured, marketing materials developed and save-the-date released, registration system opens and logistical coordination continues; Early July: deadline for registration; July 24-26: Execution of the Southwestern National Service Conference; Two weeks after the event: learning materials supplied to National Service Knowledge Network for publishing; 60 days after the event: outputs, evaluation, and knowledge gains data submitted to CNCS; 90 days after the event: Financials reconciled and reported to CNCS; Six months after the event: follow up evaluation sent, collected, and analyzed.

HUMAN RESOURCE CAPACITY AND ROLES: GCCS staff will serve as the point of contact with CNCS and submit required reports, evaluations, and learning materials. GCCS will manage the conference budget, secure conference facility, lodging, and meals at allowable cost, and print all

conference materials. GCCS will co-facilitate the planning committee, respond to all requests for reasonable accommodations and ensure that accessibility is fully realized at the SWNSC.

The ASC Director of Programming & Training will create and manage the conference registration system. The system will contain prominent messaging for persons with disabilities to request reasonable accommodations. ASC will support GCCS in the development and submission of all required reports and evaluations to CNCS, creation of conference materials, and co-facilitate the planning committee.

The Executive Director of GCCS and Executive Director of ASC will identify and secure cash and/or in-kind sponsors for the conference and assist with promotion of the conference to their networks of stakeholders. The planning committee will assist with the procurement of keynote speakers and promote the conference to their network of programs.

RATIONALE FOR APPROACH: GCCS' rationale for this approach is based on past experience and current capacity to be strategic with limited resources among the Southwest Cluster. The intent is to replicate the most successful elements of the 2012 NCNSC, build on the past success of the 2010 Southwest Cluster Conference held in Dallas, TX and enhance the event by adding virtual attendance, attendance of Foster Grandparents/Senior Companions staff, and AmeriCorps NCCC. This conference will be an asset to the Southwest Cluster. It will allow state commission staff, many of which face significant budget constraints, to attend and will offer a venue for regional program staff from across the national service streams to assemble. The training will provide in-person and virtual training, technical assistance and cross-stream regional collaboration.

Organizational Capability

DEMONSTRATED SUCCESS AND EXPERIENCE: GCCS is a leader in the national service program development and training field. GCCS proactively seeks to include critical topics for AmeriCorps State/National and Senior Corps in all of its training and educational opportunities. From 2007-2011, GCCS hosted an annual State Service Conference that engaged national services participants, serving in communities throughout Colorado, in a conference designed to give attendees the tools and resources to strengthen their service year. In 2011, more than 250 national service members participated in the three-day conference. Twenty-seven breakout sessions were offered to the attendees covering topics such as prohibited activities, program performance measures and a best practices

roundtable discussion. As a result of feedback from the 2011 State Service Conference, GCCS contracted Susan Meche, an expert in financial and grant management, to provide two training sessions to program and fiscal/grant managers, dedicated specifically to compliance and fiscal topics, in 2011 and 2012. The topics covered at these two-day trainings included programmatic and fiscal compliance as a team effort, timesheets for staff and grant regulations and requirements. In 2013 GCCS provided training to program managers on performance measures and evaluations, and the very popular best practice roundtable discussions also took place.

Since its founding in 1997, ASC has routinely convened national and regional conferences for commissions and national service programs. These conferences include: Commissioner Institute ('08), Volunteer Generation Fund Grantee Meeting ('10, '11, '12), Commission Leadership Summit('11, '12, '13), and NCNSC (with the Iowa Commission on Volunteer Service ('12).

In addition, the Southwest Cluster demonstrated its collective capacity to manage a highly successful, multi-stream event with the last Southwestern Cluster Conference held in Dallas, TX in 2010. More than 200 attendees from nine states came together to learn best practices in the field; CNCS senior leadership also attended.

These examples are of large-scale, multi-track, and often multi-day educational events that GCCS and ASC regularly host. GCCS has extensive experience with designing and facilitating more targeted learning interventions and trainings for smaller groups of AmeriCorps, Senior Corps, and other grantees.

EXPERTISE OF KEY STAFF: GCCS intends to sub-contract with ASC to supplement the efforts of the GCCS Community Relations Specialist and enhance staff output. Qualifications of the key staff from ASC and GCCS assigned to the SWNSC are as follows: ASC's Director of Programming and Training, Christy Venable, has nine years experience working with national service programs and commissions. She organized and supported several national and regional conferences for service programs and commissions. GCCS Deputy Director, Jeremy Gaskill, came to GCCS after serving as a Program Officer and Director of Programs with the Indiana Commission on Community Service and Volunteerism.

Heather Kreider, GCCS Community Relations Specialist, has more than ten years of event planning experience, including designing, implementing and overseeing large scale, multi-track conferences. This team will lead the regional planning committee, create media and marketing, coordinate the local conference logistics including facility, meals, and lodging, communicate and contract with selected trainers, coordinate virtual participation and evaluate knowledge gains.

SYSTEMS, STRUCTURE, AND STAFFING: The GCCS staff has extensive experience in national service and volunteer program administration as well as event management. All staff are experienced in the program requirements and developmental needs of AmeriCorps and Senior Corps programming. GCCS staff contains a balanced and diverse team of subject matter experts with the ability to serve as trainers in topics such as program compliance, policy development, disability inclusion and programmatic innovations/best practices in education. GCCS staff regularly collaborates with national service program managers in the state, the AmeriCorps NCCC campus, and the CNCS State of Colorado Office.

FISCAL OVERSIGHT: GCCS manages the following federal grants (from 1993-present), AmeriCorps, Admin/PDAT/Disability, Learn and Serve Community Based, and the American Recovery and Reinvestment Act. The Governor's Office of Information Technology (OIT) serves as the fiscal agent for GCCS. OIT adheres to the generally accepted accounting principles and undergoes regular financial reviews and an annual audit, conducted by the State Auditor. As a state agency, OIT/GCCS has sound fiscal, program, and personnel policies that are reviewed and updated on a regular basis. In partnership with OIT, GCCS will ensure fiscal oversight and compliance with federal requirements.

PROJECT MANAGERS: The project management duties of conference coordination and training design will be designated among the core team that includes Christy Venable (ASC), Jeremy Gaskill (GCCS), and Heather Kreider (GCCS).

Cost Effectiveness and Budget Adequacy

REASONABLE COST FACTORS: The fixed expenses for five meals per attendee are estimated at \$38/ person per day. To cover the costs of the conference, the registration fees proposed are \$140 per person with a \$15 discount to encourage early registration. With an enhanced training experience offered at just above cost, and the option for significantly discounted housing - campus dormitory housing will

be available at \$33 - \$43/ day - we expect to serve a minimum of 200 participants. Registration for virtual conference attendees has yet to be determined, but it will be based on the overall cost of the selected vendor and is not expected to exceed more than \$35/person. Other reasonable expenses factored into the registration fee include facility expenses for meeting room rental, use of live-streaming technology, contracted trainer's fees and travel, peer trainer travel and marketing materials (conference program design and printing). The primary expenses of the SWNSC covered by the cooperative agreement are designated to provide a portion of salary for each project manager. The project managers will designate a significant percentage of their time to planning and execution of the SWNSC for 2-3 months. Any additional revenue will be acquired through sponsorships. The Executive Directors of GCCS and ASC will be responsible for garnering cash or in-kind sponsorships.

SUFFICIENCY OF BUDGET: The budget proposed is sufficient to provide the participants with an excellent conference and a meaningful learning and networking experience. The \$50,000 requested for the 2013 SWNSC will allow for enhancements such as live-streamed workshops, creative professionally facilitated learning opportunities and will permit a lower cost of attendance thereby allowing more national service staff and stakeholders to benefit from this important training opportunity. Each participant will receive handouts from all sessions, thus providing an important resource to share with colleagues unable to attend.

SUFFICIENCY OF FINANCIAL OVERSIGHT: GCCS has a strong record of securing and properly managing public grants. The GCCS's current budget is \$591,732 and this cooperative agreement would represent 15% of the total budget. The GCCS budget is developed on an annual basis. Expenditures and revenues are tracked and allocated appropriately in the state's financial management system. Governor's Office of Technology Accountant, Nancy Gibson-Johnson (10 years experience) and GCCS Accountant Honey Niehaus (40 years experience) will conduct financial oversight.

Clarification Summary

n/a

Required Documents

Document Name

Status