

# PART I - FACE SHEET

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		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:  STATE APPLICATION IDENTIFIER: N/A															
2b. APPLICATION ID: 13TC149225		4. DATE RECEIVED BY FEDERAL AGENCY: 03/28/13 FEDERAL IDENTIFIER:															
<b>5. APPLICATION INFORMATION</b>																	
LEGAL NAME: Oregon Volunteers DUNS NUMBER: 809580293		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Jessamyn Luiz TELEPHONE NUMBER: (503) 725-5915 FAX NUMBER: INTERNET E-MAIL ADDRESS: jluiz@pdx.edu															
ADDRESS (give street address, city, state, zip code and county): Oregon Comm. for Voluntary Action & Serv PO Box 751-CSC/KH210 Portland OR 97207 - 5222 County: Multnomah																	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 930952117		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: <b>Corporation for National and Community Service</b>															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.009 10b. TITLE: TTA Regional Conferences		11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Pacific Cluster Learning Community															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Alaska, American Samoa, California, Guam, Hawaii, Idaho, Montana, Northern Mariana, Nevada, Oregon, Utah, Washington, Wyoming		11.b. CNCS PROGRAM INITIATIVE (IF ANY): T/TA - Training Support															
13. PROPOSED PROJECT: START DATE: 06/01/13      END DATE: 12/31/13		14. CONGRESSIONAL DISTRICT OF:    a.Applicant <input type="text" value="OR 001"/> b.Program <input type="text" value="OR 001"/>															
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;">\$ 18,825.00</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;">\$ 68,825.00</td> </tr> </table>		a. FEDERAL	\$ 50,000.00	b. APPLICANT	\$ 18,825.00	c. STATE	\$ 0.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 68,825.00		
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f. PROGRAM INCOME	\$ 0.00																
g. TOTAL	\$ 68,825.00																
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: Jessamyn Luiz		b. TITLE:	c. TELEPHONE NUMBER: (503) 725-5915														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:			e. DATE SIGNED: 03/28/13														

## **Executive Summary**

**LEAD ORGANIZATION:** Oregon Volunteers, Commission for Voluntary Action and Service

**CONSORTIUM MEMBERS:** Washington Commission for National and Community Service, Serve Alaska, California Volunteers, Hawaii Commission for National and Community Service, Serve Idaho, Serve Montana, Nevada Volunteers, and Utah Commission on Service and Volunteerism. **PROPOSED ACTIVITIES:** Oregon Volunteers, Commission for Voluntary Action and Service (OV) requests \$50,000 in CNCS Training and Technical Assistance funds for regional training conferences to facilitate the planning, implementation and fiscal oversight of the 2013 Pacific Cluster Learning Community (PCLC). OV, in partnership with the Washington Commission for National and Community Service (WCNCS), proposes a 3-day regional conference in Portland, OR on October 21-23, 2013 for AmeriCorps State/National, Senior Corps, Social Innovation Fund and commission program staff. The PCLC will use a collaborative planning process to develop content specific to each participating national service stream as well as collaborative sessions to facilitate cross-stream training. Workshops will focus on CNCS competencies in performance measures and grant compliance as well as other topics to address critical program needs, support continuous program improvement and maximize program impact. The cost-effective conference design will also feature a virtual component to ensure staff that is unable to travel can also benefit from this valuable content.

**FUNDING REQUESTED:** The amount of funding requested from CNCS is \$50,000. This funding will be matched with \$18,725 in local funds from registration and sponsorships. In addition, Portland State University non-cash support exceeds \$14,000.

## **Program Design**

**RATIONALE FOR REGION PROPOSED.** On behalf of the commissions in the CNCS Pacific Cluster, Oregon Volunteers, Commission for Voluntary Action and Service (OV) and the Washington Commission for National and Community Service (WCNCS) propose to continue our 18-year national service program staff training partnership and host the Pacific Cluster Learning Community. This event will be held on October 21-23, 2013 at Portland State University (PSU) and will be open to all of the national service programs operating in the cluster, including AK, American Samoa, CA, Guam, HI, ID, MT, NV, Northern Mariana Islands, OR, UT, WA and WY. All of the commissions have participated in conference calls or provided other feedback to ensure their commitment to the Portland location and to OV and WCNCS serving as the official applicant for the cluster event.

The Pacific Cluster has 538 national service programs and extends more than 7,184 miles from

north to south and 6,631 miles from east to west, including the island trust territories and the state of Hawaii. In the continental US alone, we extend 3,041 miles north to south and 2,713 miles east to west. The vast geography of the west makes travel difficult for those states and territories that are located off the continent, and financially challenging for some of those located on the continent. In addition, the states in the Rocky Mountain region of the cluster may have programs that can more readily afford to participate in the Southwest Cluster conference, since travel costs will be reduced by as much as 50% for them. In all cases, commission staff will participate in the Pacific Cluster conference.

To enable as many commissions and programs to participate as possible, OV and WCNCS have budgeted for scholarships for 100% of travel and training expenses for 1 staff member from each commission and 50% of lodging expenses for all other PCLC attendees.

FACILITIES, LODGING, MEALS AND LOGISTICS SUPPORT. OV and WCNCS identified PSU as the most cost-effective location to host the PCLC. OV's headquarters are based at PSU and, as a campus-based program, OV receives an 80% discount on all conference facilities and reduced rates for audio/visual services. PSU also has a hotel on campus with reduced rates for campus programs and excellent catering services with reasonable, high-quality meal options. PSU's conference and lodging facilities are also accessible for people with disabilities. In addition, Portland International Airport is very accessible and reasonable from other states and territories in the Pacific Cluster and Portland has a user-friendly, inexpensive public transportation system that enables participants to easily travel from the airport to PSU and other destinations in Portland.

OV implemented a survey for state commissions and Senior Corps program directors to obtain estimates on the potential number of attendees from each state for this event if it were held in Portland on these dates. Survey results indicate that approximately 80 AmeriCorps program staff, 100 Senior Corps program staff and 20 state commission staff anticipate attending the PCLC if it is based in Portland, OR.

To ensure that as many programs benefit from this training opportunity as possible, a virtual PCLC will also be offered for commission and program staff who are unable to attend the PCLC in person. The virtual PCLC will consist of live streaming of plenary sessions and CNCS required content in performance measures and compliance. In addition, we plan to record breakout sessions for AmeriCorps and Senior Corps that can be accessed on demand during and after the event. All other content will be made available in document format to all participants via a PCLC website to enable both remote and in-person participants to take advantage of all training content. We plan to charge

\$35 per person for those unable to travel to participate in the virtual training and estimate that 35 staff will select the virtual option.

Logistical support will be provided through ongoing communication between OV, the PSU Conferences and Events department and the Campus Audio Visual Events Team.

**OUTREACH PLAN.** OV and WCNCS have already begun outreach to Pacific Cluster commissions and AmeriCorps and Senior Corps programs. On March 21, 2013, OV hosted a conference call to bring together Pacific Cluster state commission staff to gauge their support for this application and obtain their input in the conference design. Commissions that participated in the call unanimously supported this application. Letters of support from these commissions are included in the supporting documents.

OV and WCNCS staff will invite America's Service Commissions (ASC) to join them in conducting additional outreach to State commissions. ASC's mission is to advance national service, volunteerism, and the national network of state service commissions. ASC will also oversee conference registration services.

OV and WCNCS will reach out to AmeriCorps, Senior Corps and Social Innovation Fund programs via state commissions, CNCS State Offices and a conference website. In both the planning and implementation phases of the conference, we will keep state commissions up-to-date through regular conference calls, emails and a planning website where all state commission staff can view planning progress, contribute to decision-making and share information with programs. Our target attendance for the PCLC is a total of 200 participants, including 100 Senior Corps staff, 80 AmeriCorps State and National staff, 1 Social Innovation Fund (SIF) staff and 19 state commission staff.

**PLAN FOR CONFERENCE DESIGN.** OV and WCNCS will invite representatives from Pacific Cluster commissions, CNCS State Offices, Senior Corps, AmeriCorps and SIF programs to participate in a PCLC planning committee. The committee will communicate in semi-monthly conference calls and via a website designed by the Project Manager for conference planning. The website will track progress on key activities related to conference planning and implementation as well as house all materials for PCLC outreach and implementation. OV and WCNCS will provide joint staffing to the planning committee. The Planning Committee will be convened prior to a decision being announced by CNCS for the Regional Training Conference contractors, since there will be slightly less than five months between this announcement and the conference date.

The agenda and program will be developed by a Content Group composed of a subset of the Planning Committee with extensive experience in designing and implementing national service

training. A critical component of the planning process will be the issuance of a comprehensive needs assessment survey to all national service programs in the cluster. Survey results, combined with subjects required by CNCS (performance measures and compliance), will be used by the planning group to create a final PCLC agenda. The Content Group will also determine presenters and facilitators for this content based on their vast knowledge of inspirational and effective trainers. OV will initiate contracts with the selected presenters. An initial survey of state commissions and Senior Corps programs throughout the cluster indicates that topics of interest include sharing best practices between programs, financial stability and sustainability and program evaluation to promote continuous improvement.

Other subcommittees include the Conference Host Group (CHG) and the Conference Logistics Group (CLG). The CHG will be composed primarily of program representatives and commission staff from Oregon and Washington who will be responsible for developing and carrying out special activities, conference decorations and materials, raffle prizes, reception plans, etc. The CLG will be composed of staff from OV and WCNCS, with OV staff having direct responsibility for all communication with both the hotel and the conference facilities at PSU. Other programs will be invited to join these subcommittees if they are interested.

OUTPUTS, SATISFACTION, AND KNOWLEDGE GAINS. OV and WCNCS will implement the assessment protocol provided by CNCS to assess knowledge gains related to required CNCS content of performance measures and compliance. In addition, OV and WCNCS will develop paper-based surveys to be administered at the conclusion of each workshop and at the conclusion of the PCLC. We will offer raffle tickets in exchange for surveys to encourage broad survey participation. These surveys will be compiled and the results analyzed within two weeks of the completion of the PCLC. An online survey will also be administered for virtual PCLC participants to assess learning outcomes for them as well.

TIMELINE. The PCLC will initiate planning prior to the CNCS TTA grant award announcement on May 28. The Project Manager and Planning Committee will begin planning in April 2013 to allow 6 months prior to the date of the event. The Planning Committee and its subcommittees will meet beginning in late April and will continue meeting regularly until the event on October 21-23, 2013. An early registration period until September 3 will allow for early determination of logistical needs to ensure seamless implementation after the final registration deadline on October 11. A detailed PCLC timeline is included in the supplemental documents.

CAPACITY AND STAFF ROLES. OV and WCNCS staff will be responsible for working with the

Planning Committee and subcommittees to keep conference planning on schedule and ensure that all required tasks are completed for a successful event. In addition, America's Service Commission (ASC) will be asked to manage the participant registration process for the conference. They will also be invited to lead one 1.5 hour Commission Leadership Roundtable Gatherings on each day of the conference. They will develop the content of those meetings based on communication with all state commissions in the cluster. In addition, an event coordinator will be contracted to support implementation during the critical planning and preparation period in the month leading up to the event and during the PCLC.

Staff from Participating Pacific Cluster commissions will be strongly encouraged to volunteer to support one conference-related activity each day. Those responsibilities will include options such as, but not limited to, serving as a break-out session host, staffing the registration or information table, leading a convening of one or more of the special interest sessions, or other logistical support such as table decorations, etc.

**RATIONALE FOR APPROACH.** The PCLC is modeled after the successful Northwest Network (NWN) conference: a 3-day training event for national service program staff collaboratively planned by OV, WCNCS and CNCS State Office staff from OR and WA. This event was held annually from 1995 to 2012 and hosted at PSU from 2000 to 2012. Building on the accomplishments of this event, the goals of the PCLC are 1) to provide comprehensive and timely training to program staff from all streams of national service to support compliance and continuous program improvement; and 2) to develop a low cost training model to enable programs and commissions with limited travel funding to benefit from this opportunity to build competency in critical areas.

### **Organizational Capability**

**DESIGNING, IMPLEMENTING AND OVERSEEING CONFERENCES.** OV and WCNCS have a long history of collaboration and partnerships with CNCS and other institutions to provide high-quality training for the Pacific Cluster. These extensive partnerships have included the following training events and technical assistance programs:

1995 to 2012: OV and Washington partnered with what is now Education Northwest to present one or more multi-day AmeriCorps member events, and 1 multi-day national service program staff training (the annual Northwest Network Conference) each year. Content planning was the responsibility of the two commissions with Education Northwest engaged in coordination of the events. Beginning in 2005, the CNCS State Office staff from both states joined the two commission Executive Directors in the planning process, and the audience was expanded to all streams of service.

In 2012, 96 Senior Corps and 63 AmeriCorps program staff from 6 states in the Pacific Cluster were in attendance. Since 2000, these training events have been held at Portland State University, where Oregon Volunteers has continuously served as event logistics coordinator. According to evaluation results from the 2012 NWN, 93.4% of attendees who completed the evaluation found the content valuable; 96% felt that it was well-organized; and 98.7% felt that logistics and registration went well.

2004 to 2007: OV and WCNCS were the first commissions to be recognized as providers in a CNCS Training and Technical Assistance agreement with what is now Education Northwest. The team collaborated to develop the online ¿EnCorps¿ project, which focused on best practices in AmeriCorps member support by inviting AmeriCorps program staff from every cluster to evaluate best practice documents submitted by a wide variety of state and national programs and to create online resources that are still housed on the National Service Knowledge Network website.

2007: OV and Oregon Emergency Management partnered with WCNCS to develop and host a multi-day FEMA Region X Citizen Corps Conference at Portland State University. The event was attended by more than 150 people from the four states that comprise the region: Alaska, Idaho, Oregon and Washington. OV served as logistics coordinator for the event and partnered with the Region X Citizen Corps Coordinator to lead the content development process.

**TTA ON COMPLIANCE AND PERFORMANCE MEASURES.** Core content from the NWN and other training events delivered by OV and WCNCS heavily focused on compliance and performance measures. One of the most successful training models focused on compliance and performance measures at NWN was a series of Best Practice Clinics designed to engage attendees in sharing lessons learned that lead to a desired result in high quality national service or volunteer programs. Practices are derived from a replicable component of a program that works well such as member recruitment, performance measurement, or volunteer generation. By sharing the successes and obstacles they encountered, practitioners help their peers apply lessons learned and avoid mistakes. See the supplemental materials for the NWN 2012 Agenda and a sample of Best Practice Clinics offered last year.

**EXPERIENCE AND EXPERTISE OF KEY STAFF.** The staff of OV and WCNCS have extensive experience with all streams of national service and grants management.

Kathleen Joy has served as Executive Director of Oregon Volunteers since 1998. During her 15 year tenure she has served as lead Oregon planner for all of the trainings provided by the Oregon-Washington partnership, along with dozens of trainings and conferences on volunteerism, civic engagement, and AmeriCorps member skill development hosted by the commission. She also served

in a lead design and implementation role with Education Northwest for the EnCorps Member Development Project. During her 20-year career with the American Red Cross (ARC), she wrote three multi-day advanced practitioner courses for ARC National Disaster Services, and served as a National Trainer of Trainers for more than 12 years.

Debbie Schuffenhauer has 25 years of experience administering state and national service programs and was recently appointed to serve as the Executive Director for WCNCS. As Associate Director for WCNCS, she was responsible for grants management, compliance monitoring and providing technical assistance to national service programs within the Commission's portfolio. Prior to joining the Commission, Schuffenhauer spent 18 years working for the Employment Security Department's Washington Service Corps program. During her tenure as its Deputy Director, the program doubled in size (from 400 to 800 AmeriCorps members) and was nationally recognized for its innovative practices.

Jessamyn Luiz, Oregon AmeriCorps Program Officer, spent 8 years as a program director and regional executive director for Jumpstart for Young Children, an AmeriCorps National program. In these roles, Jessamyn oversaw staff and member training, compliance and grants management activities for over 20 Jumpstart AmeriCorps subgrantees with more than 800 AmeriCorps members. Jessamyn joined OV in November 2012 and has since led two program director meetings focused on compliance and attended by AmeriCorps State and National staff, along with her other duties monitoring and supporting Oregon programs.

Brian Lock has 19 years of experience managing and developing national service programs in WA and is currently the Senior Program Officer for WCNCS. Over that time he has been responsible for grants management and compliance monitoring, developing new programs through planning grants, and training and technical assistance. He has helped develop many new staff with state commissions across the country.

SYSTEMS, STRUCTURE, AND STAFFING. The OV and WCNCS staff has extensive experience in national service program oversight, training and event management. All staff are experienced in AmeriCorps and Senior Corps programming and compliance. Through collaboration with other commissions and the planning committee, as well as their colleagues in the CNCS state offices, OV and WCNCS staff will identify best practice leaders and subject matter experts with the ability to provide comprehensive training in topics such as program compliance, performance measures, fiscal sustainability and program evaluation.

OV's location at Portland State University and WCNCS's long time partnership with the University

of Washington Evans School of Public Affairs provide access to a wide variety of academic and practitioner resources related to performance measurement and evaluation, as well as other capacity-building and program management topics that will be included in the event. These relationships ensure access to quality trainers at very reasonable prices.

**FISCAL COMPLIANCE OVERSIGHT.** Since its formation in 1994, OV has managed many federal grants including AmeriCorps, Commission Administration, Program Development and Training, Disability Inclusion, Community-Based Learn and Serve, and the American Recovery and Reinvestment Act. OV Finance Coordinator, Matt Westbrook, has over 13 years experience in accounting including 6 years managing federal grants for OV. OV is statutorily located in Oregon Housing and Community Services (OHCS), a state agency that manages more than \$663 million in federal grants per biennium. OHCS uses the State Financial Management System to implement generally-accepted accounting practices, including an annual A-133 audit. Agency fiscal, program and human resource practices are reviewed and updated continually.

**PROJECT MANAGER.** Jessamyn Luiz will serve as the project manager for the PCLC. Jessamyn has extensive experience planning and delivering conferences and events including planning semi-annual national and regional Jumpstart AmeriCorps member and staff leadership institutes for more than 200 participants for over 5 years. Her experience ranges from coordinating all logistics for these events to developing more than 40 hours of training content for program staff related to AmeriCorps compliance and program management.

She will be supported during the final planning period and the event by a contract event coordinator who will oversee management of event details, including speaker relationships, materials preparation, event volunteer management, and a technology interface with the virtual training provider.

### **Cost Effectiveness and Budget Adequacy**

**COST-EFFECTIVENESS AND REASONABLE COST FACTORS.** OV and WCNCs shared the costs with our Pacific Cluster colleagues and they agree that the fixed costs for registration (\$75/person to attend, \$35 for virtual), 5 meals, 4 breaks and a reception (\$74/person) and lodging (\$40/person/night for a double room) are reasonable and significantly lower than most state per diem rates. With generous in-kind support of over \$14,000 from Portland State University (PSU), the PCLC will have access to training space and rooms for program staff to meet for large presentations and meals. In addition, leveraging support from PSU and a private donation from Wells Fargo to help support a desired networking reception will enable us to focus CNCS resources directly on providing

high quality training and support combined with a collegial atmosphere for all PCLC participants.

In addition to the quality training, low costs, and a very accessible meeting location, an added bonus for PCLC participants will be scholarships available for state commissions to send at least one staff person to attend the PCLC and to cover 50% of the lodging costs for Senior Corps, AmeriCorps and SIF program staff.

**SUFFICIENCY AND COMPLETENESS OF BUDGET.** Based on experience with coordinating NWN over the past eighteen years, this budget for the PCLC is sufficient to meet our proposed training objectives while minimizing cost for attendees. The \$50,000 requested from CNCS will be matched with \$18,725 in local funds and registrations to provide comprehensive training that meets all CNCS requirements and live-streamed workshops and on-demand content for virtual participants. The grantee match and virtual training option allow more participants to benefit at a lower registration cost and eliminates the significant time and cost of travel from distant locations. This budget will also allow ASC to provide some logistical support for registration and coordinating speakers and provide for a temporary contractor to serve as event coordinator and ensure adequate capacity for effective planning and implementation.

**SUFFICIENCY OF FINANCIAL OVERSIGHT PLAN.** OV has provided effective financial oversight in past conferences based on reviews of final expenditures, as well as evaluations provided for training sessions, facilities, and the conference overall. We will review that all costs are compliant under the CNCS TTA grant requirements and are reported to CNCS in a timely manner, and ensure that all Pacific Cluster commissions and programs have full access to costs related to managing the PCLC.

#### **Clarification Summary**

N/A

## Required Documents

Document Name

Status