

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:

Application Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 08/06/13	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:
2b. APPLICATION ID: 13VG153649	4. DATE RECEIVED BY FEDERAL AGENCY: 08/06/13	FEDERAL IDENTIFIER: 13VGHAL001

5. APPLICATION INFORMATION

LEGAL NAME: Serve Alabama DUNS NUMBER: 124325460	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Jon Mason TELEPHONE NUMBER: (334) 954-7445 FAX NUMBER: (334) 242-2885 INTERNET E-MAIL ADDRESS: jon.mason@servealabama.gov
ADDRESS (give street address, city, state, zip code and county): 8 Commerce St Ste 1000 Montgomery AL 36104 - 3520 County: Montgomery	

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 636000619	7. TYPE OF APPLICANT: 7a. State Commission 7b. State Commission/Alternative Administrative Entity
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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: <p style="text-align: center;">Corporation for National and Community Service</p>
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10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.021 10b. TITLE: Volunteer Generation Fund	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Alabama Volunteer Generation Fund
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12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): State of Alabama-Troy University (Troy, AL) and Jacksonville State University (Jacksonville, AL) rural areas in Alabama.	11.b. CNCS PROGRAM INITIATIVE (IF ANY):
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13. PROPOSED PROJECT: START DATE: 10/01/13 END DATE: 09/30/14	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="AL 002"/> b.Program <input type="text" value="AL 002"/>
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15. ESTIMATED FUNDING: Year #: <input type="text" value="1"/> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 70%;">82,568.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$</td> <td>82,569.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>g. TOTAL</td> <td style="text-align: right;">\$</td> <td>165,137.00</td> </tr> </table>	a. FEDERAL	\$	82,568.00	b. APPLICANT	\$	82,569.00	c. STATE	\$	0.00	d. LOCAL	\$	0.00	e. OTHER	\$	0.00	f. PROGRAM INCOME	\$	0.00	g. TOTAL	\$	165,137.00	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	\$	82,568.00																				
b. APPLICANT	\$	82,569.00																				
c. STATE	\$	0.00																				
d. LOCAL	\$	0.00																				
e. OTHER	\$	0.00																				
f. PROGRAM INCOME	\$	0.00																				
g. TOTAL	\$	165,137.00																				
	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/PREAAPPLICATION 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: Cesily M. Means	b. TITLE:	c. TELEPHONE NUMBER: (334) 954-7442
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 09/03/13

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Executive Summary

The Alabama State Service Commission proposes to educate/train and coordinate student, faculty, staff, and community volunteers from two Alabama universities as a solution to serve the community after natural and man-made disasters. In addition, the AL-VGF grant will also equip the universities to function as volunteer reception centers after a disaster. Awarded institutions will work in partnership with organizations offering CERT-Community Emergency Response Team training and/or Volunteer Management and Coordination training.

Program Design

The AL-VGF will focus on the CNCS areas of disaster services and volunteer generation. The expected outcomes include the following: 1. An increase in the number of local partner organizations (Jacksonville State University (JSU) and Troy University (Troy)) in a collaborative process of planning and implementing for spontaneous volunteers after a disaster. Measurement: An organizational structure, including personnel and a complete breakdown of volunteer management and an actual Volunteer Reception Center (VRC) set-up at JSU and Troy during a disaster. 2. Universities will provide competency-based meaningful volunteer roles and opportunities specific to disaster preparedness and response, resulting in the retention of skill-based volunteers. Measurement: Disaster volunteer position descriptions from JSU and Troy and the promotion of the disaster volunteer descriptions, i.e. frequency, duration, etc. of the promoted disaster volunteer roles. Measurement: Monitoring the number of retained disaster volunteers. 3. Strengthen the capacity of the sub-volunteer connector organizations (JSU and Troy) to recruit, retain, and deploy CERT trained volunteers. Measurement: Using a baseline of the 2012-13 AL-VGF volunteers from JSU and Troy, against the 2013-14 volunteers. 4. An increase in the skills and knowledge of disaster preparedness of faculty, staff, students and community volunteers in and around the selected campuses. Measurement: Self-assessments before/after CERT training. 5. Expand implementation of CERT in Alabama. Measurement: Baseline data of (# of CERTs in the state, # of Campus CERTs in the state) from the 2012/13 program year against new data of (# of CERTs in the state, # of Campus CERTs in the state)-included in the new data from JSU and Troy. 6. The creation of a continuous supply of CERT trained volunteers consisting of faculty, staff, and students to consistently serve the community after a disaster. Measurement: a database listing volunteers' names and training affiliations when they serve as a volunteer after a disaster.

Progress Reports will be required on a quarterly basis which will include narratives detailing the

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program's progress toward meeting performance measures, successes, challenges, lessons learned, and impactful stories from volunteers and service recipients and a Request Voucher, detailing expenditures with a Periodic Expense Report.

The AL-VGF will report on all Required National Performance Measures and two Complementary National Performance Measures: 1. Number of community volunteers recruited by CNCS-supported organizations or national service participants (Target: 920). 2. Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations (Target: 3,680). 3. Number of community volunteers managed by CNCS-supported organizations or national service participants (Target: 690). 4. Hours of service contributed by community volunteers who were managed by CNCS-supported organizations (Target: 2,760). 5. Number of military family members engaged in service opportunities as a National Service participant or volunteer (Target: 110). 6. Number of veterans engaged in service opportunities as a National Service Participant or volunteer (Target: 74). 7. Number of community volunteers trained in CERT (Target: 828). 8. Number of community volunteers trained in Volunteer Management and Coordination (Target: 33).

Alabama has experienced numerous encounters with disasters, including Hurricane Katrina in 2005, Severe Storms and Tornados in Enterprise, Alabama in 2007, Hurricane Gustav in 2008, the Deepwater Horizon Oil spill in 2010, and the April 2011 Tornado outbreak. The State Service Commission is the designated lead agency for volunteer and donations management and long-term recovery by way of the FEMA Disaster Case Management grant. This Level 1 catastrophic disaster thrust Alabama into an exclusive association including events such as Hurricane Katrina.

The city of Tuscaloosa, Alabama, home to the state's largest University, was one of the hardest hit cities after the tornado outbreak on April 27, 2011. While this particular area did not have a VCO, it benefited from the support of the Alabama State Commission, HandsOn affiliates, State Emergency Management Agencies, and local volunteer efforts, establishing a VRC within several days of the disaster.

Numerous cities with universities and colleges functioning as the areas core also function as the area's most identifiable and centrally located structure, which is especially true in rural areas like Troy, Alabama. The AL-VGF will sub-grant \$25,000 each to Jacksonville State University and Troy University to educate/train and coordinate student, faculty, staff and community volunteers as a solution to serve the community after a disaster. The AL-VGF will take place at Troy University in Troy, AL and Jacksonville State University in Jacksonville, AL. The AL-VGF program will begin in

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October 2013 and end in September 2014.

The universities will work with local agencies for guidance in CERT training and volunteer coordination and management. There will be designated volunteer leads that will function as the CERT Trainers. The Trainers will train students, faculty, staff and community volunteers in CERT Basic training and Volunteer Coordination and Management. With continued supported through the AL-VGF, JSU/Troy will expand activities to: 1. Reach more individuals and organizations on campus with the disaster volunteerism message. 2. Institutionalize disaster volunteerism as part of the JSU community culture. 3. Better assess strengths and weaknesses of the above approaches and assess outcomes. 4. Continue to develop a prototype for unaffiliated volunteer management plan for disaster response for the region. 5. Conduct much needed research on disaster volunteer recruitment and retention and the role of disaster volunteerism using a whole community approach to emergency management. 6. Increase the reach of CERT in Alabama to include K-12 basic disaster awareness and response education in the Troy, Alabama area.

Anticipated timeline for the AL-VGF program: *October-2013: Implementation of Program (Contracts, Trainings, etc.), AL-VGF Program Begins, Volunteer Recruitment, National Day of Service: Make a Difference Day. *November-2013: Volunteer Recruitment, CERT/Volunteer Training, AL-VGF Program Site Visit. *December-2013: Volunteer Recruitment, CERT/Volunteer Training, Progress Report Due and Reimbursement/Request Vouchers are Processed. *January-2014: Volunteer Recruitment, CERT/Volunteer Training, National Day of Service: Martin Luther King, Jr. Day of Service. *February-2014: Volunteer Recruitment, CERT/Volunteer Training. *March -2014: Volunteer Recruitment, CERT/Volunteer Training, Progress Report Due and Reimbursement/Request Vouchers are Processed. *April-2014: Volunteer Recruitment, CERT/Volunteer Training, National Day of Service: National Volunteer Week.. *May-2014: Volunteer Recruitment, CERT/Volunteer Training. *June-2014: Volunteer Recruitment, CERT/Volunteer Training, Progress Report Due and Reimbursement/Request Vouchers are Processed. *July-2014: Volunteer Recruitment, CERT/Volunteer Training. *August-2014: Volunteer Recruitment, CERT/Volunteer Training, AL-VGF Site Program Visit. *September-2014: Volunteer Recruitment; National Day of Service: September 11th National Day of Service and Remembrance; Progress Report Due and Reimbursement/Request Vouchers are Processed, Program Conclusion Report Due (Final Report), Closeout Program Process, AL-VG Program concludes.

Program beneficiaries are students, faculty, staff, and surrounding community members in Jacksonville and Troy, Alabama. The proposed program has the potential to create a continuous

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stream of prepared citizens. One of the greatest challenges of Campus CERT programs is funding. As the interest grows for CERT programs in general, funding in recent years has not. One of the many benefits of the proposed AL-VGF is the fact that individuals who are directly familiar with the campus community will be trained on how best to respond after a disaster strikes. In addition, the universities will be reaching out to leaders and specific organizations and colleges such as Residential Advisors and Nursing department students and faculty (drawing on public health and disaster response). The AL-VGF will of course work with first responders, as well as with HandsOn affiliates for volunteer coordination and management training and other agencies. Partnerships with local veterans' organizations will also be formed in an effort to incorporate veterans and military families into the program.

Currently, Alabama AmeriCorps State programs are required to have a minimum of 25% of their members certified in CERT basic training. With the AL-VGF program, the shortage of funding is alleviated, as the AL-VGF CERT trained instructors would be able to train the Alabama AmeriCorps members on location, fostering a beneficial partnership with another CNCS National Service program.

Investing in a program like the AL-VGF not only possesses the ability to expand disaster volunteering, strengthen the capacity of volunteer connector organizations to recruit and retain skill-based disaster volunteers, and develop strategies to effectively use volunteers to respond after disasters, but it also possesses the ability to save lives as well as assist with the costs involved in disaster recovery. It would be wise for CNCS to invest in the AL-VGF because now more than ever, disasters are becoming a regular national threat. By way of the AL-VGF, CNCS will be equipping scores of individuals who will possess the ability to assist themselves, those around them, and the people in their communities after a disaster. The very reason CNCS should invest in the AL-VGF program is the invaluable price of a life and the ability CERT trained volunteers have to save one.

The program evaluation will be conducted by an independent evaluator. The evaluation will include the following activities: meeting with Serve AL/VGF program staff to determine the design of the evaluation and what additional data is necessary; meeting with program staff for program planning three to four times during the program year; meeting with program staff regularly for planning and improvement plans; assisting staff in creating improvement plans based on internal monitoring; assisting staff in administering surveys/assessments; providing biannual written reports to include monitoring data, improvement plan data, survey data, and outcome measure data; and assisting with observations of program activities. The universities will conduct an evaluation of their own. In the

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universities evaluation, they will assess the career paths chosen by volunteers who participate in the AL-VGF program. More specifically, they will evaluate if a shift occurs in a student volunteer's career path after receiving CERT and volunteer coordination and management training. This evaluation will measure the correlation between student disaster volunteer training/service and career choices in the field of emergency management.

Organizational Capability

Serve Alabama provides program and fiscal oversight to seven AmeriCorps Programs. The office also chairs the Interagency Task Force on Homelessness and serves as the lead agency at the State Emergency Operations Center for Volunteer and Donations Management. In April 2011, Serve Alabama coordinated over 5 million dollars of donations after the April 2011. Serve Alabama also administers The Governor's Emergency Relief Fund and the FEMA funded Disaster Case Management grant. Also managed by Serve Alabama is the Citizen Corps Council program and the previously administered American Recovery and Reinvestment Act's Strengthening Communities Fund Non-Profit Capacity Building Program.

The AL-VGF has also been successfully managed since its inception in 2010. The AL-VGF in the 2010-2011 program year boasted over 30,000 leveraged volunteers, over 84,000 hours served by leveraged volunteers, over 16,000 new leveraged volunteers and over 62,000 hours served by new volunteers. In the 2011-2012 program year the AL-VGF boasted over 17,000 leveraged volunteers, over 137,000 hours served by leveraged volunteers, over 12,000 new leveraged volunteers and over 48,000 hours served by new volunteers. Such robust numbers exhibit not only the volunteer spirit of Alabama and the hard work of organizations who coordinate and manage them, but also the capacity of Serve Alabama for identifying and partnering with organizations and individuals who are effective in volunteer strategy, planning, implementation and management. In the 2012-2013 program year, the numbers have not been nearly as significant as previous years. This is due to the lack of follow through from interested applicants for the 2012-13 AL-VGF program year. Shortly after the beginning of the current program year, an RFP was made available to colleges and universities in Alabama. A number of applicants responded with an intent to apply, but unfortunately did not follow through with the application process. The RFP was modified and sent out again, this time with a modest applicant response. The applicants completed the intent to apply and followed through with the application process, resulting in Jacksonville State University and Troy University being awarded the VGF. The program was not able to be fully implemented on either campus until March of 2013, resulting in a 5 month program delay. The expenditures for the 2012-13 year are as follows: a total of

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\$44,286.44 has been expended, while \$55,713.56 remains. While the previously mentioned figures may not be ideal from the perspective of a 12 month period, they are in actuality on target for a program with a 5 month delayed start. The expenditures for the program are close to half spent as of July 2013 and will be completely spent by the completion of the program year.

The oversight of Serve Alabama is provided by the Alabama Commission on National and Community Service, pursuant to the authority and requirements contained in 42 U.S.C. 12638(b). A required minimum of fifteen voting members are appointed by the Governor, serving at his pleasure. In addition to the previously mentioned Commission, there is also an Advisory Board on Faith-Based and Community-Based Initiatives. The Advisory Board is made up of eight Ex-Officio members from various state departments.

Troy University was established in 1887 in Troy Alabama. The two organizations within the University that will oversee the AL-VGF are the Student Services Division and the Service Learning Division. The AL-VGF program will support the University's mission by providing a non-traditional means of learning outside of the classroom. The training and experience will prepare the participants to be life-long learners and to be actively engaged in community efforts. Student welfare is at the forefront of Troy's mission. Over the last year, Troy University has secured over \$10 million in funded non-federal dollars through various grants and contracts. The University through its various colleges and departments has vast experience in securing and managing grant funds. Through the Office of Sponsored Programs, all grants are managed and monitored with the recipient of the funds.

Appropriate progress reports and documentation is submitted through this office to ensure accuracy and completeness. From a financial perspective, the University has staff accountants that work directly with grant recipients to ensure that all financial guidelines are followed whether from the grant sponsor or the State of Alabama. These accountants are responsible for assisting grant recipients with proper auditing of all funds received. Under this proposal, the University has hired a part-time employee to manage the daily operations of the program. This person was selected through the University Human Resource department. Additionally, Dean Reeves and Jonathan Cellon will each serve in an active role with the program, estimating approximately 5% to 10% of their time spent working with the program during peak times.

Jacksonville State University (JSU) is a multipurpose, comprehensive university located in Calhoun County, Alabama. The university offers a wide variety of undergraduate and graduate degrees, ranging in a multitude of disciplines. JSU's vision is to strive for continuous improvement as a learning-centered community committed to developing the ability to think critically, solve problems

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creatively and collaboratively, and communicate effectively. Coordinators for this project include Dr. Jane Kushma, who will dedicate 4 hours/wk and Dr. Jeff Ryan, who will dedicate 3 hours/wk to project activities. A half-time volunteer has been hired to support the project. Fiscal oversight of the AL-VGF will be primarily handled by Robin Yarbrough, CPA. Ms. Yarbrough has numerous years of experience in the field of accounting and is JSU's Restricted Funds Accountant. Financial management for the AL-VGF program is housed in the Institute for Research and Collaboration, which supports faculty and University personnel in the pursuit and administration of externally funded grants and contracts, in compliance with the requirements established by Federal and State laws, sponsor rules and regulations and University policies and procedures. The Institute will assist JSU faculty involved in the AL-VGF program, as it is purposed to assist in the preparation of proposals by assisting in the pre-award, award, and post-award activities. Relevant past experience concerning similar program management includes the three year Community and Regional Resilience Institute (CARDI) project with the Oak Ridge National Laboratory, Southeast Regional Research Initiative where JSU aided in the development of the Community Resilience System prototype and related tools and products.

Serve Alabama staff is committed to ensuring federal compliance through the strict management of compliance. The office has a federally approved (by CNCS) programmatic and financial monitoring and compliance system for the administration of the State AmeriCorps programs. This existing infrastructure provides Serve Alabama with the capacity to manage the VGF. The office has a strong combined history of public and non-profit management; policy development; compliance and monitoring; administrative, fiscal and programmatic oversight; technical assistance; and program development and training in accordance with the guidelines set forth by CNCS. The implementation of the VGF will be supported by Jon Mason, The Director of Serve Alabama; Christine Williams, The Director of National Service; Cesily Means, State Service Officer; and Ronica Faire, Serve Alabama Staff Accountant.

Serve Alabama will serve as the fiscal agent and will comply with all the grant reporting guidelines set forth by CNCS. Ronica Faire, Staff Accountant, has over 10 years' experience as an Accountant. Currently, Serve Alabama provides fiscal oversight to the Alabama AmeriCorps programs, the FEMA-funded Disaster Case Management Program, the ReadyAlabama.gov campaign, and the VGF. Serve Alabama has regularly managed a multi-million dollar budget comprised of federal, state, and private funds. It is the intention of Serve Alabama to maintain financial management systems with accurate program reports.

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Organizational Budget/Percentage of the Volunteer Generation Budget

Major Object	Total	VGF Amount	VGF%
Personnel Costs	-----	655,151	35,000 5%
Employee Benefits	-----	194,450	15,837 8%
Travel: In-State	-----	50,000	508 1%
Travel: Out-of-State	----	65,000	2,270 3%
Repairs and Maintenance	-	31,674	0 0%
Rentals & Leases	----	259,965	3,150 1%
Utilities & Communications	-	62,986	2,400 4%
Professional Services	---	506,258	36,000 7%
Supplies, Materials & Operating Expenses	----	190,258	5,700 3%
Transportation			
Equipment Operations	---	30,000	0 0%
Grants and Benefits	----	8,107,925	50,000 1%
Capital Outlay	----	0	0 0%
Transportation			
Equipment Purchases	---	0	0 0%
Other Equipment Purchases	25,738	0	0 0%
Debt Service	----	0	0 0%
Miscellaneous	---	0	0 0%
Total Source of Funds	--	10,179,405	170,865 2%

Budget/Cost Effectiveness

The AL-VGF proposed budget directly reflects the goals and design of the program. The Commission has adequately budgeted for all of the Commission and sub-grantee activities to ensure that funds have been properly budgeted to achieve the outcomes of the program. Serve Alabama is committed to meeting its match of at least 50%, which will come from State funds and match funds from the sub-grantees. Serve Alabama's investment is \$ 82,569 and CNCSS investment is \$ 82,568. Included in the grantee match funds are in-kind funds of \$33,000 from a partnership with Lamar Advertising. The company runs 72 electronic billboards in the state to promote volunteerism and national service each year. Also, during severe weather and times of disaster, the company posts vital messages for safety and preparedness. Lamar Advertising is an ongoing partnership, established in mid-2012. The Serve

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Alabama Director often pursues private and foundation funds to leverage state and federal grant funds throughout the year in the event of proration or circumstance out of the Commission's control. The proposed budget section for the fourth year of the VGF consists of expenditures of reasonable and allowable costs. The grant will support 1-Full-time employee (State Service Officer) position which is responsible for the daily oversight of the VGF grant and the State Service Plan. State funds can be accessed on October 1st, as the universities fiscal year begins on October 1st and they will have access to their committed funds at this time.

Required Documents

Document Name

Status