

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): 08/09/13	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER: N/A
2b. APPLICATION ID: 13VG153956	4. DATE RECEIVED BY FEDERAL AGENCY: 08/09/13	FEDERAL IDENTIFIER: 13VGHNY001

5. APPLICATION INFORMATION

LEGAL NAME: New York State Commission on National & Community Service DUNS NUMBER: 042387717 - 2796 ADDRESS (give street address, city, state, zip code and county): New Yorkers Volunteer 52 Washington St Ste 338 Rensselaer NY 12144 - 2834 County: Rensselaer	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Mark J. Walter TELEPHONE NUMBER: (518) 473-8882 FAX NUMBER: (518) 402-3817 INTERNET E-MAIL ADDRESS: Mark.Walter@ocfs.state.ny.us
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6. EMPLOYER IDENTIFICATION NUMBER (EIN): 146013200	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):	
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	9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service
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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: New York State Governor's Disaster Corps
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12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Statewide Project across each region of New York State	11.b. CNCS PROGRAM INITIATIVE (IF ANY): T/TA - Return on Investment for Managing Volunteers
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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="NY 021"/> b.Program <input type="text" value="NY 021"/>
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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%;"></td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 60%;">500,000.00</td> </tr> <tr> <td>b. APPLICANT</td> <td></td> <td style="text-align: right;">\$</td> <td>500,000.00</td> </tr> <tr> <td>c. STATE</td> <td></td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>d. LOCAL</td> <td></td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>e. OTHER</td> <td></td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td></td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>g. TOTAL</td> <td></td> <td style="text-align: right;">\$</td> <td>1,000,000.00</td> </tr> </table>	a. FEDERAL		\$	500,000.00	b. APPLICANT		\$	500,000.00	c. STATE		\$	0.00	d. LOCAL		\$	0.00	e. OTHER		\$	0.00	f. PROGRAM INCOME		\$	0.00	g. TOTAL		\$	1,000,000.00	16. IS A 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		\$	500,000.00																										
b. APPLICANT		\$	500,000.00																										
c. STATE		\$	0.00																										
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e. OTHER		\$	0.00																										
f. PROGRAM INCOME		\$	0.00																										
g. TOTAL		\$	1,000,000.00																										
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO																													

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: Mark J. Walter	b. TITLE: Executive Director	c. TELEPHONE NUMBER: (518) 473-8882
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 09/03/13

Narratives

Executive Summary

EXECUTIVE SUMMARY

The New York State Commission proposes to increase the capacity of its Regional Volunteer Centers (RVC) and serve a tremendous need in our state -- to engage volunteers to help prepare New York's communities for disaster.

Over the past three years, the New York State (NYS) Commission on National and Community Service (Commission) has created and managed ten successful RVCs utilizing Volunteer Generation Funds. Even though the RVCs have been well-received and extremely successful in recruiting/placing over one million volunteers, including many who responded to recent disasters, the Centers are not "disaster ready". The State's RVCs have yet to establish regional infrastructures that are highly effective during times of great need.

In the last twenty-four months, NYS has sustained damage from powerful storms including Hurricane Irene, and Tropical Storm Lee, and most recently Superstorm Sandy, which have crippled entire regions of the state. Under the direction of Governor Andrew M. Cuomo and the Commission, NYS is embarking on a statewide priority project to develop a Governor's Disaster Corps. This new Corps will be developed and supported by a robust, disaster-specific volunteer program, embedded in each of the State's RVCs. Through this proposal, NYS will use the RVC infrastructure to expand and coordinate disaster volunteer resources, and engage New Yorkers to serve in the Governor's Disaster Corps.

Program Design

2013 VGF CLARIFICATION

9/3/13

1. The NY State Commission is interested in being considered for an additional year of funding for this proposal if selected for funding in the 2013-14 competition. The NY State Commission confirms that it can obtain the necessary financial resources and upon request, can submit a revised budget that reflects the required match.
2. The NY State Commission confirms that if selected for funding, it will have the necessary data

Narratives

collection and data management policies and practices to meet all reporting requirements. The Commission State Office is currently utilizing a web-based reporting system, HandsOn Connect. Local agencies that engage volunteers and receive services or resources from a Regional Volunteer Center are referred to as "Partner Agencies" by definition through this grant program. Partner Agencies will track new volunteers leveraged and the hours new volunteers serve with their agency through the HandsOn Connect system or through an off-line data collection survey. The respective Regional Disaster Voluntary Agency Liaison (VAL), will aggregate this and other volunteer data for their respective region. This regional data will be aggregated among the ten regions through an off-line system managed by the State Commission Office, and provide statewide data for State use and to meet CNCS reporting requirements.

3. The 2013-14 VGF Grant will focus solely on the recruitment/coordination of disaster-focused volunteer agencies and skilled disaster volunteers. The 2012-13 VGF Grant, that will continue to operate through 2014, will maintain its focus on the strengthening of a statewide volunteer management infrastructure, and the recruitment/coordination of non-disaster volunteers who serve in the areas of education, healthy futures, veterans and military families, capacity building, and environmental stewardship.

Functionality within the Hands-On Connect system allows for specific disaster-related questions to be asked of volunteers that when answered; appear within the individual volunteer profile. The following mandatory questions will also be included in all volunteer profile questionnaires (disaster or non-disaster) in the HandsOn Connect system: (1) Are you interested in serving during times of disaster; (2) Do you have special skills that would be valuable during disaster prep/response/recovery; (3) Are you interested in receiving Disaster Preparedness Training; and (4) Can the Regional Volunteer Center share your contact information with New York State, so you can be contacted to volunteer during times of disaster or with other special volunteer events.

Volunteers that respond "Yes" to questions 1 -3 above would be counted toward the Regional Disaster VAL recruitment numbers as part of the 2013 VGF program, since they will be identified as "disaster volunteers". Volunteers that will fall into this category will primarily be recruited by the Regional Disaster VALs from populations with particular skill sets that are needed during times of disaster (i.e.: plumbers, electricians, etc).

Narratives

Each Regional Disaster VAL will work with their Regional Volunteers Center counterpart to include hidden disaster functionality in the HandsOn Connect system that can be activated during times of disaster. This disaster-specific material will include: (1) contact information for those impacted by the disaster and needing assistance; (2) guidance and instruction for individuals seeking local, state or federal resources available to individuals in disaster impacted areas; and (3) information and specific steps that individuals should take who want to volunteer in response to the disaster. Each Regional Disaster VAL will prepare the material for these hidden pages. Each RVC has been assigned a "disaster buddy" -- which is an RVC outside of the disaster-impacted area that will take over functionality of the impacted region's HOC instance.

The Regional Disaster VALs will coordinate with local and state emergency managers, local volunteer response organizations, and other stakeholders to place disaster volunteers / volunteer groups based on their skillset identified in their HOC disaster volunteer profile.

4. Governor Andrew Cuomo has identified it as a priority of his Administration to more effectively recruit, train, and coordinate disaster volunteers and local volunteer agency resources during the response and recovery phases of a disaster in NY State. The one-year funding through the 2013 VGF Grant will be used to establish a disaster-specific organizational structure, which will augment the capacity of the State's current Regional Volunteer Center infrastructure. The new disaster component within each Regional Volunteer Center will allow the State to focus resources exclusively on the recruitment, training, and placement of disaster volunteers, which will strengthen the regional and local response and recovery capability of emergency managers, VOADs, and other disaster response/recovery agencies. This disaster-specific initiative will function cooperatively with the spirit of the State's existing regional volunteer network to maximize resources, but will operate with more focused volunteer management objectives in the field of disaster services as a priority program of the Governor.

Establishing an on-line registry, dedicated specifically to capture individual profiles of disaster volunteers will expand the information and skilled resources available to State and local emergency managers. This registry will allow volunteers to input specific skills they possess, their availability to respond to disasters, and any prior response training and/or experience they have in disaster

Narratives

situations. Aggregate information like this will allow the State and its municipalities to more efficiently leverage volunteer resources when preparing for, responding to, and recovering from disasters. This structure will thereafter be incorporated into the relationship between the State's Regional Volunteer Centers, State and local VOADs, and the New York State Division of Homeland Security and Emergency Services.

It should be noted that the majority of the \$500,000 budgeted to support placement of ten Regional Disaster VALS with the State's ten Regional Volunteer Centers is supported by \$350,000 in NY State funding. This allocation was intentional in the event that the 2013 VGF Grant is not continued in 2014. The majority of CNCS resources are budgeted for start-up expenses that will establish a disaster volunteer infrastructure. The NY State Commission plans to fold the objectives of both VGF programs into a single proposal in response to the 2014-15 VGF NOFO. This strategy will allow for sustainability of both sets of performance objectives because the necessary infrastructure that has been developed through start-up of the Commission's 2011-14 VGF Grant, and 2013-14 VGF Grant.

5. The Commission expects to recruit 3,500 skilled disaster volunteers during this one-year project. The primary objective during the first quarter of this program will be identifying and placing qualified Regional Disaster VALs, and the development of a disaster-specific infrastructure. However, it is likely that a minimal number of disaster volunteers will be generated in the first three months of operation.

6. It was the intent of the NY State Commission to select the national performance measure focusing on volunteers recruited by CNCS-supported organizations or national service participants and the hours of service contributed by those volunteers. A complementary national performance measure relating to the engagement of veterans is also included. The Commission will provide unduplicated counts of hours served and number of volunteers serving for: (1) volunteers recruited by CNCS-supported organizations or national service participants; and (2) veterans. This data will be provided by each Regional Disaster VAL supported by this program, and aggregated to a statewide report. Each regional, web-based report utilized will be customized to indicate only those disaster volunteers recruited by a Regional Disaster VALs. These reports will also track the number of the total pool of VAL-recruited and serving disaster volunteers who are veterans.

Narratives

7. The proposed 2013 VGF program is similar from an operational perspective to the currently operating 2011-14 VGF program, as it aligns with the State's Regional Volunteer Center infrastructure to facilitate the implementation of volunteer capacity initiatives identified by the State Commission, at the local level. However, while the proposed 2013 VGF program builds on the existing infrastructure of the State's regional network, there are several major operational differences. First, the proposed 2013 VGF program will focus specifically on: (1) recruiting and placing skill-based, disaster volunteers with local volunteer response agencies; and (2) creating a new disaster volunteer infrastructure that will support training and capacity-building during non-disaster times, and facilitate more efficient use of skilled disaster volunteers during times of disaster response and recovery. As a result, the area of disaster services, identified as a priority by CNCS and Governor Cuomo, will be given specific resources to separate disaster volunteer activity from that of all other priority areas.

Second, a distinct staffing network of Regional Disaster VALs will be developed through this new program to work with State and local emergency managers, VOADs, and other disaster related organizations. Furthermore, the State Commission Office and Regional VALs will focus on recruiting and organizing the response of skill-based volunteers through statewide entities such as unions, trade groups, etc.

Third, a component of disaster preparedness will be achieved through the proposed 2013 VGF program by coordinating citizen preparedness training efforts in each region. This unique component of the 2013 VGF program will help ensure New Yorkers know how to respond when a disaster strikes, and concurrently develop a system that drives "spontaneous volunteers" to act by connecting with a response agency in advance of a disaster.

The current NY State VGF program is much broader in scope. While the State's ten Regional Volunteer Centers have recruited and placed individuals in disaster volunteers with local organizations, the function has not been a specific priority in response to critical needs identified by the Governor.

8. The NY State Commission is aware of this special condition and will enter its performance measures into eGrants when the system allows.

Narratives

9. The NY State Commission has not expended all 2011-14 VGF funds at this time. The State Commission Office has communicated to CNCS since the onset of the original VGF grant that a one-year delay in program operation was caused by the change in our State's Administration. This has been communicated in each progress report submitted. CNCS has recognized and accepted this uncontrollable factor as a condition to award a no-cost extension through 12/31/14 to expend VGF funding. Currently, the State Commission has \$506,030.88 in federal funds and \$470,759.61 in matching State funds. It should be noted that State funding is eligible for re-appropriation to be expended in future years through the NY State Budget process.

10. Approximately \$500,000 in federal VGF funds will be encumbered in 2013-14. This will consist of expenses to contract with the ten Regional Volunteer Centers (\$400,000); provide State and Regional Training to RVCs and local Partner Agencies (\$30,000); and cover HandsOn Connect system usage fees (\$70,000). Any remaining federal and State funding will be used to provide support to National Day of Service Regional programming and other training support costs throughout the 2013-14 program year.

11. The NY State Commission projects expending 100% of its VGF funding by the end of this project period.

BUDGET CLARIFICATION ITEMS:

12. Budgeted figure is correct. 65% of salary for one staff member of the State Commission Office will be charged to the 2013 VGF grant for the individual's effort toward this program's initiatives. The narrative has been corrected.

13. 2013 VGF funding will be needed to support system enhancements for HandsOn Connect, and the State's internal data collection and management systems. The State's system will be crucial to the implementation of this program so the Commission State Office can track volunteer activity, identify volunteers by skill set, and communicate with New Yorkers who have agreed to serve in the Governor's Disaster Corps. The amount requested is based on funds needed for IT support services through HandsOn Connect and the New York State Office of Technology, and for annual

Narratives

maintenance fees.

14. Due to the size of the regions, and the fact that this infrastructure needs to be built at the county level, extensive travel will be required by the Disaster VALs for the project to be successful. The NY State Commission is budgeting \$2,500 for travel and lodging by each Regional Disaster VAL. This total amount may be modified between regions based on need.

15. The Commission would like to purchase a number of disaster preparedness kits to be given to members of the Governor's Disaster Corps to be used in both times of disaster and to promote preparedness within their communities. Kits will also be used at promotional and service events related the Governors Disaster Corps, and used at various disaster preparedness presentations and trainings that are conducted by the Regional Disaster VALs across the state.

Please note that we would like to change our budget to reflect a per unit cost of \$45 for these kits. This reflects the current price of an American Red Cross Emergency Preparedness Starter Kit. Using this per unit cost would reduce the number of kits purchased to approximately 2,988.

PROGRAM DESIGN

As stated in the Corporation for National and Community Service's (CNCS) FY2014 Congressional Budget Justification, "New York State's regional volunteer center infrastructure was a leading entity coordinating volunteers and national service resources during the response to Hurricane Sandy, and it continues to connect New Yorkers with opportunities to support the state's ongoing restoration efforts".

The New York State Commission on National and Community Service (Commission) is requesting \$500,000 from the Corporation for National and Community Service (CNCS) to expand each Regional Volunteer Center's (RVC) ability to recruit, train, and place disaster volunteers in service. The Commission will provide a 1:1 State match comprised of \$500,000 in cash and in-kind resources. The Commission will award grant funding to the ten existing RVCs to identify and hire one full-time employee, or consultant, with extensive experience in disaster services and volunteer management to serve as a Regional Disaster Voluntary Agency Liaison (VAL). Each Regional Disaster VAL will be

Narratives

housed within a Regional Volunteer Center and build relationships among Federal and State government, and voluntary, faith-based, and community entities on a regional level. The Regional Disaster VAL will receive direction and support from both the State Commission Office and the State Division of Homeland Security and Emergency Service (DHSES) to: (1) Provide guidance and training to disaster volunteers and disaster volunteer organizations; (2) Assist with the development and support of regional Voluntary Organizations Active in Disaster (VOAD) and strengthening of the New York State VOAD; (3) Coordinate with local volunteer organizations and individual volunteers to facilitate maintenance of an on-line disaster volunteer registry managed by the State; (4) Recruit, train, and place disaster volunteers with voluntary organizations in the region based on specific needs identified by the agencies or municipalities; (5) Develop and report on the volunteer disaster-readiness of each county within the region; and (6) Coordinate with the Federal Emergency Management Agency (FEMA) VAL, other Federal and State entities, local offices of emergency management, VOADs, human service agencies, and other stakeholders to effectively coordinate volunteer resources out of the Regional Volunteer Center during a disaster response.

Regional Disaster VALs will serve as an invaluable linkage for State government to local volunteer organizations in times of disaster and peace, and connect individual volunteers with service opportunities. In coordination with New York State Division of Homeland Security and Emergency Services (DHSES), each Regional VAL will also be tasked to work with county and local offices of emergency management to develop a Disaster Volunteer Management Plan if one does not exist, or ensure the regional volunteer center and the Governor's Volunteer Corps is incorporated into existing plans.

Placing Regional Disaster VALS at the ten RVCs will facilitate a cooperative relationship with existing RVC staff and volunteer recruitment / reporting. This synergy will also ensure that disaster volunteers who are recruited, trained, and placed with community-based response organizations through this grant will be tracked separately from volunteers reported through each of the RVCs. Each Regional Disaster VAL will also submit monthly reports to the State Commission Office to report disaster volunteer recruitment, training, and service activity (as applicable) and confirm that outcome targets will be achieved within the one year grant period.

KEY STRATEGIES - Within a month of receiving the Volunteer Generation Fund grant, the

Narratives

Commission will award \$500,000 to the ten operational Regional Volunteer Centers, to place one full-time Regional Disaster Voluntary Agency Liaison (VAL). Each Regional Disaster VAL will be responsible for the following Disaster Volunteer Strategic Initiatives:

LEVERAGE EXPERIENCE FROM CURRENT DISASTER VOLUNTEER ORGANIZATIONS -

Each Regional Disaster VAL will meet with leadership of established disaster volunteer organizations, including Voluntary Organizations Active in Disaster (VOAD), Community Emergency Response Teams (CERT), Citizen Corps Councils, and non-profit or faith-based organizations within each county of their respective region to identify best practices for effective recruitment and retention of Disaster Volunteers, and promote findings to the disaster volunteer community.

DISASTER VOLUNTEER REGISTRY MAINTENANCE & REPORTING - Each Regional Disaster VAL will coordinate with local volunteer organizations in the region and individual volunteers to facilitate maintenance of an on-line disaster volunteer registry. This database will be maintained at the local agency or individual volunteer level utilizing Hands on Connect (HoC), or other approved volunteer management system. Individual disaster volunteer profiles will include contact information, availability to serve, travel limitations, special skills, recent training, and other pertinent information. Disaster Volunteer Agency profiles will also be maintained by each agency in the identified technology system and include agency contact information, material resources available during a disaster, available staff with volunteer management experience, and current disaster volunteer statistics. This database will be utilized by the State for disaster communication, training announcements, and tracking of all disaster volunteer recruitment and placement through the 2013 Volunteer Generation Fund initiative.

ENGAGE PUBLIC, PRIVATE, AND GOVERNMENT PARTNERS -- Regional Disaster VALs will educate a network of community partners to coordinate and leverage resources critical to disaster volunteer management. VALs will meet with local Union representatives, hospitals, veterans groups, corporations, elected officials, and State and local government entities to establish a network of skill-based volunteers for specialized deployment. These skill-based volunteers will also be registered in the Governor's Disaster Corps.

DEVELOP A DISASTER VOLUNTEER MANAGEMENT PLAN -- In coordination with the State

Narratives

Division of Homeland Security and Emergency Services (DHSES), each Regional Disaster VAL will be tasked to work with county and local offices of emergency management to develop a Disaster Volunteer Management Plan if one does not exist, or ensure the regional volunteer center and the Governor's Disaster Corps is incorporated into existing plans. Each plan will be developed cooperatively by Regional and County Offices of Emergency Management, New York State or local VOADS, non-profit and faith-based organizations, first responders, and other community disaster resource agencies. Each plan will identify localized needs, resources, and address challenges of volunteer disaster management, including but not limited to: spontaneous volunteer training and management, volunteer housing, donations management, volunteer call center staffing, and long-term recovery efforts.

ESTABLISH A NETWORK OF STATE DISASTER VOLUNTEER LEADERS (SDVL) - Each Regional Disaster VAL will conduct quarterly Train-the-Trainer sessions for no less than ten (10) State Disaster Volunteer Leaders per session. SDVLs will be identified by disaster volunteer organizations, Regional and County Emergency Managers, or other local leadership in the disaster services community. An established Disaster Volunteer Management curriculum, identified by the State Commission and in conjunction with the State DHSES, will complement additional course material to include but not limited to: personal disaster preparedness, FEMA's Incident Command System (ICS-100), or CERT training. SDVLs will be supplied with disaster preparedness supplies/kits to be distributed to potential volunteers throughout the State for use in demonstrations. SDVLs will also support the training initiatives of each Regional Disaster VAL, and serve as a local response point of contact for the RVC.

OBJECTIVES AND STRATEGIES TO MEASURE SUCCESS - This Disaster Volunteer Generation proposal is designed with the ultimate goal of preparing communities to be more resilient and better able to recover fully after a disaster. The Commission chooses the first required national performance measure -- the CNCS-supported Regional Disaster VALs will recruit 3,500 skilled disaster volunteers who will provide 35,000 hours of specialized services during disaster response and recovery. These skills include, but are not limited to, skilled trades such as electricians, plumbers, or volunteer management. Disaster volunteers in the health services field will also be incorporated into the Governor's Disaster Corps by connecting the Medical Reserve Corps members, registered with the Department of Health through the ServNY platform, with the Governor's Disaster Corps registry. To measure this success, each Regional Disaster VAL will submit a monthly report to the State

Narratives

Commission Office, tracking all skilled disaster volunteers recruited under this program. Each Regional Disaster VAL, in cooperation with their RVC and disaster volunteer organizations, will provide opportunities for advanced disaster preparedness, response, and recovery training, as well as conduct disaster simulation drills.

A complementary national performance measure relates to engagement of veterans -- The CNCS-supported Regional Disaster VALs will engage twenty veterans in disaster service opportunities including: preparedness, response, or recovery. Regional Disaster VALS will meet with the State Division of Veterans Affairs, local veterans' organizations, and State military representatives to identify best practices to engage veterans who could serve as Disaster Volunteers or State Disaster Volunteer Leaders. This initiative will capitalize on the organizational and management expertise of veterans, as well as include them as problem solvers in their communities.

A PLAN FOR SUCCESS AND STABILITY - Since 2009, the State's Regional Volunteer Centers (RVCs) have established a strong presence in each of their respective regions by solving community problems through service, building capacity among volunteer agencies, and engaging New Yorkers in service to their community in the fields of education, the environmental, healthy futures, veterans and military families, and capacity building. Coupled with the training and support provided to volunteer organizations, New York State's Volunteer Generation Program has increased the number of people volunteering in New York State by 1,210,074, during the first 18 months of operation.

This proposal and the establishment of the Governor's Disaster Corps recognizes priority needs of our State, builds on a successful operation with momentum, and leverages both State and Federal resources to help communities prepare for, respond to, and recover from future disasters. By placing Regional VALS to work with local non-profit and faith-based organizations, municipalities, and other disaster service stakeholders, critical resources are put in the hands of the individuals and organizations best positioned to address the critical response and long-term recovery needs of the people of New York State.

SCHEDULE OF BENCHMARKS - The operational period for this grant is twelve months, which will require the State Commission Office and each RVC to reach the following benchmarks at an accelerated pace. Monthly activity is in addition to continuous coordination with emergency

Narratives

management officials, VOADS, non-profit and faith-based organizations, volunteers, and other disaster service stakeholders.

MONTH 1 - (1) Identify and place one full-time Regional Disaster VAL with extensive experience in disaster services and volunteer management; (2) Meet with VALs to orient them to the statewide initiative and provide training; (3) Begin outreach and meetings with disaster organizations in each county of the region and research available training curriculums.

MONTH 2 -- (1) Begin development of a Volunteer Management Plan while reviewing current Emergency Response Plans for each County to identify and strengthen sections on volunteer coordination and long-term recovery as needed; (2) Begin outreach and meetings with skilled labor organizations, hospitals, veterans organizations, and corporations to target Disaster Volunteer and State Disaster Leadership Volunteer recruitment; (3) Meet with disaster volunteer organizations to determine specific volunteer needs; (4) Submit first monthly impact report to State Commission Office.

MONTH 3 -- (1) Conduct SDLV and Regional Volunteer Management trainings; (2) Submit second monthly impact report to State Commission Office.

MONTHS 4 & 5 -- (1) Continue with recruitment and placement of Disaster Volunteers; Submit second and third monthly impact report to State Commission Office.

MONTH 6 -- (1) Recruitment and placement of Disaster Volunteers; (2) Hold second quarterly training; (3) Submit fourth monthly impact report to State Commission Office.

MONTHS 6 -- 12 -- (1) Continued recruitment of Disaster Volunteers; (2) Hold quarterly trainings; (3) Submit monthly impact reports to State Commission Office.

Organizational Capability

The Commission was established in 1994 as an entity within the structure of New York State Government; therefore, all rules of organizational and fiscal governance apply. The Commission is hosted by the Office of Children and Family Services (OCFS) and receives support from the Legal, Budget, Fiscal, Information Technology and Contracts Units within OCFS. All Commission contracts

Narratives

are developed with and approved by the Office of the State Comptroller and the Attorney General. The Commission has provided training, support and monitoring of AmeriCorps, Volunteer Generation and national service programs for 19 years. Seven professional staff represent more than 50 years of experience. The Commission's Executive Director has more than 15 years of experience managing statewide volunteer program grants, eight of which are in the field of disaster services.

In the May of 2013, New York State implemented a new grants management system that has improved the State's ability to manage grants by simplifying and streamlining the process. Part of this new system, is a prequalification process for all grantees and sub-grantees. Additionally, the Vendor Responsibility system provides a detailed analysis of each grantee and sub-grantee. These systems provide the Commission strict oversight of all contracts.

ROLES OF KEY STAFF - One full-time Commission staff will provide half-time oversight of the 2013 Volunteer Generation Program and Regional Disaster VALs. Commission staff members have worked with local, regional and statewide leadership of public and private agencies and are skilled in the development and management of statewide budgets and contracts. Staff will be housed at the Commission Office in Albany, NY and will report to the Executive Director.

COMMISSION PARTNERS PROVIDE AN ESTABLISHED RESOURCE NETWORK - The New York State Commission has developed valuable partnerships with State and local agencies which have a service-oriented mission and an extensive network of resources. These partners have provided training and technical support to the development of the Regional Volunteer Center infrastructure and will continue to provide support to the new Regional Disaster VALs.

For more than 50 years, New York State Division of Homeland Security and Emergency Services (DHSES) has been responsible for coordinating the activities of all State agencies to protect New York's communities, the State's economic well-being, and the environment from natural and man-made disasters and emergencies. DHSES will directly participate in this Disaster Volunteer Generation Fund program as a partner and subject-matter expert in a variety of management programs including training, technical support, and disaster recovery assistance.

ABILITY TO PROVIDE FISCAL OVERSIGHT - The Commission has successfully received and

Narratives

administered CNCS funding for nineteen years. This includes recent annual fiscal management of over \$20 million in AmeriCorps State grants, \$650,000 in Administrative funding, and \$510,000 in VGF funding. In the 2011 and 2012 State Budget, the Commission received appropriations of \$350,000 for the purpose of developing RVCs, increasing volunteerism, and providing resources to sustain volunteer resources among non-profits. The annual award of \$400,000 through the Volunteer Generation Fund would represent one percent of the Commission's overall budget including sub-grants. The Commission has a superior history of quality management, on-time reporting, effective fiscal monitoring policies and assessment tools, and success achieving targeted performance measures.

The New York State Office of Children and Family Service (OCFS) serves as the host agency for the New York State Commission and will provide support services in the areas of budget management, financial operations, contract management, legal, and audit/quality control. The OCFS Budget Management Office accounts for all ONCS federal and State funds. The OCFS Finance Office maintains ONCS fiscal records, audits and processes fiscal transactions including the processing of vouchers, encumbrance documents, journal transfers, appropriation refunds, and deposits to the Office of the State Comptroller. The OCFS Bureau of Contract Management supports the contracting and purchasing activities for ONCS and the OCFS Division of Legal Affairs provides legal counsel to ONCS. The OCFS Audit and Quality Control Office assists with program and fiscal monitoring of grantee performance, reviews grantee agency audit reports or 990 forms, and facilitates external audits of grantees at the request of the State Commission.

ENSURING COMPLIANCE WITH FEDERAL REQUIREMENTS - The Commission is dedicated to ensuring compliance with all Federal requirements. Policies and Procedures at the Commission provide a detailed blueprint for successful program management supported by excellence in training, monitoring, program support, reporting and compliance. The Commission's monitoring tools, which are used to ensure sub-grantees comply with all State and Federal requirements, are extremely well developed and have even been recognized by the CNCS as a best practice tool. Staff members are well versed in the rules and regulations of CNCS as well as relevant state law and policy. When possible, Commission staff attends all available trainings and conferences sponsored by CNCS to stay current with and regulation changes. Additionally, the Commission is always represented on monthly phone calls with CNCS to retain the most relevant information.

Narratives

INFRASTRUCTURE DEVELOPED TO ENSURE PROJECT OVERSIGHT -Early in the program year, the State Commission Office provides guidance to all sub-grantees regarding expectations for compliance with State and Federal requirements, reviewing rules and regulations and setting common expectations. Within the first quarter of a new grant, Commission staff travel to the administrative offices of sub-grantees, to walk through financial systems and reporting requirements. Throughout the grant cycle, Commission staff will track and monitor all expenses received via expenditure reports to ensure that funds are properly allocated and accounted for.

The Commission provides similar oversight regarding programmatic performance. Commission staff provides training and regular guidance, conducts monitoring visits and provides feedback to correct deficiencies and improve performance. Staff review progress reports (including demographic indicators), provide written feedback and request corrections, as necessary.

Budget/Cost Effectiveness

New York State has demonstrated a strong commitment to increasing volunteer activity by appropriating \$350,000 in State funding last year, with an additional \$350,000 proposed in the 2013-14 Budget. In order to maximize the impact of this funding and the Volunteer Generation Fund, the New York State Commission is requesting an award of \$500,000 from the Corporation. The Commission projects a one-time expense of \$8,000 to purchase laptops for regional tracking and reporting of volunteer activity, \$100,000 for website/volunteer connection technology maintenance, \$50,000 for marketing and disaster communication initiatives, \$30,000 for training, \$134,500 for disaster kit supplies, and \$27,500 for travel. The budget also includes \$87,709 in in-kind match from State staff salaries/fringe and \$62,291 in OCFS administrative/overhead costs. The remaining \$500,000 of State and Federal funding will be sub-granted to RVCs to effectively support this new disaster service initiative. Collective Federal and State resources in this funding proposal will provide \$1 million to establish the Governor's Disaster Corps and expand the capacity of each RVC to recruit, place, and support local disaster volunteers.

Required Documents

Document Name

Status