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Governor's Office on  
Service & Volunteerism



# **2017–2018 MARYLAND VOLUNTEER GENERATION FUND APPLICATION**

**Letters of Intent to Apply Deadline:  
Friday September 1, 2017, 5:00 p.m. EDT**

**Application Deadline:  
Wednesday, September 20, 2017, 12:00 noon EDT**

**Applicant Notification:  
Wednesday, September 27, 2017 by 5:00 p.m. EDT**

- ☞ This application contains eleven (11) pages, including the title page.
- ☞ You are applying for a grant period which runs from October 1, 2017–September 30, 2018.

## 1. APPLICANT INFORMATION

<b>Name of Agency/Applicant</b>	
<b>Address</b>	
<b>Web site</b>	
<b>Contact Person/Application Preparer</b>	
<b>Contact Phone</b>	
<b>Contact Fax</b>	
<b>Contact E-mail</b>	
<b>Federal Identification Number/EIN</b>	
<b>DUNS Number</b>	
<b>SAM Registration (specify expiration date)</b>	
<b>Areas Affected by the Project</b>	Give City and County(ties)
<b>Delinquent on Any Federal Debt</b>	Yes / No (Circle one)
If yes to the debt question above, please explain here:	

### **Applicant Information**

#### ***Areas affected by the project:***

List only the largest political or municipal entities affected (e.g., counties and cities).

#### ***Delinquent on any federal debt:***

This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes. If you answer ‘Yes,’ type your explanation in the text box provided.

**Note:** Falsification or concealment of a material fact or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine or imprisonment for not more than five (5) years, or both (18 USC § 1001).

## **2. EXECUTIVE SUMMARY**

*Required format: Maximum character limit: 1,500 characters, Times New Roman 12-point font, one-inch margins, double-spaced.*

Please fill in the [blanks] of the four sentences below to complete the executive summary:

[Name of the organization] will recruit [Number of] volunteers and manage [Number of] volunteers who will [what the volunteers will be doing] in [the locations the volunteers will be].

At the end of the grant period, [Name of the organization] will be responsible for [anticipated outcome of project]. In addition, [Name of the organization] will partner with [Number of organizations/agencies] to increase their usage of effective volunteer management practices.

The CNCS investment of \$[amount of request] will be matched with \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding, totaling \$[total amount of projected match].

## **3. NARRATIVES**

*Required format: Maximum character limit: 12,000 characters or approximately 10 pages, Times New Roman 12-point font, one-inch margins, double-spaced.*

### **For new applicants only:**

#### ***1. Program Design***

Please provide the following information:

- The community need that will be met through the project.
- Connection between the community need(s) described and the approach being proposed.
- What you plan to do, where, and when. Please include a timeline.
- Expected outcomes, and how will they be measured.
- Any target population that will be recruited to participate in this project.
- The beneficiaries of the proposed project.
- The extent to which this approach will be successful and why it is more promising than other alternative approaches.

#### ***2. Organizational Capacity***

Please describe your organization's capacity to initiate and manage the proposed program.

Provide the following information:

- Describe your organization's capacity to provide program oversight, including the experience and infrastructure the organization has in managing similar programs.
- Describe your organization's capacity to provide fiscal compliance oversight. Describe the experience and infrastructure the organization has in managing grants.
- Provide the current organizational budget and the percentage of the budget this grant, if awarded, would represent.
- Describe plans to ensure compliance with federal requirements.

**For continuation applicants only:**

**1. Continuation Changes**

Changes in the scope or design of your previously approved program narrative. Continuation changes may include, but are not limited to: any planned changes to the structure/design of the program, a revised schedule/timeline for the program, changes in partner sites, explanation of any changes in the budget, adjustments to your evaluation, staffing or approved activities. As applicable, these changes may also need to be reflected in the budget and the performance measures. Be sure to explain challenges from the 2016-2017 grant year and how they will be addressed in the 2017-2018 grant year.

**2. Accomplishments from Prior Grant Year**

Highlight major accomplishments of the 2016-2017 grant year. Examples could be a volunteer recruitment program begun, new staff hired, training and technical assistance provided to an organization, significant partnerships developed, or implementation of your evaluation plan. We are particularly interested to hear about progress toward your intended impact and outcomes.

**For all applicants, both new and continuation:**

**3. Cost-Effectiveness and Budget Adequacy**

Please provide the following information:

- Explain how the proposed program budget reflects the program's goals and design.
- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments (in-kind and cash) secured to date and the sources of these commitments.
- Indicate plans for securing additional resource commitments, potential sources, and timeline.

**4. Performance Measures**

- Below are the three (3) GOSV Performance Measures and required data for 2017-2018. In the chart, please indicate your target number(s) for the Measure and any additional information required for each Measure.
- All of the following Performance Measures are required for this grant application.
- Subgrantees will be required to maintain access to verifiable source documentation pertaining to all performance measures for three years after the close of the grant period.

***Note: Count of volunteers recruited and managed must not be duplicated.***

***The counts of volunteers and hours served must include only those volunteers and hours recruited and/or managed through VGF activities.***

**Managed:** Includes training, direction, coordination and supervision of the community volunteer by the CNCS-supported organization or national service participant in tasks, duties and services for the intended purpose of supporting or enhancing the program delivery model.

See <https://www.nationalservice.gov/resources/performance-measurement/g3-32>

**Recruited:** Enlisted or enrolled as a direct result of an intentional effort to do so.

See <https://www.nationalservice.gov/resources/performance-measurement/g3-31>.

Please review the CNCS instructions and guidance on these matters at:

[https://www.nationalservice.gov/sites/default/files/documents/2017%20Performance%20Measures%20Instructions\\_edited8-29-16.pdf](https://www.nationalservice.gov/sites/default/files/documents/2017%20Performance%20Measures%20Instructions_edited8-29-16.pdf)

<b>Performance Measure 1:</b> Number of community volunteers recruited and hours of service contributed by recruited volunteers	
Recruited volunteers:	
Hours served:	
Threshold (minimum number of days or hours, or other units of service, that must be performed by the individual in order for him or her to be counted as a recruited volunteer):	
Data Collection Plan: <ul style="list-style-type: none"> <li>• Who is responsible for collecting the data?</li> <li>• How often do they collect the data?</li> <li>• Who reviews the data for accuracy?</li> <li>• How do you screen for duplication               <ul style="list-style-type: none"> <li>○ Within Performance Measure 1</li> <li>○ Across Performance Measure 1 and 2</li> </ul> </li> <li>• Describe the data collection tool (e.g. surveys, sign-in sheets, online data base/website)</li> </ul>	

<b>Performance Measure 2:</b> Number of community volunteers managed and hours of service contributed by managed volunteers	
Managed volunteers:	
Hours served:	
Threshold (minimum number of days or hours, or other units of service, that must be performed by the individual in order for him or her to be counted as a managed volunteer):	

<p>Data Collection Plan:</p> <ul style="list-style-type: none"> <li>• Who is responsible for collecting the data?</li> <li>• How often do they collect the data?</li> <li>• Who reviews the data for accuracy?</li> <li>• How do you screen for duplication <ul style="list-style-type: none"> <li>○ Within Performance Measure 2</li> <li>○ Across Performance Measure 1 and 2</li> </ul> </li> <li>• Describe the data collection tool (e.g. surveys, sign-in sheets, online data base/website)</li> </ul>
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**Performance Measure 3:** Number of organizations receiving capacity building services and number of organizations implementing effective volunteer management practices

Number of organizations receiving capacity building services:	
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Number of organizations implementing effective volunteer management practices:	
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<p>Data Collection Plan:</p> <ul style="list-style-type: none"> <li>• Who is responsible for collecting the data?</li> <li>• Who reviews the data for accuracy?</li> <li>• How do you screen for duplication</li> <li>• How will the tool be administered? ( in person/ online)</li> </ul>
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*REMINDER: Organizations you work with must implement three or more effective volunteer management practices as a result of the capacity-building services provided. Maryland VGF sub-grantees will be required to use an organizational capacity assessment tool provided by the GOSV. Examples of volunteer management practices include, but are not limited to: development of a written volunteer generation plan, formal partnerships for volunteer recruitment, establishment of a volunteer unit within the program or organization, creation of a new volunteer manual /training/curriculum, regular supervision and communication with volunteers, liability coverage or insurance protection for volunteers, screening and matching volunteers to jobs, regular collection of information on volunteer involvement, written policies and job descriptions for volunteer involvement, recognition activities such as award ceremonies for volunteers, annual measurement of volunteer impact, training and professional development for volunteers, and training for paid staff in working with volunteers.*

Maryland VGF sub-grantees will also be required to report the number of volunteers leveraged and populations served in the following categories:

**Leveraged volunteers:** disadvantaged children and youth, college students, Baby Boomers, skills-based volunteers, veterans

**Populations served:** disadvantaged children and youth, children of incarcerated parents, individuals mentored, individuals receiving independent living services, individuals receiving disaster preparedness and/or response services, veterans

## 5. BUDGET

Complete the budget narrative worksheet posted on the “Available Funding” page of the GOSV website ([gosv.maryland.gov/available-funding](http://gosv.maryland.gov/available-funding).)

### Budget

- The budget should describe how grant funds will be used to effectively support activities described in the proposal narrative.
- Do not include unexplained amounts, amounts for miscellaneous or contingency costs, or unallowable expenses such as entertainment costs.
- Round all figures to the nearest dollar.
- Refer to the federal cost principles at: <https://www.ecfr.gov/cgi-bin/text-idx?SID=a9fad6a1230ddaf205362b6cc7a3d75f&mc=true&node=sp2.1.200.e&rgn=div6> for information on allowable costs in federal grants.
- Refer to the sample budget narrative for any questions regarding formatting.

Budget Categories are:

- Project Personnel Expenses
- Personnel Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual and Consultant Services (*not to exceed \$750 person/day, excluding expenses*)
- Training
- Evaluation
- Other Support Costs
- Indirect Costs (*limited, by federal statute, to 5% of the funds requested*)

### National Service Criminal History Check Requirement

Grantees are required to conduct National Service Criminal History Checks (NSCHC) on all VGF-funded personnel listed in the budget (section I). This requirement does not apply to volunteers recruited or managed as a result of the VGF. See NSCHC details at: <http://www.nationalservice.gov/build-your-capacity/grants/criminal-background-check-requirements>.

### Limitations on administrative/indirect costs for a Volunteer Generation Fund award

By law, no more than 5% of the funds awarded by the Corporation under this application may be used to pay administrative costs. This 5% cap applies to administrative costs at all levels. The limitation will be applied as a cap on the amount of indirect costs (as determined under the applicable OMB cost principles) that will be reimbursed to the sub-grant recipient. The balance of any indirect costs not reimbursed because of this limitation may be counted as matching costs under the award.

### Funding Restrictions

Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21 (2 CFR part 220), A-122 (2 CFR part 230), or A-87 (2 CFR part 225) and the Uniform 6 Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2 CFR part 21).

## **6. AUTHORIZATION, ASSURANCES, AND CERTIFICATIONS**

Read the Authorization, Assurances, and Certifications carefully below. The person who authorizes the application must be the applicant's Authorized Representative or his/her designee. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

### **Authorization, Assurances, and Certifications**

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.



- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

**Certification – Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

**Certification – Drug Free Workplace**

This certification is required by the Corporation’s regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 2 CFR Part 180, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
  - a.) Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace;
  - b.) Specifies the actions that the grantee will take against employees for violating that prohibition; and
  - c.) Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
  
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;

C. Establishing a drug-free awareness program to inform employees about:

- a.) The dangers of drug abuse in the workplace;
- b.) The grantee's policy of maintaining a drug-free workplace;
- c.) Any available drug counseling, rehabilitation, and employee assistance programs; and
- d.) The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;

D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;

E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:

- a.) Taking appropriate personnel action against the employee, up to and including termination;
- or -
- b.) Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

#### **Certification - Lobbying Activities**

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

***On behalf of my organization, I agree that we will abide by all Certifications and Assurances.***

Authorized Representative Printed or Typed Name: \_\_\_\_\_

Authorized Representative Position/Job Title: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_