

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE

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

1. TYPE OF SUBMISSION:

Application Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 08/08/13	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:
2b. APPLICATION ID: 13VG153435	4. DATE RECEIVED BY FEDERAL AGENCY: 08/08/13	FEDERAL IDENTIFIER: 13VGHMD001

5. APPLICATION INFORMATION

LEGAL NAME: Maryland Governor's Office on Service & Volunteerism DUNS NUMBER: 112585109 ADDRESS (give street address, city, state, zip code and county): State Office Building 301 W Preston St Fl 15 Baltimore MD 21201 - 2305 County: Baltimore (city)	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Barbara Reynolds TELEPHONE NUMBER: 410-767-4803 FAX NUMBER: 410-333-5957 INTERNET E-MAIL ADDRESS: breynolds@gosv.state.md.us
--	---

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 526002033	7. TYPE OF APPLICANT: 7a. State Commission 7b. Governor's Office State Commission/Alternative Administrative Entity
---	--

8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):	9. NAME OF FEDERAL AGENCY: <p style="text-align: center;">Corporation for National and Community Service</p>
---	--

10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.021 10b. TITLE: Volunteer Generation Fund	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Maryland Volunteer Generation Fund
---	---

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): State-wide	11.b. CNCS PROGRAM INITIATIVE (IF ANY):
---	---

13. PROPOSED PROJECT: START DATE: 10/01/13 END DATE: 09/30/14	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="MD 007"/> b.Program <input type="text" value="MD 007"/>
--	---

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="text-align: right;">\$ 174,333.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 174,752.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>g. TOTAL</td> <td style="text-align: right;">\$ 349,085.00</td> </tr> </table>	a. FEDERAL	\$ 174,333.00	b. APPLICANT	\$ 174,752.00	c. STATE	\$ 0.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 349,085.00	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	\$ 174,333.00														
b. APPLICANT	\$ 174,752.00														
c. STATE	\$ 0.00														
d. LOCAL	\$ 0.00														
e. OTHER	\$ 0.00														
f. PROGRAM INCOME	\$ 0.00														
g. TOTAL	\$ 349,085.00														
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: Barbara Reynolds	b. TITLE:	c. TELEPHONE NUMBER: (410) 767-4803
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 08/08/13

Narratives

Executive Summary

The Maryland Governor's Office on Service and Volunteerism (GOSV) requests \$174,333 for the Maryland Volunteer Generation Fund. The Maryland Volunteer Generation Fund will begin on October 1, 2013, and it will provide sub-grants to a diverse group of 6 local volunteer centers. For the 1-year VGF grant period, the GOSV will offer existing VGF sub-grantees the opportunity to re-apply; no external sub-applications will be accepted. The volunteer centers will use the funds to increase the number of citizens who volunteer and the number of volunteer hours served each year. This request builds on the successful implementation of Maryland's Volunteer Generation Fund in the 2010-2013 grant period.

Program Design

A. EXPECTED OUTCOMES

The Maryland Volunteer Generation Fund (MD VGF) has 3 main goals: (1) strategically invest in community-based and highly effective volunteer centers so that they can best respond to local priorities; (2) increase the number of MD citizens, overall, who volunteer each year; and (3) increase the number of volunteers who are under 18, professionals who serve as skill-based volunteers, and veterans. These goals align with the national goals of the Volunteer Generation Fund, the priorities of MD Governor Martin O'Malley, and the strategies included in the MD State Service Plan (completed in November 2012).

The MD VGF will provide sub-grants of \$25,000 to 6 local volunteer centers in 2013-2014. The sub-grants will be available to the existing VGF grantee cohort (those funded in the 2010-2013 grant period); the sub-grants will support the volunteer centers' technology and infrastructure, service projects, and volunteer recruitment and tracking activities. Based on results in the first 3 years, it is expected that the VGF sub-grantees will leverage at least 12,000 volunteers to serve 19,288 hours (including 6,000 new volunteers contributing 8,969 hours); serve 7,796 children; and provide disaster assistance to at least 345 community members. These are conservative projections based on MD's VGF cumulative results as of March 31, 2013.

It is also expected that the 2014 VGF sub-grants will allow the MD volunteer centers to continue to expand their specialized volunteer mobilization activities as well as increase volunteerism overall in the state. Examples of specialized activities include: expanding opportunities for professionals and

Narratives

skill-based volunteers in Montgomery County and Baltimore City; providing disaster preparation and recovery assistance in Howard and Anne Arundel Counties and on the Eastern Shore; and working with opportunity youth in southern Maryland. Detailed descriptions and project results of the volunteer centers' work in these areas may be found in the VGF progress reports to CNCS. With the existing sub-grantees' accomplishments to date in these areas, the GOSV has a high level of confidence that the sub-grantees will be able to effectively recruit these types of volunteers in the year ahead.

B. MEASUREMENT

The GOSV will use a combination of process and outcome evaluation to measure the impact of the MD VGF. Process data will be collected through staff observation and analysis of sub-grantee performance and sub-grantee reporting throughout the grant year. These activities will be consistent with current AmeriCorps grantee evaluation and monitoring activities performed by GOSV staff; they will include monitoring site visits to assess implementation successes and challenges, feedback on written reports, extensive individual coaching, and cross-agency collaboration. GOSV staff will also share common challenges and lessons learned from the VGF among the project sub-grantees and throughout the volunteerism community in MD via project outcome reports published on the GOSV website. Outcome data on volunteer recruitment and management, volunteer hours, youth volunteers, skill-based volunteers, and veteran volunteers will be reported each quarter by the sub-grantees and then analyzed by the GOSV.

Sub-grantees will be required to submit quarterly statistical and narrative progress reports to track their activities and results during the grant period. In broad strokes, the volunteer centers will report on volunteers and volunteer activities as well as their own internal capacity-building activities. The GOSV staff will incorporate sub-grantee reporting and staff monitoring results in the required VGF status reports to CNCS.

C. CNCS FOCUS AREAS

The MD VGF addresses the third CNCS strategic goal and the capacity building focus area. The VGF funds will support the sub-grant management at the GOSV and enable the sub-grantees, all of which will be community-based volunteer centers, to strengthen their internal volunteer recruitment and tracking systems and engage in targeted outreach to youth, professionals, and veterans across MD.

Narratives

D. NATIONAL PERFORMANCE MEASURES

Maryland's VGF sub-grantees will produce results in the following national performance measures: (1) number of community volunteers recruited by CNCS-supported organizations and hours of service contributed by community volunteers who were recruited by CNCS-supported organizations; (2) number of community volunteers managed by CNCS-supported organizations and hours of service contributed by community volunteers who were managed by CNCS-supported organizations; and (3) number of veterans engaged as volunteers. The MD VGF will also target and report on the recruitment and management by VGF sub-grantees of youth, professionals engaged as skill-based volunteers, and veterans during the grant period.

E. NEED AND APPROACH

The MD volunteer center network plays a key role in supporting effective and long-lasting community service across the state. With 9 active centers and 3 in the early stages of organizational development, MD has a local volunteer center in every region of the state--and these centers reflect the diversity of MD's community needs and volunteers. The centers manage programs that serve or engage young people, help veterans find meaningful volunteer opportunities, mobilize volunteers to help protect the Chesapeake Bay, and respond to disasters. The centers also provide volunteer management training to their nonprofit partners and recruit and manage skill-based volunteers in leadership roles.

Awarding sub-grants to 6 volunteer centers will provide a well-supported strategy to most effectively mobilize community volunteers. This strategy addresses the critical elements that impact volunteer recruitment and retention: making a variety of volunteer opportunities available (episodic, on-going, working with children, protecting the environment, etc.), the effectiveness of nonprofit staff at asking people to volunteer directly (via personal and broad recruitment messaging), and the effectiveness of nonprofit staff at managing volunteers effectively once they are recruited.

Three decades of research nationally and in MD indicates that this strategy will be an effective approach to continue to increase volunteerism in the state. In MD, Lester Salamon of the Johns Hopkins Center for Civil Society Studies released the results of an extensive study of the challenges facing MD's nonprofit organizations. The report, called "Private Action/Public Good: MD's Nonprofit Sector in a Time of Change," identified several core challenges that nonprofits consistently faced. Chief

Narratives

among these were difficulty recruiting and retaining appropriate volunteers to meet local human and environmental needs.

Since this report, the Urban Institute, in partnership with the Corporation for National and Community Service, conducted a national study to gauge the capacity of the nonprofit sector to provide more public services and engage and effectively manage more community volunteers. Completed in 2005, the major findings of the Volunteer Management Capacity Study echoed Dr. Salamon's results in MD. Nationally, less than 60% of nonprofits reported that they had adequate staffing to meet the needs of their communities and a majority reported that they did not have adequate financial resources to expand their community services or engage more community volunteers to serve their clients.

Volunteer centers address these issues by training nonprofit staff, recruiting and tracking all types of volunteers and volunteer services, and sharing information and resources throughout their local nonprofit networks. In the first 3 years of MD's VGF, the investment in the local volunteer centers yielded significant returns. For every VGF dollar invested in the volunteer centers, \$3 in volunteer service were provided to seniors, homeless individuals and families, and youth in MD communities.

F. MARYLAND PLAN AND TIMELINE

Maryland will build on the sound sub-grantee management structure currently in place and the high level of service delivery and performance among the existing sub-grantee cohort to fully accomplish the VGF goals in the next grant year. No start up time will be needed since all grant management systems and tools were developed and refined, and sub-grantees have become well-established over the last 3 years.

In anticipation of the VGF renewal funding opportunity, in July the GOSV created a renewal application for the existing cohort of 6 sub-grantees. Pending the receipt of VGF funding from CNCS, the existing cohort will submit renewal applications and budgets on October 1, 2013. At that time, the GOSV will also conduct the national service criminal history checks on all CNCS-supported personnel (both GOSV and sub-grantees). The GOSV will then review, clarify, and award the sub-grants no later than October 18. Sub-grantees will be selected based on the quality of their applications, the alignment with national and MD VGF goals, and prior years' results. Based on sub-grantee

Narratives

performance to date, it is expected that the existing cohort will receive a VGF sub-grant, and the 2014 MD VGF budget assumes that 6 sub-grants of \$25,000 will be awarded. However, the centers are aware that VGF funding is not guaranteed, and the GOSV will conduct a rigorous renewal application process to ensure that all 2014 VGF goals will be met. Volunteer centers will request funding to sustain or expand their internal management systems and their successful initiatives under the VGF; these initiatives include youth programs, professional volunteer leadership programs, and outreach to veterans.

After the sub-grants are awarded, the GOSV will hold 8 training and resource sharing events for the MD VGF sub-grantees. Four of the events will be conducted via webinar; the webinars will be held in December, March, June, and September. Four events will occur at in-person trainings (in a central Maryland location); these will be held in October, January, April, and July. Training topics will include grantee orientation and VGF requirements, prohibited activities, fiscal compliance, national service criminal history checks, the GOSV's monitoring plan, data collection and reporting, storytelling, volunteer recruitment (with an emphasis on veterans and skill-based volunteers), and expanding national days of service. These topics reflect a combination of 2014 VGF goals, the GOSV's assessment of sub-grantee needs (based on prior performance), and requests for training and technical assistance from the sub-grantees themselves.

In addition, the GOSV will conduct 2 in-person site visits with each sub-grantee during the grant year. The site visits will occur in December 2013 and June 2014; they will be conducted by the GOSV Director and the VGF Coordinator. The site visit agendas will include reviews of evaluation data and financial records and discussions of VGF successes, challenges, and resources needed.

The timeline for accomplishing the volunteer mobilization goals of the VGF will vary by sub-grantee. The progress towards the approved performance measures and overall project development will be reported in the sub-grantees' quarterly reports and monitored closely by GOSV staff.

G. CASE FOR SUPPORT

In the 2013-2014 grant period, the GOSV will make 6 sub-grants of \$25,000 to a diverse group of volunteer centers. The beneficiaries of the MD VGF will include the volunteer center network, local nonprofit agencies, community volunteers and the recipients of services provided by the nonprofits

Narratives

and volunteers. Maryland has a strong track record of achieving significant results with this approach to the VGF. From 2010-2013, MD awarded sub-grants of \$25,000 to a cohort of 6 local volunteer centers. These centers are located in southern MD, on MD's Eastern Shore, in Baltimore City, and in Howard, Anne Arundel, and Montgomery Counties. As of March 31, 2013, the MD VGF has accomplished 100% of the VGF's goals for the first 2 years of the grant period; all sub-grantees are on track to accomplish 100% of the VGF goals for the entire grant period. To date, the sub-grantees have recruited 36,350 volunteers (of those, 18,069 were new), expanded their technological capabilities to recruit and manage volunteers effectively, completed needs assessments and strategic plans, and established 2,088 business, faith, and nonprofit partnerships. The strong foundations established by sub-grantees and their significant levels of success to date ensure they will fully accomplish all 2014 goals.

The existence of the GOSV's strong grant management structure along with bolstered sub-grantee capabilities make this approach more promising and likely more sustainable than applying VGF funds to individual days of service or other state-wide outreach campaigns that would be managed by the GOSV. This approach is also consistent with the GOSV's traditional approach to similar projects. Historically, the GOSV has chosen to provide sub-grants to local community-based agencies to best implement local volunteer projects (e.g. \$2,500 grants to support AmeriCorps program staff training and \$500 grants to support national days of service).

In addition, MD is uniquely positioned to use this well-established infrastructure to increase the number of veterans who volunteer and to engage professionals as skill-based volunteers. There are 443,000 veterans living in MD (about 9% of the population), most of whom are concentrated in central MD. Similarly, MD is home to over 112,392 businesses, and 2/3 of the labor force is employed in the private sector; MD has a high number of non-farm businesses per capita (ranked #20 in the US). Within the private sector, the second highest number of MD employees work within professional, scientific, and technical services (MD StateStat, 2013; US SBA, 2009). And among the MD VGF sub-grantee cohort, Business Volunteers Unlimited (BVU) is an expert at recruiting professional volunteers and helping them best donate their skills and knowledge to local nonprofits. BVU is the host agency for Baltimore's volunteer center, and BVU regularly provides training to other centers and nonprofit staff on engaging skill-based volunteers. The GOSV will continue to draw heavily on BVU's expertise in the next grant year.

Narratives

Organizational Capability

A. CAPACITY TO INITIATE AND MANAGE THE PROPOSED PROGRAM

The Maryland Governor's Office on Service and Volunteerism (GOSV) created a strong base of management in the first 3 years of the Volunteer Generation Fund (VGF). Key accomplishments since the initiative was launched on October 1, 2010 include: establishing project supervision and financial systems, designing and completing the sub-grant application process, designing and implementing the sub-grantee monitoring and training plans, and refining the implementation of MD's VGF each year. The GOSV tailored the monitoring and training plans to best meet sub-grantees' needs. Collectively, all sub-grantees struggled with writing and collecting performance measurement data and submitting accurate narrative and statistical reports. In 2010-2011, the GOSV provided group trainings on these topics, provided templates and samples of required reports, convened conference calls and webinars to further develop these skills, and provided extensive individual coaching to each sub-grantee through written feedback on progress reports, phone consultation, and in-person meetings.

The GOSV also provided regular resources and updates to the sub-grantees via bi-weekly group emails and postings on the download center. In 2011, the VGF Coordinator worked with the GOSV's Outreach Coordinator to design and launch a download center on the GOSV's website; the download center includes the grant provisions, monitoring manual, Notice of Grant Award, policy updates, training materials, and monthly resource and project update emails.

To date, the GOSV has created and refined all grant management systems and tools needed to manage the MD VGF and is well-positioned to achieve all 2014 VGF goals. However, as of August 8, the VGF Coordinator position is vacant; the staff replacement recommendation is in the final approval stages in the Governor's Office in Annapolis. The candidate under consideration is an AmeriCorps alumna and has spent the last year working with the Howard County volunteer center. Once hired, the VGF Coordinator will be able to immediately update all of the existing materials and systems for the 2013-2014 grant year and begin working with the volunteer centers on their renewal applications.

The VGF Coordinator will also receive support from a team of experienced GOSV staff members. Barbara Reynolds, GOSV Director since July 2009, will provide administrative and fiscal oversight for the project, supervise the VGF Coordinator, and monitor VGF sub-grantee fiscal compliance. Barbara manages MD's AmeriCorps State funding portfolio, promotes national service, and expands resources

Narratives

to support effective volunteerism across the state. Prior to assuming this role, Barbara was the Director of an AmeriCorps State program for 10 years. Maureen Eccleston will join the GOSV staff in September 2013 as the AmeriCorps Program Officer. Maureen is an AmeriCorps alumna, former AmeriCorps State program staff and director, and former Experience Corps and AmeriCorps NCCC staff member. Julie Mendez, GOSV Outreach Coordinator since 2011, will provide marketing and outreach support to the VGF sub-grantees. She is also an alumna of 2 AmeriCorps National programs. Finally, Shameka Littles, the Budget Director for the Governor's Office of Community Initiatives, has overseen financial administration for the GOSV for 12 years. She manages internal and external financial systems and is responsible for ensuring agency compliance with state and federal regulations. Shameka is supported by the Governor's Finance Office, located in Annapolis, that provides all fiscal functions and tracking for the GOSV.

B. ABILITY TO PROVIDE PROGRAM AND FISCAL COMPLIANCE OVERSIGHT

The GOSV has a strong monitoring plan in place to ensure compliance with all VGF requirements. In addition to the support and monitoring provided in 2010-2013 and described earlier in this narrative, the GOSV conducted formal monitoring site visits and fiscal reviews with all 6 sub-grantees in March 2012. At that time, each sub-grantee was required to submit documentation to support all claimed performance measurement data and CNCS and Grantee expenditures reported on the FFR as of December 31, 2011. The GOSV reviewed all materials and met with each sub-grantee in-person to clarify, correct, or further develop the materials throughout April and May. By June 1, 2012, each sub-grantee's monitoring and fiscal reviews were completed; there were no compliance issues of any kind, and 100% of the sub-grantees provided full documentation to support their VGF grants.

C. EXPERIENCE MANAGING SIMILAR PROGRAMS

The GOSV's core function is to provide AmeriCorps State grants management. Over the last 4 years, staff members have created, implemented, and refined a comprehensive program that includes outreach and training for potential grant applicants, grant selection processes, peer reviews, grant monitoring, and extensive training for new and existing program and planning grantees. This experience was drawn on heavily to launch the MD VGF in 2010, and the GOSV's culture of continuous improvement and refinement has been infused in the VGF as well.

D. EXPERIENCE MANAGING GRANTS

Narratives

The GOSV was created in 1994 to implement the National and Community Service Trust Act of 1993. Since its inception, the GOSV has managed a diverse portfolio of AmeriCorps program and planning sub-grantees each year with total AmeriCorps funds awarded as high as \$5.5 million and 1,100 AmeriCorps State members deployed. In 2011 -- 2012, the GOSV managed 13 operating program grants; these grants totaled over \$2 million and provided 600 AmeriCorps service positions in every region of the state. The program grants are a combination of AmeriCorps State Competitive and Formula.

In 2010, the GOSV received a VGF grant to support volunteer mobilization and capacity building in volunteer centers across the state. In the 2010-2013 grant period, the GOSV received over \$500,000; of this, \$450,000 was provided directly to a cohort of 6 community-based volunteer centers in the form of \$25,000 sub-grants each year.

The GOSV has a regular schedule of self- and stakeholder-assessments that are conducted via on-line surveys, in-person focus group discussions, and routine staff meetings and evaluations. The GOSV staff members assess their performance in all aspects of their work (successes, challenges, and resources needed) via weekly written staff reports and meetings. External stakeholders are routinely asked to provide feedback on strengths and weaknesses of all aspects of the commission's work (funding promotion, grant selection, grantee monitoring, training, etc.). All aspects of this internal self-assessment system will be applied to the MD VGF.

E. ORGANIZATIONAL BUDGET

The GOSV is housed within the Governor's Office of Community Initiatives (GOCI). The total GOCI budget is \$6.6 million for FY14. The MD Volunteer Generation Fund grant would represent 3% of the total GOCI budget.

F. ENSURING COMPLIANCE

As with current AmeriCorps grantees, the GOSV will outline federal grant management and reporting requirements in the VGF sub-grant application, score applicants on their internal capacity and prior history managing federal funds during the grant review period, provide additional orientation and training on federal grants management at the start of the grant period, and monitor sub-grantees closely each month during the project year to ensure proper compliance and funding match. Since it is

Narratives

likely the 2014 VGF sub-grantees will be the existing sub-grantees, the GOSV will focus on re-orienting and training the volunteer center staff on the VGF requirements. Of note, the volunteer centers that received VGF sub-grants have had very low staff turnover in project leadership roles, so the GOSV has been able to deepen communications with the centers instead of spending a great deal of time training new project staff. The VGF sub-grantees had a 13% turnover rate in the last 3 years compared to the 54% turnover rate in the MD AmeriCorps State cohort of sub-grantees. This stability has had a positive impact on training and is a good indicator that the sub-grantees will maintain their strong track record of project and fiscal compliance as well.

Internally, the GOSV has an excellent record of compliance with the VGF. The agency is on track to fully expend all awarded funds and exceed the required match, and all progress reports were submitted on time to CNCS throughout the 3-year grant period.

Budget/Cost Effectiveness

A. BUDGET AND PROGRAM GOALS

The GOSV requests \$174,333 in CNCS funds to support the MD Volunteer Generation Fund (VGF). The MD VGF 2014 budget was developed with the assumption that the GOSV will award 6 sub-grants to local volunteer centers of \$25,000. The budget reflects all goals and activities described in the grant application narrative. The CNCS funds will provide a half-time (20 hours per week) VGF Coordinator, support the project supervision, and include sub-grants to 6 volunteer centers. All costs for travel to conduct monitoring visits and sub-grantee training will be provided as part of the GOSV's MD State General Fund allocation and with VGF funds; no additional funds will be needed for these activities. No additional equipment or other program support costs will be needed to perform the tasks outlined in this grant application.

The GOSV is supported by the Governor's Office and all the resources available to a state agency. These include adequate office space and systems to support the staff necessary to carry out this project and sufficient written and on-line resources to achieve all goals of the project.

B. NON-CNCS RESOURCES

The GOSV will provide \$174,752 in matching funds from sub-grantees and the FY14 State of MD General Fund to support the MD VGF. Matching funds from sub-grantees will be provided by private foundations, corporations, donors, and local governments.

Narratives

C. NON-CNCS RESOURCES SECURED TO DATE

In April 2013, the MD General Assembly approved the state's FY14 budget, which includes an allocation of \$2 million to support the Governor's Office of Community Initiatives, the agency that houses the GOSV. A portion of this allocation will be used to match the federal VGF grant. In addition, the sub-grantees have secured 95% of the matching funds projected for the 2014 MD VGF. This percentage is based on the nature of the match (e.g. approved staff salaries, office space, IT costs) and the current operating status of the volunteer center. Since the state and sub-grantee FY14 budget processes have been completed, it is possible to predict the availability of match funds with a high degree of certainty.

Continuation Narrative Updates

MARYLAND VOLUNTEER GENERATION FUND

CLARIFICATION SUMMARY -- Response Due September 3, 2013

1. Please clarify how the program plans to recruit veterans as community volunteers.

The Maryland Governor's Office on Service and Volunteerism (GOSV) will support six volunteer centers in each region of the state with sub-grants, if approved by CNCS. In addition to continuing to engage volunteers of all ages, people with disabilities, and professional or skill-based volunteers, the sub-grantees will also recruit veterans to volunteer within the counties or the regions served by the volunteer centers.

The VGF sub-grantees will expand their focus on outreach to veterans in the 2013-2014 grant period. Over the last two years, each sub-grantee has made contact with local Veterans Service Organizations (VSOs) and other agencies that address issues that are important to veterans in some way. In volunteer centers located in central Maryland near Fort George Meade (Anne Arundel and Howard Counties), veteran-focused programming was piloted in 2012-2013, and plans are well underway to expand those programs in the next year. Specifically, the volunteer centers have already scheduled a volunteer fair at Fort Meade, a half-day workshop/volunteer engagement event, and service projects in honor of the 9/11 Day of Remembrance and Service and the 2013 Governors' Day to Serve (a regional volunteer event occurring September 15 -- 29, 2013).

Narratives

The VGF sub-grantees will use the VGF funds to tailor recruitment messages to veterans in every aspect of their marketing plans (regular information sessions, printed marketing materials, websites, blogs, and other social media). They will also use a portion of the VGF funds to convene meetings with nonprofits that provide existing service to veterans or nonprofits that already successfully engage veterans as volunteers. Again, Anne Arundel and Howard Counties have made strong progress in this area already and are very focused on expanding their partnerships in the coming year. To date, they have met with or engaged in recruitment activities or service project-planning with Big Brothers/Big Sisters Military Mentoring Programs, the Sixth Branch, Project Oliver, and Team Red White and Blue. Since the Maryland VGF sub-grantee cohort meets regularly and frequently shares recruitment and project tools, management resources, and partnership development ideas, it is likely that the early successes of Howard and Anne Arundel Counties will be shared with and adapted by the other sub-grantees. The GOSV will include veteran outreach and programming in all sub-grantee quarterly webinars and meetings to encourage this type of cross-pollination and collaboration.

2. You have selected to measure both pairs of National Performance Measures, volunteers recruited and volunteers managed. The total number of hours or volunteers leveraged should be an unduplicated count during the program year. Please confirm that the targets proposed (hours and volunteers) are unduplicated counts. Please describe how you will control for double counting.

In the first three-year VGF project period, the GOSV and all sub-grantees created, tested, and implemented tracking systems to capture the numbers of volunteers leveraged in total and to capture the types of volunteers leveraged in separate and non-duplicated categories. The categories included total, new, disadvantaged children and youth, college students, Baby Boomers, volunteer leaders, volunteers who reported disabilities. The GOSV and sub-grantees also reported on volunteer hours served in total and as a separate, unduplicated category for new volunteers in each quarterly progress report. In the next project period, the GOSV and sub-grantees will add the categories of veterans as volunteers and veterans as recipients of service to their tracking systems and reporting requirements, and they will separate the tracking of leveraged volunteers from managed volunteers. The targets proposed for the next project period are unduplicated counts.

3. Grantees will be expected to report the number of new volunteers leveraged and number of new

Narratives

volunteer hours. Please confirm that if selected for funding, you have the necessary data collection and data management policies and practices to meet this requirement.

The sub-grantees use commercial online reporting and data management systems (Volunteer Solutions or HandsOn Connect); the GOSV uses an Excel spreadsheet to track and aggregate the data provided in quarterly progress and financial reports by VGF sub-grantees. In the 2013-2014 project period, the GOSV and sub-grantees will be able to use these established systems to collect and report all required data for the VGF.

4. Per FFR for period ending 3/31/13, your cumulative expenditures were 98% of funds awarded. At that time, your reported match contribution was 27.46%. What is your match rate at this time? If you are not yet meeting your 40% match how do you plan to meet the requirement by the end of your project period.

As of the 6/30/13 FFRs submitted by the sub-grantees and the GOSV's expenditure detail through 7/31/13, Maryland's match rate at this time is 31.30% (\$75,501 Grantee Share, \$165,686 CNCS Share). Based on the expenditure trends in the first two project years, Maryland is on track to meet or exceed the required match contribution by 9/30/13. It is usual for Maryland sub-grantees to report most of their matching funds in the second half of the project period, since most of their volunteer activities occur in the late spring, summer, and early fall. Since the GOSV provides the sub-grants in one lump sum at the start of the grant period, it has also been usual for the CNCS expenditures to be above 90% in the first half of the grant period. This cycle is clear in the first two grant years of the current grant period, and the GOSV has met the required match each year.

5. Is the proposed program similar or different from your current program design e.g. any changes in number of volunteers, hours, activities? If it builds upon your current program design please discuss how. If applicable, please explain any significant differences between the proposed required performance measure targets as compared to the number of volunteers and hours reflected in recent progress reports.

Maryland's proposed program is very similar to the current design. In 2013-2014, Maryland's VGF sub-grantees will continue to use the volunteer tracking systems they purchased, tested, and launched

Narratives

in the first VGF project period to meet all proposed performance measures for volunteer mobilization. With strong tracking systems in place, the sub-grantees will be able to immediately capture and report on veterans engaged as volunteers, per the VGF grant application instructions.

6. The performance measure feature in eGrants is still under development with a launch date of late September. Therefore, successful applicants will enter their performance measures in eGrants at a later date. If you are awarded a grant then your award will be special conditioned with a date by which performance measures must be entered into eGrants. Please acknowledge that you are aware of this special condition and will be equipped to meet this special condition.

Maryland is aware of the special condition regarding the VGF performance measures in eGrants and will be able to complete the measures as instructed at a later date.

7. CNCS is committed to managing our funds efficiently and effectively. In review of your current FY12 grant activities, please respond to the following: (Note: For the purposes of this exercise only, all un-liquidated obligations should be reported as unexpended.)

a) Have you expended all of your funds at this time and if not how much is remaining? As of 8/27/13, Maryland has spent \$503,233.81 (99.8%) of the VGF awarded grant.

b) If you have not expended all of your funds, how do you plan to expend the remaining funds and what is your timeline? The remaining funds (\$854) will be spent by the end of the project period; the funds will be applied to GOSV staff who work on the project.

c) Approximately how much will you have remaining that will not be expended for this program by the end of your project period? There will be no funds remaining at the end of the project period.

Required Documents

Document Name

Status