

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:
2b. APPLICATION ID: 13VG153619	4. DATE RECEIVED BY FEDERAL AGENCY: 08/09/13	FEDERAL IDENTIFIER: 13VGHIA001

5. APPLICATION INFORMATION

LEGAL NAME: low a Commission on Volunteer Service DUNS NUMBER: 120528240	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Kristin R. Honz TELEPHONE NUMBER: (515) 725-3097 FAX NUMBER: (515) 725-3010 INTERNET E-MAIL ADDRESS: kristin.honz@iow a.gov
ADDRESS (give street address, city, state, zip code and county): 200 E Grand Ave Des Moines IA 50309 - 1856 County: Polk	

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 426004545	7. TYPE OF APPLICANT: 7a. State Commission 7b. State Commission/Alternative Administrative Entity
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8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):	9. NAME OF FEDERAL AGENCY: <p style="text-align: center;">Corporation for National and Community Service</p>
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10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.021 10b. TITLE: Volunteer Generation Fund	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Volunteer low a
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12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): low a	11.b. CNCS PROGRAM INITIATIVE (IF ANY):
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13. PROPOSED PROJECT: START DATE: 03/01/14 END DATE: 02/28/15	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="IA 003"/> b.Program <input type="text" value="IA 003"/>
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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="text-align: right;">\$ 344,811.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 376,813.00</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;">\$ 721,624.00</td> </tr> </table>	a. FEDERAL	\$ 344,811.00	b. APPLICANT	\$ 376,813.00	c. STATE	\$ 0.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 721,624.00	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372
a. FEDERAL	\$ 344,811.00														
b. APPLICANT	\$ 376,813.00														
c. STATE	\$ 0.00														
d. LOCAL	\$ 0.00														
e. OTHER	\$ 0.00														
f. PROGRAM INCOME	\$ 0.00														
g. TOTAL	\$ 721,624.00														
	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: Rachel Bruns	b. TITLE:	c. TELEPHONE NUMBER: (515) 725-3098
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 08/09/13

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Executive Summary

The Iowa Commission on Volunteer Service plans to utilize a fourth year Volunteer Generation Fund grant to build on the success of our first three years and address some identified gaps in services and community needs. Beginning in March of 2014, ICVS will provide subgrants to 10-13 volunteer connector organizations to provide capacity building services, engage and retain skill-based and community volunteers, and to recruit, engage and retain volunteers in disaster services and weatherization. In addition, ICVS will take a stronger role in making information, training and resources available to community based organizations that are in unserved or underserved areas of the state, particularly rural areas, through development of a knowledge network. This aligns with our State Service Plan goal of ensuring coverage for strong volunteer management throughout the state. The volunteer connector organizations and ICVS (through the statewide knowledge network) will work to develop and support entities in recruiting, managing and supporting volunteers, with a focus on recruiting and retaining skill based volunteers. In addition, we will provide specialized training and support for recruiting volunteers to provide community based weatherization and disaster services. These goals are in alignment with our State Service Plan and with the CNCS focus areas of Capacity Building, Disaster Services and Environmental Stewardship.

Program Design

The Iowa Commission on Volunteer Service plans to utilize a fourth year Volunteer Generation Fund grant to build on the success of our first three years by increasing the capacity of nonprofit organizations in Iowa to effectively engage volunteers, with a focus on strong volunteer management and use of skill-based volunteers and to address some identified gaps in services and community needs. Through the previous VGF grant, the Iowa Commission on Volunteer Service (ICVS) has required all sub-grants to align with National Capacity Building Performance Measures that focus on volunteer recruitment and management. In Year Four, ICVS proposes to continue this practice by participating in the Required National Performance Measure related to the number of community volunteers managed and the number of hours served by these volunteers. In addition, we plan to participate in the Complementary National Performance Measure related to the number of organizations implementing three or more effective volunteer management practices. In addition to Capacity Building, the proposal also addresses the CNCS focus areas of Disaster Services and Environmental Stewardship.

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Targets for the one-year grant period include: 1) Number of community volunteers managed and hours served (targets: 5000 volunteers managed and 20,000 hours served by managed volunteers); and 2) 300 organizations implementing three or more effective volunteer management practices as a result of capacity-building services provided. Data on the performance measures will be reported on a regular basis by sub-grantees and aggregated by ICVS for submission to CNCS. ICVS collects outcome data twice a year from programs for analysis and review. ICVS aggregates this data and reports it to the CNCS and to the Governor, State Legislature and Commission on an annual basis. We use the information to determine which programs are most effective, offer technical assistance and guidance for program improvement and consider the information as part of our review process for continued grant funding.

A nationwide survey showed that only 6% of nonprofit organizations surveyed perceived that they effectively balanced the use of volunteers' skills. (TCC Group, "Positive Deviants" in Volunteerism and Service, 2009) The same study further found that only 17% of nonprofits scored "strong" in the CCAT; a measure of eight specific volunteer management behaviors and the survey showed that there is "opportunity across all [effective volunteer management] behaviors to improve management practices." This survey indicates that despite long standing knowledge of the impact of effective volunteer management (Managing Volunteers, UPS, 1998), nonprofits have not made significant strides in utilizing the key effective volunteer management practices.

ICVS will work with subgrantees to continue to address this issue by supporting subgrantees in providing volunteer management training and certificate programs. In this year, ICVS will explore the possibility of a web-based platform for volunteer management trainings through a statewide knowledge network to expand access to effective volunteer management practices. For the purposes of the VGF grant, ICVS will utilize the National Capacity Building Performance Measures (G3-3.2, G3-3.3, G3-3.4). Measuring outputs and outcomes related to the capacity building services provided by the VGF grantees and through the ICVS knowledge network. (Note: this also includes the Complementary National Performance Measure related to organizations implementing effective volunteer management practices)

A 2010 study by the Iowa Nonprofit Resource Center (Meeting the Technical Assistance and Training Needs of Iowa's Nonprofits, 2010 and 2011) had several relevant findings for this proposal. More than

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4800 Iowa nonprofits participated in the survey, which was a random sample of the more than 16,000 Iowa nonprofits identified through 990 forms. First, it indicated that Iowa nonprofits reported "fund development and grant writing, recruitment, evaluation and assessment, board development and training and information technology" as their greatest needs. These are all areas where skill-based volunteers could make a significant impact for community based organizations. Furthermore, the study indicated that organizations reported having an average of 130 volunteers each and that "most Iowa nonprofits are small organizations serving fewer than 500 individuals" and that "these organizations rely heavily on volunteers".

These findings seem to indicate that while Iowa nonprofits have numerous volunteers; these volunteers are not engaged in meeting the organization's most pressing needs. This seems to be further evidenced by the fact that these agencies reported the same need areas in 2011 year when a follow-up survey was conducted. The survey also asked nonprofits how they would prefer to receive their training and they reported that online or one-day regional events were best-suited to their schedules and budgets. This evidence supports the development of a robust skill-based volunteer recruitment process and training program in Iowa for volunteer connector organizations who can provide the training on a regional basis, as well as for the Iowa Commission which can look to develop, through the knowledge network, an online training program to provide a similar curriculum and resources to support skill-based volunteerism in Iowa. ICVS will work with subgrantees to track and report, specifically on skill-based volunteer engagement.

Engaging skill-based volunteers appears to be what nonprofits need, but it also seems that it is what the "new" generations of volunteers want. In the Minnesota Association of Volunteer Administration's (MAVA) Rural Volunteerism survey (MAVA, 2012), 33% of respondents reported they had seen an increase in volunteers seeking shorter-term assignments in the past year. The report also noted that many Boomers and younger volunteers do not want to do routine tasks such as stuffing envelopes and are looking for ways to apply their workplace skills to have an impact as volunteers. Particularly in rural states like Iowa, engagement of skill-based volunteers is critical. For example, MAVA reported that 60% of emergency food, activities for youth, firefighting and transportation for older adults is reported to be done primarily by volunteers in rural communities.

The Iowa Commission on Volunteer Service (ICVS) plans to develop a comprehensive skill-based

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volunteer program for Iowa Volunteer Connector Organizations (VCs) to recruit, manage, and retain skill-based volunteers in roles that provide the highest return on investment to the community. The network of VCs in Iowa is strong and through continued funding, the Volunteer Generation Fund (VGF) grant will simultaneously strengthen the ability of Iowa's nonprofits to effectively engage skill-based volunteers, which is a new focus area for Iowa organizations, while supporting the ICVS and Corporation for National and Community Service (CNCS) missions of improving lives, strengthening communities and fostering civic engagement through service and volunteering. In order for this endeavor to be successful, a certain amount of volunteer infrastructure must be developed for organizations to effectively use skill-based volunteers to meet critical community needs. Resources will be focused on addressing areas in Iowa, such as rural communities and areas that lack volunteer infrastructure where skill-based volunteers are most needed. Connecting volunteers with the right skills, developing meaningful opportunities, and connecting volunteers to the opportunities that are the best fit to strategically meet community needs.

ICVS' proposal is in alignment with Iowa's State Service Plan (SSP) and will meet the VGF performance measures of building and sustaining the capacity of organizations to recruit, retain, manage and support a significant, measurable increase in the numbers of volunteers, both skilled and unskilled, who serve in high impact assignments. This project is designed to support the entire state, working with organizations to use service as a strategy to solve community problems and connect people with opportunities to serve. Working collaboratively with community partners is an important component in changing perceptions, so volunteering is viewed by leaders and citizens as a solution to community challenges.

ICVS also plans to address identified state priorities by utilizing skilled volunteers and developing infrastructure for effective volunteer engagement. Improved energy efficiency, weatherization and Green efforts have been identified by the Iowa legislature as a priority and are also included as a goal within the State Service Plan. Through a partnership with the Iowa Office of Energy Independence (OEI), the ICVS provides weatherization resources for low-income households statewide. Through the VGF grant, the goal will be to increase the number of skill-based volunteers providing weatherization resources to vulnerable households. Vulnerable households are defined as those where low-income elderly, disabled, or young persons live. According to the 2010 Home Energy Affordability Gap study, Iowa households with incomes below 50% of the federal poverty level pay 44% of their annual

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income towards home energy bills. The gap between what individuals can afford on energy bills and what they are actually paying has increased 82% over the past 8 years. Low income Iowans are not able to access energy assistance to address this shortfall. For example, in 2010, the estimated needed energy assistance for low income Iowans was \$194 million and only \$68 million in federal energy assistance funds were allocated to Iowa (Gap Study, 2010).

The University of Northern Iowa's Center for Energy and Environmental Education (CEEE) has identified several areas where skilled volunteers could have a significant positive impact: 1) offering energy assessments that identify potential gaps and breeches in a home's energy efficiency, 2) implementing household energy efficiency improvements, and 3) providing community education programs to teach homeowners how to weatherize their homes. ICVS has secured funding to provide mini-grants to volunteer connector organizations to engage volunteers in implementing energy savings activities such as those identified above.

The other state-identified priority that will be addressed in this proposal is related to Disaster Services. In the seven-year period between 2007 and 2013, Iowa experienced 18 major disaster declarations, contrasted with the previous seven year period in which only five major disaster declarations occurred (source: FEMA). Because of the increasing number and scale of these disasters, Iowa communities have learned first-hand that disasters and emergencies often lead to vastly increased workloads that go beyond the capabilities of local emergency response agencies. In order to mount effective response efforts, agencies at all levels often rely on volunteers to augment staff. The management of large numbers of volunteers that are not currently affiliated with volunteer disaster response and recovery organizations becomes critical to the success of state emergency management.

In Iowa, ICVS has been implementing Volunteer Reception Centers (VRC) or Emergency Volunteer Centers in partnership with volunteer connector organizations since 2008. Iowa currently has seven volunteer centers that work with their local County Emergency Management officials to manage unaffiliated volunteers during times of disaster. Since 2008, at least one Volunteer Reception Center has been activated every year and we expect that this trend will continue. Iowa's Homeland Security and Emergency Management Department (HSEMD) sees unaffiliated volunteer engagement as an important role for the commission and our VC partners. HSEMD recently awarded a grant to ICVS to provide funding to include enhancements to the web-based volunteer recruitment system and has an

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agreement with ICVS that they will utilize the active Volunteer Reception Center leaders (in most cases VCs funded under the VGF grant) to provide training for community volunteers, emergency management officials and others to increase the number of communities that have VRCs in their disaster management plans. VRCs increase the community's readiness to respond in case of disaster, help communities recover from disaster and help mitigate the impact of disaster, activities that are in close alignment with CNCS' Disaster Services Focus area.

Currently in Iowa, there is a gap between meaningful volunteer opportunities that meet community needs and skill-based volunteers and/or skill-based volunteer programs. Ultimately the ICVS goal for the VGF grant is to develop skill-based volunteer programs that provide a meaningful, measurable impact on community needs, and through skill-based volunteer recruitment the VC's will build their capacity to sustain their work in the communities they serve.

The VGF grant will allow the ICVS to expand the existing capacity of and develop new VCs by providing 10-13 sub-grants and training/technical assistance (T/TA) to local organizations. These VCs will, in turn, work with local nonprofits (NPOs) to expand their capacity to recruit, retain, manage and support skill-based and unskilled volunteers serving in high-impact assignments. The ICVS will provide T/TA through a train-the-trainer model, developed by a nationwide leader in skills-based volunteering such as Taproot Foundation or Reimagining Service, which will equip VCs with the knowledge and resources to develop a comprehensive plan for engaging skill-based volunteers in meaningful opportunities in their organizations and communities. In turn, VCs will provide T/TA to local NPOs and partner with local businesses and corporations to fully engage skill-based volunteers. Through our work with a certified skill-based consultant we will be able to provide trainings such as Pro Bono 101, Channeling Pro Bono, Marketing, HR, and Finance courses. This will help determine an organization's readiness to develop skill-based volunteer programs, identify needs in their community that skill-based volunteers can positively impact, build capacity to develop a sustainable skill-based volunteer program, recruit and retain skill-based volunteers, and finally implement and evaluate the program.

In order to maximize the opportunity to effectively engage business and labor leaders, ICVS has proposed a parallel consultant to work with ICVS, the Volunteer Centers of Iowa and Iowa business leaders to launch an employer volunteer network to promote skill-based volunteering, form local

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partnerships, address challenges/barriers and help facilitate discussions and agreements related to volunteering at the local level. Our goal is that this will encourage high profile opportunities to introduce companies, government organizations, faith communities, labor unions and others to the value of using their skills to strengthen the nonprofit infrastructure in Iowa. We believe that this parallel consulting path will allow a cohort of businesses and nonprofits to be developed that will provide the framework for sustainable, meaningful opportunities to recruit, train, and retain skill-based volunteers. We believe this partnership has outstanding potential and hope to highlight this program to our host agency, the Iowa Economic Development Authority and our Governor as a best practice.

Additionally, the ICVS will develop a volunteer management knowledge network for VCs and NPOs to access training and consulting resources from the cohort of businesses and organizations that have been trained in, developed and implemented skill-based volunteer programs. Those in this cohort will include those NPOs that receive capacity building services from VCs which are most likely to generate significant, measurable improvements in the number of volunteers generated and retained. In the current VGF grant, the ICVS has been developing and expanding volunteer connector organizations to meet community needs through building capacity to meet community needs through an increase of volunteers and development of more meaningful volunteer opportunities. This VGF grant application will transition the start-up volunteer connector organizations to become more sustainable by creating toolkit, a trainer exchange and resources for both urban and rural volunteer infrastructure through a volunteer management knowledge network. In addition, ICVS will explore use of the knowledge network to expand VC services to areas of the state that are currently unserved or underserved. For example, the possibility of a web-based volunteer management certification program, discussion forum, etc.

Iowa has a long history of individuals being engaged in meaningful service in their communities. Iowa currently ranks 5th in the nation for adult volunteering rate, with 3 cities in the country's top 10. We plan to build on this success, while simultaneously addressing significant gaps in volunteering in our state. While Iowa may have many volunteers who serve, there is much more work to be done. A recent national survey indicates that "more than half of nonprofits (57%) indicate that they do not have the infrastructure in place to effectively deploy an influx of volunteers." [2009 Deloitte Volunteer IMPACT Survey]. The train-the-trainer model proposed will help prepare NPOs to use skill-based

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volunteers, but the volunteer management practices will apply to all volunteer programs. The better the volunteer infrastructure is, the higher the return on investment for using skill-based volunteers can be. That is why the primary beneficiary for this project are Iowa's nonprofit and government leaders that engage volunteers. This includes the VGF grantees themselves, as well as the local nonprofit staff with whom they work at the local level. Ultimately, all Iowans will benefit when volunteers can be effectively engaged in meaningful service focused on Iowa's needs.

Organizational Capability

This project will be managed similar to AmeriCorps, with subgrants to local sites and long-term training, support and monitoring to ensure the impact and durability of training and support activities. ICVS utilizes strategic processes, including monitoring, program assessments, training/technical assistance, and grant review/evaluation to help projects increase capacity and infuse innovation into their programs. The ultimate goal of these efforts is to increase the number of AmeriCorps members and community volunteers engaged in meaningful service and to increase the capacity of organizations to address community needs. In the past nine years, ICVS has successfully quadrupled the number of AmeriCorps members in Iowa using this model. This expertise will be invaluable as we continue to build a VGF model that will have a similar positive impact in addressing significant community needs through skill-based volunteering.

ICVS will use its monitoring system to ensure compliance with the VGF grant regulations/provisions. The system includes desk reviews, on site visits, focus groups with key constituents, financial review, performance measure collection and review and program evaluation.

ICVS has a stable and competent workforce of ten. Key staff assigned to the VGF project include: Executive Director, Adam Lounsbury, (10 years at ICVS), Senior Program Officer, Kristin Honz, (9 years at ICVS), Julie Struck (8 years at ICVS) and Rachel Bruns, Strategy and Development Officer, (5 years in Volunteer Engagement and Management). Lounsbury will be responsible for overall project oversight, including resource development/fundraising, strategic partnerships, advocacy and awareness. Honz, Struck, and Bruns have extensive experience with capacity-building, consulting, grant-making and training expertise. Honz will provide overall project management, particularly related to compliance and financial management of the project. Struck will be project director, providing day-to-day support, coordinating training and technical assistance, conducting monitoring and oversight and data collection/reporting. Staff utilizes and regularly reports on ICVS and

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programmatic accomplishments, keeping the focus on achieving ICVS' long-term goals.

ICVS manages the following federal grants: AmeriCorps, Admin, and Disability (all since 1993), Homeland Security Grant Program and Volunteer Generation Fund. The current budget of ICVS is \$6 million and the VGF grant would represent 6% of the total budget. The Iowa Economic Development Authority (IEDA) serves as the fiscal agent for ICVS. IEDA undergoes ongoing financial reviews and an annual audit, conducted by the Auditor of State. As a state agency, IEDA/ICVS has well-defined fiscal, program and personnel policies that are reviewed and updated on a regular basis. IEDA provides fiscal oversight for numerous federal programs, representing approximately \$500 million in federal funds (FY2009). Terry Roberson (35 years financial and administration experience) and Katie Caggiano (14 years of financial experience) will provide the overall financial management, including fiscal reporting, and ensuring financial compliance. ICVS will ensure fiscal oversight and compliance with federal requirements at the sub grantee level using the monitoring system. Key monitoring activities include contracting, training, site visits, desk monitoring and audit reviews.

IEDA, the fiscal agent, has a sound financial management system in compliance with the Generally Accepted Accounting Principles (GAAP). The ICVS budget is developed on an annual basis and expenditures and revenues are tracked and allocated appropriately in the state's financial management system (1-3) that has been designed specifically to meet the needs of the state.

IEDA/ICVS has a sound record of securing and properly managing public grants. ICVS has been subject to several financial reviews, including a full-scope audit by CNCS that was resolved in 2006. The full-scope audit revealed no major findings and resulted in disallowed costs of less than .1%.

ICVS strives to work with sub-grantees and partners to ensure that programs are measuring and reporting on outcomes that demonstrate improved performance. ICVS has implemented use of the Capacity Building National Performance Measures for VGF, which allows us to better report on the collective impact of the work. ICVS' will remain flexible to address national priorities around performance measurement, while meeting the local needs of our programs.

Budget/Cost Effectiveness

The budget is reflective of the program's goals and design. We have adequate, trained and experience staff budgeted to support and monitor subgrantees at all stages and additional resources dedicated to continued staff professional development and on-site visits.

We propose to engage a number of highly competent professionals in providing one-on-one and group

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training and consultation services to subgrantees. We have found that a higher level of skill development is required to take the grantees to the next level (for example, for them to develop fee-based services) and they need additional training to build confidence and competence to provide these services. In addition, we plan to engage several consultants to strengthen the supporting infrastructure for the project, including enhancements to the volunteer connector software and web-based knowledge network platform development. In alignment with our focus on skill-based volunteers, we plan to use a consultant to develop a strong partnership with the Iowa business community to form a pipeline for skilled volunteer recruitment. In addition, we continue our commitment to providing training. This year, we are proposing an enhanced role in increasing the number of NPOs that have access to the training.

We have continued our subgrant trajectory of decreasing federal federal funding and increasing local match to build sustainability for the subgrantees.

The federal share proposed is \$344,811, matched at 52% \$376,813 by the commission. Match is comprised of 200,000 from local sites (will secure on a monthly basis beginning in March 2014), \$100,000 from state energy funds (secured), approximately \$45,000 in state match for salaries and benefits (secured), approximately \$5000 from in-kind trainers (will secure beginning in August 2014), \$6000 from registration fees (will secure beginning in September 2014) and \$5000 from private fundraising dollars (will secure in Spring 2014) to support training.

Continuation Narrative Updates

Clarification Items: (The clarification items are listed, in order, with "C" for clarification below, ICVS responses follow the "A" for answer after each question.)

C1. Would you consider having a January 1st start date? If not, why not? If yes and you are awarded a grant, you will have two VGF grants that will run concurrently for a period of time. Please describe how you will ensure that all activities that occur under this award will be tracked separately.

A: Yes, we would consider a January 1 start date. We would utilize our financial and grant management systems to ensure that activities under the award are tracked separately. In addition, in cases where subgrantees are involved, we will provide additional training and support to ensure that their systems are also in place to track both awards separately.

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C2. If selected for funding, CNCS may consider your application to forward fund for an additional year of funding. To be considered for this potential opportunity, you would need to be able to match the additional funds at the 50% match rate. Are you interested in being considered? If so, please confirm that you can obtain the necessary financial resources and upon request can submit a revised budget that reflects the required match.

A: Yes, we would like to be considered. Yes, we anticipate that we will obtain the necessary financial resources and, upon request, can submit a revised budget.

C3. The data reporting structure described references an annual report to CNCS. Please confirm that the data collection and reporting structures in place will ensure compliance with the semi-annual progress reports described in the NOFA.

A: Yes, we currently have a data collection and reporting structure in place that will allow for semi-annual progress reporting.

C4. Is the proposed program similar or different from your current program design e.g. change 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.

A: The proposed program represents continuous improvement on our current program design. We propose to continue to fund subgrantees under this plan, with an emphasis on recruitment of skill-based volunteers. Skill-based volunteers has been an area of interest and development for the subgrantees and this plan proposes expansion of this model. Based on state needs, I CVS continues to focus on disaster services and capacity building, while adding a new area, weatherization/green/sustainable programming. We feel these areas offer opportunities for the subgrantees to develop community partnerships, funding and other resources that secure sustainability for the sites. We expect to build on our most recent progress reports, with a continued emphasis on national performance measures in the area of capacity building. We believe the proposed targets are in alignment with current measures and represent a target that is attainable, but challenging.

C5. The performance measure feature in eGrants is still under development with a launch date of late

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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.

A: We understand that eGrants PM screens are under development and will meet the special condition requiring the PMs be entered into the new screens in eGrants.

C6. 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)

1) Have you expended all of your funds at this time and if not how much is remaining?

A: We have not fully expended all of our funds. Approximately \$111,000 is remaining.

2) If you have not expended all of your funds, how do you plan to expend the remaining funds and what is your timeline?

A: We have plans to fully expend the VGF funds. In addition to our current grantees (whose grants run from 3/1/13-2/28/14), our plans include the following additional activities/goals: a) engaging consultants to strengthen long-term sustainability at the local level (one focused on urban/suburban areas and one focused on our smaller, more rural communities) and b) an innovative evaluation on the public value/collective impact of the work of the Iowa Volunteer Centers/VGF Grantees, c) Volunteer Portal improvements, d) Disaster Management Training, e) support to start-up communities, as needed. Activities a. and b. are currently in the contracting process and we expect that they will be completed by November 2014. Activities c., d. and e. are currently underway and are on-track to complete by November 2014.

3) Approximately how much will you have remaining that will not be expended for this program by the end of your project period?

A: We are planning to fully expend the VGF funds that have been awarded to ICVS.

C7. Grantees will be expected to report the number of new volunteers leveraged and number of new 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.

A: Yes, we have the necessary data collection and data management policies and practices to meet this requirement. We are continuing to refine these processes and build on our success and

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partnerships in this area.

BUDGET CLARIFICATION ITEMS: (in order, with "B" for budget)

B1. Sources of match - The amount of funds, sources of funds, and types of match must be identified.

A: We entered this information into the "sources of match" section.

B2. Section A - The Sr. Compliance Officer is budgeted at 8% on this grant and the Volunteer Promotion/Events Coordinator is budgeted at 5% on this grant. If this grant is approved, either these amounts have to change, or the Commission support grant has to change since the salaries are budgeted at 96% and 100% respectively on that grant.

A: This VGF budget is proposed to begin 1/1/14, should we receive VGF funding, we will ensure that our Commission Support grant for 2014 ensures that no more than 100% of staff time is budgeted.

B3. Section C - What costs are included in the grant monitoring travel and regional travel for events and training line items?

A: Revised to reflect a more detailed break-down of costs.

B4. Section F - The calculation for the IA Employer Network line item appears to be incorrect.

A: Calculation has been revised.

B5. Section I - Please explain how criminal history checks will be covered for grant staff.

A. Costs are paid by the state and are not reflected on this budget.

Required Documents

Document Name

Status