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Chair



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Commissioner

2011 Volunteer Generation Grant REQUEST FOR PROPOSALS

New York State Office of National & Community Service

APPLICATIONS DUE: MAY 18, 2011

Electronic Applications should be emailed to VolunteerGenerationRFP@NewYorkersVolunteer.ny.gov with "Volunteer Generation Fund RFP Application" in the Subject line. Electronic submission by email is the preferred proposal submission method. When possible, electronic proposal submissions should consist of a single Portable Document Format (PDF) file produced by Adobe Acrobat or a comparable application. Electronic copies of proposals in their original file format of Microsoft Word and Excel are acceptable, but not preferred. If submitting electronically, bidders must follow-up with a submission of original signed forms, with original signatures, received by May 18, 2011 by 5 PM.

Paper Applications should be addressed and mailed to: Mark Walter, Executive Director, New York State Office of National and Community Service, VOLUNTEER GENERATION GRANT, 52 Washington Street, North Building - Suite #338 Rensselaer, New York 12144-2834. Bidders have the option of submitting a paper copy rather than an electronic copy. If submitting a paper copy, one (1) complete paper copy of the proposal must be received by OCFS by May 18, 2011 by 5 PM.

Timetable of Key Events:

<u>Event</u>	<u>Date</u>
Proposals Due	5/18/2011 by 5:00 PM
Submittal of Question Deadline	4/27/2011
Posted Date of Answers	5/4/2011
Awards Announced (Projected)	6/13/2011
Contract Start Date (Projected)	9/1/2011

Inquiries

From the issuance of this RFP until contractors are selected, all contacts with NYS Office of National and Community Service/Office of Children and Family Services (ONCS/OCFS) personnel, except as otherwise specified herein, concerning this RFP must be made through Beth Tailleux at (518) 473-8882 or via e-mail at VolunteerGenerationRFP@NewYorkersVolunteer.ny.gov with "Volunteer Generation Fund Inquiry" in the Subject line.

On-Line Bidder's List

The OCFS On-Line Bidder's List (OBL) is maintained electronically and can be found at <https://apps.ocfs.ny.gov/obl>. If you wish to receive announcements of future OCFS procurement opportunities and be able to download solicitation documents you must register on the OBL. Questions and Answers will also be posted to the OBL. If you choose to register you will be prompted to provide certain demographic information about yourself and the organization or government agency you represent along with identifying the service categories which you are interested.

PART I – Background, Requirements, and Application Instructions

- Background
- General Program Requirements
- Application Instructions
- Glossary of Contracting and AmeriCorps Terms

PART II – New York State Contract Policy Information and Required Contract Forms

- Contract Policy Information
- Application Check List
- Application Cover Page/ Appendix D Agreement
- Program Plan/Narrative Instructions/Outcomes/Performance Targets
- Budget Summary and Instructions (Program Specific Forms)
- Performance Measure Templates
- Bidder Identification Form
- Non-Discrimination / Non-Sectarian Compliance Form
- Board of Directors Profile Form
- Affirmative Action / M/WBE Forms:
 - Subcontracting Utilization Form
 - Subcontractors and Suppliers Letter of Intent to Participate Form
 - Staffing Plan Form
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- Contract Developer, Contract Signatory, and Contract Claim Signatory Authorization Form and Instructions
- Additional Program Specific Forms as Required

PART III - Attachments

ATTACHMENT 1 State of New York Agreement
(Single Year and Simplified Renewal Contracts)

ATTACHMENT 2 Appendix A:
Standard Clauses for All New York State Contracts (November 2010)

ATTACHMENT 3 Appendix A1:
Standard Clauses for All OCFS Contracts (December 2010)
(Single Year and Simplified Renewal Contracts)

ATTACHMENT 4 Appendix A2:
Federal Grant Provisions – Volunteer Generation Fund

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Federal Assurances and Certifications

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Payment and Reporting Terms and Conditions (Revised July, 2010)

PART I: BACKGROUND, REQUIREMENTS & APPLICATION INSTRUCTIONS

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SECTION ONE: BACKGROUND

1.1 Introduction

On April 21, 2009, President Barack Obama signed the Edward M. Kennedy Serve America Act (SAA). The SAA reauthorizes and expands national service programs administered by the Corporation for National & Community Service (The Corporation), a federal agency created through the National and Community Service Trust Act of 1993. In accordance with this Act, the Volunteer Generation Fund was established and \$4 million was awarded to successful State Commissions on National and Community Service through a competitive process.

The Volunteer Generation Fund will increase the number of people who serve in meaningful roles as volunteers dedicated to addressing important needs in communities across America. More specifically, the Fund will support efforts that expand the capacity of volunteer connector organizations to recruit, manage support and retain individuals to serve in high quality volunteer assignments, including those that are aligned with special days of service such as Martin Luther King Jr. Day and the 9-11 Day of Service and Remembrance.

The New York State Commission on National and Community Service (Commission) was established by Governor Mario Cuomo through Executive Order in 1994 and is supported administratively by the State Office of National and Community Service (ONCS). ONCS is physically housed in and provided financial, contractual, and legal support by the New York State Office of Children and Family Services (OCFS).

The passage of the federal National and Community Service Trust Act in 1993 required all states to establish state commissions to receive federal funding from the Corporation for National and Community Service. The purpose of the funding was to enable states and programs authorized under the national service laws to build and reinforce a culture of service, citizenship and responsibility and to enable commissions to institute accountability and efficiency in the administration of national service programs. This allows national and community service programs to be more responsive to State and local needs.

New York is one of 19 states that were awarded a Volunteer Generation grant by the Corporation for National and Community Service. The New York State Commission will combine this \$400,000 grant with \$500,000 that was appropriated by New York State to establish a network of ten Regional Volunteer Centers that will increase the impact of volunteers in communities throughout the state. The State is utilizing \$150,000 to build the statewide infrastructure for this project and is sub-granting \$750,000.

The Commission is requesting applications from volunteer connector agencies that successfully demonstrate the capacity to implement the initiatives outlined in this Request for Proposals. These initiatives include but are not limited to; recruiting and placing new volunteers with non-profit organizations in their region, expanding the current area of service delivery to reach all or the majority of the territory in the applicable region of service as defined hereafter; supporting the development of an on-line statewide network of volunteer opportunities and volunteer service statistics that measure impact; and delivering training and technical assistance to support volunteer organizations in the defined Region of Service.

1.2 Statewide Considerations

Please note the following highlights featured in this 2011 Request for Proposal:

- All applications must be submitted to the Commission by 5:00 PM on May 18, 2011 to be considered for funding through this RFP (See Part 1: Section 2.2 *Proposal Submittal Process* for specific requirements).

- The Commission is committed to providing the most current application information available to all eligible applicants and will rely primarily upon the *New Yorkers Volunteer* website (www.NewYorkersVolunteer.ny.gov) to keep applicants abreast of changes. The Commission strongly encourages applicants to monitor this website frequently throughout the application period for additional application resources, updates, and other instructions.
- The Commission is committed to increasing the participation of individuals from historically under-represented populations in this initiative. Please identify how this program or project will include individuals from and impact resource-poor communities in the region, such as rural or remote communities, communities with high poverty rates, communities with a scarcity of corporate or philanthropic resources, or whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data. Other target populations may include faith-based coalitions, college students, and currently unemployed or underemployed New Yorkers.
- Part II of the RFP contains New York State contract policy information and required contract forms that pertain to a contract that you may enter pursuant to this RFP. Part III of the RFP contains attachments, including the standard New York State Agreement along with required appendices.
- Each successful applicant will be required to provide documentation of local matching funds valued at 20% of total amount awarded in year one of this funding. Local matching requirements can be met with cash and/or in-kind resources that directly support activities to achieve the goals of the Volunteer Generation Fund. Applicants should note that the State Commission is required to match 20% of the total Volunteer Generation Fund award in year one, 30% in year two, 40% in year three and 50% in any subsequent years. The Commission projects that successful applicants of this RFP will remain at a required match level of 20% of their award for all years. However, applicants should be aware of the federal provisions and the potential for increased matching requirements, should State matching resources decrease or become unavailable after year one.
- The Commission reserves the right to not fund any proposals submitted for funding in a defined region if the application criteria is not met or if during the competitive review process none of the applications submitted demonstrate the capacity to successfully achieve and/or sustain the Strategic Initiatives identified in this RFP.
- For this RFP, Regions of Service (Regions) are defined by the following grouping of counties:

Region Name	Counties within the Region
Capital District	<i>Albany, Schenectady, Rensselaer, Saratoga, Greene, Columbia, Washington, Warren</i>
North Country	<i>Hamilton, St. Lawrence, Jefferson, Lewis, Franklin, Essex, Clinton</i>
Mohawk Valley	<i>Oneida, Herkimer, Fulton, Montgomery, Otsego, Schoharie</i>
Central New York	<i>Cayuga, Cortland, Onondaga, Oswego, Madison</i>
Finger Lakes	<i>Monroe, Ontario, Livingston, Orleans, Genesee, Wyoming, Seneca, Yates, Wayne</i>
Western New York	<i>Cattaraugus, Chautauqua, Allegany, Erie, Niagara</i>
Southern Tier	<i>Chemung, Chenango, Schuyler, Steuben, Tompkins, Tioga, Broome, Delaware</i>
Mid-Hudson	<i>Sullivan, Westchester, Ulster, Rockland, Putnam, Orange, Dutchess</i>
Long Island	<i>Nassau, Suffolk</i>
New York City	<i>Bronx, New York, Queens, Kings, Richmond</i>

1.3 Purpose and Funding Availability

The Commission will provide funding to one eligible volunteer connector organization in each of ten (10) regions located throughout New York State. These ten entities will be referred to as Regional Volunteer Centers (RVC) for the purpose of this grant. Funding will be made available through New York State contracts for a one year period with two subsequent funding years based on funding availability and compliance with the contract requirements and grant initiatives. Funds granted by the Commission may be dedicated to staffing, training and other resources that demonstrate commitment to achieve the grant's Strategic Initiatives and the applicant's proposed plan to address these initiatives. Maximum funding levels for individual RVCs will be based upon population density and geographic reach.

RVCs will support local volunteer agencies to more efficiently recruit, train, manage, and retain volunteers. This technical assistance and support will place a statewide total of 350,000 new volunteers in service to their community each year with a total of 1,050,000 new volunteers serving/having served by the close of year three. To measure this success, the Commission will procure or develop software with the capacity to track number of new/total volunteers, volunteer service hours, volunteer projects, and community impact on a local and regional level.

Strategic Initiatives

Successful applicants will effectively demonstrate the capacity to implement the following Strategic Initiatives in each county of the identified Region of Service; or provide a timeline with a clearly defined, sustainable plan to expand existing services to all counties of the identified region within three years of initial funding. (See Part 1: Section 2.1 *Desired Outcomes and Program Requirements*)

- Identify the Service Landscape – The Commission will contract with vendor to be named that will develop and conduct a survey of local volunteers and volunteer agencies statewide. The outcomes of the study will establish a baseline of current volunteer activity including the current demography of individual volunteers and volunteer groups, and also determine pressing needs among volunteer agencies within the identified regions.

Applicants to this RFP must indicate how they will promote this survey to ensure maximum participation, and how they will aggregate contact information for as many volunteer agencies and coordinate participation of individual volunteers or volunteer groups in this survey. Applicants should include a projected number of organizations and individuals within their defined region that will partner to participate in this study. The results of this survey will be aggregated and provide valuable information on volunteerism in New York State for each RVC, local volunteer agencies, public, private or government partners, and all interested entities.

- Applicants will be evaluated on their plans to promote the survey of volunteers and volunteer agencies in their region. Applicants should also include how they will identify and engage multiple program areas deemed as priorities to local communities within the defined region (i.e.: *education, clean energy and environmental stewardship, economic opportunity, healthy futures, veterans and military families, disaster preparedness and response, etc*).
- Train for Impact – Applications must include a strategy to deliver a minimum of two training forums annually that strengthen the capacity of volunteer organizations to effectively recruit, train, manage and retain volunteers within the identified region. Forums should provide specific tools and resources to overcome barriers relevant to communities within their region. Applicants should expect to work with the Commission on the development of a volunteer management curriculum that includes tools, resources, and templates that can be localized by volunteer agencies within the

defined region to recruit, train, manage and retain volunteers based on the needs/resources of the volunteer organization.

- Applicants will be evaluated on their plan to successfully promote a minimum of two training forums annually that will increase the volunteer management capacity of community-based organizations or educational institutions. Proposals that leverage in-kind or agency training resources to engage a large number of diverse volunteer agencies will be viewed favorably. Applicants will also be scored based on demonstrated experience delivering trainings and/or knowledge of existing training curriculum in the area of volunteer management and capacity-building.
- Engage Public, Private and Government Partners – Applicants must include a plan to identify public, private and government entities that are willing to provide material or human resources to support volunteer initiatives and meet the skill-based needs of volunteer agencies within the identified region. This plan should commit to developing an on-line catalog of these pro-bono resources each entity provides and if it is one-time or on-going.
 - Applicants will be evaluated on how detailed and achievable their plan is to engage a large number of diverse public, private and government stakeholders throughout the defined region. Proposals that are able to identify specific pro-bono services or resources that will be sought through this grant and how those services or resources will strengthen the capacity of volunteer agencies or positively impact communities across the defined region will be viewed favorably.
- Leverage National Service Program Resources to Build Capacity and Sustainability – Successful applicants will illustrate how they will involve national service programs; AmeriCorps; *VISTA, Senior Corps (Retired Senior Volunteer Programs, Foster Grandparents, Senior Companions), and Learn & Serve America in the plan development. Applicants should include how national service resources will support the volunteer generation plan at the regional and/or local level and will contribute to the sustainability of this initiative should the federal funding be unavailable in the future.
 - Applicants will be scored based on how well the proposal identifies and establishes a working partnership with all national service programs in each of the counties of the defined region. Applicants that clearly describe how they will develop a network with all national service programs and educate them on Regional Volunteer Centers, the resources they provide, and how national service programs and their members can benefit will be viewed favorably. Successful proposals will also demonstrate the applicant understands the national service structure and, specifically, how national service programs and their members will be engaged to achieve the objectives of this grant and contribute to its sustainability.
- Establish a Volunteer Communications Infrastructure – Applicants must commit to establishing a communications network with volunteer organizations in their identified region. Successful applicants will describe how they will identify volunteer organizations in their region, develop a relationship, and build and maintain a contact database of volunteer organizations.
 - Applicants will be evaluated on the target number and diversity of public, private, government or other types of entities with a service-related mission or interest that will be engaged and partner with the RVC. Proposals that include a comprehensive and achievable number of service partners that vary in size, scope of service, and mission and which represent all counties in the region will be viewed favorably. Applicants should also include how they will identify, engage, and maintain communication with the target number of partners and should ensure a broad representation of multiple program areas deemed as priorities to local communities within the defined region (i.e.: *education, clean energy and environmental stewardship, economic*

opportunity, healthy futures, veterans and military families, disaster preparedness and response, etc).

- Maximize Technology to Meet Volunteer Agency Needs – Applicants must describe the methods they will use to establish an on-going partnership with their network of local volunteer agencies to collect volunteer opportunities submitted by each agency, ensure opportunities remain current, and support a State-led effort to promote these opportunities through a statewide system. The statewide technology platform utilized by each Regional Volunteer Center will be determined by the State Commission in consultation with successful grantees. The technology will lend itself to aggregation of volunteer opportunities on a statewide level and allow for the submission of local and regional volunteer data/reports including but not limited to: number of new volunteers recruited and placed, the activities volunteers perform, individual volunteer demographics, and the total number of volunteers managed or supported.
 - Proposals will be scored based on the respondents' willingness to participate in the start-up and maintenance of a statewide database of volunteer opportunities available with community-based organizations throughout each county of the defined region. The applicant must demonstrate how grant funds and matching resources will be used to partner with non-profit agencies to promote the on-line posting opportunity and what process will be put in place to regularly review volunteer opportunities that are posted to the statewide system. Applications that articulate how a large, diverse number of volunteer agencies throughout the counties in their region will be made aware of the posting opportunity will be viewed favorably. Proposals that include a comprehensive and achievable number of service partners that will post volunteer opportunities to the statewide site and include service opportunities that vary in regularity and type of activity will be viewed favorably.
- Support and Coordinate National Day of Service Projects – Applicants must include a comprehensive plan they will implement if funded to promote National Days of Service as identified by the State Commission. The plan should include outreach efforts to local volunteer agencies within the specified region, coordination of projects, media outreach, participation in local or regional service projects, and commitment to report outcomes of regional activity to the State Commission.
 - Applicants that include a comprehensive plan to collaborate with volunteer agencies in each county throughout their region to promote National Days of Service and encourage the development of service projects will be viewed favorably. Proposals should detail how grant funding and matching resources will be used to support National Day of Service projects at the local level and/or how multi-county or regional service projects will be coordinated and supported. Proposals should also include a plan to collect volunteer and agency participation in National Day of Service projects to report to the Commission.

1.4 Term of Contract

Successful applicants will be awarded a 12-month contract, anticipated to start on September 1, 2011 and end on August 31, 2012, with two additional one-year contract periods based upon availability of funding and satisfactory contract performance.

1.5 Eligible Applicants

The following organizations are eligible to apply to the Commission for funding through this RFP: Private not-for-profit corporations, local governments, educational institutions, labor organizations, community-based organizations including but not limited to secular and faith-based, with a chapter, office or similar entity operating solely in New York State; partnerships or consortia consisting of the aforementioned so long as a single applicant entity is defined. Applicants that have never received funding through the New York State Commission on National and Community Service are encouraged to apply for funding under this notice.

Funding will be awarded based on an eligible applicant's ability to demonstrate the capacity to implement the aforementioned Strategic Initiatives in each county of the identified region; or provide a timeline with a clearly defined, sustainable plan to expand existing services to all counties of the identified region within three years of initial funding. See Section 2.3 Selection Criteria for details.

SECTION THREE: GENERAL REQUIREMENTS

2.1 Desired Outcomes and Program Requirements

Applicants must successfully demonstrate the commitment and capacity to achieve each of the following benchmarks and tasks defined below within the first contract year. At the close of the first contract year, the Commission and Regional Volunteer Center (RVC) staff will conduct a thorough analysis of the strengths, weaknesses, opportunities, and challenges of volunteer generation activity. Based on this assessment, individual RVC plans or performance targets may be adjusted.

Benchmarks and Tasks

Identify the Service Landscape

- Facilitate the implementation of a regional survey of volunteers and volunteer agencies that will establish a baseline of volunteer activity and agency needs within the identified region to be aggregated statewide.

Train for Impact

- Develop a regional volunteer management curriculum and/or participate in the development of a statewide curriculum for regional modification that includes tool/resource templates that can be localized by volunteer agencies within the defined region to recruit, train, manage and retain volunteers based on the needs/resources of the volunteer organization.

Engage Public, Private and Government Partners

- Establish a communications network among volunteer agencies and service partners within the identified region to promote volunteering, announce regional service initiatives, distribute volunteer management tools and resources, announce funding opportunities, or other messages considered of value by the Commission;
- Partner with public, private and government entities that are willing to provide material or human resources to support volunteer initiatives and meet the skill-based needs of volunteer agencies within the identified region. Develop an on-line resource manual to catalog the resources each entity provides and identify if these resources are one-time or on-going.

Leverage National Volunteer Program Resources to Build Capacity and Sustainability

- Identify key staff to implement volunteer generation grant activity and submit required reports;
- Develop a 3-year timeline and strategic plan to meet the RVC Strategic Initiatives;

- Participate in six (6) required meetings of RVC staff convened by the Commission. Meetings will allow the opportunity for training of key RVC staff, strategic discussion to identify best practices of volunteer initiatives for replication, and troubleshoot development issues;
- Apply for national service resources that can be placed at each RVC and/or volunteer agencies within the identified region to more effectively achieve the Strategic Initiatives of the Volunteer Generation Program.

Establish a Volunteer Communications Infrastructure

- Establish a communications network with volunteer organizations in the applicant's identified region. Describe how the applicant will identify volunteer organizations in its region, develop a relationship, and build and maintain a contact database of volunteer organizations.

Maximize Technology to Meet Volunteer Agency Needs

- Describe the methods the applicant will use to establish an on-going partnership with the network of local volunteer agencies to collect volunteer opportunities submitted by each agency, update opportunities remain current, and support a state-led effort to promote these opportunities through a statewide system. The statewide technology platform utilized by each RVC will be determined by the State Commission in consultation with successful grantees. The technology will lend itself to aggregation of volunteer opportunities on a statewide level and allow for the submission of local and regional reports;
- Complete volunteer data/reports that include but are not limited to: number of new volunteers recruited and placed, the activities volunteers perform, individual volunteer demographics, and the total number of volunteers managed or supported.

Support and Coordinate National Day of Service Projects

- Promote National Days of Service as identified by the Commission, participate in local or regional service projects, and report service projects/activity conducted by volunteer organizations within the identified region.

General Program Requirements

1. Applications may be collaborative in nature. Applications with more than one partner must define the lead agency and its responsibilities as well as the responsibilities of each of the partner agencies. Addenda from partners and other support information cannot be attached. All partner resources and support must be demonstrated within your program narrative.
2. The Commission requires one copy of the applicant's most current A-133 audit, or certified financial statements or reports if not subject to A-133 audit requirements. These materials must be submitted by the application deadline.
3. Potential applicants must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number as part of its complete application. The DUNS number is known as the universal identifier and helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number will not replace the Employer Identification Number (EIN). DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or online at <http://www.dnb.com>.
4. Applicants are required to have reliable access to electronic mail and the Internet as part of their grant. Communications and reporting requirements are frequently completed through the Internet and

electronic mail. Applicants without access to computers and additional hardware and software may budget for these items in their grant application.

2.2 Proposal Submittal Process

A complete Volunteer Generation Application consists of both (1) Application Documents and (2) Required Supplemental Attachments. Applications that do not meet these requirements for a complete application by the due date will not receive any further evaluation.

Application Documents

The Application Documents consist of the following. Please see Section 3: Application Instruction Requirements for more detailed information.

1. Applicant Cover Page & Agreement signed by authorized signatory
2. Application Narrative (Program Design, Organizational Capacity, Cost Effectiveness and Budget Adequacy)
3. Budget
4. Budget Narrative
5. Performance Measures

Required Supplemental Attachments

The following Required Supplemental Attachments must be submitted by hard copy to: Mark Walter, Executive Director, New York State Office of National and Community Service, VOLUNTEER GENERATION GRANT, 52 Washington Street, North Building - Suite #338 Rensselaer, New York 12144-2834. All attachments must be received no later than 5:00 PM on May 18, 2011 to be considered for funding,

These paper attachments must be received by OCFS by no later than 5:00 PM on May 18, 2011.

1. Bidder Identification Form (*Part 2: Sect. 2*)
2. Non-Discrimination/Non-Sectarian Compliance (*Part 2: Sect. 2*)
3. Board of Directors Profile-Not-For-Profit Corporations (*Part 2: Sect. 2*)
4. M/WBE Subcontractors & Suppliers Letter of Intent to Participate (*Part 2: Sect. 2*)
5. Subcontracting Utilization Form (*Part 2: Sect. 2*)
6. Staffing Plan Form (*Part 2: Sect. 2*)
7. Vendor Responsibility Questionnaire (*Part 2: Sect. 2*)
8. Developer, Contract Signatory, Claim Signatory Authorization Form (*Part 2: Sect. 2*)
9. A-133 Audit or Certified Financial Statements

Electronic Applications should be emailed to: VolunteerGenerationRFP@NewYorkersVolunteer.ny.gov with "Volunteer Generation Fund RFP Application" in the Subject line. Electronic submission by email is the preferred proposal submission method. When possible, electronic proposal submissions should consist of a single Portable Document Format (PDF) file produced by Adobe Reader or a comparable application. Electronic copies of proposals in their original file format of Microsoft Word and Excel are acceptable, but not preferred.

Paper Applications should be addressed and mailed to: Mark Walter, Executive Director, New York State Office of National and Community Service, VOLUNTEER GENERATION GRANT, 52 Washington Street, North Building - Suite #338 Rensselaer, New York 12144-2834. Bidders have the option of submitting a paper copy rather than an electronic copy. If submitting a paper copy, one (1) complete paper copy of the proposal must be received by OCFS by no later than 5:00 PM on May 18, 2011.

Although Application Documents and Required Supplemental Attachments submitted by mail will be accepted, all applicants should make every effort to submit an electronic version of their completed Application Documents via email to VolunteerGenerationRFP@NewYorkersVolunteer.ny.gov with “**Volunteer Generation Fund RFP Application**” in the Subject line. If Application Documents are submitted both by email and in hard copy by mail, the proposal submitted via email will be considered the formal proposal for review and funding consideration.

The acceptance of late or incomplete submissions will be at the sole discretion of OCFS.

2.3 Selection Criteria

Only complete proposals/applications that are received by 5:00 pm on May 18, 2011 will be reviewed and considered for funding. Proposals must include all Application Documents and Required Paper Attachments. (See Section 2.2 *Proposal Submittal Process* for additional information)

Proposals will be rated by a team of independent peer reviewers using the following criteria:

Category	Percentage	Sub-Categories
Part A: Program Design	30%	No sub-categories
Part B: Organizational Capability	50%	No sub-categories
Part C: Cost-Effectiveness and Budget Adequacy	20%	Cost-Effectiveness – 10%
		Budget Adequacy – 10%

Volunteer Generation proposals will be reviewed and funded based on the merit of the written proposal alone. No attachments, written communications, or material submitted outside of what is required by this RFP will be reviewed or taken into consideration. Under no circumstance will the Commission fund an applicant that receives a score deemed unacceptable in the grant making process.

All applications must be submitted by email, or mailed as hardcopy, by the due date stated in this RFP. No application will be opened or reviewed prior to the application due date. At that time, applications will be opened and reviewed for completeness of required documents outlined in this RFP. Applications that do not meet the requirements specified in the RFP will not receive any further evaluation.

Applications that meet the submission requirements of this RFP will be sorted by region and prepared for peer review. No more than one application from any one region may be funded and the Commission reserves the right to not fund any applications in any region if no applicant presents the capacity to achieve the Strategic Initiatives outlined in the RFP.

A panel of independent peer reviewers will be identified by the State Commission and participate in a mandatory training to serve on the application review panel. Each reviewer is required to sign a Conflict of Interest form for each application they are assigned. In the event a peer reviewer has a conflict with a proposal, he/she immediately notifies the Commission and the application is reassigned to a different peer reviewer.

Each application will be read and assigned a score by three independent peer reviewers. Scores are recorded and averaged. If there is a disparity of 15 points or more between any of the three peer reviewer scores, an additional review will be conducted and the four total scores will be averaged. Once this process is complete, all scores are final. Applicant scores and pertinent information are then entered on a chart that is rank ordered by region, by average score, from the highest scoring applications to the lowest. Thereafter, that ordered is never altered.

For All Applications

- In the event of a tie between two or more proposals being considered for Volunteer Generation Funding, the Commission will break the tie by funding the proposal with the highest percentage of local match. In the event of a tie between two or more applicants that submit the same local match level, the Commission reserves the right to fund the proposal requesting the lesser total amount. If a tie exists, the Commission will flip a coin to determine the grant recipient. The Commission seeks proposals from eligible applicants within each of the ten Regions of Service that demonstrate the capacity to provide service to both rural and urban communities within the applicant's respective region. Entities located within a given region are eligible to receive Volunteer Generation Funding and serve that region.
- While state or national organizations may have one or more subsidiary apply, only one application may be submitted by each local eligible applicant.
- If a successful applicant does not apply for the full funding amount available within their region, the Commission may negotiate the award amount.
- The Commission will utilize ten regions to determine funding distribution. Funds will be provided based on population-based formula, with minimum grants of \$50,000. Applicants are only eligible to apply for funding up to the amount defined for their region. Applicant agencies that provide services statewide must identify which entity (i.e.: office, chapter, etc.) will serve as the legal applicant and indicate the geographic region in which that entity is located. Applicants of this type will be required to complete the proposed activity and comply with all program and contractual terms within the applicant region.
- Regions of Service and the maximum funding available are defined here:

Region Name	Counties within the Region	Maximum Funding Available
Capital District	<i>Albany, Schenectady, Rensselaer, Saratoga, Greene, Columbia, Washington, Warren</i>	\$50,000
North Country	<i>Hamilton, St. Lawrence, Jefferson, Lewis, Franklin, Essex, Clinton</i>	\$50,000
Mohawk Valley	<i>Oneida, Herkimer, Fulton, Montgomery, Otsego, Schoharie</i>	\$50,000
Central New York	<i>Cayuga, Cortland, Onondaga, Oswego, Madison</i>	\$50,000
Finger Lakes	<i>Monroe, Ontario, Livingston, Orleans, Genesee, Wyoming, Seneca, Yates, Wayne</i>	\$50,000
Western New York	<i>Cattaraugus, Chautauqua, Allegany, Erie, Niagara</i>	\$53,200
Southern Tier	<i>Chemung, Chenango, Schuylar, Steuben, Tompkins, Tioga, Broome, Delaware</i>	\$50,000
Mid-Hudson	<i>Sullivan, Westchester, Ulster, Rockland, Putnam, Orange, Dutchess</i>	\$87,881
Long Island	<i>Nassau, Suffolk</i>	\$110,377
New York City	<i>Bronx, New York, Queens, Kings, Richmond</i>	\$198,542

2.4 Informational Meetings/Bidders Conference or Technical Assistance Sessions

Not applicable.

SECTION THREE: APPLICATION INSTRUCTION REQUIREMENTS

3.1 Application Checklist:

The Application Checklist identifies the Application Documents and Required Supplemental Attachments that must be submitted for a proposal to be considered completed and eligible for funding:

- Applicant Cover Page & Agreement signed by authorized signatory
- Application Narrative
- Budget
- Budget Narrative
- Performance Measures
- Bidder Identification Form (*Part 2: Sect. 2*)
- Non-Discrimination/Non-Sectarian Compliance (*Part 2: Sect. 2*)
- Board of Directors Profile-Not-For-Profit Corporations (*Part 2: Sect. 2*)
- M/WBE Subcontractors & Suppliers Letter of Intent to Participate (*Part 2: Sect. 2*)
- Subcontracting Utilization Form (*Part 2: Sect. 2*)
- Staffing Plan Form (*Part 2: Sect. 2*)
- Vendor Responsibility Questionnaire (*Part 2: Sect. 2*)
- Developer, Contract Signatory, Claim Signatory Authorization Form (*Part 2: Sect. 2*)
- A-133 Audit or Certified Financial Statements

Applicants should also confirm that (1) their organization is eligible to apply (See Part 1: Sect. 1.5 *Eligible Applicants* and (2) the authorized agent has signed all relevant documents. The acceptance of late or incomplete submissions will be at the sole discretion of OCFS.

Applicant Cover Page & Agreement (*Part 2: Sect. 2*)

Complete the Applicant Cover Page & Agreement in full. Complete each item with information from the lead agency for this proposal.

3.2 Narratives

The Narrative Section of the application should convince reviewers that project meets the selection criteria. The total count of all sections combined may not exceed 15,000 characters combined, (about 15 double-spaced pages, 12 pt font). The character count includes spaces and punctuation.

This Narrative Section consists of:

- Section A:** Program Design
- Section B:** Organizational Capacity
- Section C:** Cost Effectiveness and Budget Adequacy

Section A: Program Design (30%)

In assessing Program Design, reviewers will examine the degree to which the applicant clearly describes and convincingly articulates how they will achieve or commit to support each of the Strategic Initiatives. In meeting the criteria, please respond to the following:

- a. **Identify the Service Landscape** – Successful applicants will describe how they will facilitate the implementation of a regional survey of volunteers and service agencies that will establish a baseline of volunteer activity and agency needs within the identified region to be aggregated statewide.
- b. **Train for Impact** – Applications must include a strategy to deliver a minimum of two training forums annually that strengthen the capacity of volunteer organizations to effectively recruit, train, manage and retain volunteers within the identified region. Forums should provide specific tools and resources to overcome barriers relevant to communities within their region. Applicants should address steps they will take to utilize a volunteer management curriculum designed by the State which includes tools, resources, and templates that can be localized by volunteer agencies within the defined region to recruit, train, manage and retain volunteers based on the needs/resources of the volunteer organization.
- c. **Engage Public, Private and Government Partners** – Applicants must include a plan to identify public, private and government entities that are willing to provide material or human resources to support volunteer initiatives and meet the skill-based needs of volunteer agencies within the identified region. This plan should commit to developing an on-line directory of the resources that each entity provides.
- d. **Leverage National Volunteer Program Resources to Build Capacity and Sustainability** – Successful applicants will illustrate how they will involve national service programs; AmeriCorps; *VISTA, Senior Corps (Retired Senior Volunteer Programs, Foster Grandparents, Senior Companions), and Learn & Serve America in the application development. Applicants should include how national service resources will support the volunteer generation plan at the regional and/or local level.
- e. **Maximize Volunteer Matching Technology** – Applicants must commit to establishing a communications network with volunteer organizations in their identified region that will aggregate local volunteer opportunities for posting and provide increased exposure of volunteer organizations to potential volunteers. Applicants must report on: number of new volunteers recruited and placed, the activities they perform, the total number of volunteers managed or supported and the activities they perform.
- f. **Support and Coordinate National Day of Service Projects** – Promote National Days of Service as identified by the Commission, participate in local or regional service projects, and report service projects/activity conducted by volunteer organizations within the identified region.
- g. **Outcome: Performance Measures** - What is the overall change you want to see by the end of the three-year grant cycle? How will you measure impact? How will you report on this on an annual basis? How did you determine your performance measure targets?
- h. **Volunteer Generation** - Describe how the proposed program will recruit volunteers to expand the reach/impact in the community. How will volunteers help meet the identified community needs? What will be the role(s) of volunteers? How many volunteers will be recruited/placed/supported in your region in Year 1, Year 2 and Year 3? How many new volunteers will be recruited and placed? What are the activities they perform? How many total number volunteers will be managed or supported? What are the activities they perform?

- i. **Partnerships and Collaboration** - Who are your community stakeholders and partners? How are they involved in planning and implementing the proposed program?
- j. **Sustainability** - Outline your plans for ensuring that the impact of your agency in the region is sustainable beyond the presence of State support. For example, you might describe how developing regional networks will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will strengthen volunteer agencies in your region after your Volunteer Generation ends; or how your region will recognize the value of a regional volunteer center and maintain the structure beyond current funding.

Section B: Organizational Capability (50%)

Reviewers will assess the extent to which:

- The organization has the experience, staffing, and management structure to plan, implement and evaluate the proposed program.
- The applicant's ability to demonstrate the capacity to implement the aforementioned Strategic Initiatives in each county of the identified region; or provide a timeline with a clearly defined, sustainable plan to expand existing services to all counties of the identified region within three years of initial funding.
- The organization has secured, or describes an effective plan for securing, the financial and in-kind resources necessary to support program implementation and to demonstrate community stakeholder support.
- Applicants have consulted with national service programs, community-based organizations, private and government sector leadership to demonstrate regional support and illustrate this is not a duplicative initiative currently underway.
- The organization has a well-developed plan for expanding on its success through expansion or assuring adaptation of its program model by other organizations.

In meeting the criteria, please include your response to the following:

a. Organizational Background

Identify the primary and secondary contacts for the grant application. Describe your organization's prior experience administering Corporation for National and Community Service grants or other federal funds. Describe your organization's experience raising funds to support service activities and initiatives. Please list all sources of organizational funding in this section, and what percent the proposed project represents in your budget. If you have received support from CNCS during the last five years, please specify what type of support you received. What percentage of your total funding comes from CNCS?

If you already operate a national service program, describe how it is integrated and supported within your organization. Include information explaining your organization's management structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.

b. Staffing

Who will staff the Volunteer Generation program and what is his/her specific role? What is their relevant experience? If positions are currently vacant, please describe the desired qualifications for each open position. What are your plans for: providing financial and programmatic orientation; training and technical assistance; and monitoring for compliance to your program?

c. Special Circumstances

In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations: The age of your organization and its rate of growth; and whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

Section C: Cost Effectiveness and Budget Adequacy (20%)

a. Cost Effectiveness

Provide a line-item budget within the guidelines provided for your region of the state. Provide rationale (ie: number of volunteers recruited, trained, supported) to justify funding level.

Demonstrate how your program has or will obtain diverse non-federal resources for program implementation. Indicate how much funding your program needs from non-Corporation sources to support the project. Indicate the non-Corporation resource commitments (in-kind and cash) that you have obtained to date and the sources of these funds. Indicate what additional commitments you plan to secure, and how you will secure them.

b. Special Circumstances

In applying the cost-effectiveness criteria, New Yorkers Volunteer will take into account the following circumstances of individual programs: whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources; whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

c. Budget Adequacy

Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and desired outputs and outcomes.

3.3 Budget Instructions

Budget Preparation

The proposed budget should be sufficient to allow the applicant to perform the tasks described in the narrative. Reviewers will consider the information provided in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions below to prepare your budget. It is recommended that applicants prepare their budget in the same order as indicated in the Budget Worksheets in Attachments E and F. The Budget Checklist in Attachment G is a resource to ensure the proposed budget is complete.

- Each successful applicant will be required to provide documentation of local matching funds valued at 20% of total amount awarded in year one of this funding. Local matching requirements can be met with cash and/or in-kind resources that directly support activities to achieve the goals of the Volunteer Generation Fund. Applicants should note that the State Commission is required to match 20% of the total Volunteer Generation Fund award in year 1, 30% in year two, 40% in year three and 50% in any subsequent years. The Commission projects that successful applicants of this RFP will remain at a

required match level of 20% of their award for all years. However, applicants should be aware of the federal provisions and the potential for increased matching requirements, should State matching resources decrease or become unavailable after year one.

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Volunteer Generation Funds may be used for the following purposes:

- Staffing volunteer center
- Providing benefits for volunteer center staff
- Providing for space/supplies for volunteer center staff, including computer equipment and software.
- Costs related to marketing and outreach
- Costs related to training and technical assistance for local non-profits
- Costs related to evaluation/reporting of results

Section A. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget as follows:

a. Personnel Expenses

Under "Position/Title Description," list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person's role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff.

b. Personnel Fringe Benefits

Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

c. Staff Travel

Describe the purpose for which program staff will travel, including the mandatory Statewide Volunteer Generation Trainings/Meetings. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. The standard mileage reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

d. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

e. Supplies

Include the amount of funds to purchase consumable supplies and materials, including equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more.

f. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. Payments to individuals for consultant services under this grant should not exceed \$617 per day (excluding costs for travel, supplies, etc.). The \$617 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate, number of days, and total cost for consultants you are proposing to use and their contractual services. Daily rates over the maximum amount should be justified in the narrative.

g. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the maximum daily rate limit of \$617.

h. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for project staff, and are not part of the organizations indirect cost/admin cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for volunteer agencies/volunteers. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

IV. Budget Narrative

Project Staff: Staffing patterns, Staff Qualifications, Staff Development and Supervision: Describe staffing patterns and expected staff qualifications, how staff orientation and training will be provided; and supervision of staff. Cultural competence and awareness are critical. Consider whether the staffing pattern for the proposed project is representative of the community, cultures and languages that are targeted to receive services. Discuss what activities will be conducted to instill diversity and cultural responsiveness in project services. State whether resumes are required.

Organization: Describe how the management of your agency supports the proposal for this program. Describe the history of your organization, experience working with in/or in the target population, and provide evidence that it has the capacity and any required ability to: hire and maintain staff, what activities the organization has initiated to accommodate cultural and linguistic requirements of the community, and how the organization will promote effective coordination with other key partners and service providers in the community to maintain this program.

Attach an organizational chart that shows how this program fits into the organization's goals and mission. Include any affiliations with other community groups.

3.4 Performance Measures

Applicants must commit to each of the statewide Performance Measures below and indicate how they will successfully achieve each in their region. Performance Measure templates must be completed. Templates can be found in Part II [Contract Policy Information and Contract Forms](#).

PERFORMANCE MEASURE #1: New Volunteers

By year three of this program, the ten (10) RVCs will place 1,050,000 volunteers in service with non-profit organizations to support the mission of those organizations and meet local community needs. This will be accomplished by engaging 350,000 new volunteers in service with non-profit organizations annually. Performance Measure activity/progress will be tracked using volunteer service data input by local volunteer agencies to a statewide, on-line reporting system purchased and supported by the Commission. RVCs will coordinate the collection of the data and include results in quarterly regional reports.

Detail: Within Performance Measure Template, within Baseline, provide current number of volunteers serving within your region, as you know it. Within Target, provide targeted increase in volunteers for the region of the state your proposal seeks to serve. This target should be proportional to enable the state to meet its 350,000 annual goal. Target must include activities and benchmarks that document progress throughout the year. Report data will include the number of new volunteers serving with participating non-profit organizations on a local and regional basis, the activities they perform.

Capital District – 5.45% of the State's Population

Target = 19,082 new volunteers each year

Albany, Schenectady, Rensselaer, Saratoga, Greene, Columbia, Washington, Warren counties

North Country – 2.2% of the State's Population

Target = 7,685 new volunteers each year

Hamilton, St. Lawrence, Jefferson, Lewis, Franklin, Essex, Clinton counties

Mohawk Valley – 2.5% of the State's Population

Target = 8,778 new volunteers each year

Oneida, Herkimer, Fulton, Montgomery, Otsego, Schoharie counties

Central New York – 3.95% of the State's Population

Target = 13,856 new volunteers each year

Cayuga, Cortland, Onondaga, Oswego, Madison counties

Finger Lakes – 6.1% of the State's Population

Target = 21,374 new volunteers each year

Monroe, Ontario, Livingston, Orleans, Genesee, Wyoming, Seneca, Yates, Wayne counties

Western New York – 7.1% of the State's Population

Target = 24,827 new volunteers each year

Cattaraugus, Chautauqua, Allegany, Erie, Niagara counties.

Southern Tier – 3.3% of the State's Population

Target = 11,574 new volunteers each year

Chemung, Chenango, Schuyler, Steuben, Tompkins, Tioga, Broome, Delaware counties

Mid-Hudson – 11.7% of the State’s Population
Target = 41,011 new volunteers each year
Sullivan, Westchester, Ulster, Rockland, Putnam, Orange, Dutchess counties

Long Island – 14.7% of the State’s Population
Target = 51,509 new volunteers each year
Nassau, Suffolk counties

New York City – 42.9% of the State’s Population
Target = 150,304 new volunteers each year
Bronx, New York, Queens, Kings, Richmond counties

PERFORMANCE MEASURE #2: Total Volunteers

The Commission expects that volunteers currently serving throughout New York State will be tracked by RVCs. Performance Measure activity/progress will be tracked using volunteer service data input by local volunteer agencies to a statewide, on-line reporting system purchased and supported by the Commission. RVCs will coordinate the collection of the data and include results in quarterly regional reports.

Detail: Within the Performance Measure Template, within Target, provide current number of volunteers to be supported plus new volunteers for the region of the state. This target should be proportional to enable the state to meet its 350,000 annual goal. Target must include activities and benchmarks that document progress throughout the year. Report data will include the number of volunteers serving with participating non-profit organizations on a local and regional basis, including the number of new volunteers recruited and placed, the activities they perform, and the total number of volunteers managed or supported and the activities they perform.

PERFORMANCE MEASURE #3: Volunteer Management Training

The Commission strives to create a statewide infrastructure of volunteer agencies led by volunteer connector organizations in each region of the state. Each RVC will convene meetings, as well as provide training to volunteer agencies within their defined region with the goal of increasing volunteers and improving volunteer management capabilities at each local agency. The Commission will be looking for replicable volunteer management curricula that can be shared throughout the state.

Detail: Within the proposal narrative, provide a plan to convene meetings and trainings with local volunteer agencies within your region of the state. Provide detailed efforts that will be made to gather lists of applicable agencies, coordination efforts, and feedback mechanisms. Within the Performance Measure, within Baseline, provide current efforts relative to Volunteer Management Training within your region. Within Target, provide targeted number of trainees, participating agencies and trainings to be performed, as well as anticipated outcomes for trainees. Within the narrative, if available, provide information relative to volunteer management curriculum to be considered for replication.

PERFORMANCE MEASURE #4: Volunteer Communications Infrastructure

The Commission expects to develop a Volunteer Communications Infrastructure that will be led by Regional Volunteer Centers to assist and promote collaboration within each of the ten regions.

Detail: Within the Performance Measure Template within Baseline, provide current status of communication within your given region. Within Target, provide targeted number of partners, strategies for communication and engagement with organizations in your region. Topics to consider throughout the year include: training activities, provide direction on reporting requirements, identify local needs, encourage continued uploads of volunteer opportunities into the web-based system, collaborate with public, private and government partners, plan service activities for National Days of Service, and announce funding opportunities available to support volunteer recruitment, management and retention. Performance Measure activity/progress will be tracked using quarterly

meeting agendas (state/regional), sign-in sheets and quarterly RVC Progress Reports.

PERFORMANCE MEASURE #5: Skill-Based Volunteer Opportunities

The Commission expects a well-defined volunteer in-take process to be used by non-profit organizations which will include volunteer service descriptions that specifically define skill-based opportunities. Web-based volunteer opportunity postings will be tagged as skill-based and sorted as such in quarterly reports to identify the number of skill-based opportunities available, and number successfully filled. Performance Measure activity/progress will be tracked through quarterly RVC Progress Reports, web-based volunteer opportunity postings tagged as skill-based.

Detail: Within the Performance Measure Template, within Baseline, provide the current status of skill-based volunteer opportunities within your region. Within Target, provide the number of skill-based opportunities to be developed within your region of the state.

SECTION FOUR: GLOSSARY OF CONTRACTING & PROGRAM TERMS

Administrative Costs: Expenses associated with the overall administration of a program, and are defined in the General Provisions, in the Administrative Costs section.

Baseline Estimate: The projected status of the target population without the proposed intervention. A baseline is the best estimate, using prior program experience, collected data, or research results, of what would happen to the target population without the program's intervention and its benefits. Projection should be numerical (# or %). A baseline estimate is required for each performance target.

Corporation: The Corporation for National and Community Service established under section 191 of the Act (42 U.S.C. 12651).

Grantee: For the purposes of this agreement, means the direct recipient of this Grant. The term sub-Grantee shall be substituted for the term Grantee where appropriate. The Grantee is also responsible for ensuring that Sub-Grantees or other organizations carrying out activities under this award comply with these provisions, including regulations and OMB circulars incorporated by reference. The Grantee is legally accountable to the Corporation for the use of Grant funds and is bound by the provisions of the Grant.

Fiscal Documentation: Documentation necessary for payment.

Legal Documents: Legally required application/contract components.

Organizational Qualifications: The organizational characteristics and capacity (i.e. agency mission, past accomplishments/experience in serving the target population or in providing similar services to a different population, experience in collaborating with community agencies needed for program success, key people, fiscal capability) that are likely to result in successful performance target attainment.

OMB: Refers to the Executive Office of the President's Office of Management and Budget.

Outcomes: The desired benefits or changes interaction with a program. These are the expected results or program intervention. Outcomes may relate to knowledge, skills, attitudes, behaviors or condition. Either the investor or provider may set them. (They are broader, more general than performance targets. They do not require numerical projection). In some instances the outcome may be a system change rather than an individual behavior change.

Performance Measures: Indicators intended to help a grantee measure the results of an AmeriCorps program's activities on community beneficiaries and participants. Performance measures are based on outputs, intermediate outcomes, and end outcomes.

Program Budget: Definition of program expenditures and funding sources.

Program Description: Detailed explanation of the means (service model, plan or approach) the provider will use to achieve its performance targets and outcomes. This should include a description of the program's core features (i.e. the kinds of services provided, their intensity and duration, the essential elements, theoretical approach, delivery strategies, involvement of target population in planning, etc.).

Project: An activity or set of activities carried out under a Program that results in a specific, identifiable community service or improvement:

- a. That otherwise would not have been made with existing funds; and
- b. That does not duplicate the routine services or functions of the organization to which the members are assigned.

Skill-Based Volunteer Position: Relevant, competency-based volunteer roles and opportunities that attract and retain high-quality volunteers.

Staffing Pattern: Identify staff assigned to a program, whether or not paid through OCFS funds.

State Commission: The State Commission on National and Community Service established by a state pursuant to the Act (42 U.S.C. 12638), including an authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties prescribed by 45 C.F.R. 2550.80.

Verification: Statement of methods used to verify performance target and milestone attainment and/or submission of actual documentation.

Vendor Responsibility: Compliance with New York State Finance Law and guideline provisions related to vendor integrity providing reasonable assurance that the potential contractor has the capacity to perform the requirement of the contract. This includes authority to do business in the State, capacity and performance in addition to aforementioned integrity.

Volunteer Center: Volunteer Centers act as the local "volunteer hub" where all concerned citizens can go to get informed and connected to meaningful volunteer work that contributes to the solutions of serious community problems. Volunteer centers may be organized in one of two ways: 1) as an independent non-profit organization governed by a Board of Directors; or 2) as a program internal to another organization or community agency. Volunteer connectors may be part of a local government, college or university.