

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE

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

1. TYPE OF SUBMISSION:

Application Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 06/30/17	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:
2b. APPLICATION ID: 17VG197066	4. DATE RECEIVED BY FEDERAL AGENCY: 06/30/17	FEDERAL IDENTIFIER: 17VGHME001

5. APPLICATION INFORMATION

LEGAL NAME: Maine Commission for Community Service DUNS NUMBER: 078447557	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Michael Ashmore TELEPHONE NUMBER: 207-624-7734 FAX NUMBER: 207-221-0874 INTERNET E-MAIL ADDRESS: michael.ashmore@maine.gov
ADDRESS (give street address, city, state, zip code and county): 111 Sewall St 105 Cross Office Bldg AUGUSTA ME 04333 - 0105 County:	

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 016000001	7. TYPE OF APPLICANT: 7a. State Commission 7b. State Commission/Alternative Administrative Entity State Education Agency
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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: Corporation for National and Community Service
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10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.021 10b. TITLE: Volunteer Generation Fund	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Volunteer Generation Fund 11.b. CNCS PROGRAM INITIATIVE (IF ANY):
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): State of Maine	

13. PROPOSED PROJECT: START DATE: 09/01/17 END DATE: 08/30/18	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="ME 01"/> b.Program <input type="text" value="ME 01"/>
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15. ESTIMATED FUNDING: Year #: <input type="text" value="1"/> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 50%;">222,256.00</td> </tr> <tr> <td>b. APPLICANT</td> <td></td> <td style="text-align: right;">\$</td> <td>222,311.00</td> </tr> <tr> <td>c. STATE</td> <td></td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>d. LOCAL</td> <td></td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>e. OTHER</td> <td></td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td></td> <td style="text-align: right;">\$</td> <td>0.00</td> </tr> <tr> <td>g. TOTAL</td> <td></td> <td style="text-align: right;">\$</td> <td>444,567.00</td> </tr> </table>	a. FEDERAL		\$	222,256.00	b. APPLICANT		\$	222,311.00	c. STATE		\$	0.00	d. LOCAL		\$	0.00	e. OTHER		\$	0.00	f. PROGRAM INCOME		\$	0.00	g. TOTAL		\$	444,567.00	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		\$	222,256.00																										
b. APPLICANT		\$	222,311.00																										
c. STATE		\$	0.00																										
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e. OTHER		\$	0.00																										
f. PROGRAM INCOME		\$	0.00																										
g. TOTAL		\$	444,567.00																										
	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/PREAPPLICATION 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: Michael Ashmore	b. TITLE: Training & Technical Assistance Officer	c. TELEPHONE NUMBER: 207-624-7734
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 06/30/17

Narratives

Executive Summary

With the Volunteer Generation Fund, the Maine Commission for Community Service (MCCS) will increase effective citizen engagement through volunteering that is skill-based and skill-building. To do this, MCCS will 1) support expanded local and regional volunteer efforts in three impact areas; 2) Develop high level volunteer management practices through expanded Service Enterprise and other Volunteer management training; and 3) launch a statewide public awareness campaign to promote increased volunteerism. At the end of the first program year, these activities will result in 12 organizations receiving high quality volunteer management capacity building (Service Enterprise). In addition, the funding will leverage 900 local community volunteers who will be engaged in improving seniors abilities to age in place, increasing food security for disadvantaged individuals and providing needed transportation for those in need. This program will concentrate on the CNCS focus area of Capacity Building. The CNCS investment of \$222,256 will be matched with \$222,311, in public and private funding.

Program Design

NEED

The Maine Commission for Community Service (MCCS) proposes to use Volunteer Generation Funding to address challenges to Maine's civic health by developing community-based entities through training and by supporting expansion of volunteer recruitment and management efforts. Increasing capacity in a set of agencies providing service in three key areas of need will demonstrate the efficacy of strategic use of volunteers to effectively and efficiently address challenges that are prevalent across the state.

Maine's needs, while similar to needs across the country, are exacerbated by Maine's demographics and its geography. Maine is both the oldest state in the country and the most rural. According to the recently released Maine Department of Human Service State Plan on Aging, the percentage of Maine' population 65 and older is 19 percent and this segment is growing faster than both the New England and National averages. By 2030, Maine's population age 65 and will reach 28 percent. Maine's median age was 43.5 in 2012, compared to the median age of 39 nationally, and it will rise to age 46 within 10 years.

According to the Muskie School of Public Policy, by 2025, the number of Mainer's age 85 and over (which is the group with the highest demand for services) will grow by 4,000 people, a 14 percent increase. The Muskie school research indicates almost two thirds of adults age 65 and older are

Narratives

expected to need long term services and supports in their lives.

Maine is the most rural in the US with 61% of its population living in rural areas. None of Maine's sixteen counties meet the criteria for a #1 classification USDA rural-urban continuum codes (million or more population); eight are classified as codes #6 and #7 (population of 2,500 -- 19,000). Three more counties are "completely rural" (code #8) because the population is less than 2,500. These 11 counties make up 78% of Maine's land mass. In these counties all citizens struggle economically. The May 2017 unemployment figures for eight of these counties show unemployment is 2 full percentage points higher than the statewide average (<http://www.maine.gov/labor/cwri/laus.html#county>).

And the older individuals noted above are more likely to live in the more rural areas of the state as younger individuals move to the more populous southern counties seeking opportunity or move out of the state completely. As Maine's over-65 population expands its population under age 65 will decrease 2.6 percent due to decreased birthrates and youth flight. Driven by economic realities, young adults and residents 25-54 are leaving rural areas. According to the US Census CPS, 20% or less of the population in the 11 rural counties is aged 18 or under and a nearly equal number are over 65 years old. The number of working age (20-64) individuals is projected to decline as the number of people over age 65 increases. Meanwhile, in the 10 years between decennial censuses, the percent of the total Maine population between 25 and 54 years old -- the group that typically sets roots in communities through family, work, and civic activity -- shrank by 15%. This shift in population impacts both the availability of caregivers and workforce capacity statewide.

Older rural Mainers are, further, more likely to live in poverty, making access to food, services and in-home supports difficult to obtain, even when they are available, which is not the case in many regions of the state. Elders in the oldest age group (age 85 and over) have poverty rates 50 percent higher than younger Maine seniors. Maine seniors age 75 to 84, and 85 and over, are most likely to live with income below 200 percent of the federal poverty level and approximately 70 percent of low-income seniors receive Social Security as their sole source of income. Statistics show Maine's low-income seniors are disadvantaged on all health indicators of well-being than their higher-income counterparts.

One advantage Maine has that helps mitigate these challenges is the willingness by Mainers to pitch in and help. According to the state Civic Health Index data Maine ranks highly in rate of volunteerism (11th in the nation) and in the number of hours those volunteers give (ranked 10th).

Narratives

Sadly this too has been affected by the demographic profile. While young Mainers volunteer at even higher rates than their older counterparts, they are fewer and fewer in number. While the overall rate of volunteering has eroded slightly since 2009 (a drop of some 21,000 volunteers causing a slight decrease in the percentage volunteering), the number of hours proffered by those volunteering has dropped significantly, from 48.6 hours in 2009 to 36.9 hours in 2015. Steady retention rates over the same period indicates citizens are modifying the amount of time they give to local service programs rather than withdrawing from volunteer activity altogether.

Still, the progress with agency volunteer management has a long way to go. Only 12% of Maine nonprofits have annual budgets over \$200,000 with more than half having budgets under \$50,000, making Maine non-profits among the smallest in the country and the most dependent on volunteers. Yet the Maine Volunteer Sector Survey indicated that only 18% of Maine's nonprofits report always implementing all Essential Volunteer Management Practices (UPS Foundation, 2002) and 52% of Maine nonprofits report implementing 13 or fewer of these 22 essential practices. The potential for community change is even greater if one looks at national research from the Service Enterprise work. Only 11% of nonprofits score highly enough to be considered high performing or "Service Enterprises" which do well recruiting, retaining, providing role clarity and direction, developing, valuing, and rewarding volunteers. ("Positive Deviant" in Volunteering and Service by TCC Group, 2009.) There appears to be a strong correlation between managing volunteers well (regardless of how many volunteers an organization engages) and some measure of organizational effectiveness. Specifically, TCC Group research showed that organizations that use any number of volunteers and manage them well, exhibit much stronger leadership and management behaviors.

A recent survey commissioned by MCCA of local service providers, including CAP agencies, United Way staff and food bank sponsors identifies three areas of high need that are also areas in which providers are highly dependent on volunteerism to meet community needs. The survey results showed a strong sense that three impact areas were both high need and had the greatest likelihood of having high return on investment in the deployment of volunteer service. These areas were: 1) Aging in Place; 2) Food Security issues; and 3) Transportation, particularly for elderly and disabled individuals.

Aging in place is defined as "the ability to live in one's own home and community safely, independently, and comfortably, regardless of age, income, or ability level". In its discussion of aging

Narratives

in place in the face of Maine's demographics, rural nature and poverty level, the State Plan on Aging notes "...Living on fixed incomes forces [elders] to make difficult choices related to their housing and energy costs, nutrition, medications, and health care." Also challenging elders and others in the state - particularly in rural areas- are issues of food security. According to the United States Department of Agriculture (USDA), one in six Mainers is food insecure, meaning they live without reliable access to a sufficient quantity of affordable, nutritious food. The rate of food insecurity among Maine children is even higher: nearly one in four children in Maine experiences food insecurity. Maine also ranks third in the nation for the portion of households experiencing "very low food security," an indication that one or more people were hungry at times during the year because they could not afford enough food. The efforts to combat this have been increasing markedly through expansion of the emergency food system, with the number of pantries increasing an estimated tenfold since the 1980s. The state's charitable food assistance network consists of hundreds of food pantries, soup kitchens, shelters, and other community-based organizations that provide for the needs of people who lack access to sufficient food, almost all staffed by a small number of paid staff and dozens to hundreds of volunteers. Transportation is also a perennial challenge that contributes to the difficulties for elders and in accessing food resources. Only three municipalities in the State have fixed-route bus services. Transportation options are so spotty across Maine that 90 percent of seniors who don't drive rely on friends and family to get around, according to the Office of Aging and Disability Services. Several nonprofit regional agencies (utilizing volunteer drivers) and for-profit companies attempt to provide a variety of on-demand free or low-cost transportation for seniors, MaineCare recipients and low-income residents. But many older Mainers either don't qualify for or don't have access to transportation because of where they live.

The bulk of volunteering supporting efforts in these areas mirrors the distribution of agencies providing the services -- primarily the more populous counties served by the largest non-profit agencies -- leaving most rural areas with limited or no access to supports. The combination of very rural communities and micro-to-small nonprofits, often with limited volunteer management experience, prevent many communities from successfully connecting those most in need with volunteer based services.

The factors described above coupled with public input during the MCCS Strategic Plan process, has led the Commission to engaging in developing strategies that address the following issues:

- adopting and adapting models of civic engagement developed in urban areas to rural settings;

Narratives

- strengthening the micro- and small organizations as well as moderate-sized agencies that are rooted in local communities through training, technical assistance, and volunteer engagement models that are scaled to size and match the development stage of the effort (basic training up to Service Enterprise);
- ensure that citizens who have passion and basic skills as well as those with considerable experience and highly developed skills have opportunities to contribute through service and embrace an ethic of service;
- communities worn down by job flight, loss of population, and economic challenges rediscover their power to change community conditions, specifically aging in place, food security and transportation supports.

PROGRAM DESIGN

MCCS has a 20-year history of focusing on capacity building in organizations in order to foster permanent expansion or establishment of service as a strategy to meet human, educational, environmental or public safety needs. Thus, a critical part of this 3-year program design incorporates lessons learned from earlier Volunteer Generation Fund efforts, the Commission's experience with National Service programming and the expansion of emerging promising approaches and applying them to local needs. The approach includes three basic components: pass through grants to organizations in the target areas of need; training for the funded agencies in basic to advanced volunteer management and a public education and recruitment campaign encouraging new volunteers.

In each of the three years, the Commission will put out a request for proposals for funding up to \$25,000 for at least 6 organizations or coalitions of organizations that currently operate volunteer programs addressing one of the targeted areas of need (aging in place, food security & transportation). Our expectation is that we will receive applications from smaller nonprofits who will be funded at a lower level allowing for more than the minimum six awards. Funded programs will be required to use the funds for two primary purposes, to increase the number of new volunteers recruited and trained to deliver services (at least 150 new volunteers annually per funded organization and with three quarters of these volunteers trained in the delivery of high impact service) and to engage organizational staff in volunteer management training and to commit the agency to participating in Service Enterprise training leading to an application for certification as a Service Enterprise. (The

Narratives

associated performance measure targets a total of 12 organizations annually for training with 10 demonstrating improved performance in implementing Essential Volunteer management practices as measured by a pre-post assessment).

MCCS will support participation in the Commission-developed Novice Course for Managers of Volunteers for those volunteer administrators operating at that level. Early in the three year grant cycle, the Commission will introduce the Advanced level of the course and will use it as a training tool as well. These 6-week courses are based on the 2008 "Core Competencies for Managers of Volunteers: Novice to Expert Continuum" published by MCCS (revised in 2011). Each course includes pre-post assessments of the course content which will be used to demonstrate increased staff capacity in volunteer management. Organizational capacity will be further addressed through the Service Enterprise curriculum.

Service Enterprise is a model for organizational change that provides a framework for organizations to strategically integrate volunteers in their organizations to be more cost effective and provide skill-based opportunities to achieve their mission. It was developed by California Volunteers, California Volunteer Centers, Reimagining Service, and Points of Light using VGF funding. The model includes an organizational assessment; 16+ hours of training to develop an action plan to improve practices in the areas of balancing the use of skill-based volunteers; identifying and clarifying volunteer roles; resourcing volunteers to do their assignments; and ten hours of consulting related to their action plan. When organizations have completed their action plan, they may apply for national certification from Points of Light. The pre-and post "Service Enterprise Diagnostic" assessment will provide data on increased organizational capacity.

To address MCCS's goal of increased awareness of volunteerism in general and the needs for volunteerism in small communities, MCCS proposes to ensure that both individuals with passion and basic skills as well as those with considerable skill have opportunities to serve while increasing the number of volunteers and hours served. Under this proposal, MCCS will develop and implement a public education campaign with two messages: one related to skill-based volunteering and one promoting service as a strategy for addressing critical local needs. Both campaigns will have the underlying message of service as a duty of citizenship with the purpose of fostering an ethic of service across all generations. They will also directly address the value of volunteering as an economic driver (volunteers are 27% more likely to find a job after being out of work than non-volunteers. Volunteers in rural areas have 55% higher odds of finding employment) and as a way to strengthen and preserve

Narratives

struggling rural communities. The impact of this messaging will be measured through survey measurements of new volunteers enrolled in VGF supported programming and through wider surveying of volunteers in general utilizing the VolunteerMaine.org platform.

STAFFING

MCCS will allocate a portion of the existing Training Officer position hire a (20% FTE) to manage the training components and community and subrecipient development called for in the plan, and to provide leadership to the entire effort. The individual will directly be responsible for training, technical assistance, Service Enterprise consulting, promoting and facilitating MCCS' on-line volunteer management courses, and providing training and technical assistance to subrecipient program staff regarding effective volunteer management practices. Note: the 20% that will be committed to VGF is currently paid under one time Program Development funding.

MCCS's Planning and Research Associate position will be expanded by 40% FTE (bringing it to a full-time). This individual will be responsible for fiscal management of the subgrants and contracts, as well as collection of data and reporting to CNCS. MCCS will use its existing OnCorps grant management system for subrecipient reporting and remote monitoring. All funded Commission staff have current National Service background checks. All subrecipient staff funded by VGF will be required to undergo a compliant criminal history record check prior to their start of funded service.

Organizational Capability

The Maine Commission for Community Service (MCCS) was established in 1994 by the State of Maine with a mission to foster community service and volunteerism to meet human and environmental needs. MCCS builds capacity and sustainability in Maine's volunteer sector by funding service programs, developing managers of volunteers, raising awareness of the scope and impact of the sector, and encouraging an ethic of service. (5 MRSA Chapter 373, sections 7501-7504). MCCS consists of a 25-member board of volunteer leaders with support from four staff.

Since June 2012, the Department of Education has served as the fiscal agent for MCCS. Under the civil service personnel system, all Commission positions are classified as professional, technical jobs which require higher education and all staff members have master degrees. Tenure among staff averages 8 years. In addition, staff members have direct experience as volunteer managers in programs of various size.

MCCS has successfully administered AmeriCorps State, Learn & Serve and State Service Commission Support and other Grants from the Corporation for National & Community Service

Narratives

(CNCS) for twenty-three years. MCCA's state service plan focuses on building capacity and sustainability in organizations in the volunteer sector and uses National Service as a strategy to achieve this goal. MCCA's performance is reported annually to the Governor and Legislature in accordance with MCCA's enabling statute.

The state service plan is the foundation for MCCA work to build volunteer management capacity, both in national service and community volunteer programs. Examples of MCCA successes include:

Volunteer Generation Fund - Prior to receiving VGF funds in 2010, only two volunteer centers existed in Maine and they served the two most southern and most populated counties in the state. Utilizing a model based on HandsOn Affiliates 'mobilization' level, MCCA provided grants to establish four new volunteer centers to provide the core functions of volunteer centers and to support peer networks of managers of volunteers. By December 2013, MCCA successfully met its VGF objective to engage 3060 youth/young adult and 55+ volunteers in opportunities related to education, health -- obesity reduction-- and energy --winterizing residents reduce heating costs. The second VGF objective, serving 60% of Maine's counties with a volunteer center or peer network, was nearly met; with 50% of counties being served. One VGF grantee, a nonprofit located in a very rural area, did not accept funding after the first year citing the burden of federal grant management, though the advisory council created to support this volunteer center continued to convene and worked with Commission staff to identify a new "home" for the volunteer center.

A one year supplemental VGF grant continued to support the core functions of volunteer centers and was instrumental in starting statewide implementation of Service Enterprise to help sustain volunteer centers on a fee for service basis, an element that the current application seeks to expand. MCCA partnered with Points of Light to bring a Service Enterprise Train-the-Trainer to Maine, was approved by Points of Light as a statewide Service Enterprise Hub and created a cohort of local trainers to support the expansion of the model. Service Enterprise trainers work with organizations in their service area to participate in the Service Enterprise model and conduct site visits to verify documentation of organizations submitting certification materials to Points of Light. Additionally, as part of Year 4 VGF, MCCA launched an on-line volunteer management course based on the 2008 "Core Competencies for Managers of Volunteers: Novice to Expert Continuum" published by MCCA (revised in 2011). MCCA continues to offer the course and market to volunteer managers. Increased participation in this course is also a feature of the capacity building goals of the current application and development of the "Expert" level course is part of the Commission's overall goals. MCCA was not

Narratives

awarded VGF funding in the most recent round but has worked to maintain the gains realized through the initial funding. Selection in this round will allow for expansion of these continuing efforts through the development of new partnerships, continued capacity building and direct effort on statewide needs

MCCS continues to partner with United Ways of Maine and others to support a statewide on-line volunteer management system and promote www.VolunteerMaine.org as a virtual volunteer center under the auspices of the VolunteerMaine Partnership. Established in 2002 by Commission as part of its responsibility to be a catalyst in solving challenges faced by Maine's volunteer sector, the goal of the Partnership is to build the capacity of volunteer programs addressing four priority needs identified by volunteer sector: professional development/training volunteer administrators; increased sustainability and capacity to meet local needs; increased engagement of citizens as volunteers; and technical assistance for and coordination among volunteer programs. The VolunteerMaine.org platform is the most visible aspect of this partnership, providing entry points for activities and supports addressing the four priority needs. Members of the VolunteerMaine Partnership include ten United Ways in Maine, Maine Emergency Management Agency, and 211 Maine. The Partnership is a long-lived example of Commission's ability to be a catalyst to engage diverse organizations that share the common goal to work collaboratively and pool very scarce resources in order to accomplish shared objectives.

These examples demonstrate MCCS commitment to building capacity in the volunteer sector and its ability to leverage resources (from seed amounts to program funding). Over twenty years, initiatives have been launched and sustained successfully because MCCS is able to attract partners willing to commit resources toward a common goal. MCCS' strategy for sustainability has been to serve as the catalyst for development, implementation, and early organizational operation but ultimately "spin-off" the work to the community to which it is most closely connected.

Budget/Cost Effectiveness

For more than twenty years, MCCS, with limited resources, has leveraged partnerships to increase effectiveness and build capacity of Maine's volunteer programs. The Commission's success demonstrates the commitment and innovativeness of both MCCS and its partners to accomplish critical tasks by engaging Maine citizens in service and volunteerism.

This VGF program's focus on capacity building within the volunteer sector represents the most cost effective way of addressing the critical needs outlined above in this, the oldest and most rural state.

Narratives

Rural communities lack access to non-profit supports and have limited government infrastructure, both of which are concentrated in a small number of "service center" communities. Demonstrating the efficacy of expanded volunteer effort in critical areas of need, increasing the skills of volunteer managers in essential volunteer management skills and developing the service enterprise culture among non-profits in the state will increase the ability of rural communities to develop local volunteer solutions and sustain these efforts over time. Rural communities served by governmental and private foundation funding typically develop minimal long term structural supports during the grant periods and programs wane or disappear soon after the funding ceases. By building increased capacity for volunteerism, VGF funding will promote civic engagement and a sense of efficacy in meeting local needs, thus ensuring greater long term sustainability.

The submitted budget supports efficient but appropriate staffing that will ensure development of needed resources, coordination of existing resources and development of new partnerships to support VGF objectives.

Also included are reasonable and necessary costs to augment existing efforts, funds for subgrants to support and expand volunteer engagement in targeted areas of need, and a combination of local and federal expenditures needed to further develop the Maine Service Enterprise initiative and a public information campaign.

Volunteer Generation Fund will enable MCCS to dedicate the resources needed to promote volunteerism and build an infrastructure that supports volunteer programs as they increase effective engagement of Maine's citizens to address critical state issues through local action.

Clarification Responses

** VGF Clarification Responses 2017

Clarification Items:

Performance Measure Items:

OG3-3.3 appears to be a duplicate of G3-3.3. Please remove this measure and replace it with G3-3.3 so we can accurately roll up data.

RESPONSE: The PM Module does not have a selection option in the pull-down PM list for G3-3.3. OG3-3.3 is the only option titled "Number of organizations implementing effective volunteer practices."

Please describe the specific volunteer management practices to be captured under G3-3.3. Please

Narratives

describe in more detail the organizational assessment tool to be used to gather data for this measure. Please confirm that the same tool will be used by all participating organizations. Please confirm that the pre-assessment will be administered before capacity building services are provided and that the post-assessment will be conducted after services are provided.

RESPONSE: As noted in the application narrative and the PM There are two different assessments, depending on the type of capacity building training received. The Instrument Description in the PM Module has been changed as follows:

"Essential Volunteer Management Practices (EVMP) organizational assessment or Service Enterprise Diagnostic (SED) tool. Each will be used as a pre-post depending on which type of capacity building service or training an organization engages in.

EVMP is a commonly used assessment in Volunteer Management based on the 23 Essential Volunteer Management Practices described by the UPS Foundation in "A Guide to Investing in Volunteer Resources Management", in use in the sector since 1998. SED is the organizational assessment of Service Enterprise capacity used by the Points of Light Institute before and after SE training."

For G3-3.1, please indicate the level of activity or participation necessary to be considered "recruited" (i.e., what minimum number of hours or days will a volunteer serve in order to meet the threshold to be counted as a recruited volunteer?).

RESPONSE: The Intervention Description has been updated to read: "Volunteer enrollment records showing unduplicated count by sub-recipient organizations. Volunteers will be considered "recruited" if they arrive for a scheduled volunteer assignment and record hours on their initial day of service (appropriate to the volunteer assignment) in the approved time sheet/ time log software in use by sub-recipients or provided by the Commission for sub-recipient use."

Budget Items:

Section A- Personnel Expense: Please confirm that the percentage of time allocated to budgeted staff does not exceed 100% across all CNCS grants, including the CSG and CIF grants. If it does, please modify your budget as needed.

RESPONSE: The Section A budget does not need modification.

CIF funding allocated to Maine was insufficient to pay for 100% of the Training Officer's salary over the grant period and was budgeted at 80% over the extended performance period (See CIF grant Continuation narrative notation regarding insufficiency of funding). The amount allocated to the

Narratives

VGF award is 20%. Together they represent 100% of this position during the overlapping performance periods.

The Planning & Research Associate is currently a part-time position that would be increased by .4 FTE bringing it to a full-time position.

Section A- Personnel Expense: Please include a brief statement of responsibilities for each position listed in this section, as requested on page 16 of the Volunteer Generation Fund Application Instructions.

RESPONSE: Updated Statements are now included in Position/Title field in Budget Section A.

Section C- Project Staff Travel: Please include a brief description of the purpose(s) for which staff will travel.

RESPONSE: Included travel costs are for mileage to sub-recipient sites for monitoring and training.

Section I -- Other Program Operating Costs-Criminal history background checks are required for all staff. Please revise the budget to include the costs of these checks, or confirm the checks will be completed off-budget and how the cost will be covered for all staff.

RESPONSE: All personnel included in section I of the budget are already on staff and have completed criminal history record checks. All sub-recipient staff will be required to have compliant NSCHC's funded by the subgrant(s).

Section II B- Federally Approved Indirect Cost Rate. The total direct cost amounts do not match the totals used in the indirect cost base calculations (212,733 and 422,733 budgeted vs 212,734 and 422,734 as the IDCR bases). Please update the budget so these figures match.

RESPONSE: The discrepancy is a result of rounding errors caused by eGrants calculations differing from spreadsheet based calculations. We have updated to reflect your figures.

Section II B- Federally Approved Indirect Cost Rate: The calculation for the grantee share of indirect costs appears to be incorrect. The rate of 9.2% applied to total direct costs of \$422,733 yields \$38,891.45 of total indirect costs, less the \$11,190 claimed as CNCS share leaves \$27,701 to be claimed as grantee share.

RESPONSE: The amount was incorrectly entered and has been corrected.

Narratives

Source of Funds- Please make sure the amount in the Source of Funds section matches exactly the total grantee share.

RESPONSE: Completed

Source of Funds- Please update this section so that the 'Organizational Indirect' line item matches the grantee share of indirect costs included in the budget.

RESPONSE: Completed

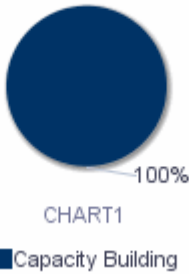
Please move the "sub-grants" line item in the budget narrative to an appropriate section other than "Contracting and Consulting Services."

RESPONSE: The item has been moved to 'Other Program Operating Costs'

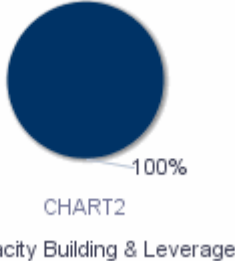
Grant Characteristics

Performance Measures

MSYs by Focus Areas



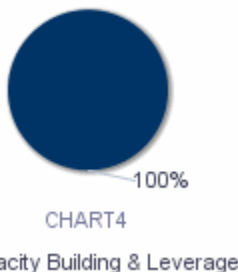
MSYs by Objective



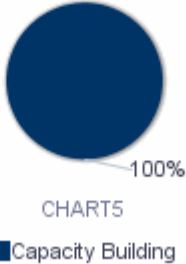
Project Hours by Focus Area



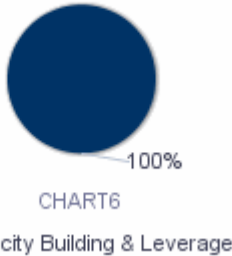
Project Hours by Objective



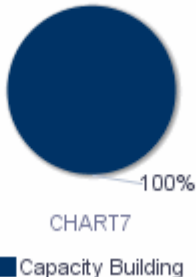
of Volunteers by Focus Areas



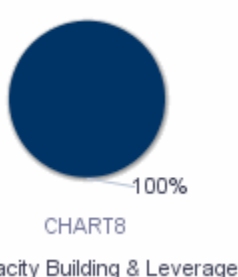
of Volunteers by Objective



Amount by Focus Area



Amount by Objective



Performance Measures

Primary Focus Area: Capacity Building

PM 1 - Organization Capacity Building

Focus Area:	Capacity Building	MSYs:	0.05	Project Hrs:	0.50	Amount:	\$	0.50
Objective:	Capacity Building & Leverage	# of Volunteers:	1					

Problem Statement:

Maine's volunteer sector does not effectively connect volunteers to mission services and adequately plan, resource, support and acknowledge volunteer contributions to organizational achievements.

Interventions

Descriptions

Volunteer Management	Management by subrecipients
Other	Training - Novice volunteer management course & Service Enterprise training for managers of volunteers

Output :

G3-3.4: Number of organizations that received capacity building services

Target:	12	Organizations
Measured By:	Pre/Post Organizational Assessment Tool	
Described Instrument:	Essential Volunteer Management Practices (EVMP) organizational assessment or Service Enterprise Diagnostic (SED) tool. Each will be used as a pre-post depending on which type of capacity building service or training an organization engages in.	

Output :

G3-3.5: Number of staff and community volunteers that received training (of one or more types)

Target:	700	Staff and Community Volunteers
Measured By:	Attendance Log	
Described Instrument:	Name and email based registry of attendees. Individuals will be only be counted once for each type of training	

Outcome:

(PRIORITY) G3-3.3: Number of organizations implementing effective volunteer management practices

Target:	10	Organizations
Measured By:	Pre/Post Organizational Assessment Tool	
Described Instrument:	Essential Volunteer Management Practices (EVMP) organizational assessment or Service Enterprise Diagnostic (SED) tool. Each will be used as a pre-post depending on which type of capacity building service or training an organization engages in. EVMP is a commonly used assessment in Volunteer Management based on the 22 Essential Volunteer Management Practices described by the UPS Foundation in "A Guide to Investing in Volunteer Resources Management", in use in the sector since 1998. SED is the organizational assessment of Service Enterprise capacity used by the Points of Light Institute before and after SE training.	

Performance Measures

Primary Focus Area: Capacity Building

PM 2 - Community Volunteers recruited & Hours served

Focus Area: Capacity Building	MSYs: 0.05	Project Hrs: 0.50	Amount: \$ 0.50
Objective: Capacity Building & Leverage	# of Volunteers: 1		

Problem Statement:

Maine's average hourly rate of volunteers has consistently dropped in recent years and volunteer recruitment has been lower than expected

Interventions

Descriptions

Volunteer Management	Recruitment by subgrantees in specific areas of need
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Output :

(PRIORITY) G3-3.1: Number of community volunteers recruited by organizations or participants

Target: 900 Community Volunteers

Measured By: Other

Described Instrument: Volunteer enrollment records showing unduplicated count by subrecipient organizations. Volunteers will be considered "recruited" if they arrive for a scheduled volunteer assignment and record hours on their initial day of service (appropriate to the volunteer assignment) in the approved time sheet/ time log software in use by subrecipients or provided by the Commission for subrecipient use.

Output :

G3-3.7: Hours of service contributed by community volunteers who were recruited

Target: 15000 Hours

Measured By: Time Sheet/Activity Log

Described Instrument: Time sheet/ time log software in use by subrecipients or provided by the Commission for subrecipient use

Required Documents

Document Name

Status

