2020 Volunteer Generation Fund Continuation Guidance

Application Deadline: Wednesday, May 6, 2020, 5:00 p.m. Eastern Time

Important Notices
This application guidance conforms to CNCS's online grant application system, eGrants.

Federal Funding Accountability and Transparency Act
Grant recipients will be required to report at www.FSRS.gov on all subawards over $25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 CFR Part 170 for more information and to determine how these requirements apply.

Universal Identifier
Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the System for Award Management (SAM). All grant recipients are required to maintain an active registration.

APPLICATION GUIDANCE
Commissions with VGF grants in continuation will use the eGrants instructions below to create and submit an application.

FY 2020 Allocation Levels
ContinuationVGF applicants may request additional funding greater than their 2019 award level. CNCS reserves the right to award applications in an amount other than at the requested level of funding.

Continuation Application Review Process
CNCS staff will review all applications for Volunteer Generation Fund continuation applications according to the following criteria:

1) Timely submission of a complete Continuation application;
2) Compliance with grant requirements during current VGF grant;
3) Satisfactory performance and progress to date;
4) Continuation Changes – Identify proposed changes to the program structure/design and describe challenges from previous years and the plan to address these challenges. Note any other relevant changes;
5) Budget – The previous year's budget will automatically populate into the Continuation application; please edit as needed.

The deadline for continuation applications is **Wednesday, May 6, 2020** at **5:00 p.m. Eastern Time**. Applicants will be notified of funding no later than July 6, 2020.

Commissions may receive a request to provide clarifying information. Clarification information is used by CNCS staff in making final recommendations. Failure to respond to requests for information in a timely fashion may result in the removal of applications from consideration. Clarification responses

should be complete and correct upon submission. The duration of the clarification process will be June 8-22, 2020.

How to Submit the Continuation Application
To create the continuation application in eGrants, click Continuation/Renewal on the eGrants home page. A list of continuable grants will appear. Select the VGF grant to be continued. Do not start a new application. Edit the continuation application as directed in the continuation request instructions below. When complete, click the **SUBMIT** button.

The submission of a continuation application does not obligate CNCS to provide continuation funding. Continuation funding is contingent upon the selection criteria listed above. CNCS reserves the right to adjust the amount of an additional grant award in subsequent years, or elect not to continue funding, based on these criteria.

If you experience problems using eGrants, contact the eGrants Help Desk at (800) 942-2677 or online at https://questions.nationalservice.gov/app/ask_eg.

REMINDER: The Authorized Representative must 'sign' the Certifications and Assurances prior to submission. The Authorized Representative is the official within an applicant organization with the legal authority to give assurances, make commitments, enter into contracts, and execute such documents on behalf of the applicant as may be required by a grantmaker. The signature of the Authorized Representative certifies that commitments made on grant proposals will be honored and ensures that the applicant agrees to conform to the grantmaker's regulations, guidelines, and policies.

What to Include in the Continuation Application
I. Applicant Info and Application Info
Update the Applicant Info and Application Info Sections in eGrants, if necessary. If applicable, note these changes in the Continuation Changes field.

II. Narrative (Narratives Section)

Executive Summary: Please update the one-paragraph summary of the proposed program as needed (500 character limit).

Continuation Narrative Updates: The 2019 application will appear in the narrative sections. Do not enter continuation changes in the original narrative fields. Please document 2020 Continuation Changes in the Continuation Narrative field in eGrants. Do not delete 2019 content from this field. Create a heading called Year 3 Continuation Changes" and follow the instructions below:

      a. Please describe any proposed changes to the scope or design of the previously approved program. Continuation changes may include but are not limited to: any planned changes to the structure/design of the program; a revised schedule/timeline for the program; changes in partner sites; explanation of any changes in the budget; adjustments to the evaluation; and staffing or approved

activities. As applicable, these changes may also need to be reflected in the budget and the performance measures.
   b. If no changes are being proposed, enter "No Changes" in the Continuation Narrative field.
   c. Please describe any challenges from previous years and how these challenges are being addressed.
   d. Describe any major accomplishments from the most recent year of operation. Accomplishments might include details about progress toward intended impact and outcomes, significant partnerships, etc.
   e. If you are carrying over funds, please note the dollar amount of carry over you are including in the budget.
   f. If you are requesting an expansion, please note the dollar amount of expansion you are including in the budget.

III. Performance Measures (Performance Measures Section)

Performance measures are populated from the previous year's application. All continuation applicants must revise their performance measures to align with the 2020 VGF Performance Measure Instructions. 2020 VGF continuation applicants are required to use the National Performance Measures identified below:

•   G3-3.4 (output): Number of organizations that received capacity building services

AND

•   G3-3.10A (outcome): Number of organizations that increased their effectiveness, efficiency, and/or program scale/reach*

*In the Described Instrument section of measure G3-3.10A, applicants must specifically describe how they will measure organizational effectiveness, efficiency, or program scale/reach with respect to volunteer recruitment or management.

Applicants may optionally continue to use additional performance measure(s), either CNCS performance measures or applicant determined performance measures, to describe the type and amount of activities carried out by volunteers managed and/or generated through VGF. All performance measures must align with the 2020 VGF Performance Measure Instructions posted on the CNCS website. *Note: the number of volunteers recruited/coordinated/supported by your grant, and the number of hours served by these volunteers, will be reported via standard Performance Data Elements and should no longer be included as performance measures.*

IV. Budget (Budget Section)

Provide a detailed budget for the upcoming year. The budget from the previous year's application is copied into the continuation request. Please make necessary changes.

Unexpended Funds
To maximize funds available, we will allow grantees to carry over the amount of unexpended funds from the previous year's grant. Grantees need to include allowable carryover funds in the budgets submitted to be able to expend those funds.

CNCS will not implement a Supplemental Funding process for VGF grants.

Administrative/Indirect Costs
CNCS allows applicants to include administrative (indirect) costs in grant budgets. Based on qualifying factors, applicants have the option of using a federal or state approved indirect cost rate, a 10% de minimus rate of modified total direct costs or may claim certain administrative costs directly as outlined in 2 CFR § 200.413. States, local governments, and Indian tribes may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all federal awards.

Applicants who hold a state or federally negotiated indirect cost rate or will be using the 10% de minimus rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and CNCS' regulations at 45 CFR 2517.710, no more than five percent of award funds may be used to recover indirect costs on VGF grants.

The instructions for how to enter the organization's indirect cost rate **can be** located here: eGrants Indirect Cost Rate User Instructions.

(Note: The language in both should change to are located here for the instructions.)

Match Requirements
Grantees are required to meet an overall matching rate that increases over time. The federal share of the allowable costs of carrying out a Volunteer Generation Fund program (whether the program is carried out directly or through sub-grants) may not exceed: 80 percent for the first year; 70 percent for the second year; 60 percent for the third year; and 50 percent for the fourth and any later year in which a recipient receives assistance from the VGF. The match can be cash or in-kind sources. Grant applicants must describe the expected source of their cash or in-kind share in their application.

Match Rates

Year 1	20%
Year 2	30%
Year 3	40%
Year 4 and beyond	50%

Source of Funds
In the Source of Funds field that appears at the end of Budget Section II, enter a brief description of the Source of Funds (Match) including the amount, the match classification (Cash, or In-kind) and Match Source (State/Local, Federal, Private, or Other) for the entire match**.** (The total amount in the Source of Funds field should match the total amount in the budget narrative

exactly.) Define any acronyms the first time they are used. Please note whether the funds are committed or proposed.