

VGF Technical Assistance Call - October 18, 2019 @ 11AM.

CORRECTION: On page 4 under the *"Prohibited Activities & Expenses"* in the 2nd sentence, the word **"Now"** should be **"Not."** Correct sentence should read: *"Service activities that do not provide a public benefit are NOT allowed."* An example of a service that does not benefit the public: Activities that provide a benefit to a private business, including private landlords and farmers, are not allowable.

The corrected application is posted on the website.

Q & A

1. We have a pretty solid number of dedicated volunteers, but we currently don't have any methods for tracking the numbers. How many volunteers, how many hours, what they do, etc. Are we able to use a portion of the grant to fund an overall system of volunteer management and a portion for facilitating the required project?

Answer 1: Yes, the grant can be used to help fund a volunteer management system, as long as that also includes the following grant requirements:

- to improve or develop Volunteer Tracking and Data Management system or protocols.
- And, improve or develop 2 other volunteer management practices, which are listed in the grant application on page 7 & 8.

2. Does the specific project have to be established prior to applying? We know that we want to use this grant to help us form a specific group of volunteers dedicated to eradicating blight and BAD Buildings, including having a team of "lead" volunteers that will help train the "worker" volunteers and facilitate clean up events. Does that program count as the project or should we plan a specific clean up event as our project?

Answer 2: If this is referring to the required service project, then yes, it would apply as long as you described your plan of action, supporting costs and its service to the community.

3. Can the money be used to pay part of the salary of a part-time volunteer coordinator? We plan to have a volunteer coordinator on board by January.

Answer 3: Yes

4. I understand that the grant is for a nine-month period. Does that period have to be January 1 - September, 2020 or could it be, for example, February 1 - October 2020 in order to accommodate a service project in October?

Answer 4: The grant period is FIXED and starts January 1, 2020 to September 30, 2020.

HOWEVER, you could fund an October service project as long as you incur the expenses for your service project by September 30, 2019. Also, you would report on your service project in your final grant report.

5. For budget purposes, where and how long will the Volunteer Conference be? What expenses should be included in the budget (hotel, food, mileage reimbursement)?

Answer 5: There is no Volunteer Conference. There is a required VGF Grantee convening/meeting, which will be held in Charleston, WV. Volunteer West Virginia will pay directly for any hotel costs and lunch. Your travel (mileage) should be included in your VGF application budget using the .58/mile state cost rate.

6. Since our volunteer coordinator would be part-time, would we be required to offer health insurance or other fringe benefits?

Answer 6: No

BACKGROUND CHECK Questions:

7. Should we include the cost of background checks in our budget?

Answer 7: No, background checks will be paid by Volunteer West Virginia.

8. If other employees who are partially funded by the VGF grant have already had a background check, do they need to have another?

Answer 8: YES, we are required to use our federal funders chosen vendors.

9. Can staff begin VGF project before background checks are complete?

Answer 9: NO, ALL staff working on VGF project (match or reimbursed) will have to complete BOTH background checks and CANNOT begin VGF project work until Volunteer West Virginia receive the results.

10. How long do background checks take to complete with the results?

Answer 10: It is a 72-hour turn-around time.

11. Do Volunteers have to take Background Checks?

Answer 11: NO

12. Will our Finance Person who authorizes purchases need to take a background check?

Answer 12: NO, as long as you do NOT count his/her time towards grant reimbursement or match.

13. On the top of page 2 of the RFA, what does "Grant Type: Reimbursement Only" mean?

Answer 13: The grantee will have to FIRST incur the grant project costs, like salary for personnel time and the purchase of approved budget items, THEN they can request reimbursement for those costs. We do NOT disperse funds before they are spent.

14. On page 4 of the RFA, it says that we must complete a Pre & Post Volunteer Management Capacity Assessment at the beginning and end of the VGF Grant period. Is this something that you will give grantees once the grant is awarded or is this something that we could look at now?

Answer 14: This is a 45-question survey that will be given to grantees once awarded. It has no bearing on the grant application process.

15. Do we submit our application by email or is there an online application?

Answer 15: Submit your application by e-mail to gina.l.namay@wv.gov

16. Should we include travel reimbursement in our budget for traveling to get the Background Checks and to attend the VGF Grantee convening/meeting?

Answer 16: Yes.

17. Are promotional items like t-shirts an allowable expense?

Answer 17: Yes, promotional items that support your VGF grant project are allowable.

18. Grant application says that hospitality is only allowable if relevant to the VGF grant project. Would hospitality for training staff and/or volunteers be allowable?

Answer18: Yes, as long as the training is relevant to the VGF grant project.

19. How do bonus points work/counted in the VGF grant application?

Answer 19: The VGF Grant Application is worth 105 points, with a bonus section that is worth up to 5 points. Bonus points are earned for choosing one or more of the State Service Plan Priority Areas (*listed on page 5 of the grant application*) and strongly demonstrating how you will incorporate it into your VGF project proposal. The bonus section is optional when applying.

20. What is a connector organization, which is mentioned on page 2 under of the grant application?

Answer20: It is any agency that connects volunteers to volunteer opportunities.

21. Clarify the purpose of the grant?

Answer 21: The purpose of the grant is to fund an organization's efforts to develop and/or improve their volunteer management capabilities, protocols and systems. In other words, to better recruit, train, and retain volunteers in order to provide their services to the community.