VOLUNTEER CENTER CAPABILITY BUILDING FOR DISASTER: ROUND TWO REQUEST FOR APPLICATIONS (RFA)

APPLICATIONS DUE FRIDAY, SEPTEMBER 9, 2011 BY 5 P.M.

CALIFORNIA VOLUNTEERS
DISASTER VOLUNTEERING AND PREPAREDNESS DEPARTMENT
1110 K Street, Sacramento, CA 95814
(916) 323-7646
August 19, 2011

Dear Volunteer Centers:

CaliforniaVolunteers is pleased to announce the availability of up to $150,000 in the second round of competitive grants (maximum of $30,000 per grant) for volunteer centers to continue to build the internal capacity to manage spontaneous unaffiliated volunteers in times of disaster.

**Only volunteer centers that were not awarded Round 1 capacity-building grants are eligible to apply for these competitive grant funds.** Applicants should apply for funding first to prepare their organizations to respond to disasters by building or strengthening their continuity of operations capability. The funding process is described more fully in this application.

As the state agency responsible to advance service and volunteering in the state and to help build our emergency preparedness capability, CaliforniaVolunteers seeks to work collaboratively with volunteer centers to communicate disaster-related volunteer activities in the affected areas.

Volunteer centers, when adequately prepared, can play a pivotal role in supporting volunteer activities for emergency response and recovery operations. This grant program is designed to continue to strengthen volunteer centers in this role, and is an example of how our collaboration can advance the state of preparedness in California.

We have designed the application process to be as simple as possible while providing applicants maximum project flexibility. I encourage you to consider applying for this grant funding and help develop the state’s volunteer coordination system that we will rely on in times of disaster.

With warm regards,

Karen Baker
Secretary of Service and Volunteering
TABLE OF CONTENTS

I. Grant Summary And Guidelines ................................................................. 1
   A. Eligible Applicants ............................................................................. 1
   B. Grant Funding .................................................................................. 2
   C. Allowable Costs or Grant Eligible Activities and Costs ......................... 3
   D. Non-Allowable Costs ...................................................................... 4
   E. Grant Program Timeline ................................................................... 5
   F. Project Design Overview ................................................................... 6

II. Application Instructions .......................................................................... 7
   A. Expected Outcomes and Levels .......................................................... 7
      Outcome Tables .................................................................................. 9-10
   B. Project Narrative .............................................................................. 11
   C. Application Format ........................................................................... 12-13
   D. Application Checklist and Filing Procedures ......................................... 14

III. Application Review and Selection Process ............................................. 15
   A. Eligibility Review and Selection Process ............................................ 15-17
   B. Grant Award Process ...................................................................... 18
   C. Training Requirements and Funding .................................................. 18-19

IV. Grant Administration ............................................................................. 20
   A. Grant Agreement .............................................................................. 20
   B. Contract Period .............................................................................. 20
   C. Reporting Requirements .................................................................. 21
   C. Map of Administrative Regions .......................................................... 22

V. Application Package Forms .................................................................... 23
   1. Application Cover Sheet ................................................................... 25
   2. Table of Contents ............................................................................ 26
   3. Project Narrative ............................................................................. 27
   4. Budget and Budget Narrative ............................................................ 28
   5. Grant Assurances ............................................................................ 29
   6. Governing Body Resolution for Volunteer Center Capability Building for Disaster
      Grant: Round 2 ............................................................................... 30-31
   7. Signature Authority .......................................................................... 32
   8. Financial Management Survey / Audit Request ................................... 33
      Organizational Self-Assessment .......................................................... 34

Please direct all questions about this Request for Application to California Volunteers’ Community Partnerships Specialist, Phyllis Onstad, phyllis.onstad@cv.ca.gov, phone 916-261-3083.
I. Grant Summary and Guidelines

Goal of the Grant

The goal of this grant is to develop a network of volunteer centers:

- that has developed its capacity to continue operations under all circumstances,
- that is trained and capable of managing spontaneous, unaffiliated volunteers in a disaster,
- whose staff has successfully completed training in the federal and state emergency management system, and
- can, upon request of local government or CaliforniaVolunteers, assist with spontaneous volunteer coordination and establish and operate an Emergency Volunteer Center¹.

The volunteer center will be capable of supporting CaliforniaVolunteers (CV) in its volunteer coordination role in times of disaster.

Table of Contents

This section provides overview information on the grant program. The table of contents is below.

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Eligible Applicants and Minimum Application Requirements</td>
<td>1-2</td>
</tr>
<tr>
<td>B</td>
<td>Grant Funding</td>
<td>2-3</td>
</tr>
<tr>
<td>C</td>
<td>Allowable Costs</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>- Staffing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Equipment</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Non-Allowable Costs</td>
<td>4</td>
</tr>
<tr>
<td>E</td>
<td>Grant Program Timeline</td>
<td>5</td>
</tr>
<tr>
<td>F</td>
<td>Project Design Overview</td>
<td>6</td>
</tr>
</tbody>
</table>

A. Eligible Applicants and Minimum Application Requirements

Eligible Applicants

Eligible applicants are volunteer centers as defined in the following paragraph.

A volunteer center is: A 501(c)(3) organization that includes a primary mission to activate, connect, mobilize and manage meaningful opportunities for volunteers to serve in their community; community recognition; leadership development; formally recognizes volunteers; and can include expertise and knowledge of volunteering, service and leadership applied to enhancing volunteer’s scope of influence as agents of change for social issues in communities; convening community partners; and is a national service member. For purposes of these

¹ Emergency Volunteer Center (EVC): An EVC is a walk-in center, phone bank or other means of registering and referring spontaneous unaffiliated volunteers to disaster volunteer opportunities immediately following a disaster; referrals should be done in coordination with local emergency management. An EVC can be administered by local government, Operational Area (county), or non-governmental organization (NGO).
grants, a volunteer center must have had some experience in managing spontaneous unaffiliated volunteers in disaster, or is beginning to develop the capability for managing spontaneous unaffiliated volunteers in times of disaster.

In addition, only volunteer centers who did not receive round 1 funding are eligible to apply for the grant program.

Minimum Requirements

All applicants must meet the minimum application requirements listed below in order to be considered for grant funding. Please provide proof of 501(c)3 status.

1. Be a volunteer center and have a designated service area.
2. Be a current approved California Volunteer Matching Network (CVMN) Hub organization.
3. Have CVMN compatible technology in place to post volunteer opportunities to an online, searchable, interactive database.

Please use the following link for additional information on the description of a Hub as it pertains to this grant application:
http://www.californiavolunteers.org/index.php/calvol/program_cvmn_hub_app/

B. Grant Funding

Federal HGSP Requirements

These grants are being provided as a sub-grant from funds provided to CaliforniaVolunteers from Federal Homeland Security resources through the FY09 Homeland Security Grant Program (HSGP). As such, sub-grantees must follow all rules, requirements, and restrictions associated with these federal funds. These requirements shall include, but are not limited to:

- Allowable costs
- Separate tracking and reporting of grant expenditures
- Activity reporting

Detailed information on the federal requirements can be found at:

To be eligible to receive federal preparedness funding, applicants must meet the federal National Incident Management System (NIMS) compliance requirements. For information about NIMS compliance requirements for non-governmental organizations, please see http://www.fema.gov/pdf/emergency/nims/ngo_fs.pdf

Maximum Award

A maximum of $150,000 in HSGP funding is available for this competitive grant program. Grants will be awarded in amounts up to $30,000.

Basis for Awards

Awards will be based on the applicant’s qualifications and its final ranking in the competitive process. Funding carries specific eligibility requirements, which differ
depending on the activities and capabilities of the volunteer center. This funding will be competitively awarded to qualified volunteer centers according to the application and selection process outlined in this Request for Application (see A. Eligible Applicants on pages 1-2).

CaliforniaVolunteers seeks to award grants until the total funding available is awarded. Awards will represent not only the programmatic diversity but also the geographic diversity and population density of the state

CaliforniaVolunteers may award a grant amount that is different from the applicant’s grant request based on an evaluation of the applicant’s proposed project and budget.

C. Allowable Costs or Grant Eligible Activities and Costs

All costs must be directly related to the creation and management of a project design which will yield Expected Outcomes and capabilities as listed beginning on pages 9-10. Costs must be reasonable and in support of the needs as described in the application. These costs are governed by the federal Department of Homeland Security’s FY09 Homeland Security Grant Program guidelines for planning, training, and exercises.

Examples

Allowable costs can include project support costs such as:

- Contractors or consultants (compensation for consultant/contractor services is to be reasonable and consistent with the amount paid for similar services in the marketplace);
- Staffing: Grant funds can pay 100% of staff costs covering salaries and benefits;
- Training Activities, including workshops and training sessions. Applicants must identify the date, location, and purpose of each workshop/training session in the grant application and include costs in the budget form.
  - Applicants must identify the date and total costs associated with each event in the budget form. CaliforniaVolunteers will request a tracking number for each event from Cal EMA as part of the approval process for these costs.
  - Refer to the FY09 Homeland Security Grant Program Guidance and Application Kit for allowable training activities and costs at:
- Planning Activities (Examples: Continuity of Operations Plan; Procedures for continuing operations in disaster; volunteer center emergency operations concept of operations, etc.). These activities must result in a tangible deliverable, such as a plan, procedures, etc.
- Supplies (Items that DO NOT exceed $5,000 per unit). Anything in excess of $5,000 is considered equipment;
- Travel (Airfare, per diem, etc.) – subject to state rates and miles for excluded employees; (refer to Department of Personnel Administration at
http://www.dpa.ca.gov/personnel-policies/travel/main.htm for detailed information;

- Printing;
- Communications outreach;
- Standard costs associated with the work of an employee funded by this grant, for example: office supplies, or postage;

D. Non-Allowable Costs:

Costs not directly related to project Any costs not directly related to the creation and management of the grant are ineligible for grant funding. These costs are governed by the Department of Homeland Security’s FY09 Homeland Security Grant Program guidelines.

These include, but are not limited to, the following costs:

- Costs incurred prior to date of signed contract, or after April 30, 2012;
- General use software, vehicles, licensing fees;
- Weapons and Ammunition;
- Construction and Renovation;
- Hiring of public safety personnel for the purpose of fulfilling traditional public safety duties;
- Costs currently covered by another homeland security grant or contract;
- Purchasing or leasing of land;
- Any food or beverage;
- Other items not in accordance with the guidelines, provisions and regulations that govern this grant or otherwise deemed unallowable by CaliforniaVolunteers.
- Indirect costs associated with management or administration of the organization are not allowed under this sub-grant, such as overhead, office space rental, phone service or internet costs.
- This grant does not include funding for equipment, such as desktop computers, laptops, or associated peripherals.

Detailed list For a detailed list of all eligible and non-eligible costs, please review the following:

- Sub-grantee must be able to track all costs associated with this grant separately from any other funds received by their organization, and must identify expenses by category – planning, training, or exercises..
E. Grant Program Timeline

Grant Timeline

The following is the grant application timeline. This timeline is subject to change. 

**The application deadline is Friday, September 9, 2011 by 5:00 p.m.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, August 19, 2011</td>
<td>Request for Applications (RFA) available</td>
</tr>
<tr>
<td>Thursday, August 25, 2011</td>
<td>Technical Assistance Conference Call</td>
</tr>
<tr>
<td>Friday, Sept. 9, 2011</td>
<td>Applications Due – applications must be received by 5:00 p.m.</td>
</tr>
<tr>
<td>Monday, Sept. 12, 2011</td>
<td>Review Process; applicants need to be available to CaliforniaVolunteers to clarify information in applications</td>
</tr>
<tr>
<td>Tuesday, Sept 13</td>
<td>DVP Committee review/approval of staff funding recommendations</td>
</tr>
<tr>
<td>Tuesday, Sept. 13, 2011</td>
<td>Funding Decisions Announced</td>
</tr>
<tr>
<td>Friday, Sept. 16, 2011</td>
<td>Contract Materials Available</td>
</tr>
<tr>
<td>Wednesday, Sept. 24, 2011</td>
<td>Completed Contract Materials due</td>
</tr>
<tr>
<td>Friday, Oct.14, 2011</td>
<td>Project Start Date</td>
</tr>
<tr>
<td>April 30, 2012</td>
<td>Contract Completion Date</td>
</tr>
<tr>
<td>May 15, 2012</td>
<td>Final invoices must be received by CV by this date.</td>
</tr>
</tbody>
</table>

Technical Assistance

CaliforniaVolunteers will schedule one conference call to answer general questions about the grant application process, including the areas of application submittal, review, and grant award.

**Date of conference call:** Thursday, August 25, 2011

**Time of conference call:** 2:15 p.m. to 3:15 p.m.

**Call-in Phone Number:** 1-866 640-4044 Passcode: 489238#

Following the 8/25/11 conference call, CV staff will respond to all emails and phone calls within a reasonable amount of time. Applicants are encouraged to submit their questions well in advance of the application deadline. All questions and answers will be posted on the CaliforniaVolunteers website.

Staff will not be able to advise applicants on specific projects in order to ensure that all applicants receive equal and fair treatment.
F. Project Design Overview

Grant award decisions will take into account the applicant’s proposal to meet the Expected Outcomes for Levels 1, 2, and 3. The grant’s Expected Outcomes are designed to acknowledge different levels of experience, capability, and capacity to respond effectively in a disaster as well as the organization’s internal capacity to continue operations under all disruptions. This grant is focused both on developing and enhancing the capabilities of volunteer centers at all experience levels to manage volunteers in time of disaster.

Expected Outcomes are grouped into three levels, each Level building upon the Expected Outcomes in the previous Level as shown on page 9.

- Level 1 – Basic
- Level 2 – Intermediate
- Level 3 - Advanced

The grant project design is outlined in the three steps below:

1. Volunteer center applicants must meet the minimum application requirements on pages 2-3 by the application deadline.
2. Applicants will identify their starting Level from 1-3 based on the Expected Outcomes they can demonstrate they have already achieved. See Table and Progression Flow Chart on pages 9 - 10.
3. Applicants will prepare grant proposals designed to achieve all the Expected Outcomes of their starting Level and, if applicable, for a higher Level(s). Sub-grantees must meet all Expected Outcomes in Level 1 (basic) before applying for funding in Levels 2 and 3.
II. Application Instructions

Following is the Table of Contents for this section.

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Expected Outcomes and Levels</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Outcome Tables</td>
<td>9-10</td>
</tr>
<tr>
<td>B</td>
<td>Project Narrative</td>
<td>11</td>
</tr>
<tr>
<td>C</td>
<td>Application Format</td>
<td>12</td>
</tr>
<tr>
<td>D</td>
<td>Application Checklist &amp; Filing Procedures</td>
<td>14</td>
</tr>
</tbody>
</table>

A. Expected Outcomes and Levels

**Outcome Level requirements**

The Expected Outcome Level description appears on the pages 9-10 and displays the application requirements for Expected Outcomes in Levels 1-3.

Applicants must meet the Expected Outcomes in their designated Level before applying for funding in the next higher Level.

An applicant must use grant funding to first meet the Expected Outcomes of the lower Levels before funding activities to meet Expected Outcomes of the higher Level for which it qualifies.

**Other Projects**

Applicants may propose projects that exceed the Expected Outcomes in their qualifying Level(s), as long as they still meet the Expected Outcomes in their Level.

**Meet Expected Outcomes**

Applicants must use grant funds to achieve the expected Outcomes, beginning with Level 1 and advancing to Level 3. Sub-grantees must meet, or apply for funds to meet, all Expected Outcomes in Level 1 (basic) before applying for funding in Levels 2 and 3.

Please note that Applicants will be required to use the Continuity of Operations planning tools on the CaliforniaVolunteers website in developing their Continuity of Operations Plan. For more information about these tools, please review the documents at [http://www.californiavolunteers.org/index.php/Education/disaster_resiliency/](http://www.californiavolunteers.org/index.php/Education/disaster_resiliency/)
Beginning with Level 1, if an applicant meets some but not all of the Expected Outcomes in that level, the applicant:

- Must demonstrate meeting, or apply for funding to meet, the Expected Outcomes in that level
- Upon meeting, or requesting funding to meet, all the Expected Outcomes in that level, may choose to move to the next higher level and apply for funding to meet some or all of those Expected Outcomes.

Review the Expected Outcomes Table on the page 9 to determine the most appropriate level for your application. The Table shows Expected Outcomes for Levels 1 through 3. Additionally, on the page following the Expected Outcomes Table is a Flow Chart that will help you in your determination.
## Expected Outcomes

### Level 1
#### Basic

**Have a dedicated staff to develop and lead a disaster program**
- Staff supporting the volunteer center’s disaster mission are trained in emergency management.
- Staff supporting the volunteer center’s disaster mission are trained to assist other affected volunteer centers in time of disaster.

**Provide letter of support for the applicant’s proposal from the Operational Area (OA) emergency manager where the volunteer center is located.**

**At the request of CaliforniaVolunteers (CV), be able to support state-level response or recovery efforts as a point of contact for providing volunteer activity and website messaging in time of disaster.**

**Using the “Continuity Of Operations Planning for Community and Faith Based Organizations” as a guide, develop a draft Continuity of Operations Plan (COOP)**

**Provide evidence that the volunteer center has a disaster mission.**

### Level 2
#### Intermediate

**Be able to provide technical support to CV in its role as coordinator of volunteer activities in response and recovery.**
- Provide support to CV as a technical resource in disaster, and a point of contact for volunteer activity and website messaging.

**Have developed a final COOP or final procedures to continue business operations in any disruption.**

**Have the capability to establish and run an Emergency Volunteer Center (EVC) at the request of CV or an affected local government within the Mutual Aid Region served by the volunteer center.**
- Volunteer center disaster operations staff has completed training for EVC activation and management.

**Have signed agreements with other non-profits on disaster coordination, e.g., 2-1-1; ARC; others.**

**Demonstrate specific involvement with Operational Area (OA) where the volunteer center is located to define lead on management of spontaneous unaffiliated volunteers in disaster through signed agreements or planning documents.**

### Level 3
#### Advanced

**Serve as the regional volunteer center to coordinate other volunteer centers within the Mutual Aid Region in times of disaster.**
- Demonstrable understanding of California’s emergency management system, e.g., training certificates.
- Have sufficient number of staff, or the ability to augment staff with mutual aid, for full-scale disaster response activity.

**Serve as disaster volunteer training center for the designated service area; e.g., emergency volunteer center, continuity of operations planning/Disaster Resilience Standard, volunteer management**

**Train local non-governmental organizations on the services volunteer centers can offer in disaster and how volunteer centers can support them in advance of a disaster. Provide training in how to work with the local volunteer center and its technology systems before and during a disaster to help manage the surge in services and volunteers.**
Expected Outcome Progression Chart: By Level

**Level 1**

- **Met All Level 1 Outcomes**
  - If Yes: (Diagram not shown)
  - If No: Must apply for funds to meet all Level 1 Expected Outcomes
    - And may apply for funds to meet some or all of Level 2 Expected Outcomes

**Level 2**

- **Met All Level 2 Outcomes**
  - If Yes: (Diagram not shown)
  - If No: May apply for funds to meet some of Level 2 Expected Outcomes
    - OR
      - May apply for funds to meet all of Level 2 Expected Outcomes
        - And may apply for funds to meet some or all of Level 3 Expected Outcomes

**Level 3**

- **Met All Level 3 Outcomes**
  - If Yes: (Diagram not shown)
  - If No: May apply for funds to meet some Level 3 Expected Outcomes
    - OR
      - May apply for funds to meet all Level 3 Expected Outcomes

- May apply funding or funds to meet additional objectives consistent with the goal and purpose of this grant
B. Project Narrative

The Project Narrative will be evaluated based on a total of 100 points. Please refer to the Project Narrative Instructions directly below to develop your Project Narrative. Each element in your Project Narrative (for example, project description, outcomes, methodology, etc.) including the bulleted item(s) under each of these elements will be reviewed and given a score. The total point score will determine an application’s ranking. Applicants must obtain a minimum of 70 points to be considered for funding. The application elements and their point values are listed below.

Project Narrative Instructions

Need / Program Gaps (15 points)
- Provide a clear description of the programmatic gap(s) that your project will address specific to developing your organization’s disaster volunteer management capability and capacity.
- Indicate whether or not you have received or will be receiving any other governmental funding for your project; identify how funding will be used, and dollar amount.
- Describe your plan for sustaining the program when the grant funding is completed after April 30, 2012.

Project Description (15 points)
- Provide a clear overview of the project being proposed with sufficient detail to explain how the project will meet the identified program needs and gaps and meet the required Expected Outcomes in its qualifying Level.
- Describe the specific activities with timeframes that will be undertaken for each outcome.

Outcomes and Deliverables (10 points)
- Provide a clear identification of the specific and measurable outcomes of the proposal in meeting the required Expected Outcomes.
- List any deliverables that will be developed and dates when each will be completed.

Methodology (20 points)
- Describe how you will achieve the tasks and timeline to complete the tasks to achieve the Expected Outcomes. Be specific about what will happen and how.

Qualifications (15 points)
- Describe your organization’s qualifications to manage and report on the use of grant funds. Outline your organization’s experience with similar projects.
- Describe your organization’s (or the submitting agency’s) capacity to carry out the proposed project, and that you, or the contractor(s)/consultant(s) have sufficient staff resources, technical expertise, and experience to carry out the proposed project.
- List staff (including consultants) for the program, the role they will play, and background and experience needed to conduct the program.
- Describe how the personnel assigned to this project have the professional credentials, relevant experience, and record of accomplishment appropriate for the scope of work outlined.
**Budget & Budget Narrative (20 points)** [Use form provided by CaliforniaVolunteers.]
- Provide a budget that is sufficiently detailed to enable reviewers to determine that proposed expenses are reasonable.
- Reference the allowable and non-allowable cost sections of this application package to determine allowable costs.
- Provide details for services, materials, and supplies requested.

**Letter(s) of Support (5 points)**
- Provide a letter of support from the Operational Area Emergency Manager where the volunteer center is located.
- Provide current letters of support/recommendation or a list of references familiar with your work to demonstrate that your staff and organization have the capability to provide the services described in a timely manner.

---

**C. Application Format**

**Format**
The application must be printed on 8 ½” x 11” white paper with all pages numbered consecutively, using 11-point Arial font, double-spaced type with one inch page margins. Two signed originals of the application package must be submitted. Using a small binder clip, clip applications in the upper left-hand corner. Please do not use staples, covers, binders, and folders.

All application materials will become the property of the CaliforniaVolunteers and will be incorporated as exhibits into the contract document if funding is awarded.

**Application Contents**
The following list briefly describes all grant components the applicant need to submit; blank forms are included in the grant application package

1. **Cover Sheet**
   Complete all sections and sign the cover sheet. Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.

2. **Table of Contents**
   Provide a table of contents identifying each section and its page number.

3. **Project Narrative**
   The first part of the Project Narrative is the Executive Summary. The remainder of the Project Narrative is a clear and concise description of each of the additional areas listed in the Project Narrative Instructions on page 11.

   The applicant is responsible for supplying sufficiently detailed information for the review panel to fully evaluate the proposal.
4. **Budget**
The budget must be submitted on the budget forms that are provided by CaliforniaVolunteers. The specific instructions are included on the budget sheets. The narrative must include a detailed breakdown of each budget category and include calculations for all the line item costs.

5. **Assurances and Certifications**
These grants are being provided as a sub-grant from funds provided to CaliforniaVolunteers from Federal Homeland Security resources through the Homeland Security Grant Program, Grant # 2009-0019. These funds are provided under federal CFDA Urban Area Security Initiative 97.067. As such, sub-grantees must follow all rules, requirements, and restrictions associated with the federal funding. Detailed information on the federal requirements can be found at:

6. **Governing Body Resolution**
The approved resolution for your organization may be submitted with the application package. It must be provided before the contracting process is completed.

The approved resolution must be from the applicant’s governing body which authorizes submittal of an application for the Volunteer Center Capability Building for Disaster Grant and identifies the title of the individual authorized to execute any agreements, contracts, and request for payment.

7. **Signing Authority**
The sub-grantee is required to complete and submit the signing authority, in order to clearly identify the individual(s) authorized to receive and spend funding on behalf of the legal applicant. This can be done in the contracting process stage to provide applicants time to obtain the signing authority.

Please select the designated signature authority carefully. Only the designated person will be able to sign the Grant Agreement Form and all Payment Request Forms.

8. **Financial Management Survey & Audit**
The sub-grantee is required to complete and sign the Organizational Assessment Form that is provided with the application forms provided at the end of this document. The sub-grantee is required to provide the most recent organization audit of financial statements. Per OMB Circular A-133, organizations spending more than $500,000 in federal funds (total) are required to have an A-133 audit. For more information, see http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf
If no audit is available, sub-grantee is required to provide certified current financial statements, including income statement and balance sheet.

D. Application Checklist & Filing Procedures

Application Checklist

A complete Volunteer Center Capability Building for Disaster Grant application includes, in the following order:

1. Cover Sheet
2. Table of Contents
3. Project Narrative
4. Budget Form
5. Assurances and Certifications
6. Council/Board/Governing Body Resolution
7. Signing Authority Form
8. Financial Management Survey and Audit

Filing Dates and Procedures

Applications may be mailed to CaliforniaVolunteers, hand delivered, or submitted via email. However, two paper copies of the application, each with original signatures, are required to be submitted and must be received by CaliforniaVolunteers by close of business, Wednesday, September 7, 2011.

1. Mailed or hand-delivered applications must be received by CaliforniaVolunteers by 5 p.m. on Friday, September 9, 2011.
2. Emailed applications will be accepted; the email must be received by CaliforniaVolunteers by 5 p.m. on Friday, September 9, 2011. Email to Phyllis.onstad@CaliforniaVolunteers.ca.gov.

Mailing and Street Address

CaliforniaVolunteers
Disaster Volunteering and Preparedness Department
1110 K Street
Sacramento, CA 95814

Applications sent by email, postmarked, or hand-delivered after the respective deadlines above will be returned to the applicant unopened and not considered for funding. Faxed applications will not be accepted. It is the applicant’s responsibility to ensure that the application is delivered and/or postmarked on time.
III. Application Review, Selection and Award Process

Following is the Table of Contents for this section.

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Eligibility Review and Selection Process</td>
<td>15</td>
</tr>
<tr>
<td>B</td>
<td>Grant Award Process</td>
<td>17</td>
</tr>
<tr>
<td>C</td>
<td>Training Requirements, Funding</td>
<td>17</td>
</tr>
</tbody>
</table>

A. Eligibility Review and Selection Process

Eligibility Review

CaliforniaVolunteers will perform an initial application review to determine if the application is complete and that all required documents have been properly submitted. Incomplete or late applications will not be reviewed or considered for grant funding.

General Information on Selection

CaliforniaVolunteers may receive more funding requests than can be awarded. Applications will be selected using a multi-stage process.

- Each applicant may apply for an amount based on the applicant’s Level designation and proposed budget. There is no designated award amount for any level.
- Awards will be based on the applicant’s qualifications and its final ranking in the competitive process. CaliforniaVolunteers seeks to award grants until the total funding available is awarded.
- The Review Team will evaluate and score all eligible applicants based on level requirements and the project narrative for CaliforniaVolunteers’ consideration in making final grant award recommendations.
- Selection of applicants to receive awards will be based on the highest scoring applicants.
- CaliforniaVolunteers may award a grant amount that is different from the applicant’s grant request based on an evaluation of the applicant’s proposed project and budget.
- There is no requirement for matching funds.

Review Panel

Those applications determined to be complete will then undergo a review; all completed applications will be reviewed, scored, evaluated, and the highest scoring applicants awarded the grants. The review panel will include staff representatives from CaliforniaVolunteers. The review will consist of both a scoring and ranking process.

Steps in Selection Process

I. The review team will score all applications and assign a ranking based on their score.
II. The review team will compile a list in of all applicants, ranked by points scored in descending order.
III. The review team will recommend funding applicants based on points scored and available funding.
Selection Criteria

The following criteria will be utilized during CaliforniaVolunteers’ process of selection.

The following criteria will be utilized during CaliforniaVolunteers’ process of selection. For those applications determined to be complete, CaliforniaVolunteers will review, evaluate, and use the following scoring system to assign points. This chart provides a list of the considerations that raters may take into account when assigning points to a section.

<table>
<thead>
<tr>
<th>Interpretation</th>
<th>General basis for point assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inadequate</td>
<td>Proposal response (i.e., content and/or explanation offered) is inadequate or does not meet CaliforniaVolunteers’ needs/requirements or expectations. The omission(s), flaw(s), or defect(s) are significant and unacceptable.</td>
</tr>
<tr>
<td>Barely Adequate</td>
<td>Proposal response (i.e., content and/or explanation offered) is barely adequate or barely meets CaliforniaVolunteers’ needs/requirements or expectations. The omission(s), flaw(s), or defect(s), are inconsequential and acceptable.</td>
</tr>
<tr>
<td>Fully Adequate</td>
<td>Proposal response (i.e., content and/or explanation offered) is fully adequate or fully meets CaliforniaVolunteers’ needs/requirements or expectations. The omission(s), flaw(s), or defect(s), if any, are inconsequential and acceptable.</td>
</tr>
<tr>
<td>Excellent or Outstanding</td>
<td>Proposal response (i.e., content and/or explanation offered) is above average or exceeds CaliforniaVolunteers' needs/requirements or expectations. Minimal weaknesses are acceptable. Prooser offers one or more enhancing feature, method or approach that will enable performance to exceed CaliforniaVolunteers’ basic expectations.</td>
</tr>
<tr>
<td>Narrative Categories</td>
<td>Maximum Points</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Need / Program Gaps</td>
<td>15 points</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Description</td>
<td>15 points</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcomes &amp; Deliverables</td>
<td>10 points</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Methodology</td>
<td>20 points</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualifications</td>
<td>15 points</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget &amp; Budget Narrative</td>
<td>20 points</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter (s) of Support</td>
<td>5 points</td>
</tr>
<tr>
<td>Total Points</td>
<td>100</td>
</tr>
</tbody>
</table>

Selection criteria will be based on Level and Project Narrative as shown in the list below.

- Levels 1-3: Basic, Intermediate, and Advanced.
  Level Criteria for each Level is unique to that Level, with more being required from the more disaster experienced volunteer center applicants versus the volunteer centers with limited disaster experience.

- The Project Narrative
  The Project Narrative provides a means of evaluating/scoring the proposed program and organization capacity as described under the Project Narrative Instructions on pages 12-13. Applicants must follow the Project Narrative Instructions for an acceptable application.
B. Grant Award Process

Scoring and Evaluation
CaliforniaVolunteers will take the initial scoring from the review process and evaluate the overall applications, taking into account the Mutual Aid Region in which the applicant is located, the geographic diversity of sub-grantees, and the population density. The final score will determine the applicant’s ranking.

DVP Committee Action
CaliforniaVolunteers staff will present the grant funding recommendations to the Commission’s Disaster Volunteering and Preparedness (DVP) Committee on Tuesday, September 13, 2011, to develop the final grant award recommendations. The DVP Committee is comprised of Commissioners appointed to the Committee to oversee and monitor the activity of the DVP Department.

The CaliforniaVolunteers Commission has delegated authority to the Committee to review and approve on its behalf the grant funding recommendations put forth by CaliforniaVolunteers staff. CaliforniaVolunteers will notify applicants of the application’s status following the DVP Committee meeting.

Appeals Process
CaliforniaVolunteers does not have an appeals process. Once decisions are rendered, they are final.

C. Training Requirements, Funding

Required Training For Participating Centers
In addition to the funds provided by this grant, CaliforniaVolunteers will provide the following training to each new participating center:

- **Emergency Management Training** for New Volunteer Centers
  - SEMS/NIMS
  - IS700.A --- National Incident Management System (NIMS), An Introduction (available online)
  - IS 800.B --- National Response Framework, An Introduction (available online)
  - ICS 100 --- Introduction to ICS for Operational First Responders (available online)
  - Emergency Volunteer Center (EVC) training

All training that is available online is to be completed by December 31, 2011; CaliforniaVolunteers will schedule any additional required training for sub-grantees to meet the contract completion date. Sub-grantees are required to attend and complete all trainings. All sub-grantee staff who will be involved in carrying out the grant must attend the training. CaliforniaVolunteers will schedule training sessions in several locations in the state to allow for all sub-grantee participation. CaliforniaVolunteers will provide the trainer and training materials. CaliforniaVolunteers staff will also provide training on the requirements of the
Homeland Security Grant Program governing this grant award and on the budget, invoice, and progress report forms required for reimbursement of grant funds.

Training sessions will be scheduled after the awarding of the grants. Trainings may require overnight lodging, meals for one day, and travel of 100 miles or less; applicants are advised to build travel costs into their budgets.
IV. GRANT ADMINISTRATION

Following is the table of contents for this Section.

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Grant Agreement</td>
<td>20</td>
</tr>
<tr>
<td>B</td>
<td>Contract Period</td>
<td>20</td>
</tr>
<tr>
<td>C</td>
<td>Reporting Requirements</td>
<td>21</td>
</tr>
<tr>
<td>D</td>
<td>Map of Administrative Regions</td>
<td>22</td>
</tr>
</tbody>
</table>

A. Grant Agreement

Following CaliforniaVolunteers Commission’s Disaster Volunteering and Preparedness Committee approval of the grant awards on Tuesday, September 13, 2011, the sub-grantee will receive notification of Grant Award and contract documents that set forth all requirements and restrictions of the grant. These documents, together with the applicant’s Project Narrative, Budget Narrative, and Budget Form will comprise the grant agreement. The signature authority designated by resolution will be required to sign the Grant Agreement Form and return it to CaliforniaVolunteers.

Contract Execution

Sub-grantees may not begin any work associated with the grant until the contract agreement is fully executed and signed by both parties.

The contract term will be for a term of seven months beginning no sooner than the date of the signed contract or October 14, 2011, and terminating no later than April 30, 2012.

B. Contract Period

The contract period for this grant starts no sooner than October 14, 2011; the contract cannot start until it is executed by both parties. Contract end date will be April 30, 2012. CaliforniaVolunteers must receive all final invoices for final closeout by May 15, 2012 or reimbursement will be jeopardized.
C. Reporting Requirements

Sub-grantees are required to report to CaliforniaVolunteers on the percentage of progress made for each of the projects listed in the sub-grantee’s Application Package - Project Description and Project Narrative.

There are bimonthly (every two months) performance milestones by which the State will measure the performance of the sub-grantee. CaliforniaVolunteers will provide a bimonthly Reporting and Invoice Form; it will be sent to each sub-grantee a month prior to the reporting deadline. Sub-grantees also have the option of turning in a Monthly Reporting and Invoice Form.

Invoices must be accompanied by progress reports. Payment is tied to progress on your deliverables.

If sub-grantees have chosen to submit reports bimonthly (every two months), the due dates are listed below. If sub-grantees have chosen to submit monthly reports, reports will be due on the 15th of the following month. All reports should reflect work accomplished for the respective reporting periods.

Reports should be delivered to:

CaliforniaVolunteers
Disaster Volunteering and Preparedness Department
1110 K Street
Sacramento, CA 95814

Three hard copies of the Reporting and Invoice Form are required to be submitted – each with an original signature. Payment is tied to progress on your deliverables.

<table>
<thead>
<tr>
<th>Bimonthly Reporting Period</th>
<th>Due Dates to CaliforniaVolunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 14, 2011 through November 30, 2011</td>
<td>December 15, 2011</td>
</tr>
<tr>
<td>February 1, 2012 through March 31, 2012</td>
<td>April 15, 2012</td>
</tr>
</tbody>
</table>

It is the responsibility of the sub-grantee to report any changes in name of organization, address, staffing, or contact information to CaliforniaVolunteers within five working days of any change. Failure to do so could result in delay of grant reimbursement.
D. California Administrative Regions Map

Mutual Aid Region I: Orange; Los Angeles; Ventura; Santa Barbara; San Luis Obispo

Mutual Aid Region II: Monterey; San Benito; Santa Cruz; Santa Clara; San Mateo; Alameda; San Francisco; Contra Costa; Marin; Solano; Sonoma; Napa; Lake; Mendocino; Humboldt; Del Norte

Mutual Aid Region III: Colusa; Sutter; Yuba; Sierra; Glenn; Butte; Plumas; Tehama; Trinity; Shasta; Lassen; Siskiyou; Modoc

Mutual Aid Region IV: Stanislaus; Tuolumne; San Joaquin; Calaveras; Alpine; Amador; Sacramento; El Dorado; Yolo; Placer; Nevada

Mutual Aid Region V: Kern; Kings; Tulare; Fresno; Madera; Merced; Mariposa

Mutual Aid Region VI: San Diego; Imperial; Riverside; San Bernardino; Inyo; Mono
V. APPLICATION PACKAGE FORMS

<table>
<thead>
<tr>
<th>Form #</th>
<th>Form Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Application Cover Sheet</td>
<td>24-25</td>
</tr>
<tr>
<td>2.</td>
<td>Table of Contents</td>
<td>26</td>
</tr>
<tr>
<td>3.</td>
<td>Project Narrative</td>
<td>27</td>
</tr>
<tr>
<td>4.</td>
<td>Budget and Budget Narrative</td>
<td>28</td>
</tr>
<tr>
<td>5.</td>
<td>Grant Assurances</td>
<td>29</td>
</tr>
<tr>
<td>6.</td>
<td>Governing Body Resolution for Volunteer Center Capacity Building for Disaster: Round 2</td>
<td>30-31</td>
</tr>
<tr>
<td>7.</td>
<td>Signature Authority</td>
<td>32</td>
</tr>
<tr>
<td>8.</td>
<td>Financial Management Survey/Audit Request Organizational Self-Assessment Form</td>
<td>33</td>
</tr>
</tbody>
</table>
1. **Application Cover Sheet**

2011 Volunteer Center Capability Building for Disaster Grant Application: Round 2

<table>
<thead>
<tr>
<th><strong>Legal Applicant:</strong> (Association/Organization that takes formal responsibility and assumes liability for the project)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street Address of Legal Applicant:</strong></td>
</tr>
<tr>
<td><strong>Mailing Address (if different from street address):</strong></td>
</tr>
<tr>
<td><strong>City &amp; Zip Code:</strong></td>
</tr>
<tr>
<td><strong>Cal EMA Administrative Region:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Areas affected by the project:</strong> (Counties affected by the project)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please check</strong></td>
</tr>
<tr>
<td><strong>New Applicant</strong></td>
</tr>
</tbody>
</table>

| **Primary Contact (Name & Title):** (This person is responsible for carrying out the day-to-day management and implementation of the grant, e.g., Volunteer Center Manager, Project Manager, etc. All CaliforniaVolunteers correspondence will be directed to this individual.) |
| **Name:** |
| **Title:** |
| **Phone & Cell:** | **Fax:** |
| **E-mail Address:** |

<p>| <strong>Project Director (Name &amp; Title):</strong> (This individual has primary responsibility for the project, e.g., Executive Director, etc.) |
| <strong>Name:</strong> |
| <strong>Title:</strong> |
| <strong>Phone &amp; Cell:</strong> | <strong>Fax:</strong> |
| <strong>E-mail Address:</strong> |</p>
<table>
<thead>
<tr>
<th>Brief Description of Project (3-5 Sentences):</th>
</tr>
</thead>
</table>

| Total Grant Request: $_______________ | Level 1, 2 or 3 ____ |

**Certification:** *(Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.)*

I declare, under penalty of perjury, that all information submitted for the Grant application is true and accurate to the best of my knowledge and belief.

<table>
<thead>
<tr>
<th>Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Print Name and Title of Person Authorized to submit this application:</th>
</tr>
</thead>
</table>
2. Table of Contents

<table>
<thead>
<tr>
<th>Section Title</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Sheet</td>
<td>Page #</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Page #</td>
</tr>
<tr>
<td>Project Narrative</td>
<td>Page #</td>
</tr>
<tr>
<td>Budget</td>
<td>Page #</td>
</tr>
<tr>
<td>Assurances and Certifications</td>
<td>Page #</td>
</tr>
<tr>
<td>Governing Body Resolution</td>
<td>Page #</td>
</tr>
<tr>
<td>Signing Authority</td>
<td>Page #</td>
</tr>
<tr>
<td>Financial Management Survey</td>
<td>Page #</td>
</tr>
<tr>
<td>Audit/Financial Statements</td>
<td>Appendix</td>
</tr>
</tbody>
</table>
3. Project Narrative

Project Narrative

To complete the Project Narrative, you may want to refer back to the “Goal of this Grant” and the “Project Narrative” sections on page 1 and pages 11-12.
4. Budget and Budget Narrative

**Instructions for Budget**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
</table>
| Two parts           | The budget should be submitted in two parts:  
                      | Part 1: Budget Summary  
                      | Part 2: Budget Narrative |

| Budget Narrative    | The first part is a budget summary which summarizes the requested funds.  
                      | The second part of the overall budget is the breakdown or budget narrative. The narrative should include a detailed breakdown of each budget category and include calculations and formulas for all line item costs. |

| Budget Forms        | Budget forms are provided in a separate Excel spreadsheet comprised of five pages; instructions are on the sheets. |
5. Grant Assurances

These grants are being provided as a sub-grant from funds provided to CaliforniaVolunteers from Federal Homeland Security resources through the FY2009 Homeland Security Grant Program (HSGP), Grant # 2009-0019, Cal EMA ID# 000-92297. These funds are provided under federal CFDA Urban Area Security Initiative 97.073. As such, sub-grantees must follow all rules, requirements, and restrictions associated with the federal funding. Detailed information on the federal requirements can be found at: http://w3.calema.ca.gov/WebPage/oeswebsite.nsf/ClientOESFileLibrary/Homeland%20Security%20Files/$file/FY09_Fed_Guidance.pdf.

By signing the Assurances and Certifications form, you certify that you agree to perform all actions and support all intentions in the Assurances section.
6. Governing Body Resolution

Purpose: The purpose of the Governing Body Resolution is to demonstrate that the Governing Body accepts responsibility for the grant award, acknowledges the contract for the grant award, approves the term and dollar amount of the contract, and appoints individuals to act on behalf of the Governing Body.

Authorized Agent(s) The Governing Body Resolution allows for the appointment of individuals or positions to sign the contract on the behalf of the Governing Body. For each person or position appointed by the Governing Body, submit the following information, with the resolution, to CaliforniaVolunteers on the Applicant’s letterhead:

- Name
- Title
- Address
- City
- Zip Code
- Phone Number
- Fax #
- E-Mail Address

On the following page is a sample of a Governing Body Resolution that could be used for this Volunteer Center Capability Building for Disaster Grant application package.
Sample Form

Governing Body Resolution for Volunteer Center Capability Building for Disaster Grant: Round 2

BE IT RESOLVED BY THE ________________________________

OF THE ___________________________________________ THAT

(Name of Applicant)

________________________________________, OR

(Name or Title of Authorized Agent)

________________________________________, OR

(Name or Title of Authorized Agent)

________________________________________, OR

(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named legal applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance through the Volunteer Center Capability Building for Disaster Grant: Round Two administered by CaliforniaVolunteers.

Passed and approved this ________________ day of ___________ ______, 20_____

Certification

I, ________________________________, duly appointed and

(Name)

____________________________________ of the ________________________________

(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the __________________________ of the __________________________ on the

(Governing body) (Name of Applicant)

day of ______________________________, 2011.

(Official Position)

(Signature)

(Date)
7. Signature (Signing) Authority

AS THE _______________________________________________________
(Secretary/Director / President / Chancellor)

OF THE _______________________________________________________
(Name of Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named organization, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the California Emergency Management Agency and CaliforniaVolunteers.

______________________________________________________________, OR
(Name or Title of Authorized Agent)

______________________________________________________________, OR
(Name or Title of Authorized Agent)

______________________________________________________________, OR
(Name or Title of Authorized Agent)

Signed and approved this _____________day of _____________________, 20_____

______________________________________
(Official Position)

______________________________________
(Signature)

______________________________________
(Date)
8. Financial Management Survey / Audit Request

The sub-grantee is required to complete and sign the Organizational Self-Assessment Form that is provided on the next two pages.

In addition, please submit one copy of the organization’s most recent audit. Per OMB Circular A-133, organizations spending more than $500,000 in federal funds (total) are required to have an A-133 audit. For more information, see http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf

If no audit is available, please submit certified financial statements including income statement and balance sheet.
Organizational Self-Assessment

Volunteer Center Capability Building for Disaster Grants: Round 2

Organization Name:______________________________________________________

Below are questions regarding your organization’s policies and procedures, fiscal management, and capacity to manage grant funds from California Volunteers. Please answer each question to the best of your knowledge. If you have additional information, please provide it in the designated space below and check the “Explanation Below” box to indicate that there is an explanation provided.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Explanation Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Organization is a 501(c)(3) nonprofit.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Organization has a written Policies and Procedures Manual that governs fiscal and programmatic activities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Organization has systems for general financial management tasks which include: bank reconciliations, process for review of budget to actual expenditures, completion and review of annual financial statements, separation of duties, clear approval authorizations for purchases and disbursement of funds.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Organization has the ability to separately track and report on all funds received under this grant without comingling them with other funds managed by the organization.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Organization has the ability to separately track staff time by both funding source and activity supported by the staff time. (i.e., within a fund source a staff person may work on a variety of activities that may need to be separately tracked as sub-categories under that fund source.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Organization has a policy for maintaining supporting documentation for all expenditures to ensure a clear audit trail.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Organization reports budget and fiscal issues to a board of directors on a regular basis. If so, how frequently?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Yes</td>
<td>No</td>
<td>Explanation Below</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
<td>-------------------</td>
</tr>
<tr>
<td>8. Organization issues annual reports on the fiscal health of the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>organization. If so, when was the last report issued?__________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Is the organization subject to regular independent audits?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How frequently are you audited? When was the last audit performed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you subject to an A-133 Audit as a result of receiving federal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>funds?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Please provide any explanations indicated for questions 1-8 above.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>________________________________________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the statements made in this assessment are true, complete and correct to the best of my knowledge.

Name (please print) Position/Title (please print)

Signature Date

Organization Contact Information:

Address City State Zip Code

Phone Number Fax Number