

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of the Mayor
MAYOR'S OFFICE ON VOLUNTEERISM AND PARTNERSHIPS
(SERVE DC)

REQUEST FOR PROPOSALS (RFP) FY22 My Brother's Keeper DC - Volunteer Generation Fund Microgrant (Updated 6/1/22)

Overview

Serve DC

The Mayor's Office on Volunteerism and Partnerships (Serve DC), is the DC Commission on National and Community Service. As such Serve DC provides oversight and support to applicants selected as sub-grantees. Oversight includes monitoring and programmatic site visits, fiscal monitoring, and reporting requirements. Support includes trainings, program director meetings, and one-on-one technical assistance.

Serve DC is the District of Columbia Government agency dedicated to promoting service and strategic partnerships as an innovative, sustainable solution to pressing social challenges. Serve DC engages District communities by building partnerships and organizational capacity, leading local and national volunteer and service initiatives, and providing and promoting meaningful service opportunities. Serve DC supports communities across the District through federal grant funds from [AmeriCorps](#).

Serve DC promotes volunteerism and service across the city with strategic community outreach and engagement. Serve DC manages a portfolio of service days, connects residents with meaningful volunteer opportunities, and establishes partnerships and collaboration among community- and faith-based organizations, the private sector, and local and federal government. Serve DC manages the AmeriCorps State national service program, which provides ongoing service opportunities and addresses critical community needs.

This application applies to Single State applicants operating only in the District of Columbia.

AmeriCorps

Serve DC receives federal funding from the AmeriCorps (formerly Corporation for National and Community Service) to support National Service programs in the District of Columbia including the Volunteer Generation Fund. The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps State and National, Senior Corps, the Volunteer Generation Fund, and other programs, AmeriCorps has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Volunteer Generation Fund

Volunteer Generation Fund grants are used to develop and/or support community-based entities to recruit, manage, and support volunteers. Serve DC seeks to fund effective approaches that expand volunteering, strengthen the capacity of volunteer connector organizations to recruit and retain volunteers, and develop strategies to use volunteers to effectively address city-wide priorities and challenges.



This year, Serve DC is soliciting applications from qualified Community Based Organizations (CBOs) serving District of Columbia residents to support efforts in:

- Recruiting skills-based volunteers to improve organizational capacity to serve young men and boys of color (YMOC);
- Providing culturally competent volunteer management training for staff and lead volunteers working with YMOC;
- Developing tools and resources to support the sustainability of volunteer generation programs targeting YMOC in the Washington, DC area.

Award Information

Estimated Available Funds

Serve DC – The Mayor’s Office on Volunteerism and Partnerships announces the availability of Volunteer Generation Fund grant funding for Fiscal Year 2022 to eligible community-based organizations.

Serve DC will award a total of \$100,000. No grant amount shall exceed \$10,000 per individual award.

Project and Award Period

The project start date may not occur prior July 1, 2022 and shall conclude by September 30, 2022.

Program Authority

AmeriCorps’ legal authority to award these grants is found in the National and Community Service Act of 1990, as amended, (NCSA) (42 U.S.C. 12653 et seq.)

Allowable Uses of Funds

- Personnel Expenses
- Personnel Fringe Benefits
- Project Staff Travel
- Equipment (Defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of \$5,000 (five thousand) or more per unit (including accessories, attachments, and modifications). Purchases of equipment are limited to 10% of the total CNCS funds requested.)
- Supplies (Defined as consumable supplies and materials that does not fit the definition of Equipment).
- Contractual and Consultant Services
- Training
- Evaluation
- Other (Defined as utilities, telephone, and internet expenses that are specifically used for participants, directly involve project staff, and are not part of the organization’s indirect cost/admin cost. In addition, these costs may include criminal history checks of staff).
- Indirect Costs

Prohibited Uses of Funds

- Entertainment Costs (e.g. food and beverage costs, unless justified as an essential component of an activity).

Criminal Background Checks

- Individuals in positions in which they will receive a salary funded by this grant will be subject to the National Service Criminal History Check (NSCHC), as required under the National and Community Service Act of 1990, as amended by the Serve America Act (SAA). The statutory requirement at 42 U.S.C. § 12645g is supplemented by regulatory requirements at 45 CFR §2540.200 through §2540.207 as well as the terms and conditions of AmeriCorps grant
- If individual salaries will be funded by this grant, a completed NSCHC must be completed, reviewed, and approved by Serve DC before that individual is able to reimburse any work on the awarded grant. The cost of the NSCHC is an allowable use of VGF funds.



- More information, including approved vendors, can be found at americorps.gov/grantees-sponsors/history-check

Funding Priorities

Sub-grants to community-based entities will be assessed and evaluated using the following priority considerations:

- Organizations and initiatives that specifically recruit, train, and engage volunteers as a strategy to engage and educate young men and boys of color via the following focus areas:
- Organizations willing to apply the grant award towards the development of toolkits, multi-media, capacity building/training or CRMs or other platforms that directly support the attraction, recruitment, retention and amplification of volunteers.

To receive priority consideration, applicants must demonstrate through a high-quality program design that the priority area is a significant part of the program focus and intended outcomes. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

Deliverables

Sub-grantees must meet the following deliverables:

- **Participate in four out of five capacity-building webinar trainings; dates TBD but slated for June – September 2022.**
- **Develop the following for sub-grantee award with guidance and advisement from a SDC identified intermediary capacity building entity:**
 - **A final project scope to be approved by SDC.**
 - **A final project budget with spend plan to be approved by SDC.**
 - **A final project timeline with milestones and deliverables to be approved by SDC.**
 - **A final list of vendors or products to be procured/purchased to support VGF deliverables to be approved by SDC.**
- Sub-grantees are expected to select one of the following options to develop and produce of **one** of three approved volunteer engagement deliverables :
 1. A volunteer engagement toolkit: to include new guidance and resources for the public to volunteer, particularly in skill-based capacities, with young men and boys of color;
 - Questions answered with this toolkit could include: How are you engaging volunteers? How are these volunteers retained? How are you cultivating long-standing relationships with volunteers?
 2. A volunteer recruitment toolkit leveraging multi-media and/or social media (digital marketing materials: video, graphics, digital toolkit) to recruit, reengage and retain volunteers, particularly skill-based volunteers, who will reach young men and boys of color;
 - Questions answered with this toolkit could include: How are you recruiting new volunteers into your organization’s portfolio? How are you recruiting mentors and other skill-based volunteers? How are you recruiting at scale with your programs?
 3. Acquiring or expanding volunteer engagement databases, tools or platforms (i.e. Salesforce, Galaxy Digital, Volunteer Hub, etc.)

Type of Award

Serve DC will award the VGF grant on a cost reimbursement basis.

Eligible Applicants

The following non-federal entities (as defined in 2 CFR §200.69) that have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Nonprofit organizations (2 CFR §200.70)

Nondiscrimination in the Delivery of Services



In accordance with the federal Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), and/or the D.C. Human Rights Act (D.C. Official Code § 2-1401 *et seq.*), as amended, no person shall on the grounds of race, color, religion, national origin, political affiliation sex, sexual orientation, gender identity or expression, or, be denied the benefits of, or be subjected to discrimination under, any program activity receiving grant funds.

The grantee shall comply with all applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to:

- The Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
- The Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 *et seq.*
- The Hatch Act, 5 U.S.C §§ 1501 *et seq.*
- The Occupational Safety and Health Act of 1970, 29 U.S.C. §§ 651 *et seq.*
- Lobbying Disclosure Act, 2 U.S.C. §§ 1601 *et seq.*
- Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701 *et seq.*
- District of Columbia Human Rights Act 1977, D.C. Official Code §§ 2-1401 *et seq.*
- DC Language Access Act of 2004, D.C. Official Code §§ 2-1931 *et seq.*
- The Grant Administration Act of 2013 as amended, D.C. Official Code §§ 1-328.11-.17

Terms and Conditions

- € Funding for this award is contingent on continued funding from the grantor. The RFP does not commit Serve DC to make an award.
- € Serve DC reserves the right to accept or deny any or all applications if Serve DC determines it is in the best interest of Serve DC to do so. Serve DC shall notify the applicant if it rejects that applicant's proposal. Serve DC reserves the right to suspend or terminate an outstanding RFP.
- € Serve DC reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFP, or to rescind the RFP.
- € Serve DC shall not be liable for any costs incurred in the preparation of applications in response to the RFP. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- € Serve DC may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services proposed.
- € Serve DC shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102 and, 31 CFR Part 35, 1 DCMR §§ 5000-05; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by federal law and/or the granting Agency; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the RFP and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.



Application Submission and Information

Application Content

Complete applications much include the following elements:

- I. Organization Name
- II. Authorized Representative Name and Signature
- III. Executive Summary
- IV. Narrative Sections
 - a. Program Design
 - b. Organizational Capability
 - c. Cost-Effectiveness and Budget Adequacy

Executive Summary

Summarize your proposal in 2,000 characters or less.

Narrative Sections:

1. Program Design

Clearly describe your approach to addressing the Funding Priorities described above. Demonstrate how the development of the volunteer engagement toolkit will best support and/or enhance your ability to recruit and retain volunteers.

2. Organizational Capability

Describe your organization's capability to initiate and manage the proposed program in response to the Funding Priorities described above. Describe which external facing activation would best align with your organizational and programmatic capacity and priorities. Please speak to how your selection will align with the following considerations:

- a. Organization or departmental strategic planning and/or goals
- b. Staff/Volunteer background, staffing, capacity structures
- c. Volunteer based needs as captured through assessment data.

3. Cost-Effectiveness and Budget Adequacy

Describe how the proposed program budget appropriately reflects the program's goals and designs.

Additional Documents

Please include the following documents in addition to the application:

- IRS tax-exempt 501(c)(3) non-profit organization designation letter.
- Clean Hands Form
- Most recent audited financial statements (including any management letter or other recommendation)
- Most recent Form 990, including all schedules, filed with the IRS
- Budget for the current fiscal year
- Board list, including affiliations
- Senior or management staff list or organizational chart

Application Submission Deadline



Updated Deadline for Electronic Submission: 5:00PM EST on June 12th, 2022

Please note that applications must be submitted electronically via ZoomGrants. Incomplete applications or those submitted after the deadline will not be accepted.

Submission Details: Online submissions only. Please submit your complete application through the following online portal: tinyurl.com/SDCVGFZoomGrants.

Point of Contact:

Thomas Yabroff

Deputy Director of Operations and Engagement

Phone: (202) 795-0104

Email: thomas.yabroff@dc.gov

Serve DC will host an interested applicant overview session on Thursday, June 2nd at 1:00pm at the John A. Wilson Building, Room G-9. Registration is required and the session will be recorded and made available to all applicants at communityaffairs.dc.gov/content/community-grant-program after the session.

