



# Volunteer Management Services Grant

## Guidance and Application

The Sixty-first Legislative Assembly of North Dakota, as part of the FY 2009-2011 Biennium appropriation for the Office of the Adjutant General, included a \$400,000 appropriation to the ND Department of Emergency Services to fund a Volunteer Management Grant Program to address the needs of volunteer management during disasters. To this end the following outlines the rules for which the funds may be accessed, the approval process, and the accounting requirements.

### Grant Purpose

To provide grants to political subdivisions for payments to entities that provided or will provide volunteer management services.

#### DEFINITIONS:

Volunteer Management Services means any of the following:

1. Calling and/or receiving, requesting volunteers that will provide services or perform as general laborers in support of disaster recovery.
2. Coordinating volunteer efforts or otherwise managing volunteers at disaster recovery sites.
3. Managing long term recovery by providing and/or working with volunteers who provide long term recovery case management services.

### Eligibility

County, city or tribal governments in which a disaster has been declared are eligible to apply. The grants are designed for political subdivisions to access funding for payments to entities that have provided "volunteer management services" within that political subdivision for a particular disaster.

### Funding

Grants may be awarded in an amount not to exceed \$50,000 for each disaster.

## Eligibility Timeframe

Grants may be awarded to address disasters and disaster expenditures from May 19, 2009 through June 30, 2011 (or until the appropriated funds are exhausted).

## APPLICATION PROCESS

**APPLICANT:** Provide the applicant name (county, city tribe), contact name, address, phone/fax and email information.

**NARRATIVE:** In a short narrative form provide details about the disaster event, damages and community needs.

**Eligible Entities:** The county may make payments to any agency (for profit or nonprofit) that can meet the requirements of the purpose of the grant. The applicant agent must provide the entities name, contact person, address, phone/fax and email.

In addition, the applicant must briefly describe each volunteer agency's qualifications and capabilities. Detail the services which the entity will provide under the grant.

**BUDGET:** Provide an estimate of contract expenses for each entity who's services have been or will be secured. Allowable costs include personnel/salaries, travel, per diem, communications expenses such as phone or cell phones, incidental office and management supplies and equipment. This grant is not available to purchase equipment, provide victims with direct relief funds, or provide sustenance or sheltering needs.

### *Example Budget*

Contracted Entity	Expenditure Item	Requested funds
	Personnel Costs	\$13,000
	Operational Costs	\$2500
	Travel/Per diem	\$2000
<b>TOTAL REQUEST</b>		<b>\$17,500</b>

## FUNDING AND REPORTING REQUIREMENTS:

Upon approval of the grant application ND DES will issue a check for 90 percent of the award. The remaining 10 percent will be paid at the close of the grant after all documentation and reporting requirements are met.

The grantee must provide an accounting of grant funds used by submitting copies of invoices or contract for services with accompanying proof of payment.

Proof of payment may be in the form of copies of cancelled checks, county or city auditor's warrants, or ledger sheets.

A final report must be submitted within 30 days of the closing of the grant and should include work/activities accomplished, status of the disaster recovery and any data available that quantifies program benefit.

TIMEFRAME: Grant funds will be issued for a maximum of 12 months.

SUBMIT: Send completed application to Karen R. Hilfer, ND Department of Emergency Services, PO Box 5511, Bismarck, ND. 58554; email to [khilfer@nd.gov](mailto:khilfer@nd.gov); or fax to 701-328-8181. If you have questions please call Ms. Hilfer at 701-328-8100.