

AGENCY CERTIFICATION  
Retired Senior Volunteer Program (RSVP); Grants of \$10,000 or Less

The general purpose of the Retired Senior Volunteer Program (RSVP) funding administered by the New York State Office for the Aging (NYSOFA) is to provide additional support to or expand services provided by agencies that are designated by the Corporation for National and Community Service to administer the RSVP. Your organization must use these funds to assist in the operation of the RSVP as follows:

1. Services must be provided in accordance with the Corporation for National and Community Service RSVP requirements.
2. The grantee agrees to comply with all applicable RSVP policies and pertinent memoranda issued by NYSOFA.
3. The grantee agrees to designate a program coordinator to be responsible for the grantee's performance under this Agreement. The program coordinator shall be the grantee's representative and contact person for all matters under this Agreement.
4. The grantee must develop a pool of volunteers who are 55 years of age or older and are reflective of the demographics of the geographic community served. These should include plans to recruit individuals of all races, ethnicities, sexual orientation, and varying degrees of English language proficiency.
5. RSVP volunteers must be provided the training needed to perform their assignments effectively, including pre-service and on-going training.
6. The grantee must develop and maintain a volunteer retention plan.
7. The grantee must complete and submit to NYSOFA an annual report on the form provided by NYSOFA by April 30, 2019.
8. The grantee must complete and submit to NYSOFA the RSVP Summary of Changes to identify any changes from the previous program year in the community being served by the program, the community need that will be addressed by program volunteers, service activities that will be performed to address that community need, and volunteer management strategies on the form provided by NYSOFA by **June 28, 2018**.
9. The grantee understands and agrees that NYSOFA can only reimburse vouchered claims for payment which are for approvable expenses incurred from April 1, 2018 through March 31, 2019.
10. The grantee agrees to use funds pursuant to this Agreement in a manner which does not conflict with federal laws, rules or regulations, pursuant to Title II of the

United States Domestic Volunteer Services Act of 1973, as amended.

11. The grantee guarantees that none of the funds certified for use pursuant to this Agreement will be used to match other state funds.
12. The grantee guarantees that no more than 10% of expended funds shall be for administrative purposes of such projects.
13. The grantee agrees to maintain accounting records and supporting documentation adequate for audit and to otherwise verify that the costs claimed for reimbursement meet New York State requirements. Such records must be maintained for six years after the final payment is made.
14. RSVP funds administered by NYSOFA are public tax dollars provided by the state to non-profit or public agencies to serve older adults of New York State. State funds cannot be used for any partisan political activity or for lobbying. Information on "Lobbying and Fundraising Activities" is more fully set forth in Grant Policy Memorandum Lobbying and Fundraising Activities, which is contained in the grantee Guidance and Instructions documents referenced in the grantee award letter. Grant Policy Memorandum Lobbying and Fundraising Activities has been read and understood.
15. Costs that benefit more than one program or objective must be properly allocated among the available funding sources. Information on cost allocation is more fully set forth in Grant Policy Memorandum "Cost Allocation," which is referenced in the grantee award letter. Grant Policy Memorandum "Cost Allocation" has been read and understood.
16. Services provided must be secular in nature and in no event shall funds be used for religious/sectarian purposes or activities or to benefit a religious institution. Information on "Non-Sectarian Activities" is more fully set forth in Grant Policy Memorandum Non-Sectarian Activities, which is contained in the grantee Guidance and Instructions documents referenced in the grantee award letter. Grant Policy Memorandum Non-Sectarian Activities has been read and understood.
17. The recipient shall comply with the provisions of this Agency Certification and the State of New York Letter of Agreement.

I have read the above and agree to abide by all of the aforementioned conditions of acceptance:

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Signature of Authorized Official of Grantee Organization

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Title

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Date

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Incorporated Name of Grantee Organization