



1400 10<sup>th</sup> Street, Second Floor ■ Sacramento, CA 95814 ■ (916) 323-7646 phone ■ (916) 445-8317 fax  
[CaliforniaVolunteers.CA.GOV](http://CaliforniaVolunteers.CA.GOV)

## **2021 CaliforniansForAll College Fellowship**



**REQUEST FOR APPLICATIONS**

---

**Applications due December 15, 2021**

---

## TABLE OF CONTENTS

CONTACT INFORMATION .....	3
OVERVIEW.....	3
APPLICATION AND FELLOWSHIP TIMELINE .....	4
I. PROGRAM DESCRIPTION AND GOALS.....	5
A. PROGRAM DESCRIPTION	
B. PROGRAM GOALS	
C. COLLEGE FELLOWSHIP LOGIC MODEL	
D. DATA COLLECTION AND REPORTING	
II. COLLEGE AND UNIVERSITY PARTNERS.....	9
A. ROLE AND EXPECTATIONS	
B. ELIGIBILITY AND PARTICIPATION	
C. INTER-SEGMENTAL REGIONAL COLLABORATION	
D. OPTION: APPLYING AS A CONSORTIUM	
III. FUNDING OPPORTUNITY.....	12
A. GRANT TYPE AND AMOUNT	
B. FUNDING AWARDS AND AMENDMENTS	
C. AVAILABLE FUNDS	
D. AUTHORITY	
IV. APPLICATION PROCESS AND REQUIREMENTS.....	15
A. INTENT TO APPLY	
B. APPLICATION REQUIREMENTS AND REVIEW CRITERIA	
C. PLANNING AND PROGRAM DEVELOPMENT PHASE DELIVERABLES	
D. OTHER PROGRAM REQUIREMENTS	
E. OPPORTUNITY FOR CLARIFICATION	
V. APPLICATION SUBMISSION AND REVIEW.....	19
A. SUBMISSION TO CALIFORNIA VOLUNTEERS	
B. CALIFORNIA VOLUNTEERS REVIEW AND SELECTION PROCESS	
VI. AWARD ADMINISTRATION INFORMATION.....	21
A. AWARD PERIOD	
B. REPORTING REQUIREMENTS	
C. GRANT AMENDMENTS	
ANNEX 1: SAMPLE ACTIVITIES AND OUTCOMES BY FOCUS AREA.....	22
ANNEX 2: TUTORING BEST PRACTICES.....	23
ANNEX 3: STUDENT ELIGIBILITY, RECRUITMENT AND BENEFITS.....	24
ANNEX 4: COMMUNITY HOST ORGANIZATIONS.....	26
ANNEX 5: FELLOWSHIP COHORT EXPERIENCE.....	27
ANNEX 6: OTHER AMERICORPS FUNDING GUIDELINES AND RESTRICTIONS.....	28

## CONTACT INFORMATION

**Point of Contact:** Jacqueline Yannacci, Chief Program Officer, California Volunteers

**Email:** CollegeFellowship@CaliforniaVolunteers.ca.gov

## OVERVIEW

---

<b>State Entity Name:</b>	California Volunteers
<b>Funding Opportunity Title:</b>	CaliforniansForAll College Fellowship
<b>CFDA Number:</b>	21.027
<b>State Funds:</b>	General Fund: 0650-101-0001 Coronavirus State and Local Fiscal Recovery Funds: 0650-162-8506

**Disclosure:** Funds requested under this opportunity are subject to applicable federal laws, rules, and regulations. References to specific regulations will be linked to e-CFR at [www.ecfr.gov](http://www.ecfr.gov).

### Important Dates:

- Applicants are asked to submit a notice of intent to apply by 5:00 p.m. Pacific Time on **Thursday, November 18, 2021**.
- Applications are due to California Volunteers by 5:00 p.m. Pacific Time on **Wednesday, December 15, 2021**.
- Applicants will be notified of selection decisions **by January 14, 2022**.

### Summary:

California Volunteers is the State Service Commission responsible for engaging Californians in service, volunteering, and civic action to tackle our State's most pressing challenges and lift up all communities. California Volunteers has engaged local communities through innovative and impactful grant making and program development at both the state and local levels for nearly 30 years. By supporting more than 4,000 AmeriCorps State Fellows annually, California Volunteers aims to inspire the next generation of civic leaders, create a pathway to debt-free college, and build a culture of service and civic engagement in California.

The CaliforniansForAll College Fellowship is a Governor's initiative administered by California Volunteers in partnership with California colleges and universities with a strong commitment to civic and community engagement. The purpose of this initiative is to build the next generation of civic leaders by engaging college students from all backgrounds in meaningful community service, while providing them with a path toward reducing college debt. In this way, the CaliforniansForAll College Fellowship will help mitigate the disproportionate impacts – for both students and communities - of the COVID-19 public health emergency.

The College Fellowship will advance three primary goals: **Goal 1:** Engage college students in meaningful service opportunities that build leadership skills and civic responsibility. **Goal 2:** Help students from diverse backgrounds graduate college on time and with less debt; **Goal 3:** Support the work of community-based organizations focused on key local priorities (e.g. K-12 Education, Food Insecurity, Climate Action).

Each participating university will receive a 19-month grant to support first the planning, and then the program implementation for the first year of the College Fellowship on their campus. Subsequent awards to grantees for the second cohort of students are contingent upon successful completion of the first-year of implementation, with amendments being awarded to those programs for the following fiscal year.

**APPLICATION AND FELLOWSHIP TIMELINE** (*\*timeline subject to change*)

Milestone	Date
RFA Released to colleges and universities	November 9, 2021
Notice of Intent to apply	November 18, 2021
Application Deadline for RFA	December 15, 2021
Final selection of College and University partners	January 14, 2022
Planning and Program Development Phase for College and University Partners	January 2022 – July 2022
Cohort 1 Service Year (Implementation)	August 2022 - July 2023
Cohort 2 Service Year (Implementation)	August 2023 - June 2024

## I. PROGRAM DESCRIPTION AND GOALS

---

### A. Program Description

Within the Office of the Governor, **California Volunteers** (CV) serves as the State Service Commission responsible for promoting service and volunteerism. California Volunteers' mission is to empower and mobilize Californians to actively help tackle state and local challenges through volunteer and service action. Since 1993, the office has successfully addressed many state and local challenges by investing in service solutions, while leveraging public, private, and nonprofit resources.

The **CaliforniansForAll College Service Fellowship** ("the Fellowship") is a Governor's initiative administered by California Volunteers in partnership with California colleges and universities with a strong track record of civic and community engagement. This program will bring together college students across the state to help address urgent challenges in their communities, while simultaneously learning key skills and earning money to help pay for college.

Beginning in Fall 2022, more than 3,000 college students (including AB-540 eligible Dreamers) each year will join a statewide student service Fellowship working in the areas of K-12 Education, Climate Action, and Food Insecurity. Through this competitive procurement process, California Volunteers will select a group of colleges and universities to administer the Fellowship on their campuses. The two key roles of the higher education partner are to: 1) recruit, select, and support the Fellows on their campus; and 2) recruit, select, and support the community organizations that will host their Fellows.

The new College Fellowship creates multiple wins for students, higher education institutions, and communities across California:

**Students (Fellows)** will receive a stipend for their service hours, as well as an Education Award upon completion of their service year. These resources should support a pathway to reduced student debt for low- to moderate-income students. Through their work with community organizations or local government, Fellows will gain leadership skills and 21<sup>st</sup> century employability skills, as well as a sense of civic responsibility.

**Higher education institutions** will have a new strategy to recruit and engage students through connecting academic study to hands-on work experience that makes a positive impact. As a demonstrated high-impact practice, community service experience will help students graduate on time, a critical metric for every higher education institution. Participating colleges and universities will also expand their footprint and partnerships in the local community.

**Communities** will benefit from the support of participating students at a pivotal juncture in the state's quest to build back stronger from the COVID pandemic. Fellows will tutor K-12 public school students, deliver meal assistance through local Food Banks, and take steps to mitigate the impact of climate change across the state. All Californians will benefit from having a new generation of civic-minded leaders with the skills, perspective, and experience to build stronger and more equitable communities across our diverse state.

### B. Program Goals and Outcomes

In support of mitigating the disproportionate impacts of the COVID-19 pandemic for California communities, the College Fellowship has three primary goals:

**GOAL 1:** Engage college students in meaningful service opportunities that build leadership skills and civic responsibility.

**GOAL 2:** Help students from diverse backgrounds graduate college on time and with less debt.

**GOAL 3:** Support the work of community-based organizations focused on key local priorities (e.g. K-12 Education, Food Insecurity, Climate Action).

The College Fellowship Logic Model on page 7 maps student and community outcomes to these overarching program goals.

### **Student Outcomes**

Students who participate in the CaliforniansForAll College Fellowship will learn to join forces and bridge divides, becoming the future leaders who will help unify our state and our country. Through a future competitive procurement process, California Volunteers will identify one or more research partners to work with all partner campuses to design both programmatic and evaluation strategies that will help ensure progress toward this long-term goal of instilling civic responsibility and inspiring civic action.

Specifically, California Volunteers and its research partner(s) will work with all partner campuses to design standardized reporting metrics that will be collected on a monthly or quarterly basis (to be determined during the metric finalization process). These standardized reporting metrics will be finalized by July 2022. Additionally, California Volunteers and its research partner(s) will work with all partner campuses to design an annual post-Fellowship survey that will collect data on the student outcomes. This survey will also be finalized by July 2022, but may include the following:

- % of Fellows who report that their service experience was positive and meaningful;
- % of Fellows who report gaining leadership skills (confidence, team-building, project management) through their Fellowship;
- % of Fellows who report increased propensity for future community service and/or civic employment based on this experience;
- % of Fellows who advance in class standing, matriculate to a 4-year institution, or graduate after completion of the program;
- % of Fellows who report taking a smaller student loan OR not having to take a loan due to this Fellowship.

In their grant proposals, colleges and universities will be asked to articulate how they will design the Fellowship on their campus to support Fellows in achieving these outcomes, which are understood to be shared goals across all campus partners. By applying, the applicant understands that data reporting in line with the finalized and standardized metrics plan is a requirement of receipt of funding.

### **Community Outputs and Outcomes**

The College Fellowship leverages the skills, creativity, and industriousness of college students across the state to tackle urgent challenges in their communities. For the initial two years of the program (2022-2024), service positions will focus on three priority Focus Areas for California communities:

**K-12 Education**  
**Climate Action**  
**Food Insecurity**

In consultation with California Volunteers, campus partners may propose unique opportunities outside of these three main Focus Areas, provided they clearly respond to an identified community need. The number of slots dedicated to activities outside of the priority Focus Areas must be no more than 10% of the Fellow slots requested.

Per AmeriCorps rules, grantees will need to have at least one aligned [paired] output and outcome metric that corresponds to their selected Focus Area(s). These metrics should reflect the primary service activities of the Fellowship, whose outputs and outcomes are consistent with the applicant's core theory of change. Applicants are *not* expected to have performance metrics for every program activity.

Applicants are asked to indicate their intended Focus Area(s) and potential community outcomes in their grant application, but all selected applicants will have an opportunity to refine their community-level outputs and outcomes as part of the Planning and Program Development Phase. See the chart in Annex 1 for examples of potential service activities, outputs and outcomes by Focus Area.

Applicants that plan to work in the Focus Area of K-12 Education should also carefully review Annex 2 for more information pertaining to tutoring models.

### C. College Fellowship Logic Model – Sample Metrics and Outcomes

Goal	Engagement Metrics	Student Outcomes
1 - Engage college students in meaningful service opportunities that build leadership skills and civic responsibility.	<p># of students participating in the College Service Fellowship</p> <p>Number of service hours completed (progress) and % of Fellows who complete 450 hours of service (final)</p>	<p>% of Fellows who report that their service experience was positive and meaningful</p> <p>% of Fellows who report gaining leadership skills (confidence, team-building, project management)</p> <p>% of Fellows who report increased propensity for community service and/or civic employment</p>
2 – Help students from diverse backgrounds graduate on time and with less debt.	<p># of campuses participating -- total number+ breakdown by institution type and by Focus Area (CaliforniaVolunteers to compile)</p> <p>% of Fellows who are students of color, low income students, and AB 540-eligible Dreamers</p>	<p>% of Fellows who advance in class standing, matriculate to a 4-year institution, or graduate after completion of the program</p> <p>% of Fellows who report taking a smaller student loan OR not having to take a loan due to this Fellowship</p>

Goal	Engagement Metrics	Community Outcomes <i>(see Annex 1 for examples)</i>
3 - Support the work of community-based organizations focused on key local priorities (e.g. K-12 Education, Food Insecurity, Climate Action)	<p># of community-based organizations and local government agencies hosting Fellows</p> <p># of cities or towns across state where Fellows are serving</p>	<p>Per AmeriCorps rules, grantees will need to report at least one [paired] community output and outcome metric per Focus Area.</p> <p>-Output metrics should describe the type and amount of activity taking place</p> <p>-Outcome metrics should describe the change in behavior, knowledge or condition as a result of the activity</p>

#### **D. Data Collection and Reporting**

College and university partners will report to California Volunteers monthly or quarterly (determined through the metric finalization process identified above in further detail) on the engagement metrics for both students and communities. Metrics to be reported and the process for reporting will be finalized during the Planning and Program Development phase. However, the above Logic Model provides examples of metrics and outcomes that may be incorporated into the reporting requirements. Grantees will share final data on results for all engagement metrics in an annual program report to be submitted after the conclusion of each Fellowship cohort. California Volunteers encourages reporting on a monthly or quarterly basis, but will work with partner campuses to set reporting requirements during the Planning and Program Development phase.

To collect the student outcome data summarized in the Logic Model, California Volunteers will work with its lead research partner(s) to design a post-Fellowship student survey that will be administered to all Fellowship participants in collaboration with each campus partner. Based on the data collected through this survey, California Volunteers will prepare a summary report on results for each statewide Fellowship cohort.

Each partner campus will be responsible for working with their community host partners to collect the necessary data to report on the community outputs and outcomes they have identified, based on the type of service their Fellows are doing. Grantees will include final results on each of their community-level output and outcome measures in the annual program report that they submit to California Volunteers at the end of each Fellowship cohort.



## II. COLLEGE AND UNIVERSITY PARTNERS

---

### A. Role and Expectations

The College Fellowship relies on an innovative partnership approach, in which California Volunteers makes grants to colleges and universities to lead the initiative on their campus. California Volunteers will work closely with all campus partners to help ensure the successful implementation across the state of this priority initiative for the Governor’s Office. This will include investing in an ambitious campaign to raise the visibility of the CaliforniansForAll College Fellowship, which will build momentum for the recruitment of both students and community host organizations. (See Annexes 3 and 4 for more detail on the role of California Volunteers).

Each partner campus implementing the Fellowship will have the following key responsibilities:

- Recruit, select and support Fellows on their campus (See Annex 3 for more details on student eligibility, recruitment, and benefits).
- Recruit, select, and support all community host organizations where Fellows are placed (See Annex 4 for more details on community host partners).
- Provide comprehensive orientation and training for Fellows, including partnering with California Volunteers to offer content-specific training for particular Focus Areas (e.g. tutoring training).
- Cultivate a supportive and meaningful cohort experience for their Fellows. (See Annex 5 for more details on the cohort experience and how California Volunteers will support this effort statewide.)
- Collaborate with California Volunteers on data collection and evaluation.
- Participate in regular opportunities for networking and peer learning with other campuses.

To be selected, colleges and universities that apply will need to demonstrate:

- A commitment from top leadership to prioritize this as a campus-wide initiative.
- A strategy to proactively collaborate with other participating campuses in their region.
- A thoughtful plan to link the service experience to curricular and/or degree programs, ensuring on-time degree completion for participating students.
- Ability to reach the following minimum Fellow enrollment targets:

Type of Applicant	Fellow Enrollment Target (per year)
Individual college or university (applying directly)	100 (min) – 200
Consortium of 3+ institutions (applying jointly)	200 (min) – 500

The maximum targets are preferred ranges, not firm limits. However, only applicants with a compelling plan to achieve the *minimum* Fellow enrollment targets will receive full points in the review process for this section of the proposal (see Section IV B, Application Requirements and Review Criteria.) Note that for a Consortium, the minimum target of 200 Fellows per year is a *collective* target for the group of institutions participating in the Consortium. Any single institution participating in the Consortium should plan to recruit at least 50 Fellows per year.

### B. Eligibility and Participation

Higher education institutions must meet the following minimum eligibility requirements to apply:

- An accredited public or private higher education institution located in California OR a Foundation that has been designated to apply on behalf of one or more higher education institutions.
- A public commitment to serving and supporting low-income students.
- A track record of positive engagement and collaboration with their local community.
- Be registered in the AmeriCorps System for Award Management (SAM).

California Volunteers is committed to selecting a diverse mix of partner campuses, including strong representation from all three public university systems: the University of California system, the California State University system, and the California Community College system, as well as from private colleges and universities. The chart below shows the planned Fellow enrollment target by system. These estimates will inform final funding decisions by California Volunteers to ensure balanced participation across the systems. They may be adjusted based on the number and type of applications received.

<b>System</b>	<b>Planned Number of Fellows per year (2022-2023, 2023-2024)</b>
Community College System	1,000
California State University System	1,000
University of California System	1,000
Private Colleges and Universities	250

### **C. Inter-segmental Regional Collaboration**

Colleges and universities will be asked to outline their ideas for regional collaboration as part of their application to California Volunteers. California Volunteers is particularly interested in supporting strategies that bring together higher education institutions from different systems (e.g. a community college, a CSU, and a UC), ideally where this builds on a track record of previous collaboration.

California Volunteers will require all selected colleges and universities to use the Planning and Program Development Phase to identify concrete ways to collaborate with other partner campuses in their region in pursuit of the following objectives:

- Share experiences, innovation, and learning across campuses;
- Cultivate a shared cohort experience for a diverse group of Fellows from across the region;
- Explore the possibility of establishing common MOUs with shared community host partners (for example the local school district), and/or offering joint trainings for community host partners in the same region.

California Volunteers will also consider other ways of promoting peer learning and exchange across participating campuses, including with the support of one or more lead research partners, to be selected through a future procurement process.

### **D. Option: Applying as a Consortium**

Colleges and universities may apply directly for this funding opportunity OR apply as a Consortium of three or more higher education institutions.<sup>1</sup> Any application from a Consortium has the opportunity to receive full points in the scoring of the Regional Collaboration section of their grant application (see Section IV B, Application Requirements and Review Criteria), provided the Consortium demonstrates how it will advance the following objectives:

<sup>1</sup> Note that grants under this funding opportunity can only be awarded to a higher education institution or to a Foundation that has been designated to apply on behalf of one or more higher education institutions.

**Regional Approach to Problem-Solving:** Member institutions of a Consortia should be concentrated in a particular geographic region and ideally have some track record of previous collaboration. They should be committed to working with a common set of community partners and champions to maximize local impact.

**Inter-segmental Collaboration:** Consortia will ideally include member campuses representing at least two, if not all three public higher education systems in California (Community Colleges, CSUs, UCs), and will prioritize bridge-building and a shared cohort experience for students from the different campuses. Any Consortium that includes at least one community college partner will receive the full points for this section in the review process.

**Focus on College Completion:** The policies and approach of the Consortium should be designed to ensure that all Fellows complete their undergraduate degrees on time and graduate with less student debt. For this reason, only full-time students will be eligible to participate in the Fellowship, and partners are encouraged to focus in particular on students transferring from 2-year to 4-year institutions.

College Fellowship Consortia may take the following forms:

- 1) Inter-segmental Regional Consortium with a Lead Partner (single application)
- 2) Single system Consortium with a Lead Partner (single application)
- 3) Regional Collaboration without a Lead Partner (each partner campus applies directly)

In all three models, the application must include an MOU – or at least a letter of support – from the leadership of each participating campus in the Consortium.

Any Consortium applying with a Lead Partner (models #1 and #2 above) will be required to submit a single application, designating which campus will be the Lead Partner to receive the funding award and manage the grant. The Lead Partner will have the following core responsibilities on behalf of the Consortium:

- Bring its member campuses together with community leaders (elected officials and advocates) to discuss how students can help address pressing local challenges through their community service.
- Coordinate efforts across member campuses to ensure that the collective Fellow recruitment target (minimum 200) for the Consortium is met.
- Manage and track sub-awards to the other campuses that are part of the Consortium, via existing or new inter-segmental agreements where necessary. Note that funds will be disbursed to the Lead Partner on a cost-reimbursement basis.
- Establish a common set of policies and systems across the Consortium to: a) select and onboard Fellows; b) conduct required background checks for Fellows; c) pay Fellow stipends; d) ensure consistent tracking and verification of Fellows' service hours; e) track grant performance measures; and f) monitor and support grant compliance.

### III. FUNDING OPPORTUNITY

#### A. Grant Type and Amount

Each selected college or university partner will receive an initial 19-month grant to support the Planning and Program Development Phase (January 2022 - July 2022) followed by an Implementation Phase for the first cohort of Fellows (Cohort 1: August 2022 - July 2023). Subsequent awards to grantees for the second cohort of Fellows (August 2023 – June 2024) are contingent upon successful completion of the first year of implementation. The grant award under consideration in this funding opportunity is a cost-reimbursement grant. Funds are accessible after costs have been incurred, on a reimbursement basis.

The table below shows how award amounts will be determined:

Phase	Funding Amount	Allowable Expenses
<b>Planning &amp; Program Development Phase</b> January 2022 – July 2022  <i>*These resources are allocated to planning but can be spent throughout the first grant period (Jan 2022 – July 2023).</i>	<u>Individual application:</u> Up to \$300,000	Staffing, consultants, training materials, outreach events, office space, infrastructure/systems development, travel to training or networking events, etc.
	<u>Consortium application:</u> Up to: \$300,000 X the number of member campuses	Same as above, plus Lead Partner assumes responsibility for convening and coordinating member campuses and managing sub-grants.
<b>Implementation Phases</b> August 2022 – July 2023 August 2023 – June 2024	<b>\$15,000</b> per student e.g. 100 students = \$1,500,000  *Ed Award is paid to the student separately.	-\$7,000 per student to cover the stipend -\$8,000 per student for the partner campus to manage the program (with option to provide sub-grants to community host partners).

Applicants are allowed to include indirect costs in application budgets. See the provided budget template for more information on calculating indirect costs. California Volunteers will review applications and determine the final award amount based on availability of funds. Award amounts may vary from the requested amounts.

In preparing the budget for the Planning and Program Development Phase, applicants should consider the following:

- These resources (up to \$300,000 per campus) may be spent at any point during the 19-month grant cycle that covers the Planning Phase and first year of Implementation. In addition to other planning activities, applicants should budget for time spent on regional coordination and collaboration during this start-up phase.
- For those applying as a Consortium with a Lead Partner, the Lead Partner is expected to regularly convene its member campuses to ensure alignment on policies, procedures, and student recruitment targets, as well as a coordinated approach to identifying community host organizations. At the conclusion of the Planning and Program Development Phase, the Lead Partner will also be responsible for submitting a complete *College Fellowship Implementation Plan* on behalf of the Consortium. In recognition of this leadership role and time commitment, California Volunteers encourages Regional Consortia to agree on a formula that allocates a greater share of the available Planning and Program Development resources (see formula above) to the Lead Partner than to the other member campuses within the Consortium.

## B. Funding Awards and Amendments

California Volunteers will award a 19-month grant to the selected college and university partners. This grant will cover the Planning and Program Development Phase and one year of Operations, with the possibility of an amendment to extend the grant period and provide funding for an additional 11 months of Operations. The original contract will include Phase 1 and Phase 2 funding. A contract amendment will be issued in Spring/Summer 2022 to include the operational budget for Phase 2, with a second amendment issued in Spring/Summer 2023 to extend the contract, add funding for the second cohort, and add an operational budget.

Funding awards and amendments will be conditional on interim reporting, as detailed below:

Phase Description	Submission Deadline	Key Conditions to be Met	Contract Start Date
<b>Phase 1:</b> Planning and Program Development	Applications due December 15, 2021	All selected institutions receive Phase 1 and 2 funding. However, Phase 2 Funding may be adjusted based on contract amendment described below.	Mid-January 2022
<b>Phase 2:</b> Cohort 1 Service Year - Implementation	June 1, 2022 (Interim Report on Phase 1)	-Satisfactory performance, including 90-100% of Cohort 1 slots filled and matched with community host organizations. -Data collection plan in place -Contract amendment to adjust operational budget for Cohort 1 implementation (as necessary).	Contract amendment to be signed before August 1, 2022
<b>Phase 3:</b> Cohort 2 Service Year - Implementation	June 1, 2023 (Interim Report on Phase 2)	-Satisfactory performance for Cohort 1 implementation. -90-100% of Cohort 2 slots filled and matched with community host organizations. -Contract amendment to extend contract period, add Cohort 2 funding, and add operational budget for Cohort 2 implementation.	Second contract begins August 1, 2023

*\*More details on the requirements for each report will be provided at a later date.*

## C. Available Funds

The CaliforniansForAll College Fellowship will be supported with Fiscal Year (FY) 2021 State General Fund, State Fiscal Recovery Funds (SFRF) under the American Rescue Plan Act (ARPA) of 2021, and federal funds from the National Service Trust.

This funding opportunity includes \$18.75 million State General Fund and \$81.27 million State Fiscal Recovery Funds (SFRF) in support of launching this service initiative. The available funds support up to 6,500, 450-hour [quarter-time] service positions. While the state appropriation of these funds for California Volunteers is through June 2024, grants will be awarded to support the Planning and Program Development Phase and the first year of implementation. Funding for the second year of implementation is contingent upon review of the first program year of performance and management of the grant. Federal

funds from the National Service Trust will be paid directly for the AmeriCorps Segal Education Award for those Fellows enrolled in the program as AmeriCorps members.

#### **D. Authority**

Federal funds are available under authority of the National and Community Service Trust Act of 1990, as amended, (NCSA) (42 U.S.C. 12501 et seq.). State General Fund is available through Item 0650-101-0001 2021-2022 and SFRF is appropriated in Item 0650-162-8506 2021. These funds were made available to California Volunteers through an investment by the Governor and the Legislature. State Fiscal Recovery Funds, though administered through the State of California and California Volunteers, are federal stimulus funds associated with recovery from the COVID-19 pandemic. For more information on these funds, please review Annex 6: Other AmeriCorps Funding Guidelines and Restrictions.

State Fiscal Recovery Funds must support specific performance metrics outlined by the federal government. Consistent with this guidance, California Volunteers will specify several student engagement, output and outcome metrics that will apply to all partner campuses. Examples of such potential metrics are summarized in the Logic Model in Section I C, and a description of reporting requirements is provided in Section I D. In addition, CV will approve partner-specific community output and outcome metrics that align with AmeriCorps reporting requirements (see Annex 1). As noted earlier in the RFA, metrics will be finalized with partner campuses during the planning and development phase, with these standardized metrics completely finalized by July 2022. By applying, the applicant understands that data reporting in line with the finalized and standardized metrics plan is a requirement of receipt of funding.

Under federal law, grantees are unable to leverage federal funds to support the AB 540 Dreamer component of the CaliforniansForAll College Service Program. Therefore, California Volunteers, as identified in the funding authority, is leveraging State General Fund to allow for the inclusion of AB 540 Dreamers to participate in this program. Programs that are applying and intend to build a model that includes Dreamers and Non-Dreamers in the student cohorts should be aware that there are separate requirements and funding sources for the implementation of these programs as well as payments for member expenses.

California Volunteers' expectation is that the experience received by AB 540 Dreamers and Non-Dreamers is identical. However, programs will need to ensure they have the administrative resources and systems to effectively track these two funding sources and provide accurate reporting on metrics and impacts based on the funding source/type of student participant. Programs will be expected to maintain separate systems to support these two student participant tracks. This includes providing accurate reporting on expenses and metrics specifically tied to the funding track. For example, expenses for managing the AB 540 Dreamers student track must be charged to the appropriate funding stream/contract. Additionally, reporting and metrics associated with the AB 540 Dreamers student track must be reported separately from the Non-Dreamers student metrics. While student participants will not be impacted by this separation of funding and reporting requirements, it is incumbent upon the grantee to ensure they have the appropriate systems in place to meet this standard for administrative and programmatic management, in line with federal requirements.

California Volunteers will have two separate processes associated with expense reporting and metrics reporting. Grantees who build a program that includes both AB 540 Dreamers and Non-Dreamers will have two separate operating budgets, two invoice templates, and two metric reporting processes to ensure there is separation between federal funds and state General Fund.

## IV. APPLICATION PROCESS AND REQUIREMENTS

---

### A. Intent to Apply

Any institution that plans to submit an application is asked to indicate their intent by completing and submitting the 'Intent to Apply' form [provided by California Volunteers] no later than **5:00 pm PT Thursday, November 18, 2021**. Only one form should be submitted per applicant. This form is non-binding; we recognize that some institutions may subsequently opt out of the process. In addition, institutions that do *not* submit this Intent to Apply form may still submit an application prior to the final application due date. That said, we strongly encourage potential applicants to submit the form to ensure that your institutional point of contact is included on all communications or updates from California Volunteers, for example regarding the Q&A sessions described below.

### B. Application Requirements and Review Criteria

All applicants are asked to respond to the following questions in a 12-page maximum narrative submission organized into the six sections outlined below. Each section will be scored based on how **complete, creative, and compelling** the applicant's responses are to each question, as assessed by members of the review committee. In all cases the point value listed represents the maximum possible points available per section, and for each question within the section.

#### Section 1: Experience and Leadership (15 points)

1. What is your institution's track record in providing meaningful community service and community engagement opportunities for your students? (5 points)
2. Which Department or Center will lead the implementation of the Fellowship on your campus and what existing infrastructure and staffing would you be able to leverage? (5 points)
3. What will be the role of the President or Chancellor's Office? Which other Departments or Centers will be involved, and in what capacity? (5 points)

#### Section 2: Regional Collaboration (15 points)

*\*All applicants should respond to question #4. Only those applying as a Regional Consortium or Collaboration should respond to either question #5 or question #6. [See Section II D for more detail.]*

4. How have you worked with other higher education institutions in your region in the past, and how do you intend to collaborate with nearby campuses in the context of implementing this Fellowship? *\*All applicants should respond to this question, whether applying as an individual campus or a Consortium.* (10 points)
5. Are you applying as a Consortium with a Lead Partner? *If not, no need to reply to this question.* If so, who are your partner campuses, and what do you hope to achieve through your collaboration? Please include an MOU or letter of support from your partner campuses. (5 points total, 2 for explanation, 2 for letters of support, 1 for at least one community college partner)
6. Are you applying as part of a Regional Collaboration without a Lead Partner? *If not, no need to reply to this question.* If so, who are your partner campuses, and what do you hope to achieve through your collaboration? Please include letters of support from your partner campuses. (5 points total, 2 for explanation, 2 for letters of support, 1 for at least one community college partner)

#### Section 3: Student Recruitment (15 points)

7. How many Fellows will you seek to recruit on your campus each year? How many AB 540-eligible Dreamers do you plan to have as part of each cohort? (5 points)
8. How will you specifically target low income students and AB 540-eligible Dreamers in your campus outreach and student recruitment strategy? (5 points)

9. Which other allies across your campus will be involved in the recruitment effort, and what will their roles be? (5 points)

Section 4: Community Partnerships and Impact (20 points)

10. Which of the three Focus Area(s) [K-12 Education, Climate Action, Food Insecurity] will you tackle, and why? \*If you are focusing on K-12 Education, please also describe the tutoring/mentoring model you use and how it compares to the best practices outlined in Annex 2. If you will work outside these Focus Areas, please explain what community challenge you will address and how you have identified this as a priority. (5 points)
11. What *existing* community partners do you have in these areas, and how have you worked together in the past? (5 points)
12. What *new* community partnerships will you seek to develop to ensure that you have sufficient host sites for your students? (5 points)
13. What are some of the results you believe your student volunteers can help advance in this Focus Area(s), working alongside your community partners? (see Annex 1).<sup>2</sup> (5 points)

Section 5: Student Outcomes and Cohort Experience (20 points)

14. What steps will you take to ensure that your community partners are able to provide a meaningful service experience that builds Fellows' leadership skills and sense of civic responsibility? What kind of support will you provide to community partners to ensure this outcome? (5 points)
15. How do you plan to integrate this service experience with student learning outcomes and curriculum? Will you provide some form of academic credit? What other incentives or support will you provide to ensure on-time degree completion for participating students? (5 points)
16. How will you work with campus partners and with Fellows to ensure that participation in this program helps reduce student debt burden? (5 points)
17. What steps will you take to build a cohesive and supportive cohort of Fellows on your campus, and -- in the case of a Consortium -- across partner campuses? (5 points)

Section 6: Budget and Staffing (15 points)

18. The budget template provided with the RFA will be evaluated on various components outlined briefly below and in further detail in the RFA Excel budget template. No additional narrative is needed outside of what is asked for in the budget Excel template, except if programs would like to claim indirect costs. Detailed instructions have been provided in the RFA Excel budget template.
- Technical points on accuracy and justification for calculations, where applicable, will be used to assess the various budget components (4 points possible for overall accuracy).
  - Planning and Program Development Phase Budget total budget request (up to \$300,000, up to \$300K times the number of partner campuses for a Consortium) – Justification and calculations provided for direct (including general staffing as outlined in the budget instructions) and indirect costs (if applicable) (5 points).
  - Implementation Phase Cohort 1 (# of fellows requested broken down between AB 540 Dreamers and Non-Dreamers) (2 points possible for # included and accuracy of calculations).
  - Implementation Phase Cohort 2 (# of fellows requested broken down between AB 540 Dreamers and Non-Dreamers) (2 points possible for # included and accuracy of calculations).
  - Total Initial Grant Award and Total Cohort 1 Fellows calculations are accurate (1 point).
  - Cohort 2 Amendment Increase and # of Fellows calculations are accurate (1 point).

Note: A more detailed operational budget will be requested from the grantee in 2022 for Cohort 1 and in 2023 for Cohort 2.

---

<sup>2</sup> Note that selected college and university partners will be able to refine their outputs, outcomes, and metrics during the Planning and Program Development Phase.



### C. Planning and Program Development Phase Deliverables

The purpose of the Planning and Program Development Phase is to provide college and university partners the time and resources they need to develop program components and build the operational capacity to administer a high-quality service program for their students. At the conclusion of the Planning and Program Development Phase (by June 1, 2022) each campus (or Lead Partner, in the case of a Consortium), must be prepared to submit a *College Fellowship Implementation Plan* to California Volunteers, including the following core elements:

- Program Logic Model
- Performance Measurement Targets (including outputs and outcomes for both students and communities, as outlined in Section I B)
- Status Report on Fellow Recruitment (Actions taken, # of students recruited)
- Status Report on Host Organization Recruitment (Actions taken, # of partners committed)
- Regional Collaboration Plan (with other participating campuses in the region)
- Program Staffing Plan for Implementation Phase
- Fellow Training and Support Plan – including campus cohort experience
- Community Host Partner Training and Support Plan
- Data Collection Plan
- Service Position Descriptions
- Operating Budget

Review and approval of the *College Fellowship Implementation Plan* will be a condition for ongoing funding for the Implementation Phase. Please note that partner campuses may be asked to work with California Volunteers in advance of the June 2022 deadline to finalize certain deliverables (e.g. Performance Measurement Targets, Operating Budget) that need to be submitted to AmeriCorps.

### D. Other Program Requirements

**Minimum Program Size:** Please refer to chart on page 9 for the minimum Fellow enrollment targets.

**Minimum Number of Fellows per Service Site:** To ensure strong program design and to encourage interaction among Fellows, successful applicants must plan to place at least two Fellows at each community host organization as part of their program design. California Volunteers has found that placing at least two volunteers at a service site location provides economies of scale and aids in retention of Fellows.

**Living Allowance:** The proposed budget must include a living allowance of \$7,000 per Fellow for the 450-hour service placement over the course of an academic year. A living allowance is not considered a salary or a wage, but is taxable income. Partner campuses are responsible for paying this living allowance directly to their students. Partner campuses will need to work with Fellows to determine the implications of the living allowance for a student's aid package, in alignment with 34 CFR 685.102(b).

**Education Awards:** Fellows who successfully complete the minimum required 450 service hours will receive a CaliforniansForAll and federal Segal Education Award and Dreamer Service Incentive Grant Program scholarship (where applicable), for a combined value of up to \$3,000.

**Enrollment Requirements:** California Volunteers reserves the right to adjust the grant award due to a low enrollment rate in order to maintain awarded/contracted cost per student.

**Fellow Retention:** High Fellow retention is critical to achieving the desired student and community outcomes. Successful applicants shall pursue the highest Fellow retention rate possible.

**Staffing Requirement:** California Volunteers requires at least one staff at 100% time dedicated to managing this grant, including during both the Planning and Program Development and Implementation Phases.

### **E. Opportunity for Clarification**

Applicants with clarification questions on this RFA can send them to:  
[CollegeFellowship@CaliforniaVolunteers.ca.gov](mailto:CollegeFellowship@CaliforniaVolunteers.ca.gov).

The final date to submit questions in writing is **November 30, 2021**. Applicants will not receive individual responses to their questions, but questions will be compiled and addressed in an updated version of the FAQ document, which will be shared on the California Volunteers website.

In addition, California Volunteers will offer *optional* Q&A calls for all potential applicants on the following dates:

November 16, 2021  
November 18, 2021  
November 30, 2021  
December 9, 2021

The purpose of these calls is to address questions about the program design and application requirements in a transparent and timely way. Participation in these calls will not in any way influence the selection process, but will be a fair way to have common questions answered in a public forum. Recordings of these calls will be posted and available to all potential applicants on the California Volunteers website.

California Volunteers staff will not be offering individual calls with applicants during the application or review period.

## V. APPLICATION SUBMISSION AND REVIEW

---

### A. Submission to California Volunteers

Applications must be sent by email to: [CollegeFellowship@CaliforniaVolunteers.ca.gov](mailto:CollegeFellowship@CaliforniaVolunteers.ca.gov) -- by **5:00 p.m. Pacific Time on Wednesday, December 15, 2021.**

Submissions must use the subject line "2021 CFA College Fellowship Application Electronic Submission."

A complete application includes the following:

1. Application cover sheet using the form provided (one form per applicant);
2. Narrative responsive to the questions outlined in Section IV B, Application Requirements and Review Criteria;
3. Budget using the provided Excel budget template;
4. Letters of support from partner campuses (if applying as a Regional Consortium.)

The Program Narrative may not exceed 12 double spaced, single-sided, pages. This limit does not include the cover sheet, the budget, or any letters of support. Please do not submit unrequested materials such as videos, brochures, or any other items not requested in this RFA.

### B. California Volunteers Review and Selection Process

California Volunteers will engage staff reviewers with relevant knowledge and expertise to review and score the eligible applications. The review and selection process is intended to produce a balanced set of high-quality programs that represent the priorities and strategic considerations described in this RFA. The stages of the process are as follows:

#### ***Initial Compliance and Eligibility Review***

California Volunteers will conduct an initial compliance and eligibility review to determine if an application meets the eligibility requirements published in this RFA and submitted all required application materials by the deadline. If so, the application advances to the next stage of the review process. Determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

#### ***Staff Review***

In Staff Review, reviewers will evaluate each application based on the quality and clarity of the responses to the questions outlined in Section IV B, Application Requirements and Review Criteria. Applications must receive a score of at least 62 points (out of 100) in order to be recommended for selection.

#### ***Requests for Clarification***

California Volunteers may ask applicants for clarifying information on their program plans and/or proposed budget. California Volunteers will use this information to finalize funding recommendations and award amounts. Not all applications require clarification, and a request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.

#### ***Final Selection of Partner Campuses***

The review and selection process are designed to identify how well applications are aligned with the review criteria AND build a balanced portfolio of partner campuses, based on the planned number of participating Fellows by higher education system provided in Section II B, Eligibility and Participation.

California Volunteers reserves the right to award applications in an amount other than at the requested level of funding and will document the rationale for doing so.

California Volunteers reserves the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications.

## VI. AWARD ADMINISTRATION INFORMATION

---

### A. Award Period

The initial project period for this grant is 19 months (January 2022 – July 2023), with the potential to extend an additional 11 months for the second year of Implementation (for a total of 30 months). The project start date may not occur prior to a grantee's contract execution date with CV.

### B. Reporting Requirements

The colleges and universities selected to receive funding are required to submit a variety of reports which are due to CV at specific times during the life cycle of an award. Failure to submit accurate, complete, and timely required reports may affect the grantee's ability to secure future funding. (See Section I D, Data Collection and Reporting, and Section III B, Funding Awards and Amendments, for more detail.)

Once the grant is awarded, partner campuses will be expected to have data collection and management practices that provide reasonable assurance that they are providing CV with high-quality data on their outputs and outcomes. At a minimum, grantees should have policies and practices in place that address the following areas of data quality:

- The data measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.

As outlined in Section I D, all partner campuses will be expected to participate in the design and implementation of a statewide, post-Fellowship survey to collect data on student outcomes.

### C. Grant Amendments

California Volunteers reserves the right to amend the original grant award amount based on the detailed Implementation Plan and operational budget to be submitted by all college and university partners in June 2022. California Volunteers may again amend the grant award and grant period based on the Cohort 2 (2023-2024) budget and anticipated student recruitment numbers to be reported in June 2023. Any funds returned to California Volunteers as part of the grant amendment process will be redistributed to other existing campus partners that have exceeded their targets OR distributed to other [new] partners via a subsequent application process. California Volunteers also reserves the right to re-focus program dollars in the event of disaster or other compelling need for service.

## Annex 1: Sample Activities and Outcomes by Focus Area

Per AmeriCorps rules, grantees will need to have at least one aligned [paired] output and outcome metric that corresponds to their selected Focus Area(s). These metrics should reflect the primary service activities of the Fellowship, whose outputs and outcomes are consistent with the applicant’s core theory of change. Applicants are *not* expected to have performance metrics for every program activity.

Output metrics should address the number of beneficiaries served and amount of activity taking place. Outcome metrics should address a meaningful change in knowledge, attitude, behavior, or condition for program beneficiaries as a result of the activity. Both outputs and outcomes must be measurable during a single grant year.

The chart below shows examples of service activities, as well as a sample output and outcome that might be associated with one or more of these service activities. These examples are meant to be illustrative, not prescriptive. Each college or university will need to work with community partners to finalize a paired output and outcome metric that aligns with their selected Focus Area and Fellows’ primary service activities. As noted earlier in the RFA, metrics will be finalized with partner campuses during the Planning and Program Development phase, with these standardized metrics completely finalized by July 2022. By applying, the applicant understands that data reporting in line with the finalized and standardized metrics plan is a requirement of receipt of funding.

Focus Area	Examples of Service Activities	Sample Community Outputs	Sample Community Outcomes
<b>K-12 Education</b>	Tutoring Mentoring Coaching <i>(may include social emotional learning &amp; support)</i>	Number of students tutored or mentored Number of students participating in evidence-based tutoring programs	Number of K-12 students with increased academic engagement and/or improved academic performance
<b>Climate Action</b>	Urban Greening Food Rescue and Waste Diversion Wildfire Mitigation Energy Conservation Environmental education	Number of housing units weatherized Acres of defensible space Trees planted	Reduced energy consumption / costs Reduced wildfire risk Acres of public lands improved
<b>Food Insecurity</b>	Meal Delivery Food/ Nutrition Support Volunteer engagement	Individuals served Meals delivered Number of volunteers mobilized	Increased ability of Food Banks to meet community need Number of Food Banks with increased capacity to recruit volunteers

## Annex 2: Tutoring Best Practices

For the K-12 Education Focus Area of the College Fellowship, California Volunteers is partnering with the *California Collaborative for Educational Excellence* to promote best practices for high impact tutoring and mentoring. College and university partners that will place their Fellows as tutors or mentors to K-12 students should ensure that their program design and training approach aligns with these best practices, as summarized in the following links:

[https://ccee-ca.org/wp-content/uploads/2021/06/MIT-JPAL-Tutoring-Best-Practices-for-California\\_.pdf](https://ccee-ca.org/wp-content/uploads/2021/06/MIT-JPAL-Tutoring-Best-Practices-for-California_.pdf)

<https://ccee-ca.org/resources/professional-learning/the-transformative-potential-of-tutoring-for-prek-12-learning-outcomes/>

<https://ccee-ca.org/resources/professional-learning/professional-learning-opportunity-high-impact-tutoring/>

## Annex 3: Student Eligibility, Recruitment, and Benefits

### Eligibility

In order to participate, students must meet the following minimum eligibility criteria:

- Full-time, enrolled undergraduate student attending one of the partner campuses for the College Fellowship
- No minimum GPA, but students must be in good academic standing
- Ability to commit to the program for the full academic year

This Fellowship is designed to target low- to moderate-income students. Students selected to join the Fellowship should therefore meet at least one of the following criteria:

- Qualifies for a federal Pell grant
- Qualifies for a State Cal Grant or Middle Class Scholarship
- Needs to work part time and/or borrow student loans to meet their educational costs
- Is an AB-540 eligible Dreamer<sup>3</sup>

Note: California Volunteers has funds set aside to support a statewide target percentage of 20% of AB-540 eligible Dreamers in each Fellowship cohort. We recognize that not all partner colleges and universities will be able to meet the 20% target on their campus. However, all applicants will be asked to include a target number of Dreamers they will aim to include per cohort (which can be less than 20%), and this should be a major focus of their recruitment effort on campus. It will not be possible for college and university partners to reallocate the funds set aside for their Dreamers to non-Dreamers once the grant agreements are finalized..

### Selection Criteria

College and university partners will establish their own process and criteria for selecting students on their campus to participate. California Volunteers recommends assessing the following key traits as part of the Fellow application process:

- Passion for working in partnership with communities to make positive change;
- Flexibility to work in different areas and adapt to changing circumstances;
- Growth mindset and eagerness to try new things;
- Interest in connecting with and learning from other students and partners across the state;
- Willingness to be an ambassador for the Fellowship on campus and beyond.

### Fellow Recruitment Timeline

During the Planning and Program Development Phase (January 2022 - July 2022), California Volunteers will launch a statewide marketing campaign to raise the visibility of the CaliforniansForAll College Fellowship and inspire college students across California to get involved. Students who visit the CV website to learn more will find direct links to the application portal of each partner college and university. They will also find information about other ways to get involved with CaliforniansForAll if their college or university is not part of the Program.

---

<sup>3</sup> For Dreamers/AB-540 eligible students, they meet the requirements outlined by the California Student Aid Commission's (CSAC) Dreamer Service Incentive Grant Program. More information on eligibility requirements can be viewed here: <https://www.csac.ca.gov/post/california-dream-act-service-incentive-grant-program-1>.



College and university partners will launch their campus-wide student recruitment efforts in Spring 2022 and are encouraged to promote the opportunity to all eligible students, with targeted outreach to low-income students and Dreamers. California Volunteers encourages campuses to link their recruitment efforts to course registration and counseling timelines to ensure that all students are aware of the opportunity and understand how it can help advance their academic and career goals.

### **Benefits of Participation**

Students will receive the following benefits for their participation in the College Fellowship:

- \$7,000 stipend for 450 hours of service
- \$3,000 Education Award upon completion of the service year
- Ideally some form of academic credit, to be determined by the college/university partner
- A real-world job experience and skills that they can include on their resume
- Access to training, networking, and professional development opportunities as part of a statewide service corps

### **Student Outputs and Outcomes**

California Volunteers will work with all partner campuses – with the support of one or more Research and Learning Partner(s) -- to track outputs and outcomes for participating students. As noted earlier in the RFA, metrics will be finalized with partner campuses during the Planning and Program Development phase, with these standardized metrics completely finalized by July 2022. By applying, the applicant understands that data reporting in line with the finalized and standardized metrics plan is a requirement of receipt of funding. This may include reporting on the following:

#### Engagement Metrics

- # of Fellows participating, per campus and per Focus Area
- % of Fellows who are students of color, low income students, and/or Dreamers
- % of Fellows (per cohort) who complete 450 hours of service

#### Outputs and Outcomes

- % of Fellows who report that their service experience was positive and meaningful
- % of Fellows who report gaining leadership skills (confidence, team-building, project management) through their Fellowship
- % of Fellows who report increased propensity for future community service and/or civic employment based on this experience
- % of Fellows who advance in class standing, matriculate to a 4-year institution, or graduate after completion of the program
- % of Fellows who report taking a smaller student loan OR not having to take a student loan due to this Fellowship

## Annex 4: Community Host Organizations

### Key Responsibilities

Community host organizations will have the following core responsibilities under the College Fellowship:

- Collaborate with college/university partner in screening students to serve at their site
- Participate in all required trainings for community host organizations
- Shape and manage impactful service opportunities for students selected to participate
- Share information on activities and outcomes for reporting and compliance purposes
- Support partner campuses and California Volunteers in promoting the Fellowship and its impact

### Eligibility Criteria

- Non-profit and governmental organizations
- Host partners must have the time, staff, and supervisory capacity to direct the project, supervise Fellows, and provide necessary administrative support to ensure goals and objectives are achieved.
- All sites should be able to host at least 2 Fellows.
- Activities should be aligned with one or more of the three Focus Areas: K-12 Education, Climate Action, Food Insecurity.
- Host partners must be willing to develop a project plan that identifies key activities, outputs and outcomes for the service year. Note: These outputs and outcomes will be finalized with partner campuses during the planning and development phase, with these standardized metrics completely finalized by July 2022. By applying, the applicant understands that data reporting in line with the finalized and standardized metrics plan is a requirement of receipt of funding.
- Service activities should be primarily in-person, but some virtual service is permitted, based on the needs of both the community host partner and the Fellow(s).
- Host partners should understand that they represent the entire program beyond serving as a placement site, and that they may be asked to contribute content or participate in various opportunities to promote the CaliforniansForAll College Fellowship.

### Host Site Recruitment and Training

College and university partners will work on recruiting and selecting community host organizations for their Fellows during the Planning and Program Development Phase (January 2022 - July 2022). California Volunteers will support this effort by raising statewide visibility for the CaliforniansForAll College Fellowship and making connections, where appropriate, between partner colleges and potential community host organizations leading successful initiatives in our three Focus Areas.

For example:

- For K-12 Education, CV will offer resources and/or training on tutoring best practices (see Annex 2).
- For Climate Action, CV will support connections with State agencies, local governments and community organizations with climate-related projects where service positions may be available.
- For Food Insecurity, CV will make connections to Food Banks supported through our Operation Feed California program.

All community host partners will participate in orientation sessions to be led by the college/university partner *before* welcoming any student volunteers to their site. California Volunteers will support this effort by providing best practice guidelines and common resources for onboarding and training community host partners.

## Annex 5: Fellowship Cohort Experience

A priority objective for the College Fellowship is to ensure that students participating in this statewide initiative feel like part of something bigger, and feel proud of their collective accomplishments. At a more local level, Fellows will form connections with one another that offer invaluable peer support during college, a sense of belonging, and a professional development network that will benefit them for years to come. The overall cohort experience will focus on:

- Connections to other Fellows and opportunities for mentoring
- Collaboration and team-building across lines of difference
- Knowledge and skills for high-impact community engagement
- Professional development opportunities

California Volunteers envisions three levels of cultivating a cohort experience for Fellows, as summarized in the chart below:

Cohort	Key Objectives	Lead Institution
<b>Statewide Cohort</b>	-Motivate Fellows by giving them a sense of purpose and affiliation with a statewide effort -Inspire Fellows to continue to serve, whether as volunteers or as future public service leaders -Give Fellows access to a statewide professional development network	California Volunteers
<b>Regional Cohort</b>	-Build solidarity and cross-cultural understanding for Fellows from across the region -Focus Area skill-building (e.g. training on high-impact tutoring practices, climate justice, etc.)	Partner Campus or Regional Consortium (where possible)
<b>Campus Cohort</b>	-Link service to curriculum, research opportunities, etc. -Facilitate small group processing and reflection on the service experience to cement learning -Cultivate strong sense of belonging and peer support among Fellows on campus	Partner Campus

In their grant application to California Volunteers, applicants will be asked to outline their plan for cultivating a strong and supportive cohort of Fellows on campus. They will also be asked to explain how they will support and connect their Fellows to the regional and statewide cohorts, as outlined above.

## Annex 6: Other AmeriCorps Funding Guidelines and Restrictions

### **AmeriCorps Federal Guidance**

Implementation awards made under this RFA will be subject to AmeriCorps General and Specific Grant Terms and Conditions for the year funded, federal regulations 45 CFR 2520-2550, all assurances and certifications made in the awarded grant application, all applicable federal statutes, regulations, guidelines, and all applicable Office of Management and Budget Circulars, memorandums, and guidance.

For more details on AmeriCorps guidance, please visit <https://www.americorps.gov/grantees-sponsors/state-subgrantees>.

### **Coronavirus State and Local Fiscal Recovery Funds:**

For more information please visit:

- Coronavirus State and Local Fiscal Recovery Funds, US Department of Treasury: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>
- U.S. Department of the Treasury – Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule [\[Link\]](#)
- U.S. Department of the Treasury – Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds [\[Link\]](#)
- U.S. Department of the Treasury – Compliance and Reporting User Guide [\[Link\]](#)
- U.S. Department of the Treasury – Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions (FAQ) [\[Link\]](#)

### **National Service Criminal History Check Requirement**

***All students serving in an AmeriCorps service position must have completed National Service Criminal History Checks (NSCHC) prior to start.*** These are conducted by two approved vendors - Truescreen and Fieldprint. All required check components must be conducted and results considered according to AmeriCorps, CV and the program's own policy, with the individual cleared prior to the start of service and/or time on the grant. No one convicted of murder (as defined in 18 USC 1111) and/or registered or required to be registered on a state sex offender registry or the National Sex Offender Registry; nor who refuses to undergo the checks or who provides a false statement with regards to the checks process, may be deemed eligible. The program must set its own selection criteria that include at least these minimum disqualifiers while being mindful of state and federal Civil Rights & nondiscrimination laws, including Titles VI and VII of the Civil Rights Act of 1964.

Refer to the [National Service Criminal History Check \(NSCHC\) Manual](#) for detailed requirements and the [CV NSCHC Guide](#) for details on how to properly conduct the checks using the approved vendors. A signed original of this form must be submitted to CV along with the complete contract package.

**Required Criminal History Check Components** are defined as follows:

1. Nationwide name-based National Sex Offender Public Registry Check via **Truescreen\***; **and**
2. Statewide Criminal History Registry Check(s) in the State of residence (out-of-state applicants)<sup>4</sup> **and** in the State where the individual will serve / work (California)\* using **Truescreen** **and**

---

<sup>4</sup> The State where a candidate "resides" is the location where the individual has made a home which they consider their place of residence at the moment in time that they applied to serve or work. College students must be handled differently. An individual applying to serve or work who is an enrolled full-time college student is deemed to be residing in the state where they live for the purpose of attending the school without regards to whether that home is on- or off-campus, and whether that home is in the same state as the college is located. Programs may not opt to use any other basis for identifying the student's residence state,

3. FBI National Fingerprint-based Check using **Fieldprint** or using the **California Dept of Justice (CA DOJ)** via CV's [waiver](#)

**\*Note:** Truescreen is not able to obtain a California check. This is still considered a compliant check per AmeriCorps Truescreen Waiver #1.

California Volunteers reserves the right to utilize the AmeriCorps NSCHC waiver process for alternative check procedures.

In addition, California Volunteers requires that the legal applicant organization:

1. Follow all requirements outlined in 45 CFR §§ 2540.200 – 2540.207 as updated May 1, 2021
2. Ensure all required checks are completed as outlined above, prior to becoming an AmeriCorps member eligible to earn hours and/or a staff person beginning work on an AmeriCorps cost-reimbursement grant; and use AmeriCorps-approved vendor **Truescreen** to conduct the NSOPW & State(s) Checks and **either Fieldprint or the CA DOJ Livescan** to conduct the FBI check.
3. Appropriately conduct and document the checks process using the [CV NSCHC Verification Form and Instructions for 2021](#) and retain the supporting documentation in each staff/member file;
4. Has written policy and procedures in place, which align with AmeriCorps' [Effective NSCHC Policy & Procedures](#)
5. Ensure at least one staff member is trained annually in the [Updated AmeriCorps Required Annual NSCHC eCourse Training](#) and retain the resultant training certificate as required by AmeriCorps State and National Terms and Conditions; as well as any required CV NSCHC Trainings.

### **Prohibited Activities**

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by funds awarded through this RFA, staff and Fellows may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to— a. a business organized for profit; b. a labor union; c. a partisan political organization; d. a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and e. an organization engaged in the religious activities described in paragraph C. 7. above, unless AmeriCorps assistance is not used to support those religious activities;

---

e.g., such as the student's family home. The state to check does not change because a student is on semester or summer breaks temporarily residing elsewhere, and there is no test needed to measure duration of residence while attending school. [AmeriCorps NSCHC FAQs].

9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as AmeriCorps may prohibit.

Fellows may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-AmeriCorps funds.

### **Unallowable Activities**

In addition to the *Prohibited Activities*, the following restrictions also apply to the service of AmeriCorps Fellows:

#### Non-duplication.

Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless there is non-displacement, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

#### Non-displacement.

- (1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- (2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- (3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- (4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- (5) A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that—
  - (i) Will supplant the hiring of employed workers; or
  - (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- (6) A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—
  - (i) Presently employed worker;
  - (ii) Employee who recently resigned or was discharged;
  - (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
  - (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  - (v) Employee who is on strike or who is being locked out.

### **Requests for Improper Payment Information**

As required by AmeriCorps, CV may, from time to time, request documentation from grantees in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, CV may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

## **Use of Material**

To ensure that materials generated with State and AmeriCorps funding are available to the public and readily accessible to grantees and non-grantees, CV reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so ([2 CFR §200.315 \(b\)](#)).