2015 AmeriCorps

APPLICATION INSTRUCTIONS

Applications due November 24, 2014

CALIFORNIAVOLUNTEERS
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www.CaliforniaVolunteers.org

IMPORTANT NOTICE TO APPLICANTS: The following seven documents are necessary to complete a 2015-16 application for AmeriCorps funding. All can be found on the CaliforniaVolunteers website, www.californiavolunteers.org/index.php/Grants/americorps/.

(1) 2015 AmeriCorps Request for Applications (RFA),
(2) 2015 AmeriCorps Application Instructions,
(3) 2015 AmeriCorps Application Forms,
(4) Budget Form and Budget Narrative,
(5) Fixed Amount Grant Budget Worksheet
(6) AmeriCorps Program Title Page and Partnership Forms
(7) 2015 CNCS Performance Measures Instructions

Note: If you are currently funded by CaliforniaVolunteers (CV) and need to apply for year two or three of continuation funding, this RFA does **not** apply to you. Instructions will be e-mailed directly to you by CV at a later time.

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I. APPLICATION RESOURCES

Please use the application instructions included in this document to apply for an AmeriCorps operating grant.

Use these instructions in conjunction with the **2015 *AmeriCorps Request for Applications* (RFA)**, the ***2015 AmeriCorps RFA Forms***, the ***2015 CNCS Performance Measures Instructions***, and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. The *RFA* includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year and other information that changes year-to-year for all AmeriCorps grant programs.

The AmeriCorps regulations include the selection criteria used to select applications for funding and other pertinent information (see Table 1). The RFA can be found at http://www.californiavolunteers.org/index.php/Grants/americorps/.   The full regulations are available online at www.gpoaccess.gov/ecfr.

Table 1: Requirements in the AmeriCorps Regulations

Requirements and Selection	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-22222522522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

If there is any inconsistency among the AmeriCorps regulations, the *AmeriCorps Request for Applications,* and the Application Instructions, the order of precedence is as follows:

- AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
- *AmeriCorps Request for Applications,* which takes precedence over the
- *Application Instructions.*

II. APPLICATION CONTENT AND INSTRUCTIONS OVERVIEW

Notice of Intent to Apply
Submission of the *Notice of Intent to Apply* is <u>required</u> to be eligible for this competition and will help CV plan efficiently for the grant review and selection process. It should be completed and submitted to CV at funding@CaliforinaVolunteers.ca.gov **by 5:00 p.m.** on **November 3, 2014.**

Submission to CaliforniaVolunteers
Applicants must submit a "Paper Application <u>and</u> an "Electronic Submission." The electronic and paper portions of the application are <u>both</u> required. To complete your application, you should:

1. **Obtain Documents:** Download the following documents from the CV website
   www.californiavolunteers.org/index.php/Grants/americorps/:

   • *2015 AmeriCorps Request for Applications (RFA),*
   • *2015 AmeriCorps Application Instructions,*
   • *2015 AmeriCorps Application Forms,*
   • *2015 Budget Form and Budget Narrative*,
   • *2015 Fixed Amount Grant Budget Worksheet, and*
   • *2015 CNCS Performance Measures Instructions*

2. **Complete Application:** Follow the *2015 AmeriCorps Application Instructions* to complete the forms in the *2014 AmeriCorps Application Forms* packet, and submit your application. The *Application Instructions* also contain directions for completing your required Electronic Submission.

3. **Submit Required Electronic Documents:** Complete and submit the following required online forms through the CV website at www.californiavolunteers.org/index.php/Grants/americorps/:
   • AmeriCorps Program Title Page; and
   • AmeriCorps Partnership Form--refer to the *Sample Partnership Form* at
     http://www.californiavolunteers.org/index.php/Grants/americorps/

4. **Submit Paper Application:** Please submit <u>one original</u> of materials containing items 1-20 as listed on the *AmeriCorps Application Checklist*, and <u>5 copies</u>, of the application, containing items 1-13. Collate the application sets using binder clips.

   Please mail the Paper Application to:
   CaliforniaVolunteers
   ATTN: AmeriCorps 2015
   1400 10th Street, 2nd Floor
   Sacramento, CA 95814

Application Deadline
All applications (Paper Application <u>and</u> Electronic Submission) must be received by CV on **Monday, November 24, 2014** by **5:00 P.M.** Pacific Standard Time. **Late applications will not be accepted.** CaliforniaVolunteers reserves the right to make exceptions under extreme extenuating circumstances.

Submission to CNCS
Following the conclusion of CVs grant review process, all applicants will be required to submit their applications electronically into CNCS's web-based application system, eGrants, to be awarded. Applicants selected to represent California in the national competition must be prepared to resubmit their application incorporating feedback from the CV grant review process the week of January 5th and submit their applications into eGrants by January 16, 2015. Please ensure staff availability during this time period to enter your application into eGrants as well as respond to CVs' requests for clarification. Applications selected for formula funding will submit their applications in eGrants in May or June 2015. CaliforniaVolunteers will provide instructions to this process at a later time.

III. NOTICE OF INTENT TO APPLY

Submission of the *Notice of Intent to Apply* is <u>required</u> to be eligible for this competition and will help CV plan efficiently for the grant review and selection process. It should be completed and submitted to CV at <u>funding@CaliforinaVolunteers.ca.gov</u> **by 4:00 p.m.** on **November 3, 2014.**

1. **Legal Applicant:** The legal applicant is the organization that takes formal responsibility and assumes liability for the AmeriCorps grant. All correspondence regarding the application will be sent to the contact person listed for the legal applicant. This individual must be available to respond to CV clarification request which may take the form of an in-person interview, conference call, or written response.

2. **Applicant Type:** To select one of the four options, double click on the chosen box. Under the "Default Value" section, select "Checked."
   - Check "<u>New</u>" if the legal applicant, and/or partner organizations, and/or individuals involved in developing the current AmeriCorps application have not operated an AmeriCorps operating AmeriCorps program and/or have been previously employed as a program staff of a funded program, National Direct organization, state commission, or CNCS in the last five years.

   - Check "<u>Recompeting</u>" if you are a current AmeriCorps program entering the final year of your grant period.

   - Check "<u>Previously Funded</u>" if the program previously received an AmeriCorps operating grant from CV or CNCS in any of the past five program years.

3. **Focus Areas:** Check all Focus Areas that apply to your program. Please note that addressing multiple Focus Areas will not necessarily make your application more competitive.

4. **Legal Applicant Organization Type:** Check all boxes that apply to the legal applicant organization.
   - Check "<u>Intermediary</u>" if the legal applicant organization provides the mechanism by which a number of community organizations, including faith-based, may access AmeriCorps and other CNCS resources. Intermediaries serve as the legal applicant for funding and agree to provide technical and financial support to assist organizations that do not have the capacity to perform these functions. They may place members at neighborhood sites, community or faith-based organizations, and assume responsibility for monitoring the progress of the sites.

   - Check "<u>National Direct</u>" if the legal applicant organization is a multi-state grantee/applicant of AmeriCorps grants.

5. **Grant Type:** Check the appropriate box to indicate the type of grant for which you are applying. See RFA; Section I.G. for further description.

6. **Type of Service:** Check the appropriate boxes to reflect the focus of the program's primary service activities to be provided by AmeriCorps members. If your primary service activity is not listed, please check "Other."

IV. APPLICATION PACKAGING CHECKLIST

IMPORTANT: Use the *Application Packaging Checklist* below to ensure that your application is packaged and submitted as <u>required</u> by CV. Be sure your AmeriCorps Program Title Page and Partnership Forms have been successfully submitted online. You must print the AmeriCorps Program Title Page and include it as part of your paper application. You are not required to include printouts of the Partnership Forms with the paper application.

<u>DO NOT</u> staple or use any other form of binding (folders, spiral binding, binders, etc.) for your application. Failure to comply with the *Application Packaging Checklist* requirements may result in rejection of your application.

	APPLICATION PACKAGING CHECKLIST—Included for your convenience
√	**Paper Application Submission** includes:
	1. One <u>original</u> application with: □ original signatures and dates □ binder clips, no other form of binding □ Items #1-20 collated in the order required □ pages numbered
	2. <u>Five</u> copies with: □ binder clips, no other form of binding □ Items #1-13 collated in the order required □ pages numbered
	B. **Electronic Submission** includes: □ AmeriCorps Program Title Page □ AmeriCorps Partnership Form

V. APPLICATION COMPONENTS AND INSTRUCTIONS

The Application has 20 components. Explanation for each follows.

1. Application Checklist Instructions

Instructions: A "complete" AmeriCorps application consists of **<u>one original of items #1-20</u>** and **<u>five copies of items #1-13</u> in the order** listed in the Application Checklist. Place a checkmark [√] next to each item included in your original application and copies of your application submitted. Write "NA" next to each item that was not applicable to you and therefore, was not included as part of your application. ***You must include a signed copy of this checklist with your application.***

2. AmeriCorps Program Title Page Instructions

The **AmeriCorps Program Title Page Form** (Title Page) is available online through the CV website at http://www.CaliforniaVolunteers.org/index.php/Grants/americorps/. Instructions for this form are below.

CaliforniaVolunteers strongly recommends that applicants complete their Title Page last. Information in the program narrative, budget and budget narrative can be transferred to the Title Page. Once you have completed the form, please print a hard copy and include it with your application.

1. AmeriCorps Program Legal Applicant

The legal applicant is the organization that takes formal responsibility and assumes liability for the AmeriCorps program. All correspondence regarding the application process will be sent to the contact person listed for the legal applicant.

Contact Information

Provide names and contact information for Primary Contact, Secondary Contact, Fiscal Contact, Press Contact, Primary Emergency Coordinator, and Secondary Emergency Coordinator.

Disaster and Emergency Program Resources

If applicable, provide information on disaster and emergency response training, program details, and if program is able to offer assistance with a disaster.

2. AmeriCorps Program

Provide the name of your proposed AmeriCorps program. If an agency other than the legal applicant will be responsible for program operations and management, provide contact information. Provide name of program director if identified at this time.

3. Application Type

- Select "Operating" if you are applying for a grant to implement an operating program.
- Select "Planning" if you are applying for a planning grant.
- **Total Years of Funding:** Provide the total number of years that you have received funding through CV to support the proposed program. The years may not necessarily have been consecutive.

4. Issue Area

Select all that apply to your program: Education, Environment, Health and Other, and/or Public Safety

5. Grant Type

Select the appropriate box to indicate the type of grant for which you are applying. See RFA; Section I-G for further description.

6. Executive Summary

Copy and paste your program's executive summary from the Program Narrative here

7. National Service Focus Area

Check all Focus Areas that apply to your program. *Please note that addressing multiple priorities will not necessarily make your program more competitive.* For each priority checked, indicate whether you'll use:

- National Performance Measures, and/or
- Applicant-determined Measures

8. Organizational Type

Check all the boxes that apply to the legal applicant organization.

9. Partnership Type

From the drop-down options, select the appropriate partnership type you've formed to support the planning, operation, and sustainability of your program.

- Select **"Intermediary"** if the legal applicant provides the mechanism for a number of community organizations, including faith-based, to access AmeriCorps. Intermediaries are the legal applicant and agree to provide the technical and financial support to assist community organizations that do not have the capacity to perform these functions. Intermediaries may place members at the sites of neighborhood, community or faith-based organizations and assume responsibility for monitoring the progress of the sites.
- Select **"Affiliates"** if members of your partnership are affiliates entities of the legal applicant organizations.
- Select **"Consortium/Collaborative"** if members of your partnership are independent organizations that interact on activities beyond AmeriCorps.
- Select **"Other"** if none of the above options applies.

10. Budget

- ***Total Operating Cost:*** Provide the total costs of the program (CNCS share and Grantee Share combined).
- ***Total CNCS Request***: Provide the total amount of funds that the program is requesting from CNCS. Transfer this total from Column 4 of the "Total Budget Cost" line on the AmeriCorps Budget Form.
- ***Cost Per MSY***: Transfer this figure from the "CNCS Cost Per MSY" on the AmeriCorps Budget Form. This figure may not exceed the maximum limit set by CVs' Cost Per MSY Policy.
- ***Total AmeriCorps MSYs***: Provide the total number of MSYs (not the total number of members) that your program will use. You will have this figure after completing the Budget Form and Budget Narrative.
- ***Number of Members Slots***: Provide the total number of AmeriCorps members that your program will use. You will have this figure after completing the Budget Form and Budget Narrative.

11. Files

This field is not applicable for this RFA. You are not required to upload a PDF copy of your application here.

3. Partnership Form Instructions

The Partnership Form is available online through the CaliforniaVolunteers Web site at www.californiavolunteers.org/index.php/Grants/americorps/. Applicants are required to submit this form online only. Please do not include printouts of the completed online form with your paper application.

Requirement: As stated in the RFA, all applicants are required to develop a program partnership of at least three independent entities that include *one public and one private* partner (nonprofit or for-profit entity). CaliforniaVolunteers considers 501(c)(3) nonprofit organizations to be private entities. CaliforniaVolunteers prefers partners to have a significant role in planning, operating, and sustaining the program (e.g. match contribution, training resources, continuous improvement assessment, etc.). All primary partners must be identified on the *Partnership Form* submitted on-line as part of the application.

The *Partnership Form* has two parts: 1) Partner Organization and 2) Member Placement Site Organization. A partner may be both a partner organization and a member placement site organization. You must enter information separately for each type of organization. For example, a member placement site organization that also serves as one of your three primary organizations will need to have both parts of the forms completed.

Click **"Add a New Partner"** to enter information for your primary partnering organizations (including the legal applicant organization). Each applicant is required to include at least one public and one private partner.

Click **"Add a Member Placement Site"** to enter information for each organization shown on your program diagram as a member placement site.

1. **Add a New Partner**

You'll need to have the following information to complete this section:
- Partner Organization Name
- Contact First Name
- Contact Last Name
- Contact Title
- What type of support this partner provides to the program (i.e. financial support, facilities, training, administration, supervision, and other support, etc.)
- If the partner will be contributing "Financial Support," will it be cash or in-kind?
- Is the source of the Financial Support federal, state, or private funds?
- The amount of match contribution
- Is the partner a Private or Public organization?

2. **Add a Member Placement Site**

You'll need to have the following information to complete this section:
- Site Organization Name
- Contact First Name
- Contact Last Name
- Contact Title
- Site Address
- Site City
- Site State
- Site 9-digit Zip Code
- Site County

- The California Economic Region in which the site County falls:
    - <u>Northern California:</u> Del Norte, Humboldt, Lake, Lassen, Mendocino, Modoc, Nevada, Plumas, Sierra, Siskiyou, Trinity
    - <u>Northern Sacramento Valley</u>: Butte, Colusa, Glenn, Shasta, Tehama
    - <u>Greater Sacramento</u>: El Dorado, Placer, Sacramento, Yolo, Sutter, Yuba
    - <u>Bay Area</u>: Alameda, Contra Costa, Marin, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma
    - <u>San Joaquin Valley</u>: Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, Tulare
    - <u>Central Coast</u>: Monterey, San Luis Obispo, Santa Barbara
    - <u>Central Sierra</u>: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne
    - <u>Southern California</u>: Los Angeles, Orange, Ventura, Riverside, San Bernardino
    - <u>Southern Border</u>: Imperial, San Diego
- The Congressional District in which the member placement site falls
- The State Assembly District in which the member placement site falls
- The State Senate District in in which the member placement site falls
- Whether or not the member placement site is a federally designated School Improvement Grant (SIG) School; and if yes, the NCES School ID
- Number of member slots assigned to the placement site by member position type

4. Logic Model Instructions

Complete the Logic Model using the below information and example chart as a guide. Please add items as appropriate and relevant to your program, **not to exceed three (3) pages.** Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention.

Points will be awarded based on clarity and the extent to which all elements of the logic model are logically aligned. The logic model shall depict the following:

- A summary of the <u>community problem</u> outlined in the narrative.

- The <u>inputs or resources</u> that are necessary to deliver the intervention (i.e. funding, program staff, volunteers, training, research, etc.), including:
  - o Number of locations or sites in which members will provide services
  - o Number of AmeriCorps members that will deliver the intervention

- The <u>core activities</u> that define the intervention or program model that members will implement or deliver, including:
  - o The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention).
  - o The dosage of the intervention (e.g., the number of hours per session or sessions per week, including length of each session.)
  - o The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).

- The measurable <u>outputs</u> that result from delivering the intervention (i.e. number of beneficiaries served.) Identify which National Performance Measures will be used as output indicators.

- <u>Outcomes</u> that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. Programs may include:
  - o Short-Term Outcome(s)—changes in knowledge, skills, and/or attitudes
  - o Medium-Term Outcome(s)—changes in behavior or action
  - o Long-Term Outcome(s)—changes in condition or status in life.

While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

See sample next page. For additional information, see "How to Develop a Program Logic Model" presentation handout at http://www.californiavolunteers.org/index.php/Grants/americorps/ .

EXAMPLE: Food for All Logic Model

Project Resources	Core Project Components	Evidence of Project Implementation & Participation	Evidence of Change		
INPUTS	**ACTIVITIES**	**OUTPUTS**	**Outcomes**		
			Short-Term	Medium-Term	Long-Term
What we invest—include the human, financial, organizational, and community resources available for carrying out a program's activities	*What we do*—the processes, tools, events, and actions that are used to bring about a program's intended changes or results	*Direct products from program activities*	*Changes in knowledge, skills, attitudes, opinions*	*Changes in behavior or action that result from participants' new knowledge*	*Meaningful changes, often in their condition or status in life*

Food for All
 	
Local Partners
 	
10 service sites
 	
20 FT members
 	
Professional volunteers
• Chefs
• Nutritionists
• Financial Professionals
 	
Funding
• AmeriCorps
• Match from 3 Foundations
• Match from 10 local partners
 	
Culinary and Nutrition Education Communities
 	
Research-based culinary and nutrition educational curricula
	Core activities:
	• Training
	  o Staff
	  o Volunteers
	  o Members
	• Culinary & nutrition courses
	• Other Food for ALL-related educational events
	• Program promotion
	• Volunteer management
	• Partnership development and maintenance
	
	Target Population: Families in Imperial and San Diego counties with low or very low food security as defined by the USDA Household Food Security Survey
	
	Dosage: 2-hour weekly workshops for 20 weeks
		# culinary and nutrition courses delivered
		
		# beneficiaries that complete courses
		
		# volunteers recruited
		
		# of thriving programs operating through local partners
		
		# trainings provided to members/staff/volunteers
			Participants <u>increase knowledge</u> of:
			• Food resource management practices
			• Food safety practices
			• Healthy nutrition practices
			• Cooking techniques
			
			Participants <u>increase skills in</u>:
			• Cooking
			• Food resource management
			
			Participants <u>increase self-efficacy for</u>:
			• At-home meal prep
			• Ability to manage food resources
			• Making healthy family food decisions
			
			Participants <u>improve attitudes towards</u>:
			• Healthy foods
			• Trying new foods
				Participants increase food resource management practices
				• Meal planning
				• Price comparison
				• Making grocery lists
				
				Participants increase food safety practices
				
				Participants improve nutrition practices
				
				• F/V consumption
				• LF diary
				• Whole grain consumption
				• Low-sodium
				• Low-fat
				• Healthy choices when eating out
				• Healthy beverages
				
				Participants increase at-home meal preparation
					Improve food security for families
					
					Increase number of families eating healthy foods
					
					Improve healthy food environment for children

5. Program Diagram Instructions

The **program diagram** is a graphic presentation of the proposed program structure. It must include the following:

- AmeriCorps member supervision and staffing structure as outlined in the budget narrative [e.g. title, percentage of time on grant], including member supervisors, program management, and other key functional roles.
- All placement site names where members will actually perform service activities outlined in the performance measures,
- Number of member position types per site, and
- Estimate number of high need service beneficiaries to be served by members per site.

See next page for sample.

Sunrise Mentoring Program Diagram (EXAMPLE)

Sunset Organization
Grant Request: $408,319
Total Slots: 38 (36 FT, 2 HT)
Total MSY: 37

Program Staffing
1 Program Director @ 80% FTE; 1 Operations Specialist @ 90% FTE; 2 Site Supervisors @ 100% FTE

Member Placement Sites

National City Service
1 Site Supervisor @ 50% FTE
7 FT Members
1 PT Member

75 High Need Beneficiaries

Sunnyside School
1 Site Supervisor @ 100% FTE
20 FT Members, 1 PT Members

205High Need Beneficiaries

Central City Service Site
1 Site Supervisor @ 50% FTE
10 FT Members

100 High Need Beneficiaries

6. Program Narrative Instructions

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers may find compelling or persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your program to fit each funding priority and special consideration articulated in the *RFA.*
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning *precisely* what you intend to do, and how your project responds to the selection criteria.
- **Avoid circular reasoning.** The community need you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received AmeriCorps funding in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Have someone read and critique the narrative.
- **Follow the instructions and discuss each criterion *in the order* they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

The Program Narrative [including the Executive Summary] must be in **12 point Times New Roman font, have one-inch margins, and not exceed 18 double-spaced, single-sided pages** (21 pages for Multi-Focus Intermediaries). This limit does not include the budget, performance measures, and evaluation plan. Reviewers will **not** consider material over the page limit.

Each applicant must clearly describe a project that will deploy AmeriCorps members effectively to address a significant community problem.

Your application will be assessed as follows:

1. **Program Design (50 percent)**--In assessing Program Design, reviewers will consider the quality of your response to the following:

   a. *Problem/Need (9 percent)*
      - The applicant clearly describes the community problem/need using recent, local supporting data.
      - The applicant clearly describes how the community problem/need will be addressed by the program.
      - The applicant clearly describes how the community need/problem is prevalent and severe in communities where members will serve and the need has been well documented with relevant data.
      - The applicant clearly describes how an appropriate target population connected to the community need will be selected to receive program services.

   b. *Theory of Change and Logic Model (17 percent)*
      - The applicant clearly describes the proposed intervention including the roles of AmeriCorps members and (if applicable) the roles of leveraged volunteers.
      - The applicant clearly describes how the intervention is likely to lead to the outcomes identified in the applicant's theory of change.
      - The applicant clearly describes how the AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.
      - All elements of the logic model are logically aligned.

The logic model shall depict:
- A summary of the community problem outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including:
  - Number of locations or sites in which members will provide services
  - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention).
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week.)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served.) Identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

Programs may include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention.

c. **Evidence Base (8 percent)**
Applicants will be awarded up to 8 points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change. Applicants shall provide a description of the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge, and should describe how this evidence places them in one of the five evidence levels listed below. Applicants must fully describe how they meet the requirement of that level, using results from studies and evaluations. Applicants are strongly encouraged to describe the evidence that supports the strongest evidence tier, and all relevant evidence presented must be included in this section. This section must include specific citations of studies and/or evaluation and research reports. Applicants classifying their evidence as Moderate or Strong must submit up to two studies, evaluation reports, briefs, or peer-reviewed articles cited in this section as separate attachments. Studies should be included as part of the application.

For each report cited, include the date of the report, a description that shows its relevancy to the proposed program model, the methodology used in the study, and the strength of the findings (e.g. confidence level.)

For current grantees that are required to submit an evaluation report: The evaluation report will be considered as part of the evidence base of the program. Grantees may opt to include that evaluation report as one of the two studies, or submit two separate studies in addition to the evaluation report. In the latter case, all three studies will be reviewed against this criterion.

The five tiered evidence levels are:
No evidence (0 points) means that the applicant has not provided evidence that they have collected any qualitative or quantitative data to date.

Pre-preliminary evidence (1 point) means the applicant presents evidence that it has collected quantitative or qualitative data from program staff, program participants, or beneficiaries that have been used for program improvement, performance measurement reporting, and/or tracking. An example could be gathering feedback from program participants following their receipt of the intervention.

Preliminary evidence (2 points) means the applicant presents an initial evidence base that can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study conducted on the proposed program (or another similar program that uses a comparable intervention). A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: 1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and 2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.

Moderate evidence (4 points) means the applicant presents a reasonably developed evidence base that can support causal conclusions for the specific program proposed by the applicant with moderate confidence. The evidence base consists of one or more quasi-experimental studies conducted on the proposed program (or another similar program that uses a comparable intervention) with positive findings on one or more intended outcomes OR two or more non-experimental studies conducted on the proposed program with positive findings on one or more intended outcomes OR one or more experimental studies of another relevant program that uses a similar intervention. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e. a similar population that does not receive the intervention).

Strong evidence (8 points) means the applicant presents an evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

The description of evidence in this section should include as much detailed information as possible. Applicants are advised to focus on presenting high-quality evidence from their strongest studies rather than only cursory descriptions of many studies. Reviewers will examine criteria that may include: a) how closely the program model evaluated in the studies matches the one proposed by the applicant; b) the methodological quality of the studies presented (e.g., statistical power, internal and/or external validity, sample size, etc.); c) the recency of the studies, with a preference towards studies that have been conducted within the last six years; and d) strength of the findings, with preference given to findings that show a large and persistent positive effect on participants demonstrated with confidence levels.

d. *Notice Priority (3 percent)*
   • The applicant clearly describes how its proposed program is within one or more of the 2015 AmeriCorps funding priorities as outlined on page 7 of this RFA.
   • The applicant clearly describes how the proposed program meets all of the requirements detailed in this RFA.

e. *Member Training (4 percent)*
   • The applicant clearly provides a comprehensive training plan that orients members to AmeriCorps, the community they serve, their placement sites, and provides the skills members need to perform activities and deliver high-quality service.

- The applicant clearly describes how members and volunteers will be aware of, and will adhere to, the rules including prohibited activities.

f. Member Supervision (3 percent)
- The applicant clearly describes how members will receive high quality guidance and support from their supervisor to provide effective service.
- The applicant clearly describes how supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.
- The applicant clearly describes how supervisors will provide members with excellent guidance and support throughout their service.
- The applicant clearly describes the supervisory systems that are/will be in place for the program.

g. Member Experience (3 percent)
- AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The applicant clearly describes how AmeriCorps members will have access to meaningful service experiences and opportunities for reflection.
- The applicant clearly describes how AmeriCorps members will have opportunities to establish connections with each other and the broader National Service network to build esprit de corps.
- The applicant clearly describes how AmeriCorps members will develop an ethic of and skills for active and productive citizenship and will be encouraged to continue to engage in public and community service after their AmeriCorps term.
- The applicant clearly describes how the program will recruit AmeriCorps members from the communities in which the programs operate.

h. Commitment to AmeriCorps Identification (3 percent)
- The applicant clearly describes how members will know they are AmeriCorps members.
- The applicant clearly describes how the staff and community members where the members are serving will know they are AmeriCorps members.
- The applicant clearly describes how AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.

2. Organizational Capability (25 percent)
a. Organizational Background and Staffing (7 percent/10 percent for new applicants)
- The applicant clearly describes how the organization has the experience, staffing, and management structure to plan and implement the proposed program.
- The applicant clearly describes key roles of program staff and administrators in implementing the proposed program.
- The applicant clearly describes how the organization has adequate experience administering AmeriCorps grants or other federal grants.
- The applicant clearly describes how the organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

As documentation of community support and commitment to the program; please procure, keep on file, but do not submit to CV, letter(s) from the applicant's most significant community partner(s). The letter(s) should include what the partner(s) see as the benefit to the community provided by the applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members.

b. Compliance and Accountability (11 percent/15 percent for new applicants)
- The applicant clearly describes how the applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.

- The applicant clearly describes how the applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- The applicant clearly describes how the organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).

c. Past Performance for Current Grantees and Former Grantees Only (7 percent for recompeting applicants and formula Grantees)

Any applicant that has received competitive or formula funding for the same project in any of the past three years must address these criteria.

- The applicant clearly describes how it has met performance measurement targets during the last three years of program operations, or, if not, has an adequate corrective action plan in place.
- The applicant clearly describes how it achieved 100% member enrollment, in the most recent full year of program operations, or if not, has an adequate corrective action plan in place.
- The applicant clearly describes how it achieved 100% member retention, in the most recent full year of program operations, or, if not, has an adequate corrective action plan in place.
- The applicant clearly describes any compliance issues or areas of weakness/risk identified during the last three years of program operations (if applicable) and describes an effective corrective action plan that was implemented.

3. **Cost Effectiveness and Budget Adequacy (25 percent)**
Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

a. Cost Effectiveness (18 percent)
- The budget is sufficient to carry out the program effectively.
- The budget aligns with the applicant's narrative.
- The program design is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program. This applies to Fixed Amount, EAP, and Cost Reimbursement grants.
- The applicant, if recompeting, has a lower cost per Member Service Year (MSY) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

Having a low Cost Per Member Service year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than in previous years must justify their requests. If an applicant requests above the maximum cost per MSY, it must justify its request. Please note that such requests are rarely approved.

b. Budget Adequacy (7 percent)
- Budget is submitted without mathematical errors.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.

Applicants must fill out the budget and ensure the following information is in the budget narrative:
- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

7. California Performance Measurement Worksheet Instructions

Performance Measurement Requirements

Applicants are required to develop a set of performance measurement worksheets (PMWs) that account for all member service hours requested.

Each applicant will need to complete at least <u>three</u> Performance Measurement Worksheets (PMWs), titled as follows:

- *Primary Needs and Service Performance Measurement Worksheet*—this PMW is required. Complete only one fully aligned PMW for the PRIMARY needs and service activity.

- *Common Member Development Worksheet*—this PMW is required.

- *Common Strengthening Communities Worksheet*—this PMW is required.

The *needs and service* and *strengthening communities* PMWs combined must account for at least <u>80 percent</u> of member hours. Please note that having more PMWs beyond the required three does not necessarily make an application more competitive. Rather CV is more interested in how proposed member activities are well-aligned with a program's Theory of Change or Logic Model. For more information on member service activities, see the "Program Design Overview" section of the *California AmeriCorps Program Guide* (Guide) available on the CV website.

Requirements for each performance measurement area are explained below.

Primary Needs and Service Activity

- Applicants must develop a fully-aligned PMW for their **primary** needs and service activity. A *fully-aligned* PMW includes an end outcome result, medium-term outcome, and output. The *primary needs and service activity* is the member service activity to which the greatest number of member hours (cumulative across the program) is dedicated. It is your program's principal focus and outcome target.

- CV strongly encourages applicants to develop outcome performance measures that focus on lasting change directly related to the identified community need.

Member Development

- All applicants must complete the REQUIRED *Common Member Development Performance Measurement Worksheet*. CV expects that the outcome focus is on member's actual performance, not just "knowledge" gained.

- Applicants may develop additional member development PMWs as appropriate to program design.

- Member development activities are not to exceed 20% of total member hours.

- No member service hours may be earned from home without written CV approval.

Strengthening Communities

- All programs are required to recruit volunteers and must complete the REQUIRED *Common Strengthening Communities Performance Measurement Worksheet* to capture efforts in this area. Not all members are required to engage in volunteer recruitment activities. Applicants may assign the number of member service hours dedicated to volunteer recruitment efforts as appropriate for their program design.
- If members will train and manage volunteers, in addition to recruiting volunteers, applicants are required to include <u>both</u> an outcome and output targets on the Common Strengthening Communities PMW.

- Applicants proposing to have members engage in capacity building activities such as recruiting, training, and managing volunteers to address community needs <u>as their primary focus</u> are required to use the Needs and Service Activity PMW.

<u>**Other Non-Primary Needs and Service or Indirect Service Activities**</u> [OPTIONAL]
- All non-primary needs and service performance measures (PM) (including activities other than the primary service activity) must contain an outcome and an output.

  Fundraising Activities
  - If members will perform any **fundraising activities**, applicants must develop a PMW to account for any member time spent on allowable fundraising activities. Federal regulations prohibit a member from spending more than 10% of his/her service hours toward performing any fundraising activities, including fundraising supporting activities (i.e., serving food, stuffing envelopes, collecting any type of donation, directing parking, etc.). AmeriCorps members can participate in fundraising activities within the following guidelines:
    - Member fundraising activities must be in support of the program's identified community need, and may not include fundraising activities that provide benefit to the legal applicant and/or placement site's general operating budget or endowment or that of other programs sponsored by the legal applicant and/or placement site;
    - Members may not fundraise for required matching funds necessary to cover program operating costs;
    - Members may not prepare grant applications for funding provided by CV, CNCS, or any other federal agency; and
    - Members may not participate in fundraising activities unless specifically outlined in both the performance measures and member position description and agreed to by the member.

  Swearing-in, Graduation Ceremony, and Participation in National Service Days
  Successful applicants are required to conduct both a swearing-in and graduation ceremony for all cohorts/classes of members and participate in All AmeriCorps Week. Programs are strongly encouraged to participate in other National Service Days (e.g. September 11th Day of Service, Make a Difference Day, Martin Luther King Day of Service or Cesar Chavez Day of Service and Learning). National Days of Service events should be captured on a Strengthening Communities PMW or Member Development PMW as appropriate to the member activity.

Needs and Service PMW Directions

Use these directions to complete the Primary and Non-primary Needs and Service PMWs. Duplicate the Need and Service PMW template as needed for all Non-primary Need and Service activities.

	PMW Row	Definitions & Directions
1	**Community Problem/Need**	Very briefly summarize the community need your partnership has researched and selected that this PM will address. This is the foundation of your PMW and is detailed in your Narrative. This is a brief summary, <u>not to exceed 500 characters</u> with spaces.
2	**Result**	The result should directly and clearly flow from the community need. Write a statement that reflects the result the <u>community</u> desires. This is a <u>brief</u> statement of the desired result (i.e., Increase academic skills; or Increase recycling awareness, etc.). Applicants need to identify <u>two</u> result statements—outcome and output. These results are required.
3	**Indicator**	The indicator is the *thing* the <u>community</u> will look at to gauge progress toward the result. It should mirror the result. It is **not** the instrument. The indicator for both output and outcome begin with the words: "The <u>number</u> of…" Applicants will need to complete each sentence in the PMW. *Tip—frequently, the indicator can be created by combining the "The number of…" phrase, with the result statement* (see sample PMW in *RFA Forms*)
4	**Inputs** (member-related)	Answer a. thru e. for this PM. These are simple calculations that should be determined by thinking about the specific activity & amount of time it may take to achieve the result in Row 2. This is how you know how many and what type of member to request to achieve the desired outcome(s) or meet the community need. a. # of members in this activity b. # of hours per day for this activity c. # of days per week for this activity d. Duration/interval of activity or # of days or weeks that this activity will take place e. Total number of member hours for this activity. Calculated by—[a*b*c*d] *No member service hours may be earned from home without written CV approval.*
5	**Activity/ Intervention**	Answer a. thru c. for the **Target Population** for the intervention. a. Provide a brief description of the "high need" target population (be specific) b. # of direct high need beneficiaries c. Given that you cannot serve more than indicated in "b," how will you select those you will serve from the many that need your services? Describe how you *select* beneficiaries to receive your "service." Who or what will receive your program service? This should not be a "referral" process.

		Describe the **core activities** that define the intervention or program model members will implement or deliver, including the *duration* (e.g., total number of hours, weeks, sessions or months of the intervention) and the *dosage* of the intervention (e.g. the number of hours per session or sessions per week, including length of each session). This is a concise description of *exactly* what members will do to achieve the Target in Row 8. You need to know this to know how many members are needed and how many people/things you can successfully serve. The **dosage** is the amount of time research and experience tell you is needed to achieve the desired change. The dosage must include: • frequency (how many sessions a week); • intensity (length of each session); and • duration (total weeks) of service. *Tips: Words like "mentor", "assist," "tutor", "improve" <u>need</u> to be defined. What are members doing when they "improve" something? Be clear and concise. Don't make your reviewers guess what you mean.* **Tutoring Programs**—must include your evidence-based tutoring intervention, amount of 1:1 time each student will receive (if it is zero, please indicate), and skills/subjects tutored. Tutoring must have academic outcomes, and CV requires grade level or California Standard Proficiency change as the unit of progress. Remember, tutoring is a sustained relationship over time that focuses on <u>identified</u> deficit academic skills, with skill assessment throughout the program (not just pre/post). **Mentoring Programs**— must describe the evidence-based mentoring intervention, amount of 1:1 time each student will receive (if zero, please indicate), the amount of 1:2-3 time each student will receive, and types of social/behavioral issues being addressed. Remember, mentoring is a sustained relationship over time that focuses on identified social and/or behavioral skills, with assessment throughout the program (not just pre/post). For the purpose of CV, there is no "academic mentoring." Mentoring is social/behavioral, not academic. For academic outcomes, see tutoring above.
6	**Measurement**	What **data** & **instruments** the program will use to measure the target in Row 8. In describing data, applicants should clarify the exact information that will be used in reports. This step should also include a description of the tool used to collect data, who will complete the assessment, and how often the assessment will be completed (pre/post is usually not enough for best practice). Use the format provided in the section to identify the name of the instrument and the data it will collect. **Each** indicator identified in Row 3 needs to have a corresponding instrument. **<u>DO NOT</u>** change the format.
7	**Target**	State the **target**, as measured by the instrument identified in Row 7, that your program expects to meet at the end of each program year. CaliforniaVolunteers views targets as a vision of your program's future service delivery, and will negotiate final targets during the clarification and/or contracting process. Please note in the following example that raw numbers <u>must</u> be included as appropriate. **Output** Targets are simple tallies and counts. **Outcome** targets must have four components: 1. # of people/things that changed 2. What changed 3. Amount of the change 4. Dosage Example of <u>Applicant-Determined</u> **Outcome** Target*: 100 of 200 students receiving X hours of 1:1 tutoring will increase reading by one grade level.* Example of <u>National</u> Measure **Output** Target**:** *ED4A: 348 of 435 mentees will receive 1:1-3 mentoring for a minimum nine-month interval* Example of <u>National</u> Measure **Outcome** Target*: ED7: 223 of 348 mentees who receive 1:1-3 mentoring will show no or reduced disciplinary referrals and/or suspensions, etc.* Tip: See Sample PMW in *RFA Forms*.
8	**Prior Data**	If you have data for this performance measure from prior years, report it here. <u>Only include data directly reflective of the target stated.</u>

[REQUIRED] COMMON Strengthening Communities PMW Directions

PMW Row		Definitions & Directions
1	**Community Problem/Need**	Provide a brief statement on why volunteers are needed and how they will enhance and/or expand the impact and reach of your program .
2	**Result**	Identify the result the community expects to see addressed (a short pithy statement).
3	**Indicator**	The indicator is the *thing* the <u>community</u> will look at to gauge progress toward the result. It should mirror the result. It is **not** the instrument.
4	**Amount of Service**	Answer each question a. - e. These numbers apply only to this PMW. Please do not change the format. *No member service hours may be earned from home without written CV approval.*
5	**Activity/Intervention**	a. Briefly describe the <u>Target Population</u> members will recruit as volunteers (e.g. *Baby boomers, seniors, etc.*).
		b. Describe how members will recruit volunteers, & if applicable, any other activities. Give a clear picture of member activity. Do not repeat information already provided in this PMW.
6	**Measurement**	Answer provided by CV on the PMW form.
7	**Target**	Fill in the numeric targets you expect to meet on this PM for each indicator stated in Row 3. If members will train and manage volunteers, in addition to recruiting volunteers, applicants are required to include <u>both</u> an outcome and output targets on the Common Strengthening Communities PMW.
8	**Prior Data**	If you have data for this performance measure from prior years, report it here. <u>Only include data directly reflective of the target stated</u>.

[REQUIRED] COMMON Member Development PMW Directions

	PMW Row	Definitions & Directions
1	**Member Need**	Pre-identified by CV: *Members deserve to be appropriately trained to perform the services assigned, to increase both professional skills and community development skills, and to enhance their esprit de corps experience.*
2	**Result**	Partially pre-identified by CV: Output Result: *Members receive the training to provide quality service to the community and...* Outcome Result: *Members increase knowledge & skills, gain insight into the community, experience the power of national service, and…*
3	**Indicator**	Pre-identified by CV: *The number of members trained in program's core training*
4	**Amount of Service**	Enter the number of hours per member for a. thru e. See http://www.americorps.gov/help/ac_sn_all_2012/WebHelp/index.htm for orientation requirements. No member service hours may be earned from home without written CV approval.
5	**Participant information**	Answer a. thru f.
6	**Activity**	Describe how your program will achieve the result. Plan details are in your Narrative--**briefly** highlight the training and development your program will provide to members. Define your **Core Training**--it must include mandated AC training (e.g. prohibited activities, member rights and responsibilities, code of conduct, suspension and termination rules, etc.), training members need to deliver program services (i.e.. child abuse reporting, working with families, etc.), and any training your partnership considers mandatory. Not all training must fall into Core Training. Include frequency/number of hours. *Note: Member development is about what* **the program** *provides to the members--* **not** *about development members seek on their own (e.g., degrees, job skills programs, certification, etc.).*
7	**Measurement**	Pre-identified by CV: Output Measurement: *Training Log to collect data on member names, specific topic, and # of hours* Outcome Measurement: *Written Member Performance Review to collect data on member skill increases.* Frequency: *Two times a year.* Programs must conduct at least a midterm and End-of-Term written performance reviews for full-time and half-time members, and an end-of-term written evaluation for less than half-time members.
8	**Target**	Partially Pre-identified by CV: Fill in the numeric targets that you expect to achieve for each target. Output Target: ***XX*** member will complete Core Training Outcome Target: ***XX*** of members will increase skills by ***XX%***.
9	**Prior Data**	If you have data for this performance measure from prior years, report it here. Only include data directly reflective of the target stated.

8 & 9. Budget Form and Budget Narrative Instructions

All applicants are required to submit a detailed budget using the CV AmeriCorps Budget Template in Excel format. In addition to the detailed budget, Fixed-amount grant applicants must also submit a Fixed-amount Budget Worksheet. These required budget documents are available on the CV website at http://www.californiavolunteers.org/index.php/Grants/americorps/.

Note: The Budget Form is included as a tab within the CV AmeriCorps Budget Template and will automatically populate as information is entered on the Budget Narrative tab. Be sure to include a copy of both the completed Budget Form and Budget Narrative as part of your application.

Match Requirements
Program requirements, including requirements on match, are located in the AmeriCorps regulations, modified by 2008 appropriations language, and summarized below.

Table 1: Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost-reimbursement	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter**.**
EAP Fixed-amount	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over $800 per MSY provided by CNCS.
Professional Corps Fixed-amount	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the $1,000 per MSY provided by CNCS.
Stipended Full-time Fixed-amount/Half-time serving in Full-time Capacity Fixed-amount	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the $13,430 per MSY provided by CNCS

If you are applying for a cost-reimbursement grant and are requesting for AmeriCorps funding for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs. If you are recompeting, please contact funding@cv.ca.gov if you are unsure about where you are in the match schedule (Table 2).

Table 2: Minimum Match Requirements

AmeriCorps Funding Year	1,2,3	4	5	6	7	8	9	10
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- In Section III of the budget, identify each match source separately. Include dollar amounts for cash match from private, state and local and federal funds, the source type, and amounts of in-kind support. Define all acronyms the first time they are used.

NOTE: CNCS's legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. If awarded a grant, you will be expected to obtain written verification that the other federal agency allows their funds to be used as match to AmeriCorps

funding. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. The Federal Financial Report (FFR) will be used to collect the federal match data. If a grantee uses federal funds as match, they will be required to report the sources and amounts on the FFR.

Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

To prepare your budget, follow the detailed budget instructions below. The *Budget Analysis Checklist* (in this Section) is a resource for you to ensure your budget is complete. The excel *Budget Form* will create the budget and the *Budget Narrative* automatically from the detailed budget information you enter.

As you prepare your budget:
- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.
- Cost Principles for Educational Institutions
- Cost Principles for State, Local, and Indian Tribal Governments
- Cost Principles for Non Profit Organizations

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if expending over $750,000 in federal funds, as required in OMB Circular A-133.

Detailed Budget Instructions

These instructions apply to all applicants. Please note that it may be requested that you include description/calculation breakdowns for costs that are covered by funds outside of the grant.

Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Narrative Form by entering the "Total Amount," "CNCS Share," and "Grantee Share" for Parts A-I, as follows:

A. Personnel Expenses
Under "Position/Title Description," list each staff position separately and provide position description, salary, and percentage of effort devoted to this award. Each staff person's role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee Share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members. **At least one <u>full-time</u> staff member must have <u>100%</u> of his/her time allocated to the AmeriCorps program**. For Column 2, under '% of FTE Time Spent on Program', please include the percentage of time for a full-time equivalent (FTE) employee. For example, if a part-time staff member who works 20 hours a week spends 100% of their time working on the AmeriCorps program, Column 2 should reflect 50%. This section should contain costs associated only with those staff performing direct program services. Those providing general administrative or management functions should be budgeted under Section III.

B. Personnel Fringe Benefits
Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe amount is over 30%, please list covered items separately and justify the higher cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item. This section should include only benefits associated with staff identified in Section IA.

C. 1. Staff Travel
Describe the purpose for which program staff member will travel. Provide a calculation to include itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage daily per diem, and similar supporting information. Travel rates may not exceed the state rates set by the California Department of Human Resources (CalHR) for excluded personnel. CalHR's Website: http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx. Only domestic travel is allowable. Any out of state travel requires advance approval from CV.

We expect all applicants to include funds in this line item for travel for program staff and site staff to attend CV-sponsored technical assistance meetings or trainings. There are two to three such opportunities per year, including opportunities for fiscal training. It is also required that at least two staff attend the CV-sponsored annual California AmeriCorps Conference. This requirement should be considered when creating the budget.

For example: Two staff members will attend the California AmeriCorps Conference in Sacramento.

2 staff X $250 airfare + $50 ground transportation + (2 days) X $100 lodging + $35 per diem = $1,140 for California AmeriCorps conference.

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. In NO CASE may budgeted rates exceed the state rates set by the CalHR.

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **$5,000 or more <u>per unit</u>** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose. Items listed under this section require advance approval from CV. Additionally, items purchased using CNCS' share remain the property of CNCS following completion of the program. See the appropriate OMB circular for your program type for more information regarding disposition.

E. Supplies

AmeriCorps members must wear an AmeriCorps logo on a daily basis—preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please note that your program will be using the AmeriCorps logo in the budget description. Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing $1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. or H., below.

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. Please include any training/conference registration in this line item.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring, CPR, or ecosystems and the environment. You may also use this section to request funds to support training in Life After AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate

H. Evaluation

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost **does not** include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other Program Operating Costs
Allowable costs in this budget category should include when applicable:
- State Criminal Registry and FBI Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). [If your program covers the cost for background checks outside of grant funds, these items should still be included in "Other" with zero costs].
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. **Gifts and/or food in an entertainment/event setting are not allowable costs**. The only two cases in which food is allowed to be charged to the grant are: (1) for travel per diem and (2) for events such as all-day trainings where there is a working lunch. In both cases, the amount is restricted to the rates set by the CalHR.
- National Direct applicants: Indicate the number of subgrants and the average amount of subgrants. Indicate any match that you will require of your subgrants under the "grantee share" column in this category. Subgranted funds may only cover costs allowable under federal and AmeriCorps regulations and provisions.

Section II. Member Costs
Member Costs are identified as "Living Allowance" and "Member Support Costs." Your required match can be federal, state, local, or private sector funds.

A. Living Allowance
The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time,) and the amount of living allowance they will receive, allocating appropriate portions between CNCS's share (CNCS Share) and grantee match (Grantee Share). **Please note that programs are not required to provide a living allowance to half-time, reduced half-time, quarter-time, or minimum-time members.** Programs choosing to provide part-time members with living allowances should use the guidelines below.

Term of Service	MSYs	Minimum # of Hours	Education Award
Full Time	1.00	1,700	$5,730
Half Time	.500	900	$2,865
Reduced Half Time	.381	675	$2,182.78
Quarter Time	.265	450	$1,515.55
Minimum Time	.212	300	$1,212.44

Members – Enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

B. Member Support Costs
Consistent with California State law, you must provide members with the benefits described below:

- **FICA for Members.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative and provide documentation with application. In the first column next to

FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.

- **Worker's Compensation.** Under California Labor Code Sections 335l to 3352(j) inclusive, Subgrantees are required to provide workers' compensation insurance for AmeriCorps members as they would for any other employee.

- **Health Care.** You **must** offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to less-than-full-time members with CNCS funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal). Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS will not pay for dependent coverage. **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Under California Unemployment Insurance Code Section 634.5, AmeriCorps members are not considered "employees" and therefore, the Subgrantee is not required to pay unemployment insurance taxes for members.

Section III. Administrative/Indirect Costs

Definitions
Administrative costs are general or centralized expenses of the overall administration of an organization that receives CNCS funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21 (2CFR 220), A-87 (2 CFR 225), and A-122 (2 CFR 230).

Options for Calculating Administrative/Indirect Costs (choose either A. OR B.)
Applicants can choose to use one of two methods to calculate allowable administrative costs – a CNCS fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, CNCS's share of administrative costs is limited to 5% of the total CNCS funds **actually expended** under this grant.

A. CNCS Fixed Percentage Method
Five Percent Fixed Administrative Costs Option
CNCS fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose CNCS Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine CNCS share for Section III: Multiply the sum of CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as CNCS share. The 5% maximum is calculated by multiplying the sum of CNCS's share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. (If 0.0500 was used, the resulting Section III costs would be less than the maximum 5% of total costs that are permitted under CNCS's regulations.) As allowed by CNCS, CaliforniaVolunteers retains 40% of the federal share of administrative costs.

2. To determine the maximum Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.

3. Enter the sum of CNCS and grantee shares under Total Amount.

B. Federally Approved Indirect Cost Rate Method

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by CNCS. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both CNCS and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine CNCS share: Multiply the sum of CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as CNCS share of indirect costs. As allowed by CNCS, CaliforniaVolunteers retains 40% of the federal share of administrative costs.

3. To determine the maximum Grantee share: Subtract the amount calculated in step 2 (CNCS administrative share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

Calculation of CV/Grantee Share of Federal Administrative Costs

As allowed by CNCS, CaliforniaVolunteers elects to retain a share of the 5% of the federal funds available for administrative costs. To calculate these fractional shares, within Section III of the subgrant budget, **two-fifth 40%) of the federal dollars budgeted for administrative costs are allocated to CV's share and three-fifths (60%) of the federal dollars budgeted for administrative costs are allocated to the program's share. Because programs budget the 5% administrative maximum by multiplying CNCS's share of Section I and Section II costs by the factor 0.0526, the allocation between commission and program shares would be calculated as follows:**

([Section I CNCS Share] + [Section II CNCS Share] x 0.0526) x (0.40) = CV Share

([Section I CNCS Share] + [Section II CNCS Share] x 0.0526) x (0.60) = Subgrantee Share

Section IV. Increasing Grantee Overall Share of Total Budgeted Costs

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimum in years thereafter, are maintained. These matching requirements may be waived in limited circumstances. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

Source of Match

In the "Source and Types of Match Contributions" table that appears at the bottom of th*e Budget Narrative*, enter the specific source of match, the match type [State/Local, Federal, or Private], the amount of cash and the dollar amount of in-kind, and a brief description of the intended purpose of the match (e.g. personnel expenses, travel, etc.). Define any acronyms the first time they are used.

Pre-Contract Costs

Successful applicants must have a fully executed contract in place with CV before costs can be incurred against CNCS share. However, programs may request for approval from CV to incur costs using match or grantee share prior to having an executed contract in place to cover non-member support related expenses such as staff recruitment, training, criminal background checks, member recruitment, etc. In

the "Pre-Contract Costs" table, enter the anticipated pre-contract costs for the grantee share by cost category. The pre-contract costs identified must be inclusive of costs included in the proposed budget.

Budget Instructions for Fixed-Amount Applicants

These instructions apply **only** to applicants applying for fixed-amount grants, including Education Award Programs (EAPs).

Applicants applying for a Fixed-amount grant are required to fill out the **Fixed-Amount Grant Budget Worksheet** [an Excel document] in addition to providing a detailed Budget Form and Budget Narrative. EAP or Fixed-Amount applicants are required to submit a detailed budget at the time of application in order to plan and show all costs, including match resources needed to support their proposed program design. If funded, a detailed budget will not be used for contracting due to the minimal financial tracking required.

The Fixed-Amount Grant Budget Worksheet includes two tables that applicants will need to fill in. Please follow the instructions provided below to complete the worksheet.

Completing Table 1: Number of Member Positions and MSYs Requested
Identify the number of members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (number of members without CNCS-funded living allowance). **Leave all other columns blank.**

The total number of member service years (MSY) will automatically calculate at the bottom of the Member Positions chart. The MSY are calculated as follows:

Member Positions	Calculation	MSY
_____Full-time (1700 hours)	(_____ members x 1.000)	=_____
_____Half-time (900 hours)	(_____ members x 0.500)	=_____
_____Reduced half-time (675 hours)	(_____ members x 0.38095240)	=_____
_____Quarter-time (450 hours)	(_____ members x 0.26455027)	=_____
_____Minimum-time (300 hours)	(_____ members x 0.21164022)	=_____
	Total MSY:	

Completing Table 2: Program Grant Request
Under "Calculation," you will enter your "Cost per MSY" amount requested to determine your program request amount. It is important to note that the cost per MSY limit varies depending upon the fixed-amount grant type. Please refer to the RFA for the appropriate cost per MSY limit established for each fixed-amount grant type.

The total CNCS Amount is calculated as follows:

Total # of MSYs _____   x cost per MSY requested_____   = Total Grant Request $_____

Enter the "Cost per MSY Requested". The "Number of MSY" and "Total CNCS Amount" will automatically populate. See example below (for a Full-time Fixed-Amount Grant):

Purpose	Calculation		Total CNCS Amount
	Number of MSY	Cost per MSY Requested	
Program Grant Request	47.50	$9,500	$451,250
Subtotal			$451,250

10. Program Evaluation Plan Instructions

This requirement applies to <u>recompeting</u> applicants only. Recompeting applicants (both formula and competitive programs) are required to submit an evaluation plan as part of their application.

Evaluation plans must include the following:
- A description of the theory of change, or why the proposed intervention is expected to produce the proposed results;
- Clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation;
- Concrete research questions (or hypotheses) that are clearly connected to the outcomes;
- A proposed research design for the evaluation;
- Qualifications needed for the evaluator; and
- The estimated budget.

The Evaluation Plan does not count towards the page limit of the application; however, it must not exceed <u>10 double-spaced pages</u>.

The Evaluation Plan is different than the Evaluation Report (page 47). See the table on page 36 to determine if an Evaluation Plan or Evaluation Report, or both, is required for the application.

NOTE: Formula programs are not required to conduct an evaluation. However, recompeting formula applicants proposing the "same project" (defined below) are required to submit an evaluation plan at the time of application to satisfy CNCS evaluation requirements in the event they are selected by CV to compete in the national competition. If the project does not satisfy the definition, it will be considered new and will not be required to submit an evaluation plan.

Evaluation Requirements for Competitive Programs
The evaluation requirements for competitive grantees (successful applicants funded through the national competition) differ depending on the amount of the grant, as described in 45 CFR §2522.710:
- If a competitive program's average annual CNCS program grant is $500,000 or more, it must arrange for an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.
- If a competitive program or an Education Award Program's average annual CNCS program grant is less than $500,000, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.

<u>A program will be considered a recompeting application if it satisfies the definition of "same project" and has been funded competitively for at least one complete three-year cycle</u>. If the project satisfies the definition of same project and the applicant has completed one three-year cycle, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed two or more three-year cycles, the applicant will be required to submit an evaluation report as well as an evaluation plan. If the project does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan, summary, or completed evaluation.

<u>Definition of "Same Project"</u>
Two projects will be considered the same if they:
- Address the same issue areas
- Address the same priorities
- Address the same objectives
- Serve the same target communities and population
- Utilize the same sites
- Use the same program staff and members

When What is Due for Competitive Programs?

If you are competing for…	Submit evaluation plan	Submit evaluation report	If funded…
Your first three-year competitive grant (and you have had less than three years formula funding)			Begin the evaluation planning process.
Your first three-year competitive grant (and you have had three or more years of formula funding)	✓		Complete evaluation during the three-year grant period.
Your second three-year competitive grant	✓		Complete evaluation during the three-year grant period.
Your third three-year competitive grant	✓	✓	Complete evaluation during the three-year grant period.
A competitive AmeriCorps grant beyond your third three-year grant	✓	✓	Complete evaluation during the three-year grant period.

Evaluation Requirements for Formula Programs

Formula programs funded through the 2015 RFA process will not be required to complete an evaluation during the three-year grant period. However, it is likely that CV will explore evaluation requirements for formula programs in the future. Successful formula programs that receive an average annual CNCS grant of $500,000 or more are strongly encouraged to follow evaluation requirements described for competitively funded programs.

11. Organizational Self-Assessment Instructions

This form is included in the *AmeriCorps Application Forms* document and is required of all applicants. Please follow the instructions included on the form.

12. Labor Organization Certification Form Instructions

Definitions
Service Sponsor--According to SEC. 101(25) [42 USC 12511(25)], the term "service sponsor" means an organization, or other entity, that has been selected to provide a placement for a member (participant).

Program Applicant --For the purposes of this section, CNCS's definition for "program applicant" includes any applicant to CNCS or a State Commission, as well as any entity applying for assistance or approved national service positions through a CNCS grantee or subgrantee.

Instructions
Carefully consider the three options on the Labor Organization Form and check all the boxes that apply to your program. An applicant must check at least one box. The form must be signed by an authorized legal applicant representative.

Check Option 1 if program applicant:

1) will serve as a placement site for AmeriCorps members; and
2) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
3) Those employees are represented by a local labor organization.

If you check option 1, you must also include the **written concurrence of the local labor organization** representing those employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

Check Option 2 if program applicant:

Proposes to place AmeriCorps members at sites (outside of legal applicant organization) where they will be engaged in the same or substantially similar work as employees represented by a local labor organization.

If you check option 2, you <u>must submit a written description of how the legal applicant will ensure that</u>:
   a) AmeriCorps members won't be placed in positions that were recently occupied by paid staff.
   b) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

In the very <u>rare</u> event that neither Option 1 nor 2 applies to you, please select Option 3. In almost all circumstances where Option 3 is an appropriate option the legal applicant has verified that there are no labor organizations representing employees of the Program Applicant and/or Service Sponsors.

If you select Option 3, you must submit a <u>written justification of how you determine this option applies to you as part of your application</u>.

IMPORTANT: Supporting documentation is required for all options selected. Failure to include required supporting documentation as part of the application may result in points lost from the review process.

13. Assurance and Certification Instructions

Please complete this form and include in the application.

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

ASSURANCE SIGNATURE:

By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Applicant Organization Name: _____

Program Name: _____

_____
Printed Name and Title of Authorized Applicant Representative

_____
Authorized Applicant Signature

_____
Date

CERTIFICATION SIGNATURE:

By signing this certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- ○ Certification: Debarment, Suspension and Other Responsibility Matters
- ○ Certification: Drug-Free Workplace
- ○ Certification: Lobbying Activities

Applicant Organization Name: _____

Program Name: _____

_____
Printed Name and Title of Authorized Applicant Representative

_____
Authorized Applicant Signature

_____
Date

ASSURANCE AND CERTIFICATION

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

a) **Inability to certify**
Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b) **Erroneous certification or assurance**
The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) **Notice of error in certification or assurance**
You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) **Definitions**
The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded" as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a "prospective primary participant in a covered transaction" as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) **Assurance requirement for subgrant agreements**
You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) **Assurance inclusion in subgrant agreements**
You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

g) **Assurance of subgrant principals**
You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h) **Non-assurance in subgrant agreements**
If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i) Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.

- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).

- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by CNCS will be used to support any such prohibited activities.

  Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-CNCS funds or paid with CNCS funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a CNCS-funded project and paid with CNCS grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document "Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants" on CNCS's website at: http://www.usdoj.gov/archive/fbci/effect-rfra.pdf.

- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a)Title VI of the Civil Rights Act of 1964 (P.L. 88-

352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;

- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;

- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.

- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;

- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community Service Act of 1990, and in CNCS's regulations at § 2540.100;

- Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in CNCS's regulations at 45 CFR § 2540.230;

- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform;

- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;

- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of CNCS, conduct an internal evaluation of the program;

- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by CNCS;

- Will ensure the provision of a living allowance and other benefits to participants as required by CNCS;

- Has not violated a Federal criminal statute;

- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected by the State on a competitive basis;

- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;

- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless CNCS approves otherwise.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace
This certification is required by CNCS's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

A. Publishing a drug-free workplace statement that:
    a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
    b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
    c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;

B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;

C. Establishing a drug-free awareness program to inform employees about:
    a. The dangers of drug abuse in the workplace;
    b. The grantee's policy of maintaining a drug-free workplace;
    c. Any available drug counseling, rehabilitation, and employee assistance programs; and
    d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;

D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;

E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
    a. Taking appropriate personnel action against the employee, up to and including termination; or
    b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;

- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

Certification - Grant Review Process (State Commissions Only)

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, CNCS's peer review requirements, and all state laws and conflict of interest rules.

Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

Definitions

The terms "debarment", "suspension", "excluded", "disqualified", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded" as used in this document have the meanings set out in 2 CFR Part 180, subpart I, "Definitions." A transaction shall be considered a "covered transaction" if it meets the definition in 2 CFR part 180 subpart B, "Covered Transactions."

Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

14. Budget Narrative Analysis Verification Instructions

This form is included in the *AmeriCorps Application Forms* document and is required of all applicants. Please follow the instructions included on the form.

15. Financial/Audit Information Instructions

Provide your most recent A-133 audit, your organization's financial audit, or other financial statements if you have not had a formal audit.

The A-133 audit is a requirement for legal applicant agencies/organizations that expended $750,000 or more in federal funding during the most recent fiscal year as outlined in federal Office of Management and Budget (OMB) Circular A-133. If you do not meet this criterion, you MUST include a letter to this effect in your completed application packet.

OMB Circular A-133 explicitly references – and is applicable to – organizations such as municipal and city governments, school districts, institutions of higher education and nonprofit organizations. Such organizations are not exempt from A-133 provisions and are required to submit audits if they meet the above criteria.

State of California government agencies that are covered by the Single Audit Act are not required to submit audits, but should submit a statement on agency letterhead indicating they are a state agency.

16. Program Evaluation Report Instructions

This requirement applies to recompeting competitive programs only. Competitive programs that are applying for their third the three-year grant period and beyond will need to submit the report of their evaluation conducted during their current three-year grant period.

17. Moderate/Strong Evidence Supporting Documents

Applicants classifying their evidence as Moderate or Strong should submit up to two studies, evaluation reports, or peer-reviewed articles cited in the Evidence Base section of the Program Narrative. The studies must be included as part of the application.

For current grantees that are required to submit an evaluation report: The evaluation report will be considered as part of the evidence base of the program. Grantees may opt to include that evaluation report as one of the two studies, or submit two separate studies in addition to the evaluation report. In the latter case, all three studies will be reviewed against the evidence base criterion.

18. Request for Alternative Match Schedule Instructions

Special Circumstances for an Alternative Match Schedule: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b).

Please use the "Request for Alternative Match Schedule" form to complete your request, and submit it as part of your application to CV. **Please limit your response to <u>4 double-spaced pages</u>.** Should your application be selected by CV for funding consideration, CV will review and forward your request to CNCS for final approval. If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

A. Rural County: In determining whether a program is rural, CNCS will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment A for the Table of Beale codes.

B. Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, CNCS will consider the following list of county-level characteristics. See Attachment B for a list of website addresses where this publicly available information can be found.
  - The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
  - The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
  - The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
  - The areas served by the program lack basic infrastructure such as water or electricity.

C. Program Location: Except when approved otherwise, CNCS will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. CNCS will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

19. Federally Approved Indirect Cost Agreement

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, you must include documentation of this IDC as part of your application.

20. New Applicant Certification Form

This form is included in the *AmeriCorps Application Forms* document. Please follow the instructions included on the form. This form is used to understand a new applicant's level of experience with AmeriCorps grants and to determine whether applicants that classify themselves as "new" meet CVs' definition of "New Applicant." Applicants classifying themselves as a New Applicant are required to submit this form to be eligible for consideration of the additional points available to new applicants.

ATTACHMENT A: Beale Codes and County-Level Economic Data

Rural Community

Beale codes are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

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2003 Beale Codes		
Code#	**Metropolitan Type**	**Description**
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 6, 7, 8, or 9 is eligible *to apply* for the alternative match.

ATTACHMENT B: Severely Economically Distressed Community

The following table provides the website addresses where the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels can be found.

WEBSITE ADDRESS	EXPLANATION
www.econdata.net	Econdata.Net: This site Links to a variety of social and economic data by states, counties and metro areas.
http://www.bea.gov/regional/	Bureau of Economic Analysis' Regional Economic Information System (REIS): Provides data on per capita income by county for all states except Puerto Rico.
www.census.gov/hhes/www/saipe/index.html	Census Bureau's Small Area Poverty Estimates: Provides data on poverty and population estimates by county for all states except Puerto Rico.
www.census.gov/main/www/cen2000.html	Census Bureau's American Fact-finder: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
www.bls.gov/lau/home.htm	Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS): Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/	US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US.
www.census.gov/hhes/www/saipe/index.html	Census Bureau's Small Area Poverty Estimates: Provides data on poverty and population estimates by county for all states except Puerto Rico.
www.census.gov/main/www/cen2000.html	Census Bureau's American Fact-finder: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
www.bls.gov/lau/home.htm	Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS): Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/	US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US.