2016 AmeriCorps Planning Grants REQUEST FOR APPLICATIONS

Applications due June 3, 2016

CaliforniaVolunteers
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www.CaliforniaVolunteers.org

Important Notice to Applicants: There are three documents necessary to complete a 2016 AmeriCorps Planning Grant Application. Applicants must obtain required guidance and forms from the source documents listed below, available on the CaliforniaVolunteers website at http://www.californiavolunteers.org/index.php/Grants/americorps/.

(1) 2016 AmeriCorps Planning Grant Request for Applications (RFA),
(2) 2016 AmeriCorps Planning Grant Application Instructions and Forms, and
(3) Budget Form and Budget Narrative

OVERVIEW

Administering State Entity Name:	CaliforniaVolunteers
Funding Opportunity Title:	2016 AmeriCorps Planning Grants Request for Application
Announcement Type:	Initial Announcement
CFDA Number:	94.006

Due Date:

The **Notice of Intent to Apply** is due to CV via email by **5:00 p.m. Pacific Time on Friday, May 20, 2016.**

The **Completed Application** is due to CV by **5:00 p.m. Pacific Time on Friday, June 3, 2016**.

Our Purpose: CaliforniaVolunteers is seeking to support community partnerships interested in engaging Californians as AmeriCorps members to help tackle state and local challenges through service and volunteer action. This funding opportunity provides successful applicants with training and technical assistance and a federal planning grant up to $75,000 to design and develop new AmeriCorps programs that can address community problems and demonstrate impact through an evidence-informed[1] or evidence-based[2] approach.

CaliforniaVolunteers' mission is to increase the number and impact of Californians engaged in service and volunteering. Each year CV invests over $20 million in grant funds to support community partnerships in engaging thousands of AmeriCorps members in intense impact-oriented service. These members dedicate millions of hours of service in communities across the state, including:

- Educating vulnerable populations in disaster preparedness
- Rebuilding trails, and combating invasive species
- Connecting distressed parents and homeless individuals to critical resources
- Teaching financial and employment skills to disconnected youth, refugees, homeless, and unemployed individuals
- Tutoring children who are struggling to succeed academically
- Mentoring children and youth not engaged in school
- Helping returning veterans and their families reintegrate into civilian life

CaliforniaVolunteers is committed to providing the most current information available to all applicants. We will rely primarily upon our website, http://www.californiavolunteers.org/index.php/Grants/americorps/, to keep applicants abreast of changes. Please check our website frequently. Additionally, our website will also provide information on available technical assistance opportunities. If you have questions, please contact us via email at funding@CaliforniaVolunteers.ca.gov.

The following documents are necessary to complete the 2016 AmeriCorps Planning Grant Application:

(1) 2016 AmeriCorps Planning Grant Request for Applications (RFA),
(2) 2016 AmeriCorps Planning Grant Application Instructions and Forms,
(3) Budget Form and Budget Narrative

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[1] An evidence informed program uses the best available knowledge, research, and evaluation to guide program design and implementation but does not have scientific research or rigorous evaluation of the program itself and is not replicating an evidence-based program.
[2] A program that is evidence based uses a program model that has been rigorously evaluated and has demonstrated positive results. Rigorous evaluation means at least one random control trial study or quasi-experimental evaluation, either of the program itself or of another program that the applicant is proposing to replicate.

I. FUNDING OPPORTUNITY DESCRIPTION

A. Funding Program Description
Purpose of AmeriCorps Funding

AmeriCorps is a national service program that provides opportunities for Americans each year to deliver intensive results-driven service. An AmeriCorps member is an individual who meets the eligibility requirements and engages in community service through an approved national service position. AmeriCorps members are recruited, trained, supervised, and managed by the funded organization, and may receive a living allowance and other benefits while serving. Upon successful completion of their service, AmeriCorps members are eligible to receive a Segal AmeriCorps Education Award from the National Service Trust. Members must be: U.S. Citizens, U.S. Nationals or Lawful Permanent Residents of the United States, at least 17 years of age – no upper age limit, high school graduates or GED recipients (or working towards this goal), and are subject to criminal history checks. AmeriCorps Programs may add program-specific requirements. For member eligibility requirements, please visit: http://www.americorps.gov/for_individuals/ready/eligibility.asp.

AmeriCorps grants support the efforts of national and community-based nonprofit organizations to recruit, train and deploy AmeriCorps members to tackle state and local community challenges. AmeriCorps grants are awarded on a competitive basis to eligible organizations that engage members in evidence-based or evidence-informed interventions to strengthen communities. AmeriCorps grants include an allotment of AmeriCorps member positions and provide partial funding to support AmeriCorps projects and programs. Grants are solely for program expenses and cannot be used for general organizational operating expenses. AmeriCorps members or grant funds can help meet unmet needs or can expand an organization's ability to better address community needs, but cannot be used to duplicate, displace or supplant resources that already exist in a community.

CaliforniaVolunteers

CaliforniaVolunteers (CV) is the State Service Commission in California. As such, CV is the state entity responsible for increasing the number and impact of Californians engaged in service and volunteering. Karen Baker, State of California Chief Service Officer, leads the organization in consultation with a 25-member Commission appointed by the Governor. The Commission develops and adopts policies that guide the State's AmeriCorps grantmaking process.

As home to the largest and most diverse population in the country, California faces many challenges that need our attention. CaliforniaVolunteers is seeking to invest AmeriCorps resources in programs that are:

Targeted at solving a critical challenge facing California. While there are a large number of issues that are identified as "challenges," CV is most interested in those that have been publicly labeled as concerns for California's long-term quality of life by state government leaders as well as key civic and research institutions. While CV will generally view programs and initiatives addressing statewide challenges as more compelling, CV will also give consideration to those that are designed to tackle problems faced by a particular locality or region of the state. Issues that have been addressed in the past include low academic achievement, unemployment, child welfare, and many others.

Using national service as an appropriate strategy. CaliforniaVolunteers is committed to continuing to demonstrate that service is a powerful strategy to address community challenges. Successful program designs clearly identify those directly impacted by the

challenges, identify an intervention proven to address the need, and clearly articulate why the efforts of AmeriCorps members are an appropriate strategy to deliver the intervention. This includes demonstrating that the proposed intervention will lead to the desired outcomes, and providing strong evidence that the proposed intervention is effective for the target population and community challenge identified.

Applying an evidence-based approach. CaliforniaVolunteers expects those seeking an investment from AmeriCorps to demonstrate that the efficacy of their model or intervention is supported by documented and independent research. CV is particularly interested in programs that directly involve leading experts from the relevant subject area in the design and/or evaluation of the program. CV values programs that can demonstrate the intervention is implemented with fidelity across sites and that apply performance data and evaluation findings to continuously strengthen their model.

Based on a well-aligned logic model and focused on measurable outcomes. CaliforniaVolunteers values strong program designs built to address community needs by logically connecting all program components and services back to these needs. Programs funded through AmeriCorps are expected to achieve results that can be quantifiably measured and reported on program impacts annually. (See *2016 AmeriCorps Application Forms; California Performance Measurement Worksheets*)

Dedicated to quality. CaliforniaVolunteers seeks to invest in programs that are committed to making a difference and incorporate quality management practices to oversee the program and ensure appropriate investment of public funds. CaliforniaVolunteers values programs that can successfully implement the program design by assuring that the systems and processes necessary for managing and assessing the effectiveness of the program model are in place prior to operation. This includes adequate oversight in the management of each component to assure that the program design and systems are implemented and assessed, the capacity to collect data and report on program effectiveness, and that stakeholder feedback leads to continuous improvement.

Corporation for National and Community Service
CaliforniaVolunteers receives federal funds from the Corporation for National and Community Service (CNCS) to invest in AmeriCorps programs. CNCS is the federal agency that oversees AmeriCorps State and National programs, as well as other national service programs including Senior Corps and AmeriCorps VISTA. CNCS's mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. CNCS—through its AmeriCorps, Senior Corps, and the Social Innovation Fund—has helped to engage millions of citizens in meeting local community, state, and national challenges through service and volunteer action.

B. AmeriCorps Planning Grants
An AmeriCorps planning grant provides funding to cover costs associated with the preparation for an operating or implementation grant. Planning grants provide successful applicants with resources needed to develop program components and infrastructure required to support an operating AmeriCorps program. A planning grant can support staffing costs, travel, materials, and other costs necessary to conduct research and engage community members and partners in planning activities.

Successful applicants will benefit from the time and funding to fully develop plans for making the best use of AmeriCorps resources. Following the completion of the planning grant project period, **successful applicants recommended by CV will be required to submit an implementation grant application for FY 18 funding consideration**.

AmeriCorps planning grants through this funding opportunity support the design of new programs that address the following focus areas:

1. *Disaster Services*— Grants will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

2. *Economic* **Opportunity**— Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, including youth ages 16-24 who have been disconnected from school or work for at least six months, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

3. *Education*— Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

4. *Environmental Stewardship*— Grants will provide support for increased individual behavioral change leading to increased energy efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and/or increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

5. *Healthy Futures*— Grants will provide support for activities that will improve access to primary and preventive health care for communities; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

6. *Veterans and Military Families*— Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, military service members, and their families; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

7. *Capacity Building*--Grants can also provide support for capacity building activities provided by AmeriCorps members. As a rule, CV considers capacity building activities to be *indirect services* that enable CV-supported organizations to provide stronger, expanded, and sustained *direct services* in the six focus areas. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Examples of capacity building activities include:
   - Recruiting and/or managing community volunteers.
   - Implementing effective volunteer management practices.
   - Completing community assessment that identifies goals and recommendations.
   - Developing new systems and business processes (technology, performance management, training, etc.) or enhancing existing systems and business processes.

C. **Fundable Activities**

This grant funds activities that are directly tied to AmeriCorps program planning and development. The grant shall only be used to cover costs that directly support the development of planning grant deliverables described in *Section IV.A. Reporting Requirements*. This grant may not be used to support out of state travel costs or planning activities that occur outside of California. Such activities may be supported through other resources or grantee match funds with prior approval from CV. Fundable grant activities include, but are not limited to:

- Staff or consultants to assist with project planning and provide training and technical assistance aimed at improving the Grantee's ability to implement an AmeriCorps program effectively;
- Compiling and analyzing community needs-related information to identify specific gaps or needs that can be addressed through AmeriCorps (i.e., an organization has already determined that there is a need to provide services to the elderly at risk of losing independence, but would like to conduct surveys to determine what specific services would be most valuable);
- Developing a program logic model;
- Researching appropriate evidence-based interventions;
- Developing plans for member recruitment, selection, placement, training, and supervision;
- Organizational assessments (evaluations of a grantee's financial systems and other internal processes for administering an AmeriCorps/federal grant);
- Outreach and establishment of community partnerships;
- Partnership planning meetings;
- Meeting or office space; and,
- Travel to training and technical assistance sessions provided by CV.

D. **Grant Award Amount**

The maximum grant amount that can be requested through this funding initiative is $75,000.

E. **Matching Requirement**

The grantee is required to provide a match to support at least 24% of the project's total cost. Match may be cash or in-kind. For example, an applicant that is proposing a planning project at a combined total cost of $65,000 (federal share and grantee match combined) and is requesting for $49,400 from CV will need to provide a match of $15,600 in cash or in-kind.

F. **Award Period**

The project period for this grant is approximately 12 months (August 15, 2016 to August 14, 2017). **The project start date may not occur prior to a grantee's contract execution date with CaliforniaVolunteers.**

G. **Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)**

The application must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: http://fedgov.dnb.com/webform.The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, CNCS suggests registering at least 30 days in advance of the application due date. After obtaining a DUNS number, all applicants must be registered with the Systems for Award Management (SAM) at https://www.sam.gov/portal/public/SAM/.

SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to https://www.sam.gov/portal/pulbic/SAM/.

Applicants that do not have a DUNS number and active SAM registration at the time of application will not be eligible to receive AmeriCorps funding.
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H. Funding Restrictions

Grants under this program are subject to 2 CFR Part 200 and CNCS regulations issued to implement Part 200.   Those regulations supersede and streamline requirements the from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidances); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

II. APPLICATION REQUIREMENTS

A "complete" AmeriCorps application consists of **one original of items #1-7** and **three copies of items #1-5 in the order** as stated in the table below. See the accompanying *2016 AmeriCorps Planning Grant Application Instructions and Forms* document for detailed instructions on how to complete each component.

√ or NA		Application Components
Original (#1-7)	**Copies** (1-5)	
		1. Paper Application Checklist
		2. AmeriCorps Planning Grant Title Page
		3. Project Narrative □ no more than **15** <u>double-spaced</u>, <u>single-sided</u>, pages in <u>portrait format</u> □ 12 point Times New Roman font □ One-inch margins □ Use CV narrative headings in the order provided
		4. Budget Form [Must use CV Excel Template]
		5. Budget Narrative [Must use CV Excel Template]
		6. Organizational Self-Assessment Form [must be signed and dated by authorized agent]
		7. Authorization, Assurances ,and Certification [Signature Page signed & dated by authorized agent]

III. APPLICATION SUBMISSION

The Notice of Intent is due to CV by 5:00 P.M. PST on **Friday, May 20, 2016**.

The complete, hardcopy application must include all the required components listed in Section II above or in the "Paper Application Checklist" and is due to CV by **5:00 P.M. PST on June 3, 2016.** See the accompanying *2016 AmeriCorps Planning Grant Application Instructions & Forms* document for more details.

Please send your Paper Application to:

CaliforniaVolunteers
ATTN: 2016 AmeriCorps Planning Grants
1400 10th Street
Sacramento, CA 95814

Applications that do not meet the *Paper Application Checklist* requirements included in the *2016 AmeriCorps Planning Grant Application Instructions and Forms* will be disqualified.

CV will not consider applications received after the deadline, except when noted below. CV reserves the right to extend the submission deadline and any notice of such extended deadline will be posted on the website.

Late Applications
CV may, at its discretion, consider an application received after the deadline, but only if the applicant submits a letter to funding@cv.ca.gov explaining the extenuating circumstance that caused the delay. Communication with CV staff, including program officer of a current grantee, is not a substitution for the above protocol. The letter must be received no later than one business day after the application deadline. CV determines whether or not to accept a late application for review on a case-by-case basis.

Submission to CNCS
Following the conclusion of CVs grant review process, successful applicants will be required to submit their applications electronically into CNCS's web-based application system, eGrants, to be awarded. Please ensure staff availability at that time to enter your application into eGrants as well as respond to CVs' requests for clarification. CaliforniaVolunteers will provide instructions to this process at a later time.

IV. POST-AWARD ADMINISTRATION INFORMATION

A. Post-Review and Award Process

CaliforniaVolunteers staff may contact applicants to seek clarification on aspects of the application and request revised budgets as part of the grant review process. Failure to respond to requests for information in a timely manner may result in the removal of applications from consideration.

CaliforniaVolunteers expects to make final funding decisions by June 10, 2016.

B. Important Dates

The timeline below is subject to change due to changes in federal requirements issued by CNCS.

June 3, 2016	Planning Grant Application Due
June 6-10, 2016	**Review and Clarification Period
June 16, 2016	*Approved Applications Due in eGrants
June 16-24, 2016	*eGrants Application Review & Final Edits
July-August 2016	Contracting Process Begins
August 2016 to August 2017	Planning Project Period
October 2017	Submittal of a formal operating grant application

During this period, applicants must have appropriate staff available to edit and input the application into eGrants.

**CaliforniaVolunteers strongly advises that the designated applicant contact person be available to receive CV feedback and provide clarification as needed regarding the application.

C. Reporting Requirements

1. Planning Grant Deliverables

The Grantee will develop key components of an AmeriCorps operating program by preparing the planning grant deliverables (a-h) described below. The planning grant products will be due to CV no later than 30 days after the planning project period has ended. CaliforniaVolunteers reserves the right to withhold payment of grant funding if any portion of the completed deliverables submitted to CV is of poor quality.

The following provides a brief description of each planning grant deliverable to be completed by the Grantee during the planning project period.

a. ***Community Need Narrative***--The community need narrative should paint a picture of the target community and the compelling community need to be addressed, including describing why and how this need was selected. The community need narrative should include data that demonstrates the following:
   - *Scope*: Who and how many are directly affected? How severe is this?
   - *Significance*: What makes this a compelling need? Is it likely to become worse? What will happen if we do nothing?
   - *Cause(s)*: Why does the need exist? How is it perpetuated?

b. ***Logic Model Chart***--Grantee will be required to complete a program logic model using the Logic Model Worksheet provided by CV. A logic model is a graphical representation of program activities and their intended outcomes as depicted in the theory of change. 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.

c. *Evidence-Informed or Evidence-based Intervention*—The grantee will be required to submit a description of the intervention and of the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge. The description <u>must</u> include specific citations of studies and/or publicly available evaluation and research reports. The following describes five tiered evidence levels that are considered in the evaluation of AmeriCorps operating grant applications.

-   **<u>No evidence</u>** means that the applicant has not provided evidence that they have systematically collected any qualitative or quantitative data to date.

-   **<u>Pre-preliminary evidence</u>** means the applicant has demonstrated data collection experience testing or tracking at least one aspect of its logic model. For example, the applicant has collected systemic and accurate data on one or more of the following: the community need the proposed intervention will address, the program intervention's activities and services delivered, participation in the intervention by the target population, and/or participant outcomes (for example, performance measurement data or a process evaluation assessing implementation of the intervention.) The data collection process and results must be described fully and the applicant should explain the link between data collection and the relevant component(s) of its logic model. Evidence for the pre-preliminary tier should be described in the Evidence section of the application but does not require submission of supplemental documentation.

-   **<u>Preliminary evidence</u>** means the applicant has described up to two outcome studies about the intervention that yielded promising results for the proposed intervention or a similar intervention that the applicant will replicate with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:
    o   The applicant must describe at least one outcome study that was conducted of their own intervention. This must include a detailed description of the outcome study data from pre and post-tests without a comparison group or post-test comparison between intervention and comparison groups. An outcome study includes data beyond that which is collected as part of routine performance measurement. This description should explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant.

        OR

    o   The applicant must describe at least one random control trial study or quasi-experimental evaluation (e.g. propensity score matching) that found positive results for the same intervention that the applicant plans to replicate. The description should include details about how the intervention studied and the applicant's proposed approach is the same and how the applicant will *replicate* the intervention with fidelity to the program model. The study must have been conducted by an entity external to the organization whose program was studied.

        OR

    o   The applicant may submit evidence from both bullets listed above. In this case, the applicant must provide data from an outcome study of an intervention it has

previously implemented (see above) and also proposes to modify their program by replicating another random control trial study or quasi-experimental evaluation. Applicants should describe their previous outcome study and should also describe and submit the study(ies) of the proposed evidence-based intervention.

"Replicate" means that the key elements of the applicant's intervention are implemented as the evidence-based program model describes (e.g., in terms of content or curriculum, delivery process, and target population), and the applicant's adaptations are relatively minor. For example, an applicant implementing an intervention using certified teachers to administer the curriculum would not be considered replicating that program with fidelity if it replaces teachers with AmeriCorps members who are not certified teachers, because the documented success of the intervention relied on the specialization of certified teachers.

- **Moderate evidence** means the applicant has submitted up to two well-designed and well-implemented studies that evaluated the same intervention described in this application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant's logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or quasi-experimental design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site). The studies were conducted by an independent entity external to the organization implementing the intervention.

- **Strong evidence** means the applicant has demonstrated that the intervention has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive. Findings from the RCT or QED studies may be generalized beyond the study context. The studies were conducted by an independent entity external to the organization implementing the intervention.

d. **Performance Measurement Worksheets**--Performance measurement worksheets are designed to capture all AmeriCorps member activities and service hours. Performance measures are quantifiable goals developed by programs to determine the impact of AmeriCorps on communities and participants.

e. **Program Diagram**--The program diagram is a graphic presentation of the AmeriCorps program's structure that includes information on staffing, member supervision, placement sites, member positions and slot types allocated to each site, and the anticipated number of "high-need" beneficiaries to be served at each site.

f. **Partner Plans.** To ensure that AmeriCorps programs are reflective of the communities in which they serve, are supported by the community, and assist the program in instituting long-term change and sustainable solutions to community needs, community partnerships are required for an operating grant.   Partnerships should be identified through the planning period and include *a **minimum of three independent organizations** that include **at least one public and one private** partner* (nonprofit or for-profit entity). 501(c)(3) nonprofit organizations are considered private entities. The

primary members of the partnership must each have a significant role in planning, operating, and sustaining the program. The partner plans must describe the AmeriCorps program's major partners and each partner's contribution to the program in supporting the implementation, oversight, and sustainability of the program.

g. *Member Plans.* The member plans provide a blue print for how the partnership will recruit, select, train, place, and evaluate AmeriCorps members. The plans should also contain information on how members will be supervised and supported throughout their terms of service.

h. *Finance Plans.* The finance plans consists of a detailed operating program budget and plans for securing the match necessary to support program implementation for at least the first three-year grant period.

2. **Operating Grant Application**
Following the completion of the planning grant, grantees recommended by CV will be required to submit an operating grant application and participate in the FY 2018 AmeriCorps grant competition.