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www.CaliforniaVolunteers.org

2016 AmeriCorps State **Formula** Funding Opportunity



REQUEST FOR APPLICATIONS

Applications due April 26, 2016

IMPORTANT NOTICE TO APPLICANTS: The following six documents are necessary to complete a 2016-17 operating grant application for AmeriCorps funding. All can be found on the CaliforniaVolunteers website, www.californiavolunteers.org/index.php/Grants/ameriCorps/.

- (1) 2016 AmeriCorps State Formula Grant Request for Applications (RFA),
- (2) 2016 AmeriCorps State Formula Grant Application Instructions,
- (3) 2016 AmeriCorps State Formula Grant Application Forms
- (4) Budget Form and Budget Narrative,
- (5) AmeriCorps Program Title Page and Partnership Forms
- (6) National Performance Measures Instructions

NOTE FOR PREVIOUS 2016 APPLICANTS: If you participated in the earlier 2016 AmeriCorps competition, you are not eligible to apply for funding for the same program under this RFA. Please email funding@cv.ca.gov if you have any questions about your eligibility.

NOTE FOR CONTINUATION PROGRAMS: 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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CONTACT INFORMATION

This Request for Applications (RFA) is available on the CaliforniaVolunteers (CV) AmeriCorps funding webpage at www.CaliforniaVolunteers.org/index.php/Grants/ameri-corps/.

CaliforniaVolunteers is committed to providing the most current information available to all applicants. We will rely primarily upon our website to keep applicants abreast of changes. Please check our website frequently for updates and information on technical assistance opportunities.

Please submit questions about this funding opportunity to Funding@CaliforniaVolunteers.ca.gov. Responses will be included in a list of **Frequently Asked Questions** (FAQs) that we will update periodically on the CV AmeriCorps funding webpage. Applicants are encouraged to submit their questions well in advance of the application deadline as CV is not obligated to respond to questions that are received 48 hours prior to the application due date.

For questions regarding multi-state or Indian Tribes applications submitted directly to Corporation for National and Community Service, please contact:

Corporation for National and Community Service
Phone: (202) 606-7508
TTY: (202) 606-3472
Email: americorpsnational@cns.gov

MESSAGE FROM CALIFORNIA'S CHIEF SERVICE OFFICER

February 29, 2016

Dear AmeriCorps Grant Applicants,

Primarily due to an anticipated increase in FY 2016 AmeriCorps State Formula funding to be awarded to California, CaliforniaVolunteers (CV) is pleased to extend the 2016 AmeriCorps State grant competition to seek new programs that will engage individuals as AmeriCorps members to address state and local community challenges through service and volunteer action. We expect the availability of approximately \$1.6 to \$3 million in additional formula funds to support new AmeriCorps programs through this funding opportunity.

Each year, 80,000 Americans across our nation meet critical community needs through service in AmeriCorps. Over 7,000 AmeriCorps members serve in California each year, dedicating a year of their life to intensive community service in exchange for a small living stipend and college scholarship. The experience often leads to a life enriched by volunteering and in many cases, a career in the nonprofit sector or public service.

AmeriCorps members tackle some of the most critical needs in California communities. For examples, during the most recent completed grant year, 2014-15, AmeriCorps members engaged in intense results-driven service activities that range from increasing student academic engagement and proficiency in reading and math to connecting economically disadvantaged individuals to critical services and resources, preventing child abuse and neglect, restoring and improving the ecosystem health of public lands, and strengthening the capacity of nonprofit and public agencies to better address a critical community challenge. While remaining committed to expand these types of impacts, CV is also seeking to support new and innovative solutions to emerging state priority needs.

The *2016 AmeriCorps State Formula Grant Request for Applications (RFA)* reflects our Commission's priorities to support service activities that support drought relief efforts, address critical challenges in California's most high-need communities, provide critical support to veterans and military families, and create economic opportunities for communities, including opportunity youth as the population served and as AmeriCorps members. While applications addressing these priorities will receive additional points in the review process, CV will consider all applications that address a specific identified community need.

This extended AmeriCorps grant competition in particular provides an excellent funding opportunity for organizations that are seeking to enhance, scale, or expand an existing program model. I invite you to consider leveraging AmeriCorps in ways that will enable your organization to deliver effective program services to more individuals and communities in California. My team stands ready to assist those organizations unfamiliar with AmeriCorps in navigating the AmeriCorps grant application process.

We look forward to learning about your partnerships' proposed community solutions to tackle challenges facing California. If you have questions, please contact us via email at funding@CaliforniaVolunteers.ca.gov.

With warm regards,

Karen Baker
Chief Service Officer

OVERVIEW

State Entity Name:	CaliforniaVolunteers
Funding Opportunity Title:	2016 AmeriCorps State Formula Grant Request for Applications
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, April 1, 2016.**

The **Completed Application** is due to CV by **5:00 p.m. Pacific Time on Tuesday, April 26, 2016.**

Since this process is an extension of the earlier competition for the 2016-17 program year, applicants that have already responded to the *2016 AmeriCorps Request for Applications* are **NOT** eligible to apply for funding **for the same program** under this RFA.

Our Purpose: CaliforniaVolunteers is excited to expand the 2016 AmeriCorps State grant competition to seek new applicants in support of community partnerships that will engage individuals as AmeriCorps members to meet state and local challenges through service and volunteer action. CV is seeking to fund new programs that can address community problems and demonstrate impact through an evidence-informed¹ or evidence-based² 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.

This *2016 AmeriCorps State Formula Grant Request for Applications* should be read together with the AmeriCorps regulations 45 CFR Sections 2520-2550. The following documents are necessary to complete the 2016-17 application for AmeriCorps Funding:

- (1) 2016 AmeriCorps State Formula Grant Request for Applications (RFA),
- (2) 2016 AmeriCorps State Formula Grant Application Instructions,
- (3) 2016 AmeriCorps State Formula Grant Application Forms
- (4) Budget Form and Budget Narrative,
- (5) AmeriCorps Program Title Page and Partnership Forms
- (6) National Performance Measures Instructions

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.

Note for Continuation Programs: If you are currently funded by CV and need to apply for year two or three continuation funding, this RFA does not apply. Instructions will be e-mailed directly to you by CV for both competitive and formula continuation programs at a later time.

APPLICATION TIMELINE

This timeline is subject to change due to CNCS announcements and other events.

March-April, 2015	Technical Assistance Opportunities (Check our website for more information)
April 1, 2016	Notice of Intent due by 5:00 p.m. Pacific Time
April 26, 2016	Applications due to CV by 5:00 p.m. Pacific Time
May, 2016	CV conducts application review
May 23 – June 3, 2016	Clarification Period*
June 10, 2016	CV issues final funding decisions
June 15, 2016	Approved Applications submitted electronically in eGrants ³
June 16-24, 2016	eGrants Application Review/Final Edits**
July-October 2016	Contracting process and program launch

* Applicants and their partnership representatives must be available during this timeframe to respond to CVs' clarification requests.

**During this period, applicants must have appropriate staff available to enter and submit application into eGrants.

³ eGrants is an online system designed to automate the entire grants and project management process from application to closeout. For more information, please visit www.nationalservice.gov/build-your-capacity/grants/egrants.

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. National Service Focus Areas

In accordance with federal guidance, to maximize the impact of the investment in national service, CV is targeting funds to 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. California Volunteers AmeriCorps Funding Priorities

Funding priorities for CV are informed by the interests and priorities of the Governor'-appointed Commission. CV is seeking to fund programs that can demonstrate community impact and address community problems through an evidence-based or evidence-informed approach and is particularly interested in reaching high-need communities that are currently not leveraging AmeriCorps resources. In addition, CV is interested in service models that address unmet needs for veterans (including wounded warriors and military families) and promote economic opportunities. In the 2016 AmeriCorps grant competition, CV will give priority consideration to programs that address the following:

- Unmet needs in the disaster services focus area, specifically activities relating to drought relief efforts such as:
 - Services to improve water efficiency
 - Services to mitigate drought-related economic hardships
 - Services to educate Californians on water conservation and the drought
- Unmet needs in the bottom five California neighborhood clusters with the lowest American Human Development Index for California⁴:
 - Tulare County: Visalia, Tulare, and Porterville
 - Los Angeles County: Huntington Park, Florence-Graham and Walnut Park
 - Kern County: Bakersfield
 - Los Angeles County: Los Angeles City (Southeast/East Vermont)
 - Los Angeles County: South Central/Watts
- Unmet needs for veterans, including wounded warriors and military families
- Unmet needs in the economic opportunity focus area
- Unmet needs in counties that currently have no AmeriCorps state presence⁵:
 - Merced, Stanislaus, Lassen, Modoc, Mono, Plumas, San Joaquin, Sutter, and Ventura

⁴ The American Human Development Index for California measures three fundamental human development dimensions: a long and healthy life, access to knowledge, and a decent standard of living. The index combines, health, education, and income indicators into a composite measure expressed on a scale of 0 to 10. The identified neighborhood clusters have HDI scores less than 3. Source: [Lewis, K. Burd-Sharps, S. \(2014\). The Measure of America Series: A Portrait of California 2014-2015.](#)

⁵ Counties with no AmeriCorps presence based on partnership information reported by programs funded in 2014-15.

Given the capacity required to successfully apply for and implement an AmeriCorps program, CV recognizes that most of the geographic areas listed above are severely under-resourced communities that may have limited application options, either based on the size of the non-profits or the lack of available matching funds. Thus it may be necessary to engage an eligible applicant or intermediary that will develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots non-profits/eligible applicants that individually do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program independently. CV strongly encourages current AmeriCorps grantees that are re-competing to consider adding service locations and member placement sites listed in the priority geographic areas above.

Applicants must demonstrate significant program focus, design, and outcomes to receive priority consideration. Applicants that receive priority consideration are not guaranteed funding. Strong program applications will be considered for funding, regardless of focus and/or priority areas.

D. Estimated Available Funds

This competition is for formula grant funds. CV receives AmeriCorps state formula grant funds from CNCS through a population-based allocation. CV subgrants these funds to applicants through its AmeriCorps State grant competition based on a rank-order score received during the grant application review process. Grants are awarded to programs that will operate solely in California. Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary, both in the level of operating funds and in the type and amount of AmeriCorps member positions. In making final formula funding decisions, CV will award funds in the following order: continuation programs followed by successful applicants from the initial FY 2016 grant competition, followed by successful applicants in response to this extended FY 2016 Formula RFA.

E. Segal AmeriCorps Education Awards

AmeriCorps members who successfully complete a term of service will receive an Education Award from the National Service Trust. Education awards are granted directly to eligible members by the National Service Trust and are not included in the calculation of an AmeriCorps grant. The amount of the Education Award is based on the Pell Grant award and changes from year to year. A member has up to seven years after the term of service has ended to use the award. The member may use the award to pay for current educational expenses at qualifying institutions of higher education, or to repay qualified student loans. AmeriCorps members who commence service on or after October 1, 2009, who are age 55 or older at the time of commencement, may, upon successful completion of a term of service, transfer the education award to a child, grandchild, or foster child. While members can serve up to 4 years, they may only earn up to two full-time equivalent Education Awards.

Table 1: Member Term of Service and Education Award

Term of Service	MSYs	Minimum # of Hours	Education Award
Full Time	1.00	1,700	\$5,775
Half Time	.500	900	\$2,887.50
Reduced Half Time	.381	675	\$2,199.92
Quarter Time	.265	450	\$1,527.45
Minimum Time	.212	300	\$1,221.96

F. Cost per Member Service Year (MSY)

Applicants request for the number and types of AmeriCorps member positions that are needed to address the community need stated in their application. A 1700-hour (full-time) AmeriCorps member position is equivalent to one Member Service Year (MSY). The MSY is similar to a Full Time Equivalent (FTE), measuring positions as a fraction of full-time, so a full-time member is 1 MSY and a half-time member is .5 MSY. An AmeriCorps grant is determined based on the number of MSYs that a grantee will support. The maximum amount an applicant may request CV per MSY is determined on an annual basis. CaliforniaVolunteers' maximum costs per MSY for the 2016-17 program year are provided in Table 2 below.

Table 2: CaliforniaVolunteers Cost per Member Service Year Limit

Grant Cycle	Grant Years	Maximum Cost Per MSY
1	1, 2, 3	\$16,000
2	4, 5, 6	\$15,000
3	7, 8, 9	\$14,000
4	10, 11, 12	\$13,000
5	13, 14, 15	\$12,000

An applicant's cost per MSY is determined by dividing the total federal share of budgeted grant costs by the number of MSYs requested. For example, an applicant requesting \$325,000 to support 25 MSYs would have a cost per MSY of \$13,000 ($\$325,000 \div 25 \text{ MSY}$). The cost per MSY does not include child care or the value of the education award a member may earn, which are covered directly by CNCS outside of the grant award. The average cost per MSY for CVs' 2015-16 AmeriCorps programs is \$12,216.

CaliforniaVolunteers considers the cost per MSY a competitive factor in making funding decisions. New applicants that submit a budget with a low cost per MSY and re-competing applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding.

The maximum cost per MSY that a new applicant may request for is \$16,000. Other applicants must follow the guidelines appropriate to the number of previous funding years the proposed program has received AmeriCorps funding as set forth in Table 2 above. Successful applicants are required to maintain their awarded cost per MSY throughout the grant period. The cost per MSY is augmented by match funding secured by the legal applicant to supplement the costs of the program including member living allowance, staff salaries, and other program expenses.

CaliforniaVolunteers reserves the right to adjust or waive the established cost per MSY schedule to align with changes in requirements or due to extenuating circumstances.

G. Types of Grants

AmeriCorps grants can be awarded on a cost reimbursement or fixed amount basis. CV will not provide both types of grants for the same program in one fiscal year. Applicants will need to select and indicate which type of grant they are applying for in their application. The following types of AmeriCorps grants are offered through this funding opportunity:

COST REIMBURSEMENT GRANTS

These grants fund a portion program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement and require the submission of a financial budget and financial report. The following two types of cost-reimbursement grants are available through this funding opportunity:

1. Traditional:

In a traditional AmeriCorps operating grant, all program expenses are based on an approved budget as part of the grant award and are reimbursed through the submission of expense reports to CV. Grant funds can only be spent on costs in the approved budget. A cost-reimbursement grant provides funding to pay for program costs such as member support, operational costs, and administrative costs associated with the implementation of an AmeriCorps program. An applicant that applies for a cost-reimbursement grant must provide and include in the budget cash and/or in-kind match to support its overall program costs. The minimum match level required varies for applicants depending on the number of years an applicant has received AmeriCorps funding. (See Table 4 on page 10 for information on match requirements.)

2. Professional Corps:

A Professional Corps program may request up to \$1,000 per MSY to implement an AmeriCorps program. These grants are awarded to organizations that propose to operate a Professional Corps program that place AmeriCorps members as teachers, health care providers, police officers, engineers, or other professionals in communities where there is a documented shortage of such professionals. Applicants are eligible to apply for funding for a portion of program costs. Professional Corps member salaries must be paid entirely by the organizations where members serve and are not included in the budget.

FIXED AMOUNT GRANTS

These grants provide a fixed amount of funding per Member Service Year that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining costs. Successful applicants are not required to enter into contract with a detailed budget, submit financial reports, there is no specific match requirement, and applicants are not required to track and maintain documentation of match. However, CV provides only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program. Grantees can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded. An AmeriCorps program that receives a fixed-amount grant must adhere to all AmeriCorps Regulations and Provisions including the administrative and programmatic requirements related to the recruitment, placement, training, and management of members as well as the required documentation.

For grant review purposes, applicants requesting for fixed-amount grants are required to submit a detailed budget at the time of application in order to demonstrate sufficient planning for all program 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.

1. Full-Time Fixed amount:

These grants are only available for experienced applicants that propose to enroll full-time members or less than full-time members that are serving in a full time capacity (a less than full-time member serving 35-40+ hours per week). New applicants are NOT eligible to apply for this type of grant. The final grant amount that a fixed-amount grantee may retain under its award is tied to the number of service hours completed by each member. If a member completes their term of service and has earned their education award, the program is entitled to the full amount approved per MSY. If a member did not complete the term of service the program is entitled to the pro-rated approved amount based on the percentage of hours served. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded. Applicants requesting these grants are advised to stay below the maximum cost per MSY established for FY 16 (\$13,430).

Additionally, eligible experienced applicants that apply for a *Full-Time Fixed Amount grant* must ensure that their proposed cost per MSY does not exceed the level established for its program age (see Table 2) and the FY16 full-time fixed-amount grant limit of \$13,430 established by CNCS.

2. Education Award Program (EAP):

Applicants apply for a small fixed amount up to \$800 per Member Service Year (MSY), can enroll less than full-time members, and use their own resources to cover all other costs (e.g. majority of member living allowance, staffing, training, etc.). Successful applicants can access funds under the grant based on enrolling the full complement of members supported under the grant. As with full-time fixed amount grants, there are no specific match or financial reporting requirements for EAP fixed amount grants. Because of the minimal grant amount received, EAP grants are best suited for pre-existing service programs or for organizations with other sources of funding, for whom becoming part of AmeriCorps will add value to their program. New applicants are eligible to apply for EAP grants.

3. Fixed-amount Professional Corps:

These grants are awarded to organizations requesting up to \$1,000 per MSY to support a Professional Corps program for full-time AmeriCorps members only. Applicants must use their own

or other resources to pay the members' living allowance and additional member costs. The Professional Corps program model places AmeriCorps members as teachers, health care providers, police officers, engineers, or other professionals in communities where there is a documented shortage of such professions. New applicants are eligible to apply for this grant.

H. Cost Sharing or Match Requirements

Program requirements, including requirements on match, are located in the AmeriCorps regulations and summarized below.

Table 3: Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost-Reimbursement Grants (Traditional and Non Fixed-amount Professional Corps)	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 every year thereafter.
Fixed-Amount Full-Time	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost per MSY awarded.
Fixed-Amount EAP Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over \$800 per MSY awarded.
Fixed-Amount Professional Corps Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost per MSY awarded.

Fixed-Amount Grants (EAP, Full-time & Less than Full-time serving in a Full time capacity Fixed-Amount, Professional Corps Fixed-Amount)

There is no match requirement for fixed-amount grants. CV does not provide all the funds necessary to operate the program; therefore, organizations must raise the additional revenue required to operate the program.

Cost Reimbursement Grants (Traditional and Professional Corps Non Fixed-Amount)

A first-time successful applicant is required to provide a single overall match of 24 percent for the first three-year funding period. Starting with year four, match gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR § 2521.60 summarized in Table 4:

Table 4: Single Match Requirements for Cost Reimbursement Grants

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

The legal applicant is the entity responsible for meeting matching funds requirements. The legal applicant may request that partnering organizations provide a share of the match necessary to meet matching funds requirements. Programs may provide their share of operating costs and overall match through cash or in-kind resources, and may use non-CNCS federal funds if specifically allowed by the other federal agency. Matching funds must be verifiable, not be included as match for other federal programs, be necessary and reasonable for the purpose of the proposed program, and be allowable under OMB cost principles. Successful applicants must demonstrate matching funds are secured before CV can issue the grant award.

Successful applicants are awarded a grant dollar amount to support an overall operating budget, which includes the match needed to run the program and achieve the outcomes. As such, grantees will be required to maintain the awarded match and support any new costs not included in the grant award through match or its own or other resources. Grantees must receive prior approval from CV to use program savings to support new costs/increases to the awarded operating budget. Failure to secure matching funds identified in the budget may result in adverse audit findings in addition to negatively affecting future grant applications to CV.

Section 121(e)(5) of the National Community Service Act of 1990, as amended, requires that programs that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CV on the Federal Financial Report. Grantees must track and be prepared to report on that match separately each year.

The living allowance or salary provided to Cost-Reimbursement Professional Corps AmeriCorps members does not count toward the matching requirement for a cost reimbursement Professional Corps grant.

I. Authority

These funds will be available under authority of the National and Community Service Trust Act of 1990 (42 U.S.C.§12571-12595) reauthorized by the Edward M. Kennedy Serve America Act of 2009.

II. ELIGIBILITY

A. How to Apply

Please note: this process is only for applicants that did not already participate in the earlier competition under the 2016 AmeriCorps Request for Applications.

Follow the attached *2016 AmeriCorps State Formula Grant Application Instructions* to complete and submit a hardcopy application packaged by the deadline. Incomplete or late applications may be disqualified.

B. Eligible Applicants

Note: Applicants who participated in the earlier 2016 AmeriCorps grant competition are not eligible to apply through this RFA for the same program already submitted for review. Please email funding@cv.ca.gov if you have any questions about your eligibility.

Public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within California (e.g., cities, counties); Indian Tribes; labor organizations; partnerships and consortia; and intermediaries planning to subgrant funds awarded are encouraged to apply. Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this RFA.

An Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. 1602), that the United States Government determines is eligible for special programs and service provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above.

Pursuant to the Lobbying Disclosure Act of 1995, any organization described in Section 501 (c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply, serve as a host site for member placements, or act in any type of supervisory role in the program.

C. Community Partnerships Requirements

In order to maximize community involvement in AmeriCorps that goes beyond AmeriCorps member placement sites and the grantee, all applicants are required to develop a program partnership. Successful applicants must have a 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 and placement sites where members will be performing service are required to be identified on the *Partnership Form* submitted on-line as part of the application.

D. Types of Applicants

Several types of applicants will seek AmeriCorps grant funding through this RFA. Details regarding these applicant types are provided below.

Note: “Continuation” programs (i.e., current recipients of AmeriCorps operating grants) should NOT use this RFA.

New Applicants

A “new” applicant is one in which the legal applicant has not operated an AmeriCorps program and/or whose staff have not been employed as core program staff of a funded program, National Direct organization staff, state commission staff, or CNCS staff in the last five years. California Volunteers strongly encourages all new applicants to review technical assistance materials as they become available on the CV website at www.CaliforniaVolunteers.org.

New applicants may receive up to an additional 10% of the total possible score at each review stage. A new applicant submitting a re-competing application for a previously-funded program would not qualify for the additional points. Similarly, a new applicant that intends to pass on the program implementation responsibility to an existing grantee or another entity that has experience operating an AmeriCorps program in the last five years does not qualify for the additional 10% of the total possible score.

Experienced Applicants

“Experienced” applicants are those that have operated an AmeriCorps program for one three-year grant cycle (in most instances) funded through CV and/or CNCS and are submitting an application for a new program model. Experienced applicants are advised that previous site visit reports, progress reports, financial reports, formal corrective action history, and member enrollment and retention rates, will be reviewed as part of the selection process.

Previously Funded Applicants

The previously funded program designation applies to any applicant who had previously received an AmeriCorps operating grant from CV or CNCS; however, the applicant has not implemented an AmeriCorps grant within the last five years or more. This definition holds true even if the proposed program differs in scope and purpose from the program previously operated and/or the legal applicant for the previously operated program has changed. Previously funded applicants would not qualify for the additional points available to new applications

III. FUNDING RESTRICTIONS

A. Award Amount

Successful applicants will receive grant funds and an allotment of AmeriCorps member slots. CV will review applications and determine the final award amount. Award amounts vary.

B. Project/Award Period

Grants awarded through this selection process will support programming beginning in late summer of 2016. Successful applicants must start member service activities no later than mid-October 2016 and allow up to 12 months for members to complete a term of service. Any exception to this start date deadline must be requested in contracting and receive approval from CV. Additionally, the project start date may not occur prior to a program's AmeriCorps contract execution date with CV, which means AmeriCorps members may not begin service prior to the program entering into a fully executed contract with CV. A program may not certify any hours a member performs prior to the contract execution date.

Applications for 2016 must include proposed activities and a detailed proposed budget for the first year of operation. CaliforniaVolunteers expects that programmatic activities for the second and third years of operation will build upon, and be similar in scope to those of the first year. Unless otherwise specified, CV follows CNCS's practice of awarding up to three-year grants, which are evaluated annually for continued funding. Continuation funding is not guaranteed. Factors considered in awarding continuation grants include satisfactory performance, demonstrated capacity to manage a grant, capability to manage and support AmeriCorps members in their service, compliance with grant requirements, CV priorities, and the availability of appropriation funds. CaliforniaVolunteers reserves the right to adjust the amount of a grant award for subsequent years, or elect to discontinue funding for subsequent years.

C. Maximum Grant Size

Formula grants are limited to a maximum of \$850,000. The median grant award for 2015 was \$397,983.

D. Minimum Program Size

The minimum program size funded by CV for this application is 20 MSYs, or 20 full-time equivalent member positions. CaliforniaVolunteers believes this MSY requirement is necessary to provide members in quantities that make a substantial difference relative to locally identified needs. Applicants requesting less than the minimum required MSY level must include a compelling rationale in the program narrative as part of their application to CV in order for the application to not be disqualified.

E. Minimum Number of Members per Service Site

To ensure strong program design and to provide members with at least a minimal mutual support network, successful applicants must place a minimum of two AmeriCorps members at each operating or service site as part of their program design. Exceptions to this requirement must be supported by compelling rationale in the program narrative of the application, requested in contracting, and receive approval from CV.

F. Living Allowance

The proposed budget must include a living allowance for full-time members that are within the required minimum and maximum per member (except as noted below). A living allowance is not considered a salary or a wage. Programs are prohibited from comparing the member living allowance to an "hourly wage" in any recruitment materials, member handbooks, etc.

Programs are not required to provide a living allowance for members who serve less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below and should follow the guidelines below for minimum limits. For cost-reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. While Fixed-amount grantees' final grant award does not include a detailed budget, providing a living allowance to members that complies with the minimum and maximum requirements is still required.

Table 5: Minimum and Maximum Living Allowance*

Term of Service	Minimum # of Hours	Minimum Living Allowance	Maximum Living Allowance
Full-time	1,700	\$12,530	\$25,060
Half-Time	900	n/a	\$13,265
Reduced Half-Time	675	n/a	\$9,950
Quarter-Time	450	n/a	\$6,635
Minimum-Time	300	n/a	\$4,420

In most instances, the grant received by an applicant will not cover the full amount of the living allowance provided to members and the applicant must use its own or other resources to supplement member living allowance. Because the minimum living allowance may not fully cover the actual living expenses of members, programs may wish to offer living allowances in excess of the minimum requirements.

Exceptions to Living Allowance Requirements

Prior to September 21, 1993

If a program existed prior to the National and Community Service Trust Act of 1993 (enacted September 21, 1993), the law does not require a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement of \$12,530, but not the maximum requirement of \$25,060.

EAP Fixed-Amount Grantees

EAP grantees are not required to provide a living allowance for less-than-full-time members, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance section above.

Professional Corps Grantees

Professional Corps members must receive a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set forth in the Living Allowance section above. Professional Corps member salaries are paid entirely by the organizations with which the members serve, and are not included in the budget.

G. Enrollment Requirements

Enrollment rates ultimately effect the total number of AmeriCorps members awarded to California for service in California communities. Grantees are expected to enroll all MSYs awarded in the grant. Grantees may not use unexpended funds resulting from not fully enrolling members for any other purpose in the operating budget. Grantee budgets will be adjusted as needed to maintain awarded/contracted cost per member MSY. Enrollment rates have a direct bearing on the number of slots and the size of awards approved in the continuation and recompute processes. Successful applicants that do not fully enroll are likely to receive a decrease in funding in subsequent years.

H. Retention Requirements

Retention rates are an indicator of the grantee’s ability to properly design and manage an AmeriCorps program that results in achieving the outcomes contracted. We expect grantees to pursue the highest member retention rate possible. Grantees may not use unexpended funds resulting from not fully retaining members to support other areas of the budget without prior approval from CV. Retention rates will have a direct bearing on the number of slots and the size of awards approved in the continuation and recompute processes. Successful applicants that do not retain members are likely to receive a decrease in funding in subsequent years.

I. Performance Measurement Requirements

Applicants are required to develop a set of performance measures using the California Performance Measurement Worksheets (PMWs) that account for all member service hours requested. Each applicant will need to complete at least three PMWs, titled as follows:

- *Primary Needs and Service Performance Measurement Worksheet*—Applicants must have a paired output and outcome that reflects the program’s primary intervention and aligns with the program’s theory of change.
- *Common Member Development Worksheet*—Applicants must have a paired output and outcome that reflects the knowledge and skills members will gain through the program.
- *Common Strengthening Communities Worksheet*—Applicants must track the number of volunteers recruited by AmeriCorps members and service hours contributed by those volunteers to expand the impact and reach of the program in the communities served.

Additional specific requirements for each performance measurement area are outlined in the *2016 AmeriCorps Application Instructions*.

National Performance Measures

National performance measures are developed by CNCS. Within each focus area, CNCS has created National Performance Measures in order to aggregate the results of similar programs and demonstrate the impact across its programs and initiatives. Applicants whose program activities are aligned with National Performance Measures are strongly encouraged to use them. The National Performance Measures can be found in CNCS’s 2016 National Performance Measures Instructions (available on the CaliforniaVolunteers website at <http://californiavolunteers.org/index.php/Grants/ameriCorps/>) This document provides definitions, requirements, and guidelines that will help applicants determine which measures best apply to their program. Successful applicants will be required to report on the measures they select.

J. Evaluation Requirements

CaliforniaVolunteers strongly encourages grantees to use evaluation as a tool to continuously improve programs and demonstrate impact and effectiveness. In doing so, programs will have the opportunity to test their program delivery model, adjust services to best meet community needs, and collect trustworthy data to support their work. In turn, these data and program improvements will strengthen the evidence base for the impact of national service as well as inform strong funding and technical assistance decisions.

K. National Service Criminal History Check Requirement

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, AmeriCorps members, or volunteers) receiving a salary, living allowance, stipend or education award through a program receiving CNCS funds. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

CaliforniaVolunteers requires that all award-funded staff and AmeriCorps members (supported by CNCS and or grantee match) must undergo NSCHCs that include:

1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW); *and*
2. A name- or fingerprint-based search of the statewide criminal history registry in the person’s state of residence and in the state where the person will serve/work; *and*
3. A fingerprint-based FBI criminal history check.

In addition, CaliforniaVolunteers requires that grantees comply with the following:

1. Recheck the NSOPW nation-wide search for each program year for all award-funded staff and AmeriCorps members, even if there has been no break in service; *and*
2. Ensure all required checks stated above clear prior to a candidate becoming an AmeriCorps

- member eligible to earn service hours and/or a staff person working with AmeriCorps; *and*
3. Has a written NSCHCs policy and procedure in place.

Vendor checks (checks performed by commercial vendors) are often noncompliant with these requirements. Inability of a grantee to demonstrate that they have conducted an NSOPW and other required criminal history checks, as specified by CV may result in disallowance of all or part of the costs associated with noncompliance.

IV. APPLICATION REVIEW INFORMATION

A. CaliforniaVolunteers Review and Selection Process

CaliforniaVolunteers' 2016 AmeriCorps grantmaking process has been extended to include this opportunity for new programs to apply for formula funding. Applications will be reviewed and selected for funding using an intensive multi-stage process that includes CV Staff Review, Clarification and Feedback, and CV Commission approval. The 2016 grantmaking process follows the policies adopted by the Commission, available on the CV website at www.CaliforniaVolunteers.org.

CaliforniaVolunteers' review and selection process will occur in several stages:

Compliance Check

CaliforniaVolunteers staff will review all applications to determine compliance with eligibility, deadline, and completeness requirements. Applications that are submitted by eligible organizations, by the deadline, and that meet compliance check requirements stated in the *Application Checklist* and *Packaging Checklist* will advance to Staff Review.

Staff Review

In Staff Review, reviewers will evaluate each application against a selection matrix based on assessment criteria outlined in this RFA and the accompanying Application Forms and Instructions.

Clarification and Feedback

The purpose of this stage is to clarify issues identified during the review process. Clarification may take the form of an in-person interview, conference call, or written response. New applicants are more likely to receive a clarification request through an in-person interview. Though rare, should an interview be requested and held, all costs for travel are assumed to be the responsibility of the applicant. Please note that failure to respond to CVs' clarification requests in a timely manner may result in removal from funding consideration.

Selection

The primary consideration in the selection of AmeriCorps programs is merit. Applicants must meet a minimum score threshold **and** satisfactorily address all clarification issues in order to be considered for funding.

To help achieve a balanced portfolio for the State of California, final selections will be made with consideration of the following:

- CaliforniaVolunteers' Statewide Geographic Distribution Policy, in which the Commission will seek to ensure a minimum of 40 MSYs are placed in the Los Angeles region and 20 MSYs are placed in the remaining eight regions as determined by the California's Economic Strategy Panel. In order to achieve geographic parity, a program in an already represented region may be skipped, and another program may be selected. Under no circumstances will the Commission provide formula funding to an applicant that receives a score that is 10 or more points below the applicant it may displace.
- Ensure a minimum amount of funding for programs led by non-profit and non-state governmental organizations as required by AmeriCorps regulations.
- Ensure CV maintains a statewide cost per member average at or below the established federal limit.

The Commission reserves the right to bypass an applicant's state ranking on a case-by-case basis under the following circumstances:

- An applicant has multiple national service funding opportunities available;
- The Commission has constrained resources; and/or

- The legal applicant presents serious concerns around grant performance and/or fiduciary responsibilities discovered after rankings have been completed.

Results of the grant review process are presented to the Commission, which makes final approval of funding decisions. Funding decisions are final—there is no appeal process.

B. Assessment Criteria

Each application must clearly describe a project that will effectively deploy AmeriCorps members to address a significant community need. We urge all applicants to submit a high quality application which carefully follows the guidance in the RFA and in the *2016 AmeriCorps Application Instructions*.

Applications will be assessed based on the quality of the response to criteria described in the *2016 AmeriCorps State Formula Grant Application Instructions*. The following outlines the corresponding weight for each application component:

Program Design – 50%

Fifty percent of the applicant's score will come from their description of the proposed program design addressing all relative application instructions. This includes presenting a well-documented community need, a logical and well-thought out theory of change and logic model supported by evidence, specific activities that AmeriCorps members will perform in the program, and measureable outputs and outcomes as a result of member activities.

Organizational Capacity – 25%

Twenty-five percent of the applicant's score will come from their description of the legal applicant's organizational capacity addressing all relative application instructions. This includes presenting the organization's background in managing federal grants, staffing structure, plans in place to ensure compliance and accountability, and plans in place to supervise, train, and ensure members have a meaningful service experience. Experienced applicants will also be assessed on their past performance.

Cost Effectiveness & Budget Adequacy – 25%

Twenty-five percent of the applicant's score will come from their description of the cost effectiveness of their program and the adequacy of their program's budget addressing all relative application instructions. This includes a budget that describes all necessary costs and a description of the program's cost effectiveness compared to other interventions.

Points will be awarded based on an applicant's ability to address each required criterion as described in the *2016 AmeriCorps State Formula Grant Application Instructions*.

C. Threshold Issues

Applications should reflect that they meet the threshold requirements for the grant type for which they are applying. For example: If an applicant is applying for a Professional Corps grant, the application should demonstrate that the community in which it will place professionals has an inadequate number of said professionals. If an applicant is applying for a Fixed Amount grant, the application should reflect that only full-time or less than full-time positions serving in a full-time capacity will be permitted. If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910-.940), the applicant must clearly describe how the program will meet these requirements.

D. Risk Assessment Evaluation

CV will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility for funding or the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If CV determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award.

E. Potential Change to RFA Guidelines and Supplemental Guidance

This *Request for Applications* was created in good faith and based on the most recent federal guidance available. The amount of funds available for AmeriCorps, as well as new grant limits and requirements,

are contingent on final federal appropriations and CNCS's final allocation of formula funds. These and other factors may require changes to the guidance and to this RFA. As necessary, CV will issue all updates and supplemental materials at the earliest possible date. All supplemental materials and updates will be available on the CV website at www.CaliforniaVolunteers.org. **Applicants are advised to check the website at least weekly.**

This RFA provides a broad overview of AmeriCorps guidance, highlighting many basic components and rules to provide a general understanding of the complexities and intricacies of AmeriCorps programming and requirements.

The full AmeriCorps regulations, 45 CFR § 2520-2550, are available online at www.gpoaccess.gov/ecfr. Successful applicants will be required to comply with these regulations, AmeriCorps provisions, and federal and state policies. Federal funds provided under this grant are identified by the Catalogue of Federal Domestic Assistance Number 94.006.

The AmeriCorps regulations include federal criteria used to select applicants for funding and other pertinent information (Table 6).

Table 6: Program 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	§2522.900-2522.950
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

V. APPLICATION AND SUBMISSION INFORMATION

A. Notice of Intent to Apply

CV asks that all applicants submit a Notice of Intent to Apply on or before 5:00 p.m. on April 1, 2016.

B. Submission to CaliforniaVolunteers

Applicants must submit a hardcopy application package and related electronic submission requirements to CaliforniaVolunteers by the application deadline. To complete the application, please:

1. Download the following documents from the CV website at <http://www.CaliforniaVolunteers.org/index.php/Grants/americorps/>:
 - a. *2016 AmeriCorps State Formula Grant Request for Applications (RFA)*,
 - b. *2016 AmeriCorps State Formula Grant Application Instructions*,
 - c. *2016 AmeriCorps State Formula Grant Application Forms*,
 - d. *2016 Budget Narrative*,
 - e. *2016 Budget Form* [Note: The Budget Narrative and Budget Form are contained within one Excel workbook], and
 - f. *National Performance Measures Instructions*
2. Follow the instructions included in the *2016 AmeriCorps State Formula Grant Application Instructions* document in completing and submitting an application. The *Application Instructions* document also contains directions for completing the required Electronic Submission.
3. A complete **Paper Application** must include one original containing items #1-17 (as applicable) and five copies containing items #1-9, as listed on the AmeriCorps Application Checklist. See *2016 AmeriCorps State Formula Grant Application Forms*.
4. An **Electronic Submission** of the AmeriCorps Program Title Page (electronic submission of any other pieces of the application will not be reviewed). This form will be submitted online using the link provided in the *2016 AmeriCorps State Formula Grant Application Instructions*.

Page Limits

The Program Narrative may not exceed 18 double spaced, single-sided, pages in portrait orientation (including the Executive Summary Page). This limit does not include the budget, logic model, performance measures, evaluation plan, program diagram, or required supplementary materials (e.g. letters of concurrence, financial documents, etc.) *Do not submit supplementary materials such as videos, brochures, or any other items not requested in these application instructions.* CaliforniaVolunteers will not review or return them.

C. Application Submission Deadline

Applications (both the full Paper Application and Electronic Submission items) must arrive at CaliforniaVolunteers by **Friday, April 26, 2016 at 5:00 p.m. Pacific Daylight Time** in order to be considered.

Please send Paper Application to:

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

Electronic Submissions will be completed online. Please refer to the *2016 AmeriCorps Application Instructions*.

Applications that do not meet the *Application Checklist* and *Application Packaging Checklist* requirements included in the *2016 AmeriCorps State Formula Grant Application Instructions* 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.

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.

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

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. All applicants must be registered with the Systems for Award Management (SAM).

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, we suggest registering at least 30 days in advance of the application due date. After obtaining a DUNS number register with 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/public/SAM/>.

E. Submission to CNCS

Once selected for AmeriCorps funding, applicants will be required to submit their applications electronically into CNCS's web-based application system, eGrants. Please ensure staff availability to enter the application into eGrants as well as respond to CVs' requests for clarification. CaliforniaVolunteers will provide instructions for submitting applications into eGrants at a later date.

VI. AWARD ADMINISTRATION INFORMATION

A. Governing Documents

A grantee's fully executed AmeriCorps contract incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations (45 CFR Sections 2520-2550) and grant provisions.

Grants under this program are subject to 2 CFR 200 and CNCS regulations issued to implement Part 200. Those regulations supersede and streamline requirements 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.

B. Reporting Requirements

Successful applicants are required to submit programmatic and/or financial reports as designated by CaliforniaVolunteers. In addition to required programmatic and financial reports, successful applicants will be required to collect and report certain demographic information on AmeriCorps members, volunteers recruited and/or managed by members, and beneficiaries served by members.

While applications will not be evaluated on these criteria, grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing CV with high quality performance measure data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

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

C. Re-focusing of Funding

CaliforniaVolunteers reserves the right to re-focus program dollars in the event of disaster or other compelling need for service.

D. Use of Material

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CV and CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so. 45 CFR § 2543.36; 2541.30