

# 2018 AmeriCorps State Funding Opportunity



## APPLICATION INSTRUCTIONS

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# Applications due November 6, 2017

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**IMPORTANT NOTICE TO APPLICANTS:** The following seven documents are necessary to complete a 2018-19 operating grant application for AmeriCorps funding. All can be found on the CaliforniaVolunteers website, [www.californiavolunteers.org/index.php/Grants/ameriCorps/](http://www.californiavolunteers.org/index.php/Grants/ameriCorps/).

- (1) 2018 AmeriCorps State Request for Applications (RFA),
- (2) 2018 AmeriCorps State Application Instructions,
- (3) 2018 AmeriCorps State Grant Application Forms
- (4) 2018 Mandatory Supplemental Guidance
- (5) 2018 National Performance Measures Instructions

**NOTE ON ELIGIBILITY:** This competition is open to applicants proposing new programs that meet funding priorities stated in the RFA. Please email [funding@cv.ca.gov](mailto: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.

## TABLE OF CONTENTS

I.	APPLICATION RESOURCES .....	3
II.	APPLICATION CONTENT AND INSTRUCTIONS OVERVIEW.....	4
III.	APPLICATION PACKAGING CHECKLIST .....	6
IV.	APPLICATION COMPONENTS AND INSTRUCTIONS.....	7
1.	Application Checklist Instructions .....	7
2.	AmeriCorps Program Title Page & Partnership Forms.....	8
3.	Strategic Grant Characteristics .....	11
4.	Logic Model Instructions .....	11
5.	Program Diagram Instructions .....	12
6.	Program Narrative Instructions .....	14
7.	California Performance Measurement Worksheet Instructions .....	20
8.	Budget Form and Budget Narrative Instructions .....	27
9.	Data Collection/Evaluation Plan .....	36
10.	Learning Memo .....	37
11.	New Applicant Certification Form .....	37
12.	Labor Organization Certification Form Instructions .....	37
13.	Organizational Self-Assessment Instructions .....	38
14.	Assurance and Certification Instructions .....	38
15.	Moderate/Strong Evidence Supporting Documents .....	45
16.	Evaluation Report .....	45
17.	Financial/Audit Information Instructions.....	45
18.	Federally Approved Indirect Cost Agreement.....	46
19.	Request for Alternative Match Schedule Instructions.....	46
	ATTACHMENT A: Beale Codes and County-Level Economic Data.....	47
	ATTACHMENT B: Severely Economically Distressed Community.....	48



## I. APPLICATION RESOURCES

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

Use these instructions in conjunction with the 2018 AmeriCorps State Request for Applications (RFA), the 2018 Mandatory Supplemental Guidance, the 2018 AmeriCorps State Grant Application Forms, the 2018 CNCS National Performance Measures Instructions, and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. The RFA includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year and other information that changes year-to-year for all AmeriCorps grant programs.

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

**Table 1: Requirements in the AmeriCorps Regulations**

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

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

- AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
- AmeriCorps State Request for Applications & Mandatory Supplemental Guidance, which take precedence over the
- AmeriCorps State Application Instructions.



## II. APPLICATION CONTENT AND INSTRUCTIONS OVERVIEW

### A. 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/>):
  - 2018 AmeriCorps State Request for Applications,
  - 2018 Mandatory Supplemental Guidance,
  - 2018 AmeriCorps State Application Instructions,
  - 2018 AmeriCorps State Grant Application Forms,
  - 2018 National Performance Measures Instructions
2. Follow the instructions included in the *2018 AmeriCorps State Grant Application Instructions* document in completing and submitting an application. This document also contains directions for completing the required Electronic Submission.
3. Submit a complete required **Paper Application** that includes one original containing items #1-19 (as applicable) and five copies containing items #1-10, as listed on the AmeriCorps Application Checklist. See *2018 AmeriCorps State Grant Application Forms*.
4. Submit an **Electronic Submission** of the AmeriCorps Program Title Page & Partnership Forms (electronic submission of any other pieces of the application will not be reviewed). The instructions for this submission will be provided at a later date.

### Page Limits

The Program Narrative using Times New Roman font may not exceed 16 double spaced, single-sided, one-inch margins pages in portrait orientation or 18 pages for Rural Intermediaries (including the Executive Summary Page). This limit does not include the budget, logic model, performance measures, program diagram, learning memo, data collection/evaluation plan, or required supplementary materials (e.g. letters of concurrence, financial documents, etc.) *Do not submit any unrequested materials such as videos, brochures, or any other items not requested in these application instructions. CaliforniaVolunteers will not review or return them.*

### B. Application Submission Deadline

Applications (both the full Paper Application and Electronic Submission items) must arrive at CaliforniaVolunteers by **Monday, November 6, 2017 at 5:00 p.m. Pacific Time** in order to be considered.

Please send Paper Application to:  
CaliforniaVolunteers  
ATTN: AmeriCorps 2018  
1400 10<sup>th</sup> Street  
Sacramento, CA 95814

Electronic Submissions will be completed online. Please refer to the instructions below.

Applications that do not meet the *Application Checklist* and *Application Packaging Checklist* requirements included in this document 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**

All applications received after the submission deadline published in this RFA are presumed to be non-compliant. CV may, at its discretion, consider an application received after the deadline, but only if the applicant submits a written explanation or justification of the extenuating circumstance(s) that caused the delay, including the timing and specific cause(s) of the delay and any evidence that substantiates the claimed extenuating circumstance(s) via email to [funding@cv.ca.gov](mailto:funding@cv.ca.gov). The written explanation and evidence must be received no later than one business day after the application deadline stated in the RFA. CV determines whether or not to accept a late application for review on a case-by-case basis.

Communication with CV staff, including program officer of a current grantee, is not a substitution for the above protocol. Applicants that do not submit a justification or any other evidence to overcome the presumption of non-compliance within the required timeframe will not be reviewed or selected for award.

**Please note:** CV will not consider an advance request to submit a late application. Applicants are encouraged to continue working on their application until it is submitted. If you are experiencing technical difficulties, please carefully review and follow the guidance above, and submit your application as soon as possible.

### **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.



### III. APPLICATION PACKAGING CHECKLIST

**IMPORTANT:** Use the *Application Packaging Checklist* below to ensure that your application is packaged and submitted as required by CV. Be sure your AmeriCorps Program Title Page & Partnership Forms have been successfully submitted online. You must print and include the AmeriCorps Program Title Page as part of your paper application.

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

<b>APPLICATION PACKAGING CHECKLIST — Included for your convenience</b>	
√	<b>A. Paper Application Submission</b> includes:
	1. One <u>original</u> application with: <ul style="list-style-type: none"> <li><input type="checkbox"/> original signatures and dates</li> <li><input type="checkbox"/> binder clips, no other form of binding</li> <li><input type="checkbox"/> Items #1-19 collated in the order required</li> <li><input type="checkbox"/> pages numbered by application components</li> </ul>
	2. <u>Five</u> copies with: <ul style="list-style-type: none"> <li><input type="checkbox"/> binder clips, no other form of binding</li> <li><input type="checkbox"/> Items #1-10 collated in the order required</li> <li><input type="checkbox"/> pages numbered by application components</li> </ul>
	<b>B. Electronic Submission</b> includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> AmeriCorps Program Title Page &amp; Partnership Forms</li> </ul>



#### **IV. APPLICATION COMPONENTS AND INSTRUCTIONS**

The full application has 19 components. Instructions for completing each component follow.

##### **1. Application Checklist Instructions**

An application checklist listing the items required to complete your application is included in the *2018 AmeriCorps State Grant Application Forms*.

A “complete” AmeriCorps application includes all required and applicable components in the order listed in the Application Checklist. Place a checkmark [√] next to each item included in your original application and copies of your application submitted. Write “NA” next to each item that is not applicable to your application. Applications missing items without marking them “NA” on the checklist will be considered out of compliance.

**You must include a signed copy of the checklist with your application.**



## 2. AmeriCorps Program Title Page & Partnership Forms

The **AmeriCorps Program Title Page** and **Partnership Forms** are available online through the CV website at <https://govapps.gov.ca.gov/cvrfa/>. You will need to create an account to access these forms for your application. Please review the entire instructions and ensure that you have all the necessary information readily available before starting the forms.

### Creating an Account

Enter an email address—only one email address can be used per legal applicant. Next, choose a password (minimum of six characters) and re-enter it, then click "Create."

Please contact [funding@cv.ca.gov](mailto:funding@cv.ca.gov) if you have forgotten your password or need to make changes to your login information.

### Choose an Application Type

Upon creation of a login account, select "New/Recompeting Applicant" from the drop-down list.

### Completing the AmeriCorps Program Title Page

Enter the following information and click "submit" at the bottom of the page. You can save your progress by clicking "save" at the bottom of the page.

#### AmeriCorps Program Information:

Provide the name of your proposed AmeriCorps program and the website for the program.

#### Legal Applicant Contact Information:

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

#### Primary Contact Information:

Provide the contact information for the primary contact for this program. The primary contact is the grantee's staff person most familiar with the oversight and administration of the AmeriCorps program's day-to-day operations. In most instances, this would be the AmeriCorps Program Director or the full-time staff person whose time is 100% dedicated to the grant. All correspondence regarding the application process will be sent to the primary contact as well as the legal applicant. All correspondence regarding training and technical assistance opportunities, changes to CV policies and grant requirements, and grantee performance feedback, issues, and challenges will be sent to the primary contact person. CV expects that the primary contact person will distribute information received from CV to other grantee staff, as appropriate.

#### Secondary Contact Information:

Provide the contact information for the secondary contact for this program. CV may contact the secondary contact person when the primary or the legal applicant contacts cannot be reached.

#### Fiscal Contact Information:

Provide the contact information for the fiscal contact for this program. This contact is not required for application, but will be required if funded.

#### Press Contact Information:

Provide the contact information for the press contact for this program. This contact is not required for application, but it will be required if funded.

#### Member Recruitment Contact Information:

Provide the contact information for the person in charge of recruiting AmeriCorps members for this program. This contact is not required for application, but it will be required if funded.

#### Executive Summary:

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





#### Focus Area:

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

#### Grant Type:

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

#### Organization Type:

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

#### Partnership Type:

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

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

Please refer to your program's Budget Narrative to provide the requested information.

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

#### **Making Changes to the Program Title Page**

If you need to make any changes to the application once it has been submitted, contact [Funding@cv.ca.gov](mailto:Funding@cv.ca.gov). We will then unlock the form for you to make changes.

#### **Completing the Partnership Forms**

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

The *Partnership Form* has two parts: 1) Primary Partner Organization and 2) Member Placement Site Organization. A partner may be both a primary partner organization and a member placement site organization. You must enter information separately for each type of organization. For example, a



member placement site organization that also serves as one of your minimum three primary required organizations will need to enter that organization in both forms.

Click **"New Partner"** to enter information for your partnering organizations (including the legal applicant organization). Each applicant is required to include at least one public and one private partner. Once you have started to enter a new partner, you will not be able to enter another partner or placement site until you complete the form.

Click **"New Member Placement Site"** to enter information for each organization shown on your program diagram as a member placement site. Once you have started to enter a new member placement site, you will not be able to enter another partner or placement site until you complete the form.

### **Adding a Partner**

Enter the following information and click "submit" at the bottom of the page. You can save your progress by clicking "save" at the bottom of the page.

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

### **Adding a Placement Site**

Enter the following information and click "submit" at the bottom of the page. You can save your progress by clicking "save" at the bottom of the page.

- Site Organization Name
- Contact Name
- Contact Title
- Site Address
- Site County
- The California Economic Region in which the site County falls:
  - Northern: Butte, Colusa, Glenn, Del Norte, Humboldt, Lassen, Modoc, Plumas, Sierra, Siskiyou, Shasta, Tehama, Trinity
  - Central Coastal: Alameda, Contra Costa, Marin, Mendocino, Monterey, Lake, Sonoma, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano
  - Southern Coastal: Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura
  - Central: Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare
  - Central Inland: Amador, Alpine, Calaveras, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Sutter, Tuolumne, Yolo, Yuba
  - Southern Inland: Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego
- The Congressional District in which the member placement site falls (Use <http://congressional-district.insidegov.com/> to find Congressional District)
- The State Assembly District in which the member placement site falls (Use <http://findyourrep.legislature.ca.gov/> to find Assembly and Senate Districts)
- The State Senate District in which the member placement site falls (Use <http://findyourrep.legislature.ca.gov/> to find Assembly and Senate Districts)
- Number of member slots assigned to the placement site by member position type
- Site organization type



### 3. Strategic Grant Characteristics

This form is required for all applicants. Check all the state grant characteristics that apply to your program and include additional supporting information as requested on the form.

### 4. Logic Model Instructions

Complete the Logic Model using the below information. Please add items as appropriate and relevant to your program, **not to exceed three (3) pages**. Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

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

- A summary of the community problem/need outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Number of locations or sites in which members will provide services
  - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention).
  - The dosage of the intervention (e.g., the total amount of service each participant will receive in order to achieve the outcome such as total number of hours of service, number of hours per session, or sessions per week).
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, hours of service delivered, types and number of activities conducted.) If applicable, identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Programs may include:

- Short-Term Outcome(s)—changes in knowledge, skills, and/or attitudes
- Medium-Term Outcome(s)—changes in behavior or action
- Long-Term Outcome(s)—changes in condition or status in life.

Note: The Logic Model is a visual representation of the applicant's theory of change. Applicants may include short, medium, or long-term outcomes in the Logic Model. The applicant's performance measure outcomes should be consistent with the program's theory of change and should represent all program service activities. Though programs are not required to measure all outcomes that are included in the Logic Model, they must measure all outcomes included in their Performance Measurement Worksheets. Applicants should use National Performance Measures if they are part of the program's theory of change. Applicants are not required to use National Performance Measures and should only use them if they are part of the program's theory of change.

For additional information, see "How to Develop a Program Logic Model" presentation handout at <http://www.californiavolunteers.org/index.php/Grants/ameri corps/>.



## 5. Program Diagram Instructions

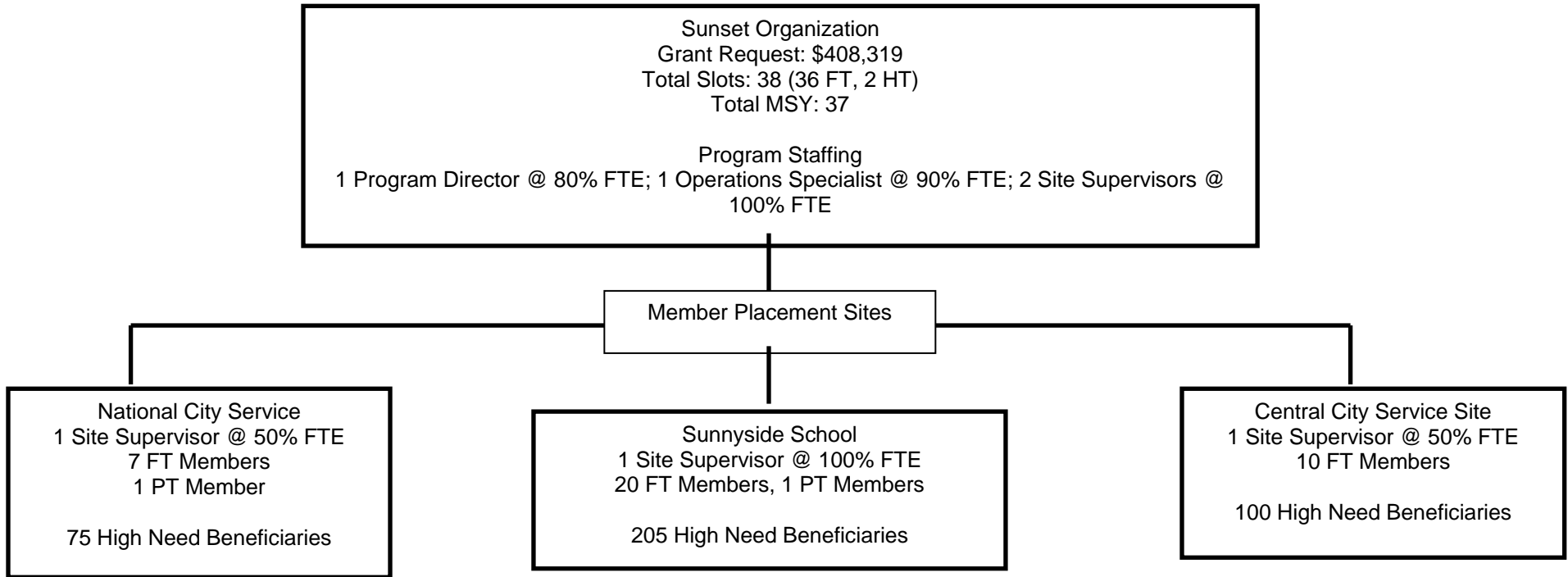
The **program diagram** is a graphic presentation of the proposed program structure. It must include the following:

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

See next page for sample.



### Sunrise Mentoring Program Diagram (EXAMPLE)



## 6. Program Narrative Instructions

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

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

The Program Narrative [including the Executive Summary] must be in 12 point Times New Roman font, have one-inch margins, and not exceed 16 double-spaced, single-sided pages in portrait orientation or 18 pages for Rural Intermediaries. This limit does not include the budget, performance measures, logic model, learning memo, and evaluation plan. Reviewers will not consider material over the page limit.

Each application must clearly describe a program that will deploy AmeriCorps members effectively to address a significant community problem. CV urges applicants to submit high quality applications that carefully follow the guidance in the RFA and Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

The program narrative should address all the criteria provided below:

- A. Executive Summary** — Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [what the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the CNCS focus area(s) of [Focus Area(s)].\* The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

\*If the program is not operating in a CNCS' focus area, omit this sentence.

Fixed Amount grant applicants (EAP, Fulltime Fixed, and AmeriCorps Partnership Challenge) should list their Other Revenue because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program. CNCS will post all Executive



Summaries of awarded grant applications on [www.nationalservice.gov](http://www.nationalservice.gov) in the interest of transparency and Open Government.

**B. Program Design (50 percent)** — Reviewers will consider the quality of the application’s response to the following criteria below. Applicant responses must include the exact headings and address *how* they meet each of the criteria below each heading. A response that simply restates the criteria is not sufficient. Do not assume all sub-criteria are of equal value.

**1. Need (4%)**

- The problem the program will address is prevalent and severe in communities where members will serve and the need has been well documented with relevant and recent data.

“Community” can be a geographic region, a specific population of people, or a combination of both. The applicant organization must document the need it plans to address with its proposed program, whether it is a defined geographic community or a subset of individuals living in a particular area.

**2. Theory of Change and Logic Model (24%)**

The Theory of Change articulates a problem, a proposed intervention, and the change (outcomes that is expected to result from delivering the intervention). The program’s Theory of Change shall address:

- The proposed intervention is responsive to the identified community problem.
- The applicant’s proposed intervention is clearly articulated including:
  - the design,
  - the duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention).
  - the dosage of the intervention (e.g., the total amount of service each participant will receive in order to achieve the outcome such as total number of hours of service, number of hours per session, or sessions per week).
  - target population for the intervention, including the beneficiary selection process (e.g., disconnected youth, third graders at a certain reading proficiency level).
  - roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s theory of change.
- The expected outcomes articulated in the application narrative, performance measures, and Logic Model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for setting output and outcome targets for proposed performance measures.  
**Note:** Re-competing applicants proposing to significantly increase or decrease output or outcome targets from their previous grant must provide a justification for this change. Rationales and justifications should be informed by the organization’s performance data (e.g. program data observed over time suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem and will not duplicate, supplant, or displace existing resources.

The Logic Model shall depict:

- All elements stated in the Application Instructions (see page 11).
- All elements of the logic model are aligned with the program’s theory of change, performance measures, and program narrative.





**NOTE:** The Logic Model must be completed as a separate document using the Logic Model template provided by CV. Please do **not** insert the Logic Model into the Program Narrative. See *2018 AmeriCorps State Application Instructions* and *2018 Application Forms* for specific details to include in the Logic Model.

### 3. **Evidence Base (12%)**

The assessment of an applicant's evidence base has two steps. First, the applicant will be assigned to an evidence tier. (See the Mandatory Supplemental Guidance for description of each evidence tier.) Second, the quality of the applicant's evidence and the applicant's overall capacity to collect and use data (including performance measurement and evaluation data) will be assessed and scored.

#### **Evidence Tier:**

An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model. Applicants should use the evidence checklist available on the website to self-assess their evidence tier before completing the application.

Applicants must 1) state the evidence tier in which they think they qualify; 2) clearly indicate and describe the evidence that supports the highest evidence tier for which they are eligible and 3) describe the complete body of evidence that supports their program intervention including evidence from lower tiers. Applicants should pay particular attention to the requirements for each tier of evidence. All requirements must be met in order for applicants to be assigned to a tier. Applicants who do not fully describe their evidence base may not be assigned to a tier for which the applicant otherwise may have qualified.

Applicants classifying their evidence as preliminary who propose to replicate an identical or similar evidence-based intervention, as well as applicants classifying their evidence as either moderate or strong evidence should reference the information about the evidence tiers. Submission of additional documents (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) that are not consistent with the guidance and requirements described in the *RFA, Application Instructions, and Mandatory Supplemental Guidance* will not be reviewed.

All applicants must include as much detailed information as possible in the Evidence section of the application. All applicants who have collected relevant performance measurement data must describe this data fully as outlined in the requirements for the pre-preliminary evidence tier. Applicants who have conducted evaluations of their own program or that are replicating other evidence-based programs must describe these evaluations in the application narrative as outlined in the evidence tier descriptions. Applicants are advised to focus on presenting high-quality evidence from up to two of the strongest and most relevant studies while also summarizing the remaining body of evidence that exists for the program. Studies must be evaluations of specific programs or interventions. Research that does not focus on a specific program or intervention, but rather focuses on a broader issue area or population, will not be considered applicable and will not be reviewed or receive any points.

When describing research studies or evaluations in the application narrative, applicants must include the following information in order to earn points:

- 1) The date the research or evaluation was completed, and the time period for which the intervention was examined
- 2) A description that shows the study's relevance to the proposed intervention
- 3) A description of the target population studied (e.g., the demographics)
- 4) The methodology used in the study (e.g., outcome study, random assignment, regression discontinuity design, propensity score matching, etc.)





- 5) A description of the data, data source, and data collection methods
- 6) The outcomes or impacts examined and the study findings
- 7) The strength of the findings (e.g., effect size, confidence level, statistical power of the study design and statistical significance of findings).

Applicants must provide this information in the narrative even if they submit the study or evaluation. Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any links or cited documents referenced in the application and will not review any additional documents that is not a study submitted in accordance with the *RFA* instructions.

Reviewers will examine the descriptions (and attached studies if relevant) using the following criteria:

- a) How closely the intervention evaluated in the studies matches the one proposed by the applicant;
- b) The methodological quality and rigor of the studies presented (e.g., sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);
- c) Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels; and
- d) The date of the study, with a preference towards studies that have been conducted within the last six years.

If the evidence submitted as part of an application does not describe a well-designed and well-implemented evaluation, the applicant may be considered for a lower evidence tier. Applicants must meet all requirements of the evidence tier in order to be considered for that tier. Applicants who do not meet all requirements will be considered for a lower tier.

### Evidence Quality and Evaluation Capacity

After the applicant's evidence tier has been assessed, the quality of the applicant's evidence and the applicant's overall capacity to collect and use data (including performance measurement and evaluation data) will be assessed and scored. Applicants must address the following standards in the application narrative. The standards are weighted differently for applicants in different evidence tiers to reflect expected variations in program life cycle and evaluation capacity at each stage of the evidence continuum.

<b>Evidence Quality and Evaluation Capacity Standards</b>	<b>No Evidence &amp; Pre-Preliminary Points</b>	<b>Preliminary Points</b>	<b>Moderate &amp; Strong Points</b>
The applicant's evidence is of satisfactory quality. Applicants with no evidence describe an evidence-informed theory of change.	2	2	2
The applicant's data collection systems are sufficient to yield high quality process and outcome data.	5	4	1
The applicant demonstrates adequate capacity to use process and outcome data including performance measurement (and evaluation data if applicable) to inform continuous learning and program improvement.	5	5	5
The applicant's long-term research agenda is aligned to the organization's learning needs and position on the evidence continuum (evidence tier).	0	1	4



Evidence quality and evaluation capacity standards must be addressed in the application narrative. All applicants, including new grantees, are also required to provide additional information in the Data Collection/Evaluation Plan (See Item# 14, Data Collection/Evaluation Plan); however, information provided in that plan will not be scored and will not be reviewed until after funding decisions have been made.

**4. Funding Priority (3%)**

- The proposed program fits within one or more of the 2018 AmeriCorps state and/or federal funding priorities as outlined in the Funding Priorities section of the RFA and the *2018 Mandatory Supplemental Guidance*.
- The proposed program meets all of the requirements detailed in the Funding Priorities section of the RFA and the *2018 Mandatory Supplemental Guidance*.

**5. Member Training (4%)**

The applicant has a high quality comprehensive training plan that will provide members the skills and knowledge they need to deliver effective service and will orient AmeriCorps members to national service, the community they serve, and their placement sites.

**6. Member Experience (3%)**

- AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- AmeriCorps members will have access to meaningful service experiences.
- AmeriCorps members will have access to opportunities for reflection and connection with the broader National Service Network.
- The program will recruit AmeriCorps members from the geographic or communities in which the program operates.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

**C. Organizational Capability (25 percent)**—Reviewers will consider the quality of the application’s response to the following criteria below. Applicant responses must include the exact headings **and** address **how** they meet each of the criteria below each heading. A response that simply restates the criteria is not sufficient. Do not assume all sub-criteria are of equal value.

**1. Organizational Background and Staffing (7%)**

- The applicant organization has the experience, staffing, and management structure to plan and implement the proposed program.
  - The applicant organization or its program partnership has experience administering federal grants and/or programs similar to the proposed program design.
  - Key program staff, administrators, and partners involved in the implementation of the proposed program have relevant expertise and functions.
  - The management structure will ensure adequate program oversight.

**2. Compliance and Accountability (8%)**

- The applicant organization demonstrates how it will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee (if applicable), and service site locations.
- The applicant organization, in implementation and management of its AmeriCorps program, will have systems and processes in place to prevent and detect compliance issues.
- The applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- If applicable, the CNCS-required evaluation report meets CNCS requirements.
- If applicable, the CNCS-required evaluation report is of satisfactory quality.



**3. Culture that Values Learning (5%)**

- The applicant's board, management, and staff collects and uses information for learning and decision making.
- The applicant's management and staff produces frequent reports on how well the organization is implementing its programs and strategies.

**4. Member Supervision (5%)**

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

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

This section will be assessed based on the Budget Narrative. Do not address these criteria in the Program Narrative.

**1. Cost Effectiveness and Budget Adequacy (25%)**

- The budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- The budget is submitted with adequate information to assess how each line item is calculated.
- The budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The cost per MSY is equal to or less than the maximum cost per MSY.

Proposed budget that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

Applicants must complete the budget narrative and ensure the following information is in the budget:

- Current indirect cost rate if used to claim indirect/administrative costs.
- Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Amount applicants.

Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash and the sources of these commitments, and if the commitments are proposed or secured.



## 7. California Performance Measurement Worksheet Instructions

### 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 at least one aligned performance measure (output and outcome) that corresponds to the proposed primary program intervention. Applicants proposing program service activities beyond the primary intervention are required to include additional aligned performance measures for those activities. Please note that CV values the quality of performance measures over the quantity of performance measures. Applicants should focus member service hours in service activities that are significant to the program's theory of change and intended outcomes.
- **Common Member Development Worksheet**—Applicants must have an aligned 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.

The Needs and Service and Strengthening Communities PMWs combined must account for at least 80 percent of the AmeriCorps members' total aggregate service hours. CaliforniaVolunteers value AmeriCorps program designs that are focused with measurable strong impacts. Therefore, having more performance measures beyond the required three PMWs stated above does not necessarily make an application more competitive.

Each performance measurement area is explained below. Detailed instructions for completing these required PMWs are provided on pages 22-26.

#### **Primary Needs and Service Activity**

- Applicants must develop an aligned performance measure (output and outcome) for their **primary** needs and service activity. The "Primary Needs and Service Activity" is defined as the service activity performed by AmeriCorps members to which the greatest number of service hours (cumulative across the program) is dedicated. It is also the service activity or intervention that is most significant to your program's theory of change.
- Proposed outcomes must be measurable within one grant year and must demonstrate significant changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention or service activities delivered by AmeriCorps members.

#### **Member Development**

- All applicants are required to complete the *Common Member Development Performance Measurement Worksheet*. CV expects that the outcome focus is on member's actual performance, not just "knowledge" gained.
- Applicants may have additional member development outcomes as appropriate to their program design.
- Member development activities are not to exceed 20% of total aggregate member service hours.



### **Strengthening Communities**

- All programs are required to recruit volunteers and must complete the required *Common Strengthening Communities Performance Measurement Worksheet* to capture efforts in this area. Not all members are required to engage in volunteer recruitment activities. Applicants may assign the number of member service hours dedicated to volunteer recruitment efforts as appropriate for their program design.
- If members will train and manage volunteers, in addition to recruiting volunteers, applicants are required to include a corresponding outcome target that aligns with the common output targets on the Common Strengthening Communities PMW.
- Applicants proposing to have members engage in capacity building activities such as recruiting, training, and managing volunteers to address community needs as their primary focus are required to use the Needs and Service Activity PMW. Such program models are not required to also have a Common Strengthening PMW.

### **Other Non-Primary Needs and Service or Indirect Service Activities [OPTIONAL]**

- All non-primary needs and service performance measures (PM) (including activities other than the primary service activity) must have an aligned output and outcome.
- **Fundraising Activities:** If members will perform any fundraising activities, applicants must develop a separate PMW to account for any member time spent on allowable fundraising activities. Federal regulations prohibit a member from spending more than 10% of his/her service hours toward performing any fundraising activities, including fundraising supporting activities (i.e., serving food, stuffing envelopes, collecting any type of donation, directing parking, etc.).

AmeriCorps members can participate in fundraising activities within the following guidelines:

- Member fundraising activities must be in support of the program's identified community need, and may not include fundraising activities that provide benefit to the legal applicant and/or placement site's general operating budget or endowment or that of other programs sponsored by the legal applicant and/or placement site;
  - Members may not fundraise for required matching funds necessary to cover program operating costs;
  - Members may not prepare grant applications for funding provided by CV, CNCS, or any other federal agency; and
  - Members may not participate in fundraising activities unless specifically outlined in both the performance measures and member position description and agreed to by the member.
- **Swearing-in, Graduation Ceremony, and Participation in National Service Days:** Successful applicants are required to conduct both a swearing-in and graduation ceremony for all cohorts/classes of members and participate in Martin Luther King Day of Service or Cesar Chavez Day of Service. Programs are strongly encouraged to participate in other National Service Days (e.g. September 11<sup>th</sup> Day of Service, Make a Difference Day, Martin Luther King Day of Service or Cesar Chavez Day of Service and Learning). Service hours dedicated to National Days of Service events should be captured on a Strengthening Communities PMW or Member Development PMW, whichever is most appropriate based on the program's intent for engaging members in these events.



## Needs and Service PMW Directions

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

PMW Row	Definitions & Directions
1	<p><b>Community Need</b></p> <p>Very briefly summarize the community need your partnership has researched and selected that this performance measure will address. This is the foundation of your PMW and is detailed in your Narrative. This is a brief summary, <u>not to exceed 500 characters with spaces.</u></p>
2	<p><b>Target Population</b></p> <p>The target population are those individuals or things directly impacted by the community problem stated that will receive the program's intervention. Answer a. through c. for the high-need target population.</p> <ol style="list-style-type: none"> <li>a. Provide a brief description of the "high need" target population (be specific), including the criteria used to define the target population as "high-need."</li> <li>b. Identify the number of direct high need beneficiaries members will serve through this performance measure.</li> <li>c. Describe the high need beneficiary selection process. Given that you cannot serve more than indicated in "b," how will you select those you will serve from the many that need your services? Describe how you <u>select</u> beneficiaries to receive your "service." Who or what will receive your program service? This should not be a "referral" process.</li> </ol>
3	<p><b>Amount of Service</b></p> <p>This is the amount of member service hours dedicated to this intervention. Answer a. thru e. for this performance measure. These are simple calculations that should be determined by thinking about the specific activity &amp; amount of time it may take to achieve the result in Row 2. This is how you know how many and what type of member to request to achieve the desired outcome(s) or meet the community need.</p> <ol style="list-style-type: none"> <li>a. # of members in this activity (indicate the types of member positions)</li> <li>b. # of hours per day for this activity</li> <li>c. # of days per week for this activity</li> <li>d. Duration/interval of activity or # of days or weeks that this activity will take place</li> <li>e. Total number of member hours for this activity. Calculated by—[a*b*c*d]</li> </ol> <p>NOTE: No member service hours may be earned from home without written CV approval.</p>



4	<b>Intervention</b>	<p>a. Describe the <b>core activities</b> that define the intervention members will implement or deliver. This is a concise description of <i>exactly</i> what members will do to achieve the Target in Row 8. You need to know this to know how many members are needed and how many people/things you can successfully serve.</p> <p>b. Describe the <b>dosage</b>. The dosage is the amount of time research and experience tell you is needed to achieve the desired change. The dosage must include:</p> <ul style="list-style-type: none"> <li>• <u>Frequency</u> or number of sessions per/ week;</li> <li>• <u>Intensity</u> or length of each session; and</li> <li>• <u>Duration</u> or total number of hours, weeks, sessions or months of the intervention.</li> </ul> <p>Tips: Words like “mentor”, “assist,” “tutor”, “improve” <u>need</u> to be defined. What are members doing when they “improve” something? Be clear and concise. Don’t make your reviewers guess what you mean.</p> <p><b>Tutoring Programs</b>—must include your evidence-based tutoring intervention, amount of 1:1 time each student will receive (if it is zero, please indicate), and skills/subjects tutored. Tutoring must have academic outcomes, and CV requires grade level or California Standard Proficiency change as the unit of progress. Remember, tutoring is a sustained relationship over time that focuses on <u>identified</u> deficit academic skills, with skill assessment throughout the program (not just pre/post). See the CNCS National Performance Measures Instructions for additional requirements on output/outcome selection rules, dosage, and data collection requirements.</p> <p><b>Mentoring Programs</b>— must describe the evidence-based mentoring intervention, amount of 1:1 time each student will receive (if zero, please indicate), the amount of 1:2-3 time each student will receive, and types of social/behavioral issues being addressed. Remember, mentoring is a sustained relationship over time that focuses on identified social and/or behavioral skills, with assessment throughout the program (not just pre/post). For the purpose of CV, there is no “academic mentoring.” Mentoring is social/behavioral, not academic. For academic outcomes, see tutoring above. See the CNCS National Performance Measures Instructions for additional requirements on output/outcome selection rules, dosage, and data collection requirements.</p>
5	<b>Result</b>	<p>The result should directly and clearly flow from the community need. Write a statement that reflects the result the <u>community</u> desires. This is a <u>brief</u> statement of the desired result (i.e., Increase academic skills; or Increase recycling awareness, etc.). Applicants need to identify <u>two</u> result statements—outcome and output. These results are required.</p>
6	<b>Indicator</b>	<p>The indicator is the <i>thing</i> the <u>community</u> will look at to gauge progress toward the result. It should mirror the result. It is <b>not</b> the instrument. The indicator for both output and outcome begin with the words: “The <u>number</u> of...” Applicants will need to complete each sentence in the PMW.</p> <p>Tip—frequently, the indicator can be created by combining the “The number of...” phrase, with the result statement</p>





7	<b>Instrument</b>	<p>Describe the specific instrument(s) you will use to measure the output or outcome indicators, including information on (a-e for each output and a-h for each outcome):</p> <ol style="list-style-type: none"> <li>Name or title of instrument</li> <li>Specific data the instrument will collect</li> <li>The minimum number of hours, days, or other units of participation required to be counted</li> <li>The level of gain/amount of improvement required to meet target and be counted</li> <li>Procedure for ensuring service recipients will not be double-counted</li> <li>Details on the instrument's reliability and validity:</li> <li>Who will administer the instrument</li> <li>How often each service recipient will be assessed</li> <li>If applicable, how the instrument is sufficient to meet the data collection requirements outlined in CNCS National Performance Measures Instructions</li> </ol> <p><b>Each</b> indicator identified in Row 3 needs to have a corresponding instrument with a-h answered. Please <b>DO NOT</b> change the format.</p>
8	<b>Target</b>	<p>State the <b>target</b>, as measured by the instrument identified in Row 7 that your program expects to meet at the end of each program year. CaliforniaVolunteers views targets as a vision of your program's future service delivery, and will negotiate final targets during the clarification and/or contracting process. Please note in the following example that raw numbers <u>must</u> be included as appropriate.</p> <p><b>Output</b> Targets are simple tallies and counts.</p> <p><b>Outcome</b> targets must have four components:</p> <ol style="list-style-type: none"> <li># of people/things that changed</li> <li>What changed</li> <li>Amount of the change</li> <li>Dosage</li> </ol> <p>Example of <u>Applicant-Determined</u> <b>Outcome</b> Target: 100 of 200 students receiving X hours of 1:1 tutoring will increase reading by one grade level.  Example of <u>National</u> Measure <b>Output</b> Target: ED4A: 348 of 435 mentees will receive 1:1-3 mentoring for a minimum nine-month interval  Example of <u>National</u> Measure <b>Outcome</b> Target: ED7: 223 of 348 mentees who receive 1:1-3 mentoring will show no or reduced disciplinary referrals and/or suspensions, etc.</p>
9	<b>Prior Data</b>	<p>If you have data for this performance measure from prior years, report it here. <u>Only include data directly reflective of the target stated.</u></p>





**[REQUIRED] COMMON Strengthening Communities PMW Directions**

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



**[REQUIRED] COMMON Member Development PMW Directions**

PMW Row		Definitions & Directions
1	<b>Community Need</b>	Pre-identified by CV: Members deserve to be appropriately trained to perform the services assigned, to increase both professional skills and community development skills, and to enhance their esprit de corps experience.
2	<b>Target Population</b>	Answer a-f regarding AmeriCorps members.
3	<b>Amount of Training</b>	Enter the number of hours per member. See <a href="http://www.nationalservice.gov/sites/default/files/upload/policy%20FAQs%207.31.14%20final.pdf">http://www.nationalservice.gov/sites/default/files/upload/policy%20FAQs%207.31.14%20final.pdf</a> for orientation requirements. No member service hours may be earned from home without written CV approval.
4	<b>Intervention/Activity</b>	Briefly outline the training and support your program will provide to members. Include <b>core trainings</b> members need to deliver program services. Remember your training plan details are in your Narrative--briefly highlight the training and development your program will provide to members. Your Core Training must include mandated AC training (e.g. prohibited activities, member rights and responsibilities, code of conduct, suspension and termination rules, etc.), training members need to deliver program services (i.e.. child abuse reporting, working with families, etc.), and any training your partnership considers mandatory. Not all training must fall into Core Training. Include frequency/number of hours. Note: Member development is about what <b>the program</b> provides to the members-- <b>not</b> about development members seek on their own (e.g., degrees, job skills programs, certification, etc.).
5	<b>Result</b>	Identify the result the community expects to see addressed (a short pithy statement).
6	<b>Indicator</b>	Pre-identified by CV: The number of members trained in program's core training... and the number of members who increase their knowledge and skills
7	<b>Instrument</b>	Pre-identified by CV: Output Measurement: Training Log to collect data on member names, specific topic, and # of hours Outcome Measurement: Written Member Performance Review to collect data on member skill increases. Frequency: <i>Two times a year</i> . Programs must conduct at least a midterm and End-of-Term written performance reviews for full-time and half-time members, and an end-of-term written evaluation for less than half-time members.
8	<b>Target</b>	Partially Pre-identified by CV: Fill in the numeric targets that you expect to achieve for each target. Output Target: <b>XX</b> member will complete Core Training Outcome Target: <b>XX</b> of members will increase skills by <b>XX</b> %.
9	<b>Prior Data</b>	If you have data for this performance measure from prior years, report it here. <u>Only include data directly reflective of the target stated.</u>



## 8. Budget Form and Budget Narrative Instructions

**All applicants are required to submit a detailed budget using the CV AmeriCorps Budget Template in Excel format** available on the CV website at <http://www.californiavolunteers.org/index.php/Grants/ameriCorps/>.

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

### Match Requirements

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

**Table 1: Match Requirements in the AmeriCorps Regulations**

Grant Type	Match Requirement
Cost-Reimbursement Grants, including 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/ Less than Full-Time Serving in a Full-Time Capacity Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the maximum cost per MSY in the RFA.
Fixed-Amount EAP Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the maximum cost per MSY in the RFA.
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 in the RFA.

**Table 2: Minimum Match Requirements for Cost Reimbursement Grants**

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

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are re-competing, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. Define all acronyms the first time they are used.



**Note:** CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Grantees that use federal funds as match will be required to report the sources and amounts on the Federal Financial Report (FFR).

### **Preparing Your Budget**

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

To prepare your budget, follow the detailed budget instructions below. Use the CV Excel *Budget Narrative* tab to create your program budget. The *Budget Form* tab will be automatically populated from the information you enter in the Budget Narrative tab. Be sure to review your completed budget against the *Budget Analysis Checklist* provided at the end of this section to ensure that your budget is complete and accurate.

As you prepare your budget:

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

Programs must comply with all applicable federal laws, regulations, and Omni Circular. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2CFR Part 200) for allowable, allocable, and reasonable cost information, as well as, audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds as required in the OmniCircular. The OMB OmniCircular can be found online at [www.whitehouse.gov/OMB/circulars](http://www.whitehouse.gov/OMB/circulars).



## Detailed Budget Instructions

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

### Section I. Program Operating Costs

#### A. Personnel Expenses

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

#### B. Personnel Fringe Benefits

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

#### C. 1. Staff Travel

Describe the purpose for which program staff member will travel. Provide a calculation to include itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable. Only domestic travel is allowable. Any out of state travel requires advance approval from CV.

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

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

California AmeriCorps conference: 2 staff X \$250 airfare + \$50 ground transportation + \$250 registration fee + (2 days) X \$100 lodging + \$35 per diem = \$1,640

#### C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify



the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. In NO CASE may budgeted rates exceed federal rates.

#### **D. Equipment**

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

#### **E. Supplies**

AmeriCorps members must wear an AmeriCorps logo on a daily basis—preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please note that your program will be using the AmeriCorps logo in the budget description.

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

#### **F. Contractual and Consultant Services**

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

##### **G. 1. Staff Training**

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

##### **G. 2. Member Training**

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

#### **H. Evaluation**

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

#### **I. Other Program Operating Costs**

Allowable costs in this budget category should include when applicable:

- State Criminal Registry and FBI Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or



similar payment from the grant (federal or non-federal share). If your program covers the cost for background checks outside of grant funds, these items should still be included in “Other” with zero costs and explain how your program will be covering the cost in the budget narrative.

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative.  
**Gifts and/or food in an entertainment/event setting are not allowable costs.** The only two cases in which food is allowed to be charged to the grant are: (1) for travel per diem and (2) for events such as all-day trainings where there is a working lunch. In both cases, the amount is restricted to the rates set by the federal government.

## Section II. Member Costs

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

### A. Living Allowance

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

Term of Service	Minimum # of Hours	Minimum Living Allowance	Maximum Living Allowance
Full-time	1,700	\$13,732	\$27,464
Half-Time	900	n/a	\$14,539
Reduced Half-Time	675	n/a	\$10,905
Quarter-Time	450	n/a	\$7,270
Minimum-Time	300	n/a	\$4,847

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

### B. Member Support Costs

Consistent with California State law, you must provide members with the benefits described below:

- **FICA for Members.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative and provide documentation with application. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker’s Compensation.** Under California Labor Code Sections 3351 to 3352(j) inclusive, Subgrantees are required to provide workers’ compensation insurance for AmeriCorps members as they would for any other employee.





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

### **Section III. Administrative/Indirect Costs**

#### **Definitions**

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

#### **Options for Calculating Administrative/Indirect Costs (choose either A, B, or C)**

Applicants can choose to use one of two methods to calculate allowable administrative costs – a CNCS fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, CNCS’s share of administrative costs is limited to 5% of the total CNCS funds **actually expended** under this grant.

#### **A. CNCS Fixed Percentage Method**

##### **Five Percent Fixed Administrative Costs Option**

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

1. To determine CNCS share for Section III: Multiply the sum of CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as CNCS share. The 5% maximum is calculated by multiplying the sum of CNCS’s share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. (If 0.0500 was used, the resulting Section III costs would be less than the maximum 5% of total costs that are permitted under CNCS’s regulations.) As allowed by CNCS, CaliforniaVolunteers retains 40% of the federal share of administrative costs.
2. To determine the maximum Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of CNCS and grantee shares under Total Amount.

#### **B. Federally Approved Indirect Cost Rate Method**

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by CNCS. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which





this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both CNCS and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine CNCS share: Multiply the sum of CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as CNCS share of indirect costs. As allowed by CNCS, CaliforniaVolunteers retains 40% of the federal share of administrative costs.
3. To determine the maximum Grantee share: Subtract the amount calculated in step 2 (CNCS administrative share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

### **Calculation of CV/Grantee Share of Federal Administrative Costs**

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

**$[(\text{Section I CNCS Share}) + (\text{Section II CNCS Share}) \times 0.0526] \times (0.40) = \text{CV Share}$**

**$[(\text{Section I CNCS Share}) + (\text{Section II CNCS Share}) \times 0.0526] \times (0.60) = \text{Subgrantee Share}$**

### **C. De Minimis Rate of 10% of Modified Total Direct Costs**

Organizations who have **never**, at any point in time, held a federally negotiated indirect cost rate (except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding, may indefinitely use a de minimus rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If this option is elected, it must be used consistently across all federal awards..

### **Source of Match**

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

### **Pre-Contract Costs**

Successful applicants must have a fully executed contract in place with CV before costs can be incurred against CNCS share. However, programs may request for approval from CV to incur costs using match or grantee share prior to having an executed contract in place to cover non-member support related expenses such as staff recruitment, training, criminal background checks, member recruitment, etc. In the "Pre-Contract Costs" table, enter the anticipated pre-contract costs for the grantee share by cost category. The pre-contract costs identified must be inclusive of costs included in the proposed budget. All pre-contract costs are subject to the federal grant award approval.



## Budget Analysis Checklist

Use this checklist to review your completed budget to help assure that it is accurate and meets AmeriCorps requirements. Please complete but DO NOT include with your application.

Compliant?	<b>Section I. Program Operating Costs</b>
Yes ___ No ___	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
Yes ___ No ___	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.
Yes ___ No ___	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes ___ No ___	Brief position descriptions are provided for each staff member listed on the grant?
Yes ___ No ___	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes ___ No ___	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes ___ No ___	The purpose for all staff and member travel is clearly identified?
Yes ___ No ___	You have budgeted funds for staff travel to CV and CNCS sponsored meetings in the budget narrative?
Yes ___ No ___	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
Yes ___ No ___	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes ___ No ___	All single equipment items over \$5,000 per unit are specifically listed?
Yes ___ No ___	Justification/explanation of equipment items is included in the budget narrative?
Yes ___ No ___	All single supply items over \$1,000 per unit are specifically listed?
Yes ___ No ___	You only charged to the federal share of the budget member service gear, with the exception of safety equipment, that includes the AmeriCorps logo?
Yes ___ No ___	Are all consultant services budgeted below the maximum federal daily rate of \$750/day? Is the daily rate noted in all sections of the budget narrative where consultants are proposed?
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you provided budgeted costs for state criminal registry and FBI background checks of members and grant-funded staff in accordance with AmeriCorps requirements?
Yes ___ No ___	Are all items in the budget narrative itemized and the purpose of the funds justified?
Compliant?	<b>Section II. Member Costs</b>
Yes ___ No ___	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance as indicated in the chart in the budget instructions.



	Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.
Yes ___ No ___	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes ___ No ___	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance.
Yes ___ No ___	Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Check with your local State Department of Labor or state commission to determine whether or not you are required to pay worker's compensation and at what level (i.e., rate). If you are not required to pay worker's compensation, you need to provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage).
Yes ___ No ___	Health care is provided for full-time AmeriCorps members only (unless half-time serving for a sustained full-time period of time such as summer service)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.

<b>Compliant</b>	<b>Section III. Administrative/Indirect Costs</b>
Yes ___ No ___	Applicant has chosen Option A – Corporation fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes ___ No ___	Applicant has chosen Option A – Corporation fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes ___ No ___	Applicant has chosen Option B – federally approved indirect cost rate method and documentation on file? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.
Yes ___ No ___	Applicant has chosen Option B – The maximum grantee share is at 10% or less of total budgeted funds, less the 5% CNCS share?

<b>Compliant</b>	<b>Section IV. Match</b>
Yes ___ No ___	Is the overall match being met at the required level, based on the year of funding?
Yes ___ No ___	For all matching funds, the source(s) [private, state and local, and federal], the type of contribution (cash or in-kind), and the amount (or an estimate) of match, are clearly identified in the narrative?



## 9. Data Collection/Evaluation Plan

### New Applicants

New applicants are required to submit a Data Collection Plan as part of their application. Data collection plans must not exceed 10,000 characters and must include the following:

- A description of the applicant's data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high quality system.
- A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

First-time applicants should be aware that CNCS may require submission of data collection instruments if a grant is approved for funding.

### Recompeting Applicants

Recompeting programs (both formula and competitive programs) are required to submit an Evaluation Plan as part of their application. Evaluation Plans must not exceed 10,000 characters and must include as much information as possible for each of the following:

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Study components – a) a proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan
- Qualifications needed for the evaluator
- The proposed budget

For more information about evaluation plans visit the CNCS Knowledge Network's Evaluation Resources: <http://www.nationalservice.gov/resources/evaluation/planning-evaluation>.



## 10. Learning Memo

Any applicant required to submit an evaluation report in order to comply with CNCS evaluation requirements must also submit a learning memo that describes how they are using the evaluation to improve and to inform their activities in the next funding cycle. The learning memo must be in a 12-point font or larger and should not exceed three pages of double-spaced text. The learning memo should include:

- A short summary of key learnings from the evaluation
- An explanation of how the program will incorporate key learnings into its strategy, design or implementation
- An explanation of how these changes will improve the program
- A discussion of how learning from the evaluation may inform next steps in the program's long-term research agenda

## 11. New Applicant Certification Form

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

## 12. Labor Organization Certification Form Instructions

### Definitions

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

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

### Instructions

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

Check Option 1 if program applicant:

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

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

Check Option 2 if program applicant:

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



If you check option 2, you must submit a written description of how the legal applicant will ensure that:

- a) AmeriCorps members won't be placed in positions that were recently occupied by paid staff.
- b) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

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

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

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

### 13. Organizational Self-Assessment Instructions

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

### 14. Assurance and Certification Instructions

Please read the following Assurances and Certifications before signing the Assurance and Certification Signature Page.

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

- a) Inability to certify  
Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.
- b) Erroneous certification or assurance  
The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.
- c) Notice of error in certification or assurance  
You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.
- d) Definitions  
The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded" as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be





considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

- e) Assurance requirement for subgrant agreements  
You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.
- f) Assurance inclusion in subgrant agreements  
You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.
- g) Assurance of subgrant principals  
You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- h) Non-assurance in subgrant agreements  
If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.
- i) Prudent person standard  
Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

## **ASSURANCES**

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

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of





race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.



- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.
- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by CNCS will be used to support any such prohibited activities.
- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-CNCS funds or paid with CNCS funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a CNCS-funded project and paid with CNCS grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document “Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants” on CNCS’s website at: <http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.
- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet



human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;

- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community Service Act of 1990, and in CNCS's regulations at § 2540.100;
- Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in CNCS's regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform;
- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of CNCS, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by CNCS;
- Will ensure the provision of a living allowance and other benefits to participants as required by CNCS;
- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected by the State on a competitive basis;
- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;
- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless CNCS approves otherwise.

## **CERTIFICATIONS**

### **Certification – Debarment, Suspension, and Other Responsibility Matters**

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

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

### **Certification – Drug Free Workplace**

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



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

- A. Publishing a drug-free workplace statement that:
  - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
  - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
  - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
  - a. Taking appropriate personnel action against the employee, up to and including termination; or
  - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

#### **Certification - Lobbying Activities**

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

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.



### **Certification - Grant Review Process (State Commissions Only)**

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

### **Erroneous certification or assurance**

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

### **Notice of error in certification or assurance**

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

### **Definitions**

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

### **Assurance requirement for subgrant agreements**

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

### **Assurance inclusion in subgrant agreements**

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

### **Assurance of subgrant principals**

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

### **Non-assurance in subgrant agreements**

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

### **Prudent person standard**

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





## 15. Moderate/Strong Evidence Supporting Documents

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

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

## 16. Evaluation Report

**Applicable to ReCompeting Applicants only.** ReCompeting competitive programs that are applying for their third three-year grant period and beyond will need to submit the report of their evaluation conducted during their current three-year grant period as part of their application.

Evaluation Requirements for Competitive Grantees (provided for reference)

The evaluation requirements differ depending on the amount of the grant, as described in 45 C.F.R. §2522.710:

- If the applicant is a competitive AmeriCorps State grantee (other than an Education Award Program grantee) whose average annual CNCS program grant is \$500,000 or more, it must arrange for an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 C.F.R. §2522.730.
- If the applicant is a competitive AmeriCorps State grantee whose average annual CNCS program grant is less than \$500,000, or an Education Award Program Grantee, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 C.F.R. §2522.730.

## 17. Financial/Audit Information Instructions

Provide your most recent Uniform Administrative Guidance audit (formerly OMB Circular A-133), your organization's financial audit, or other financial statements if you have not had a formal audit.

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

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

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



## 18. Federally Approved Indirect Cost Agreement

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

## 19. Request for Alternative Match Schedule Instructions

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

**Special Circumstances for an Alternative Match Schedule:** Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below. Use the “Request for Alternative Match Schedule” form to complete your request, and submit it as part of your application to CV. **Please limit your response to 4 double-spaced pages.** Should your application be selected by CV for funding consideration, CV will review and forward your request to CNCS for final approval. If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

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

**A. Rural County:** In determining whether a program is rural, CNCS will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 4, 5, 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment I for the Table of Beale codes.

**B. Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, CNCS will consider the following list of county-level characteristics. See Attachment I for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

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





## ATTACHMENT A: BEALE CODES AND COUNTY-LEVEL ECONOMIC DATA

### Rural Community

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

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

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



## ATTACHMENT B: SEVERELY ECONOMICALLY DISTRESSED COMMUNITY

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

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

