



1400 10th Street, Second Floor ■ Sacramento, CA 95814 ■ (916) 323-7646 phone ■ (916) 445-8317 fax
www.CaliforniaVolunteers.org

AmeriCorps Place-Based Initiative Funding Opportunity Stockton Service Corps



MANDATORY SUPPLEMENTAL GUIDANCE

Applications due March 1, 2019

IMPORTANT NOTICE TO APPLICANTS: The following documents are necessary to complete a 2019-2020 operating grant application for AmeriCorps funding. All can be found on the CaliforniaVolunteers website, www.californiavolunteers.org/index.php/Grants/americorps/.

- (1) AmeriCorps Place-Based Initiative Funding Opportunity Request for Applications (RFA)
- (2) AmeriCorps Place-Based Initiative Funding Opportunity Mandatory Supplemental Guidance
- (3) AmeriCorps Place-Based Initiative Funding Opportunity Application Instructions
- (4) AmeriCorps State Grant Application Forms

*The **AmeriCorps Place-Based Initiative Funding Opportunity Mandatory Supplemental Guidance** is intended to provide applicants with additional information for the preparation of their applications under the 2019 AmeriCorps State Grant Request for Applications (RFA). The Supplemental Guidance provides both detailed definitions of certain terms included but may have not been defined in the RFA. This Supplemental Guidance is incorporated by reference in the RFA, and applicants must comply with any requirements stated in this Supplemental Guidance.*

Cost Reimbursement Grants: These grants fund a portion of program operating costs and member living allowances, with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.

Enrollment Rate: Enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

Evidence based program: Evidence-based programs have been rigorously evaluated and have demonstrated positive results for at least one key desired outcome. Rigorous evaluation means at least one Randomized Controlled Trial (RCT) or Quasi-Experimental Design (QED) evaluation of the same intervention described in the application.

Evidence informed program: Programs in this category use the best available knowledge, research, and evaluation to guide program design and implementation, but do not have scientific research or rigorous evaluation of the intervention described in the application.

Applicants may be evidence-informed if they have incorporated research from other evidence-based programs into their program designs and/or have collected performance measurement data on the intervention described in the application.

Evidence Tiers

Pre-preliminary evidence means the applicant has not submitted an outcome or impact evaluation of the same intervention described in the application, although the applicant may have collected some performance data on the intervention (e.g., data on intervention outputs and/or outcomes). Applicants in this tier must describe in the Evidence Base section of the application how their program design is evidence-informed (see definition above). Applicants may also cite prior performance measure data if applicable.

Preliminary evidence means the applicant has submitted up to two outcome evaluation reports that evaluated the same intervention described in the application and yielded positive results on one or more key desired outcomes of interest as depicted in the applicant's logic model. The outcome evaluations may either have been conducted internally by the applicant organization or by an entity external to the applicant. The study design must include pre and post-assessments without a comparison group or a post-assessment comparison between intervention and comparison groups. In some cases a retrospective pre-post assessment may be considered, but its use must be justified in the text of the evaluation report.

CNCS grantees re-competing for their third competitive grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two reports allowed for the Preliminary evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their CNCS funded program, then more than two reports will not be considered.



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

CNCS grantees re-competing for their third competitive grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two reports allowed for the Moderate evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their CNCS funded program, then more than two reports will not be considered.

Strong evidence means the applicant has submitted up to two evaluation reports demonstrating that the same intervention described in the application has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented experimental design evaluation (i.e., Randomized Controlled Trial (RCT)) or a Quasi-Experimental Design evaluation (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs of the same intervention described in the application in different locations or with different populations within a local geographic area. The overall pattern of evaluation findings must be consistently positive on one or more key desired outcomes of interest as depicted in the applicant's logic model. Findings from the RCT or QED evaluations may be generalized beyond the study context. The evaluations were conducted by an independent entity external to the organization implementing the intervention.

CNCS grantees re-competing for their third competitive grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two reports allowed for the Strong evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their CNCS funded program, then more than two reports will not be considered.

Impact evaluation: An evaluation that provides statistical evidence of how well a program achieves its desired outcomes and what effect it has on service recipients and/or service participants compared to what would have happened in the absence of the program. Impact evaluations must be designed to provide evidence of a causal relationship between program activities and outcomes (45 C.F.R. § 2522.700). Grantees must use an experimental or quasi-experimental evaluation design (i.e., the evaluation must include a control group or a statistically matched comparison group).

Same intervention described in the application: The intervention evaluated in submitted evaluation reports must match the intervention proposed in the application in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention
- The setting in which the intervention is delivered
- Outcomes of the intervention



Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points.

Member Placement Site or Service Location: A member service location is the site at which an AmeriCorps member is placed to provide his/her service to the community.

Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours.)

Other Revenue: Funds necessary to operate an AmeriCorps program that are not CNCS funds or grantee share (match) identified in the budget. Total operating budget for an organization is not considered other revenue unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. For fixed amount grantees all non-CNCS funds that support the program are considered other revenue.

Prohibited Activities: While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CV/CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

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

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



Same Project: Two projects will be considered the same if they: Address the same issue areas, address the same priorities, address the same objectives, serve the same target communities and population, and utilize the same sites.

Programs must get approval CV to be considered a new project. CV will consider a project to be new if there is a meaningful difference between it and previous projects in a comparison of the following characteristics, among others: the objectives and priorities of the projects; the nature of the services provided; the program staff, participants, and volunteers involved; the geographic locations in which the services are provided; the populations served; and the proposed community partnerships. (45 CFR § 2522.340)

Requests for approval to be considered a new project should include information about how the new project differs from the previous project in the characteristics noted above. The request should also include the proposed name of the new project. CV staff will review the request to determine if the proposed project does represent a meaningful difference from the previous project or if the proposed project is an example of natural program evolution over time.

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

Non-duplication.

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

Non-displacement.

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

