



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

California For All Emergency Preparedness Campaign AmeriCorps Funding Opportunity



REQUEST FOR APPLICATIONS

Applications due May 13, 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, californiavolunteers.ca.gov/grants/ameri-corps.

- (1) Request for Applications (RFA)
- (2) Application Instructions
- (3) Application Forms

TABLE OF CONTENTS

CONTACT INFORMATION..... 2

OVERVIEW 3

APPLICATION TIMELINE 4

I. FUNDING OPPORTUNITY DESCRIPTION 5

II. ELIGIBILITY 9

III. FUNDING RESTRICTIONS 11

IV. APPLICATION REVIEW INFORMATION 14

V. APPLICATION AND SUBMISSION INFORMATION 18

VI. AWARD ADMINISTRATION INFORMATION 20

CONTACT INFORMATION

This Request for Applications (RFA) is available on the CaliforniaVolunteers (CV) AmeriCorps funding webpage at <https://californiavolunteers.ca.gov/grants/ameri-corps>.

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

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



OVERVIEW

State Entity Name: CaliforniaVolunteers
Funding Opportunity Title: 2019 California For All Emergency Preparedness Campaign AmeriCorps
Announcement Type: Initial Announcement
CFDA Number: 94.006

Disclosure: Funds requested under this opportunity are subject to applicable federal laws, rules, and regulations. References to specific regulations will be linked to e-CFR at www.ecfr.gov.

Important Dates:

- **Notice of Intent to Apply:** Applicants are strongly encouraged to submit a Notice of Intent to Apply for this competition. The Notice of Intent to Apply is due to CV by **5:00 p.m. Pacific Time on Wednesday, May 8, 2019**. The Notice can be found here: <https://www.surveymonkey.com/r/EmergencyCampaignNOI>.
- **Deadline:** The **Complete Application** is due to CV by **5:00 p.m. Pacific Time on Monday, May 13, 2019**.
- **Application Notification:** Successful applicants will be notified in June 2019.

Our Purpose:

CaliforniaVolunteers (CV), Office of the Governor, addresses community and state challenges by investing in high impact service solutions, while leveraging public, private, and nonprofit partnerships and resources. Through AmeriCorps, Disaster Volunteering, and Community Partnerships, CaliforniaVolunteers transforms small investments into big community impact.

Through recent legislation ([Assembly Bill 72](#)), CaliforniaVolunteers received immediate funds for an emergency preparedness campaign. AB 72 appropriates \$50 million to fund the California For All Emergency Preparedness Campaign to bolster statewide disaster resilience, of which the California Office of Emergency Services will distribute \$20 million and CaliforniaVolunteers will distribute \$30 million. The Campaign will ensure that vulnerable Californians are connected to culturally and linguistically competent support and will strengthen local community disaster preparedness peer-to-peer networks. This funding supports grants to community-based organizations and other local nonprofit entities to conduct outreach on emergency preparedness and provide resources for California's most vulnerable populations, which can be described by social vulnerability factors including social isolation, poverty, language barriers, and other access and functional needs challenges.

The *2019 California For All Emergency Preparedness Campaign AmeriCorps Funding Opportunity* provides state and federal funds to support two grants: 1) a regional program that will engage AmeriCorps members in supporting state disaster response and recovery efforts as well as delivering emergency preparedness education for vulnerable communities in Lake, Shasta, Fresno, Tulare, San Bernardino, and Riverside Counties; and 2) a local program that will engage AmeriCorps members in delivering emergency preparedness education to vulnerable communities and individuals in the Los Angeles County.

This *2019 California For All Emergency Preparedness Campaign AmeriCorps Funding Opportunity Request for Applications (RFA)* should be read together with the AmeriCorps regulations 45 CFR Sections 2520-2550. The following documents are necessary to complete the application for 2019-2020 AmeriCorps Funding:

- (1) 2019 California For All Emergency Preparedness Campaign AmeriCorps Funding Opportunity Request for Applications (RFA)
- (2) 2019 California For All Emergency Preparedness Campaign AmeriCorps Funding Opportunity Application Instructions (Application Instructions)
- (3) 2019 AmeriCorps State Grant Application Forms



APPLICATION TIMELINE

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

April 18, 2019	Opportunity Overview Webinar
May 8, 2019	Optional Notice of Intent to Apply due to CV by 5:00 p.m. Pacific Time
May 13, 2019	Applications due to CV by 5:00 p.m. Pacific Time
May 14- 17, 2019	Application Review Period & Clarification Period*
May 17, 2019	Application Applicants selected for funding notified by this date
May 22, 2019	Approved applications submitted electronically to CNCS's web-based grant management system**
June 10-July 31, 2019	Submit Contract Documents for Approval
August 2019	Program launch

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

** During this period, applicants must have appropriate staff available to enter and submit application into CNCS's web-based management system.



I. FUNDING OPPORTUNITY DESCRIPTION

A. Funding Program Description

CaliforniaVolunteers

CaliforniaVolunteers (CV), Office of the Governor, addresses community and state challenges by investing in high impact service solutions, while leveraging public, private, and nonprofit partnerships and resources. Through AmeriCorps, Disaster Volunteering, and Community Partnerships, CaliforniaVolunteers transforms small investments into big community impact.

Karen Baker, State of California Chief Service Officer, leads the organization in consultation with a 25-member Commission appointed by the Governor. The Commission supports the mission and objectives of CaliforniaVolunteers and fulfills statutory responsibilities.

CaliforniaVolunteers has received state funds through Assembly Bill 72. The purpose of this funding opportunity is to provide up to two grants to eligible organizations to engage AmeriCorps members in delivering emergency preparedness education to vulnerable communities and individuals and providing disaster response and recovery assistance in times of disaster.

Purpose of AmeriCorps

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

AmeriCorps grants are awarded on a competitive basis to eligible organizations that engage members in *evidence-based*¹ or *evidence-informed*² interventions to strengthen communities. AmeriCorps grants include an allotment of AmeriCorps member positions and provide partial funding to support AmeriCorps projects and programs. Grants are solely for program expenses and cannot be used for general organizational operating expenses. **AmeriCorps members or grant funds can help meet unmet needs or can expand an organization's ability to better address community needs, but cannot be used to duplicate, displace or supplant resources that already exist in a community.**

California For All Emergency Preparedness Campaign

Over the past decade, CaliforniaVolunteers has served as the state lead for volunteer and donations management during disasters. With this role, CaliforniaVolunteers has actively striven to increase the

¹ 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.

² 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.



emergency preparedness of local communities throughout California, connecting with nonprofits and community-based organizations, local government, and the corporate sector to improve resiliency and capacity in the state.

Through recent legislation (Assembly Bill 72), CaliforniaVolunteers received immediate funds for an emergency preparedness campaign. AB 72 appropriates \$50 million to fund the California For All Emergency Preparedness Campaign to bolster statewide disaster resilience, of which the California Office of Emergency Services will distribute \$20 million and CaliforniaVolunteers will distribute \$30 million. The Campaign will ensure that vulnerable Californians are connected to culturally and linguistically competent support and will strengthen local community disaster preparedness peer-to-peer networks. This funding supports grants to community-based organizations and other local nonprofit entities to conduct outreach on emergency preparedness and provide resources for California's most vulnerable populations, which can be described by social vulnerability factors including social isolation, poverty, language barriers, and other access and functional needs challenges.

The *2019 California For All Emergency Preparedness Campaign AmeriCorps Funding Opportunity* provides state and federal funds to support two targeted program initiatives: 1) a regional program that will engage AmeriCorps members in supporting state disaster response and recovery efforts as well as delivering emergency preparedness education for vulnerable communities in Lake, Shasta, Fresno, Tulare, San Bernardino, and Riverside Counties; and 2) a local program that will engage AmeriCorps members in delivering emergency preparedness education to vulnerable communities and individuals in the Los Angeles County.

B. Targeted Program Initiatives

CaliforniaVolunteers is seeking applications that achieve goals of the California For All Emergency Preparedness Campaign through the following two targeted program initiatives:

California For All Corps Disaster Teams

CaliforniaVolunteers is seeking for an applicant to develop three regional California For All Corps Disaster Teams of 10 AmeriCorps members in Northern, Central, and Southern California. The thirty AmeriCorps members will serve 35,000 individuals by providing emergency preparedness expertise to vulnerable populations, work within communities, and assist with surge management during disasters.

The successful applicant for the California For All Corps Disaster Teams program will recruit, train, supervise, and train 30 full-time AmeriCorps members to provide Community Disaster Education outreach and training emphasizing disaster preparedness for primarily underserved and vulnerable populations in the following counties during "Blue Sky" time when there no disasters: Lake, Shasta, Fresno, Tulare, San Bernardino, and Riverside. In addition to supporting AmeriCorps members to deliver emergency preparedness education, the successful applicant will coordinate with CaliforniaVolunteers to deploy members to assist with disaster response and relief efforts as deemed necessary by CaliforniaVolunteers' disaster services staff working in close relationship with the California Officer of Emergency Services. AmeriCorps members will serve in teams of 10 at one of three designated regions: Lake/Shasta, Fresno/Tulare, and San Bernardino/Riverside. All team members and their designated supervisor must be deployable upon short notice.

Required program elements for the **California For All Corps Disaster Teams** include:

- Collaborate with other California For All Emergency Preparedness Campaign grant recipients and community partners in the region (funded through a separate grant process) to ensure maximum reach and effective training delivery for targeted vulnerable and underserved communities and individuals;
- Participate in required training for effective dissemination of California For All Emergency Preparedness Campaign education curriculum and resources;
- Ensure one full-time program manager at 100% time is dedicated to managing the program and three full-time on-site member supervisors;



- Identify and establish formal partnership agreements with an organization at each designated region to oversee the day-to-day work of the members in the region;
- Manage the recruitment, selection, training, and supervision of 30 Full-time members serving a minimum of 1700 service hours;
- Train and support AmeriCorps members to effectively deliver emergency preparedness education training to 35,000 individuals by using the California For All Emergency Preparedness Campaign education curriculum and materials provided by CaliforniaVolunteers;
- Complete and ensure all staff and members in the budget have cleared all required criminal history checks (NSPOW, State DOJ & FBI checks) prior to service; and
- In partnership with CaliforniaVolunteers and the regional partners, train and prepare members for potential deployment to assist with disaster response and recovery efforts for two-week deployment sessions up to 4 incidents.

Los Angeles Emergency Preparedness Program Expansion

CaliforniaVolunteers is seeking to expand emergency preparedness outreach and services to serve 35,000 individuals in the greater Los Angeles area.

The successful applicant for the Los Angeles Emergency Preparedness Program Expansion initiative will recruit, train, and supervise, and support 30 full-time AmeriCorps members to deliver Community Disaster Education training emphasizing disaster preparedness for primarily vulnerable and underserved populations in the greater Los Angeles County. Learning objectives for the emergency preparedness education may include: 1) understanding the emergency alert system; 2) how to make a family communications plan that includes an evacuation plan; and 3) how to stay informed when disasters occur and where to find resources and the latest news on disasters affecting their community.

Specific requirements for the Los Angeles Emergency Preparedness Program Expansion include:

- Collaborate with other California For All Emergency Preparedness Campaign grant recipients and community partners in the region (funded through a separate grant process) to ensure maximum reach and effective training delivery for targeted vulnerable and underserved communities and individuals;
- Participate in required training for effective dissemination of California For All Emergency Preparedness Campaign education curriculum and resources;
- Ensure one full-time program manager at 100% time is dedicated to managing the program and providing supervision of members;
- Manage the recruitment, selection, training, and supervision of 30 Full-time members serving a minimum of 1700 service hours;
- Train and support AmeriCorps members to effectively deliver emergency preparedness education training to 35,000 by using the California For All Emergency Preparedness Campaign education curriculum and materials provided by CaliforniaVolunteers;
- Complete and ensure all staff and members in the budget have cleared all required criminal history checks (NSPOW, State DOJ & FBI checks) prior to service; and
- Identify and include "California For All Emergency Preparedness" in the program title and in all printed materials, service gears, signage, and communication;

C. Available Funds

CaliforniaVolunteers expects to provide up to \$1,752,000 in General State Funds through Assembly Bill 72 to support one year of funding for the California For All Corps Disaster Teams.

CaliforniaVolunteers expects to provide up to \$888,000 in General State Funds through Assembly Bill 72 to support one year of funding for the Los Angeles Emergency Preparedness Program Expansion.

AmeriCorps members who successfully complete their service commitment (a minimum of 1700 service hours) in either program will receive a \$ \$6,095 Eli Segal Education Award through the National Service



Trust administered by the Corporation for National and Community Service (CNCS). Education awards are not included in the grant award.

D. Authority

These funds are available under authority of the California Assembly Bill 72 and the National and Community Service Trust Act of 1990, as amended, (NCSA) (42 U.S.C. 12501 et seq.).



II. ELIGIBILITY

A. Eligible Applicants

The following non-federal entities (as defined in [2 CFR §200.69](#)) that propose to operate only within California who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply for AmeriCorps funding through CaliforniaVolunteers:

- Nonprofit organizations ([2 CFR §200.70](#))
- Institutions of higher education([2 CFR §200.55](#))
- Local government/public agencies ([2 CFR §200.64](#))
- State government agencies ([2 CFR §200.90](#))
- Indian Tribes within the state of California ([2 CFR §200.54](#))

B. Priority Initiative Specific Requirements

In addition to the above general eligibility requirements, applicants must meet specific requirements to qualify for each of the priority initiatives.

California For All Corps Disaster Teams

Applicants responding to the California For All Corps Disaster Teams priority initiative must be capable of deploying all members and a staff supervisor as needed to respond to disasters.

Los Angeles Emergency Preparedness Program Expansion

This priority initiative is only open to currently funded AmeriCorps grantees. New applicants are not eligible to apply for this priority initiative.

C. Community Partnerships Requirements

In order to maximize community involvement in the AmeriCorps program, all applicants are required to develop partnerships with at least three independent entities that include *one public and one private* partner (nonprofit or for-profit entity). Partners should have a significant role in planning, operating, and sustaining the program (e.g. match contribution, training resources, continuous improvement assessment, etc.).

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

Applications must include a DUNS number **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: [DUNS Request Service](#). CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. CV suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to CV.

Applicants that do not comply with these requirements may become ineligible to receive an award. See the SAM Quick Guide for Grantees at https://sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf

E. Other Requirements

Under section 132A(b) of the National & Community Service Act, organizations that have been convicted of a federal crime may not receive assistance described in this RFA.



Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if CNCS is aware that any corporation has any unpaid Federal tax liability which—

- 1) Has been assessed,
- 2) For which all judicial and administrative remedies have been exhausted or have lapsed, and
- 3) That is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that corporation is not eligible for an award under this RFA. A similar restriction may be enacted with the appropriation which will fund awards under this RFA.

Pursuant to the Lobbying Disclosure Act of 1995, any organization described in Section 501 (c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply for funding.



III. FUNDING RESTRICTIONS

A. Project and Award Period

Applications must include proposed activities and a detailed proposed budget for one year of operation. Grants awarded through this funding opportunity will support programming beginning in late summer of 2019. Successful applicants must start member service activities no later than January 2020 and allow up to 12 months for members to complete a term of service. Additionally, the program may not start prior to the execution of the program's contract with CV, which means AmeriCorps members may not begin service, certify any member hours, or accrue costs the budget prior to the conclusion of the contracting process. More information on the contracting process will be provided at funding notification.

B. Award Amount

Grant awards have two components: operating funds and AmeriCorps member positions. Operating funds awarded will include one year of funding up to \$1,752,000 to support 30 full-time AmeriCorps member positions for the California For All Corps Disaster Teams.

The award amount for the Los Angeles Emergency Preparedness Program Expansion will be one year of funding up to \$888,000 to support 30 full-time AmeriCorps member positions.

Total grant award will depend on the number of full-time AmeriCorps member positions requested. CV will review applications and determine the final award amount based on availability of funds. Award amounts may vary from the requested amounts.

C. Type of Award

The AmeriCorps grant award available for this funding opportunity is an **Education Award Program (EAP) Fixed amount grant** in which applicants will apply for federal funds to support the education awards for members and request for General State Funds to cover all other costs of the program. Programs can access funds under the grant based on enrolling the full complement of members supported under the grant. As an EAP AmeriCorps grant, there are no specific federal match or financial reporting requirements; however, applicants will be required to provide financial reporting as deemed necessary regarding the use of State Funds.

D. Cost Sharing or Matching

There is no specific match requirement for EAP Fixed Amount Grants; however, successful applicants must cover any program costs budgeted that exceed the available grant amount.

E. Indirect Costs

Applicants are allowed to include indirect costs in application budgets. Based on qualifying factors, applicants will either use a federally approved indirect cost rate, a 5/10 percent fixed option, a 10% *de minimis* rate of modified total direct costs, or may claim certain costs directly as outlined in [2 CFR § 200.413](#) Direct costs. States, local governments and Indian Tribes may use approved cost allocation plans. All methods must be applied consistently across federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10% *de minimis* rate must include the agreement in the application. However, under section 121(d) of the NCSA and CNCS's regulations at [45 CFR 2517.710](#), no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants, of which up to two percent may be allocated to cover CV share of indirect costs. See *Grant Application Instructions* for more information on calculating indirect costs.

F. Performance Measurement Requirements

Applicants are required to develop a set of performance measures using the California Performance Measurement Worksheets (PMWs) that addresses requirements described in the *Application Instructions*. 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.

All three PMWs combined must account for all member service hours requested. Applicants should use both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. CV values the quality of performance measures over the quantity of measures. For more information, see the *Application Instructions* for specific requirements for each required performance measurement area.

Specific Primary Outputs and Outcomes Requirements

For the Primary Needs and Service Performance Measurement Worksheet, successful applicants will be required to report on the following measures:

D1A (output)	35,000 individuals will receive emergency preparedness education and resources
Definition of Key Terms	Individuals: recipients of CNCS-supported services related to disaster preparedness, response, recovery, and/or mitigation Served: substantive engagement of individuals with a specific disaster-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

D5 (outcome)	Number of individuals reporting increased disaster readiness
Definition of Key Terms	Individuals: those reported in measure D1A Disaster readiness: measures taken to prepare for and reduce the effects of future disasters
How to Measure/Collect Data	Survey, interview, or other instrument capable of measuring changes in disaster readiness at the individual beneficiary level. When possible, pre-post assessments should be utilized.

G. Minimum Program Size

The minimum program size funded by CV for this opportunity is 30 full-time member positions. CaliforniaVolunteers believes this MSY requirement is necessary to provide members in quantities that make a substantial difference in meeting community needs.

H. Minimum Number of Members per Service Site

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

I. Living Allowance

The proposed budget must include a living allowance for full-time members that are within the required range per member. A living allowance is not considered a salary or a wage. Programs are prohibited from



comparing the member living allowance to an “hourly wage” in any recruitment materials, member handbooks, etc. Living Allowance costs can be included on the federal, state, or grantee shares of the budget or any combination of the three.

Table 3: Minimum and Maximum Living Allowance

Term of Service	MSY Equivalence	Minimum # of Hours	Minimum Living Allowance	Maximum Living Allowance
California For All Corps Disaster Teams Full-Time	1.00	1,700	\$21,000	\$27,984
Los Angeles Emergency Preparedness Program Expansion Full-Time	1.00	1,700	\$18,600	\$27,984

J. AmeriCorps Education Awards

AmeriCorps members who successfully complete a term of service will receive a Segal Education Award from the National Service Trust. The amount of the Education Award is based on the value of the Pell Grant. The Education Award amounts for each member slot type is listed in the table below. Learn more about the Education Award here: <https://www.nationalservice.gov/programs/ameri-corps/segal-ameri-corps-education-award>.

Table 4: Member Term of Service and Education Award

Term of Service	MSYs	Minimum # of Hours	Education Award
Full-Time	1.00	1,700	\$6,095

K. Enrollment Requirements

Enrollment rates ultimately effect the total number of AmeriCorps members awarded to California for service in California communities. Grantees are expected to enroll all member positions awarded in the grant and may not use unexpended funds resulting from not fully enrolling members for any other purpose in the operating budget. Successful applicants that do not fully enroll may be subject to a reduction in grant award amount.

L. Retention Requirements

Retention rates are an indicator of the grantee’s ability to properly design and manage an AmeriCorps program that results in achieving the outcomes contracted. We expect grantees to pursue the highest member retention rate possible. Retention rates will have a direct bearing on the number of slots and the size of awards approved in future years.

M. California For All Identification Requirements

Programs funded under this Opportunity must adhere to the California For All branding and identification requirements in addition to CaliforniaVolunteers’ AmeriCorps branding requirements.



IV. APPLICATION REVIEW INFORMATION

A. CaliforniaVolunteers Review and Selection Process

Applications will be reviewed and selected for funding using an intensive multi-stage process that includes CV Staff Review, Clarification and Feedback, and CV Commission approval. The 2019 grantmaking process follows the policies adopted by the Commission, available on the CV website at californiavolunteers.ca.gov. CaliforniaVolunteers' review and selection process will occur in several stages as follow.

Compliance Check

CaliforniaVolunteers staff will review all applications to determine compliance with eligibility, deadline, and completeness requirements. Applications that are submitted by eligible organizations by the deadline and that meet minimal compliance check requirements will advance to Staff Review. See the *Application Instructions* and *Application Forms* to ensure submission of a complete and compliant grant application.

Applications that have noncompliant issues identified may be disqualified or have points deducted from the application's total raw score. Criteria for assessing compliance includes, but is not limited to, the following:

- Minor Issues (3 point deduction): Packaging not completed according to guidance (see *Application Instructions* for specific packaging guidelines).
- Major Issues (6 point deduction): Items incomplete, or required items not submitted. Applicant will have 24 hours to submit incomplete or missing documents (other than those listed in Disqualifying Issues). If documents are received, the application will still receive a point deduction for Major Issues.
- Disqualifying Issues: The application will be disqualified if any of the following are missing: Program Narrative, Logic Model, Program Diagram, Performance Measurement Worksheets, or Budget Narrative.

Staff Review

In Staff Review, reviewers will evaluate each application against assessment criteria outlined in this RFA and the accompanying Application Forms and Instructions. Staff will review applications in teams of at least three and come to a consensus score for each criteria. Applications that do not meet the minimum score threshold will be released from consideration.

Clarification Period

Some applicants may receive requests to provide clarifying information and/or make changes to their application, including changes to the budget. This information is used by CV staff in making final funding recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to CVs' clarification requests in a timely manner may result in removal from funding consideration.

Risk Assessment Evaluation

CV staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds and the applicant's past performance (if applicable.) This evaluation is in addition to the evaluation of the applicant's eligibility for funding and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If CV determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, CV may consider the following, but not limited to:

- Financial capability and capacity to manage Federal funds
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable OMB Guidance
- History of performance as reflected in the applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:



- Timeliness of compliance with applicable reporting requirements,
- If applicable, meeting matching requirements, and
- If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- Information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as—
 - Federal Awardee Performance and Integrity Information System (FAPIIS),
 - U.S. Treasury Bureau of Fiscal Services
 - Dun and Bradstreet, or
 - “Do Not Pay”
- Reports and findings from single audits performed under Uniform Administrative Guidance (formerly OMB Circular A-133) and findings of any other available audits
- IRS Tax Form 990
- An applicant organization's annual report
- Publicly available information including information from an applicant organization's website
- Any other information listed in 45 CFR § 2522.140
- The applicant's ability to effectively implement statutory, regulatory, or other requirements.
- Past Performance

Additionally, CV may use the results of the review of the risk assessment evaluation in determining which applications to fund. If CV concludes that the reasons for applicants having poor risk assessment evaluations are not likely to be mitigated, those applications may not be selected for funding.

Selection

The primary consideration in the selection of AmeriCorps programs is merit. Applicants must meet a minimum score threshold **and** satisfactorily address all clarification issues in order to be considered for funding. CaliforniaVolunteers may award an application a limited-term “planning” or “program development” grant in addition to the operating grant. A planning grant provides funds to support the development of an AmeriCorps program design and infrastructures needed to operate the program. A program development grant provides funds to support one year of implementation; where continued funding would be subject to available funds and satisfactory performance.

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

- An applicant has multiple national service funding opportunities available;
- The Commission has constrained resources; and/or
- The legal applicant presents serious concerns around grant performance and/or fiduciary responsibilities discovered after rankings have been completed.

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

Feedback to Applicants

At the conclusion of the grant review process (usually late June) applicants may request their review results and feedback on their application by email funding@cv.ca.gov.

CV reserves the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications submitted to CV in response to this RFA.

B. Assessment Criteria

Each application must clearly describe a project that will effectively deploy AmeriCorps members to address a significant community need. We urge all applicants to submit a high quality application which



carefully follows the guidance in the RFA and in the *Application Instructions*. Applications will be assessed based on the quality of the response to criteria described in the *Application Instructions*. The following outlines the corresponding weight for each application component. The specific criteria that will be assessed is described in the Program Narrative section of the *Application Instructions*.

Program Design (Program Narrative, Performance Measurement Worksheets, Logic Model) – 50%

Fifty percent of the applicant's score will come from their description of the proposed program design addressing all relevant application instructions. This includes presenting a well-documented community need, a logical and well-thought out theory of change and logic model supported by evidence, the specific program intervention that AmeriCorps members will perform, and measureable outputs and outcomes as a result of member activities. Applicants will also be assessed on the plans they have in place to ensure effective service delivery and meaningful member service experience. See *Application Instructions* for the weights of specific subsections in Program Design.

Organizational Capacity (Program Narrative) – 25%

Twenty-five percent of the applicant's score will come from their description of the legal applicant's organizational capacity addressing all relative application instructions. This includes presenting the organization experience, staffing, and management structure to plan and implement the proposed program, and demonstrates that plans are in place to ensure compliance and accountability. Applicants will also need to demonstrate that their organization values learning and that they have a plan to supervise members. See *Application Instructions* for the weights of specific subsections of Organizational Capacity.

Cost Effectiveness & Budget Adequacy (Budget) – 25%

Twenty-five percent of the applicant's score will come from the quality of the application's budget based on the following criteria:

- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.

Proposed budgets 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 and ensure the following information is included:

- 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), the sources of these commitments, and if the commitments are proposed or secured.

C. Threshold Issues

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

- All applicants should request at least 30 full-time member positions.
- Applications must include only full-time members.
- Applicants applying for a Los Angeles Emergency Preparedness Program Expansion grant must demonstrate that they are a current AmeriCorps grantee.
- Applicants applying for the California For All Corps Disaster Teams must demonstrate the ability to deploy all members and a staff supervisor as needed to respond to disasters.

D. Potential Change to RFA Guidelines and Supplemental Guidance

This *Request for Applications* was created in good faith and based on the most recent state and federal guidance available. The amount of funds available for AmeriCorps, as well as new grant limits and requirements, are contingent on final federal appropriations and CNCS's final allocation of formula funds. These and other factors may require changes to the guidance and to this RFA. As necessary, CV will



issue all updates and supplemental materials at the earliest possible date. All supplemental materials and updates will be available on the CV website at CaliforniaVolunteers.ca.gov. **Applicants are advised to check the website at least weekly.**

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

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

The AmeriCorps regulations include federal criteria used to select applicants for funding and other pertinent information (Table 4).

Table 1: Program Requirements in the AmeriCorps Regulations

Requirements and Selection	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475



V. APPLICATION AND SUBMISSION INFORMATION

A. 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 <https://californiavolunteers.ca.gov/grants/americorps/>:
 - a. *Request for Applications* (this document),
 - b. *Application Instructions*,
 - c. *Application Forms*
2. Follow the instructions included in the *Application Instructions* document in completing and submitting an application. The *Application Instructions* document also contains directions for completing the required Electronic Submission.
3. A complete **Paper Application** must include one original and three copies containing required items (as applicable), as listed on the AmeriCorps State Grant Application Checklist. See *Application Instructions* and *Forms*.
4. An **Electronic Submission** of the required documents by email to Funding@cv.ca.gov (electronic submission of any other pieces of the application will not be reviewed). See the *Application Instructions* for more information.

Page Limits

The Program Narrative may not exceed 10 double spaced, single-sided, pages in portrait orientation (including the Executive Summary Page). This limit does not include other aspects of the application (e.g. the budget, logic model, performance measures, or program diagram), though individual documents may have their own limits. The other documents with page or character limitations are as follows:

- Logic Model may not exceed 3 pages

Do not submit unrequested materials such as videos, brochures, or any other items not requested in these application instructions. CaliforniaVolunteers will not review or return them.

B. Notice of Intent to Apply Submission Deadline

Submission of a Notice of Intent to Apply is strongly encouraged for this competition and is due **Wednesday, May 8, 2019**. Eligibility is not based on submission of a Notice of Intent to Apply. Please submit the notice using this link: <https://www.surveymonkey.com/r/EmergencyCampaignNOI>.

C. Application Submission Deadline

Applications (both the full Paper Application and Electronic Submission items) must arrive at CaliforniaVolunteers by **Monday, May 13, 2019 at 5:00 p.m. Pacific Daylight Time** in order to be considered.

Please send Paper Application to:

CaliforniaVolunteers
ATTN: AmeriCorps 2019
1400 10th Street
Sacramento, CA 95814

Applications that do not meet the *Application Checklist* and packaging requirements included in the *Application Instructions* will be subject to point deduction or disqualification.



Electronic Submissions will be completed by email to funding@cv.ca.gov with the subject line “2019 AmeriCorps Application Electronic Submission.” Please refer to the *Application Instructions*.

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

Late Applications

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. 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.

D. Submission to CNCS

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



VI. AWARD ADMINISTRATION INFORMATION

A. Governing Documents

A grantee's fully executed AmeriCorps contract with CaliforniaVolunteers incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations (45 CFR Sections 2520-2550), CNCS General and Specific Terms and Conditions, and CaliforniaVolunteers Policies and Requirements.

B. CNCS Terms and Conditions

All awards made under this *RFA* will be subject to the 2019 CNCS General Terms and Conditions, and the 2019 Specific Terms and Conditions for the particular program (when applicable.) These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-cnsc-grants>.

C. Uniform Guidance

All awards under this RFA are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in 2 CFR Parts 200 and 2205.

D. Reporting Requirements

Successful applicants are required to submit a variety of reports which are due to CV at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Once the grant is awarded, grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing CV with high quality performance measure data. At a minimum, grantees should have policies and practices which address the following areas of data quality:

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

In addition to reporting of progress toward the grant's approved performance measure outputs and outcomes, additional demographic and narrative data must be reported annually (as applicable), including the number of applicants for AmeriCorps positions and the number of volunteers recruited and/or supported by members.

Failure to submit accurate, complete, and timely required reports may affect the grantee's ability to secure future AmeriCorps funding. For further guidance and training resources see – [CNCS Performance Measure Resources](#).

E. National Service Criminal History Check Requirement

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, AmeriCorps members, or volunteers) receiving a salary, living allowance, stipend or education award through a program receiving CNCS funds (through either federal or grantee share of the budget). An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award. Please budget on the CNCS share at least \$54 plus the cost of a state criminal history check per covered individual (both staff and members).



CaliforniaVolunteers requires that all “Covered Positions” (program staff and AmeriCorps applicants) must undergo NSCHCs that include:

1. Nationwide³ name-based National Sex Offender Public Registry Check using NSOPW.gov;
2. Statewide Name- or Fingerprint-based Criminal History Registry Check in the State of residence at the time of application **and** in the State where the individual will serve or work;
3. FBI National Fingerprint-based Check

All checks must be conducted and any results considered according to Program and CV policy, with the individual cleared prior to the start of service and/or time on the grant. **This includes anyone listed on the budget whether grantee or match funded.**

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

1. Follow all CNCS requirements outlined in [45 CFR §§ 2540.200 – 2540.207](#) and CNCS’ most recent *NSCHC FAQs*; and
2. Follow CVs’ definition that since all programs/grantees serve and/or enroll vulnerable populations, all covered staff and potential AmeriCorps members must complete the **State, FBI and NSOPW.gov** checks; and
3. Recheck the NSOPW.gov nationwide search prior to the start of each term of service for all returning AmeriCorps members; and
4. Ensure all required checks are completed, results are considered and the individual is cleared prior to becoming an AmeriCorps member eligible to earn hours and/or a staff person beginning work on an AmeriCorps grant; and
5. Appropriately documents the checks process and retains a verification form and NSOPW.gov results in each staff/member file; and
6. Has a written policy and procedures in place, which at a minimum addresses requirements 1-5.
7. Ensure one staff member be trained annually in National Service Criminal History Checks using CNCS’ training module and maintain the resultant training certificate (per AmeriCorps Terms and Conditions).

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

F. Requests for Improper Payment Information

At the request of CNCS, CV may, from time to time, request documentation from grantees in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, CV/CNCS may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

G. Use of Material

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CV and CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so ([2 CFR §200.315 \(b\)](#)).

³ An “Advanced Search” of geographic region will not satisfy this requirement. All states that make up the nationwide NSOPR database must be checked before the check is considered complete. Use of a vendor for this check is often not compliant. (See CNCS’ NSCHC FAQs regarding Vendors).



H. Reallocation of Funding

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

