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[CaliforniaVolunteers.CA.GOV](http://CaliforniaVolunteers.CA.GOV)

## 2019 California For All AmeriCorps Funding Opportunity



## APPLICATION INSTRUCTIONS

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### Applications due October 2, 2019

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**IMPORTANT NOTICE TO APPLICANTS:** The following documents are necessary to complete a 2019-20 operating grant application for AmeriCorps funding. All can be found on the California Volunteers website, [californiavolunteers.ca.gov/Grants/ameriCorps/](http://californiavolunteers.ca.gov/Grants/ameriCorps/).

- (1) 2019 California For All AmeriCorps Funding Opportunity Request for Applications (RFA)
- (2) 2019 California For All AmeriCorps Funding Opportunity Mandatory Supplemental Guidance
- (3) 2019 California For All AmeriCorps Funding Opportunity Application Instructions
- (4) 2019 California For All AmeriCorps Application Forms
- (5) 2019 National Performance Measures Instructions

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## I. APPLICATION RESOURCES

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

Use these instructions in conjunction with the 2019 California For All AmeriCorps Funding Opportunity Request for Applications (RFA), the 2019 California For All AmeriCorps Funding Opportunity Mandatory Supplemental Guidance, the 2019 AmeriCorps State Grant Application Forms, the 2019 CNCS 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://californiavolunteers.ca.gov/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 California For All Funding Opportunity Request for Applications & Mandatory Supplemental Guidance, which take precedence over the
- AmeriCorps California For All Application Instructions.



## II. APPLICATION CONTENT AND INSTRUCTIONS OVERVIEW

### A. Submission to California Volunteers

Applicants must submit a hardcopy application package and electronic submission of some documents to California Volunteers 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/>:
  - 2019 California For All AmeriCorps Funding Opportunity Request for Applications,
  - 2019 California For All AmeriCorps Funding Opportunity Mandatory Supplemental Guidance,
  - 2019 California For All AmeriCorps Funding Opportunity Application Instructions (this document),
  - 2019 California For All AmeriCorps Grant Application Forms,
  - 2019 CNCS National Performance Measures Instructions
2. Follow the instructions included in this document for preparing and completing an application.
3. Submit a complete required **Paper Application** that includes one original package containing all items (as applicable) and three copies of items #1-8 and 14-15 as listed on the AmeriCorps Application Checklist.
4. Submit an **Electronic Submission** of all items by email to [Funding@cv.ca.gov](mailto:Funding@cv.ca.gov).

#### Page Limits

**The Program Narrative may not exceed 14 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, word, or character limitations are as follows:

- Logic Model may not exceed 3 pages
- Member Training Plan may not exceed 3 pages
- Planning Grant Narrative may not exceed 7 pages

### 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 **Thursday, September 19, 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/2019CFAAmeriCorpsNOI>.

### C. Application Submission Deadline

Applications (both the full Paper Application and Electronic Submission items) must arrive at California Volunteers by **Wednesday, October 2, 2019 at 5:00 p.m. Pacific Time** in order to be considered.

Please send Paper Application to:  
California Volunteers  
ATTN: California For All AmeriCorps 2019  
1400 10<sup>th</sup> Street  
Sacramento, CA 95814

See *Request for Applications* for more information on policies relating to late, incomplete, or otherwise noncompliant applications.



### III. APPLICATION PACKAGING CHECKLIST

**IMPORTANT:** Use the *Application Packaging Checklist* below to ensure that your application is packaged and submitted as required by CV. Please ensure that the electronic submission is submitted by email to [Funding@cv.ca.gov](mailto:Funding@cv.ca.gov) by the deadline. It is advised to divide the attachments into separate emails if they are too big to send in one email.

**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, depending on the severity of noncompliance.

<b>APPLICATION PACKAGING CHECKLIST</b> Included for your convenience—do not submit	
√	<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 or paperclips, no staples or other form of binding</li> <li><input type="checkbox"/> All items collated in the order required</li> <li><input type="checkbox"/> pages numbered by application components</li> </ul>
	2. <u>Three</u> copies with: <ul style="list-style-type: none"> <li><input type="checkbox"/> binder clips or paperclips, no staples or other form of binding</li> <li><input type="checkbox"/> Items #1-8 and 14-15 collated in the order required</li> <li><input type="checkbox"/> pages numbered by application components</li> </ul>
	<b>B. Electronic Submission</b> includes <u>all</u> items submitted by email to <a href="mailto:Funding@CV.CA.GOV">Funding@CV.CA.GOV</a> . Include editable versions of the following documents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Program Summary Form</li> <li><input type="checkbox"/> Program Narrative</li> <li><input type="checkbox"/> California Performance Measurement Worksheets</li> <li><input type="checkbox"/> Budget Form &amp; Budget Narrative</li> <li><input type="checkbox"/> Member Training Plan</li> <li><input type="checkbox"/> Planning Grant Narrative</li> <li><input type="checkbox"/> Planning Grant Budget Narrative</li> </ul>



## IV. APPLICATION COMPONENTS AND INSTRUCTIONS

The full application has up to 15 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 *AmeriCorps State Grant Application Forms* on the Opportunity posting.

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. Program Summary Form

**The *Program Summary Form* must be included as a hardcopy printout and submitted electronically by email to [funding@cv.ca.gov](mailto:funding@cv.ca.gov). The electronic submission must be in Word format.**

**Program Name:** Provide the name of your proposed AmeriCorps program. If funded, this is the name that your program will be referred to in all CV communications.

**Legal Applicant Organization:** Enter the name of the organization applying for the AmeriCorps grant.

**DUNS Number:** Include the DUNS Number for your organization. This will be used to verify registration on SAM.gov.

**Legal Applicant Contact Information:** Enter the contact information for the legal applicant representative. 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.

**Program Start Date:** Enter the date that you anticipate your AmeriCorps members will first begin their service if funded for the 2019 program year.

**Requested CNCS Share:** Enter the Total CNCS/Federal Share from the budget.

**Requested State Share:** Enter the Total State Share from the budget.

**Proposed Grantee Share:** Enter the Total Grantee Share from the budget.

**MSY Requested:** Enter the Total MSY requested.



**Slots Requested:** Enter the total number of AmeriCorps member slots requested.

**Program Summary:** Provide a brief summary of your proposed program. Do not exceed five sentences in your description.

**Partnership Information:** Describe how your application meets the Community Partnership Requirement (page 10 of the *Request for Applications*) by providing a short narrative description of the involvement of at least three partners in the program. Include the name of the organization, whether it is a public or private organization, and its role in the program.

**Focus Area:** Select the focus area(s) that your proposed program will cover.

**Funding Priorities:** Select all counties where you are proposing members will serve. Counties outside of those listed cannot be included in this grant.

### 3. 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://californiavolunteers.ca.gov/Grants/americorps/>.

## 4. Program Diagram Instructions

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

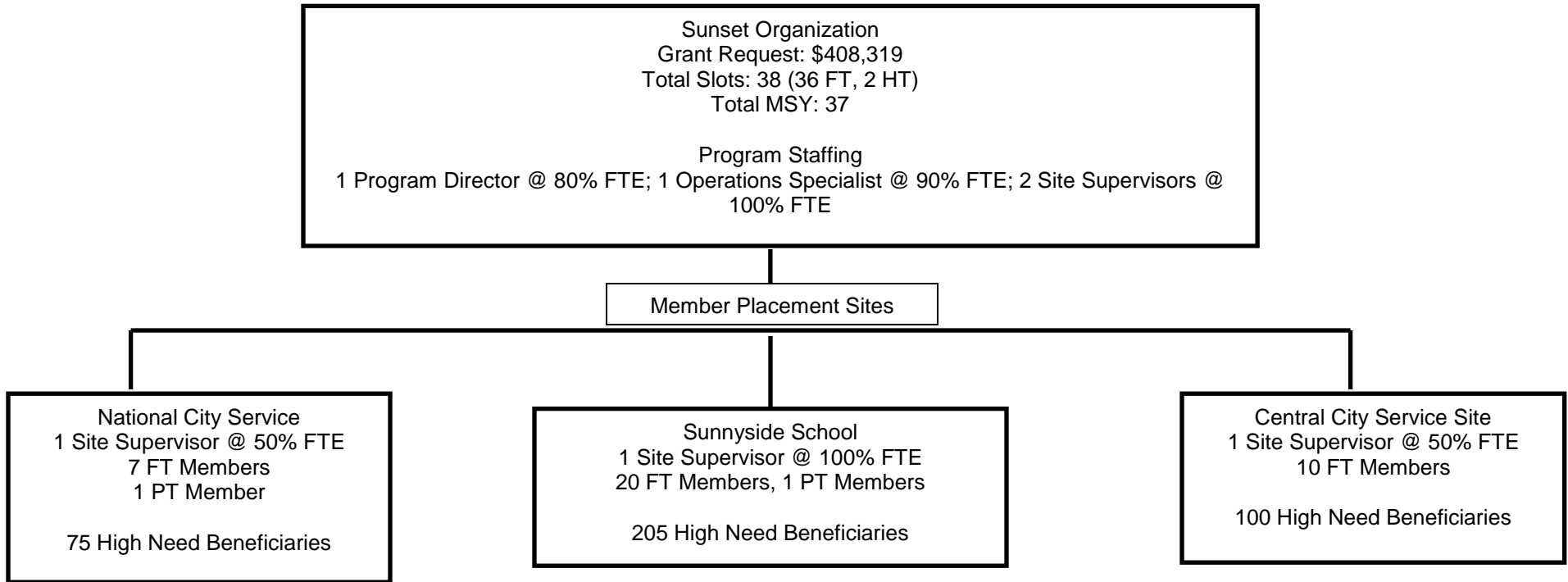
- AmeriCorps member supervision and staffing structure as outlined in the budget narrative [e.g. title, percentage of time on grant], including member supervisors, program management, and other key functional roles.
- All placement or service site location names where members will actually perform service 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.

There is no template for this document; it is up to the applicant to ensure the diagram submitted meets the requirements above. See next page for sample.





### Sunrise Mentoring Program Diagram (EXAMPLE)



## 5. 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 14 double-spaced, single-sided pages in portrait orientation or 16 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 [service activities 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 program]. 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 points)**

- 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 points)**

The 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, dosage, target population, and 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 and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- 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.

The Logic Model shall depict:

- A summary of the community problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which members will provide services
  - Number of AmeriCorps members who 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 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, 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.

Note: The logic model is a visual representation of the applicant’s theory of change. Programs may include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. The applicant’s performance measures



should be consistent with the program’s theory of change and should represent significant program activities.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

Rationales and justifications should be informed by the organization’s performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

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.

### **3. Evidence Base (16 points)**

The assessment of an applicant’s evidence base has two parts. First, the applicant will be assigned to an evidence tier (see the *Mandatory Supplemental Guidance*.) Second, the quality of the applicant’s evidence and the degree to which it supports the proposed program design will be assessed and scored.

#### **Evidence Tier (8 points):**

An evidence tier will be assessed for each applicant for the purpose of applying the strategic characteristics (moderate/strong evidence) and 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 who have evaluation reports of the same intervention described in the application (see *Mandatory Supplemental Guidance* for a definition of “same intervention”) may submit up to 2 of those reports to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant 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 context 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.

Submission of additional documents that are not consistent with the guidance and requirements described in the RFA (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see *Mandatory Supplemental Guidance*).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the Application Instructions.



Applicants must meet all requirements of an evidence tier in order to be considered for that tier. If the evaluation reports submitted by the applicant do not meet the definitions in the *Mandatory Supplemental Guidance*, the applicant may be considered for a lower evidence tier.

#### **Evidence Quality (8 points)**

After the applicant's evidence tier has been assessed, the quality of the applicant's evidence and the extent to which it supports the proposed program design will be assessed and scored.

For applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six years;
- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one key outcome of interest.

For applicants who are assessed as being in the Pre-Preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.

All applicants are required to provide additional information in the Data Collection Plan; however, information provided in the Data Collection Plan will not be scored by the review team.

#### **4. Member Experience (6 points)**

- AmeriCorps members will gain skills 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.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will also 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 (9 points)**

- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

##### **2. Compliance and Accountability (8 points)**

- The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to



prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.

**3. *Culture that Values Learning (6 points)***

- The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.

**4. *Member Supervision (2 points)***

- 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.



## 6. 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. California Volunteers 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 17-21.

#### **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 member 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 for the entire Corps.



### **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 the 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 Performance Measurement Worksheet (PMW) Instructions

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

PMW Row		Definitions & Directions
1	<b>Problem Statement/ Need</b>	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</u> with spaces.
2	<b>Target Population</b>	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. 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." b. Identify the number of direct high need beneficiaries members will serve through this performance measure. 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.
3	<b>Amount of Service</b>	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 & 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. a. # of members in this activity (indicate the types of member positions) b. # of hours per day for this activity c. # of days per week for this activity d. Duration/interval of activity or # of days or weeks that this activity will take place e. Total number of member hours for this activity. Calculated by—[a*b*c*d] NOTE: No member service hours may be earned from home without written CV approval.
4	<b>Intervention</b>	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. 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: <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> 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><b>Tutoring Programs</b>—must include your evidence-based tutoring intervention, amount of 1:1 time and/or small group tutoring each student will receive, 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, 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>	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—output (i.e. student receive regular mentoring) and outcome (i.e. students show a reduction in disciplinary referrals). These results are required. See examples in the template.
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 (see samples in the PMW template)</p>
7	<b>Instrument</b>	<p>Describe the specific instrument(s) you will use to measure the output or outcome indicators.</p> <p>For outputs, include the following information:</p> <ol style="list-style-type: none"> <li>Name or title of instrument: (ie. Attendance tracking log)</li> <li>Specific data it will collect: (ie. Unique student identifier, time at each session)</li> <li>Who will administer the instrument: (ie. ‘Members will track student attendance at each mentoring session &amp; length of session’)</li> <li>How often it will be administered: (ie. Daily with bi-weekly submittal to program staff)</li> <li>How double-counting will be prevented: (ie. Unique identifier for each student)</li> <li>The level of participation needed to be counted under this measure: (ie. ‘Students must attend at least 30 hrs of mentoring to be counted’)</li> </ol> <p>For outcomes, include the following information:</p> <ol style="list-style-type: none"> <li>Name or title of instrument used to measure growth/change: (ie. School Disciplinary Referral data)</li> <li>What the instrument will measure and how the construct to be measured is defined: (ie.# of disciplinary referrals)</li> <li>The minimum number of hours, days, or other units of participation required to be counted: (ie. 30 hours of mentoring)</li> <li>The level of improvement that is necessary to meet target and be counted as having improved: (ie. 20% reduction in disciplinary referrals at the individual student level compared to previous year)</li> <li>Procedure for ensuring service recipients will not be double-counted: (ie. unique identifiers assigned to each student)</li> <li>Details on instrument’s reliability and validity (if applicable):N/A</li> </ol>



		<p>g. Who will administer the instrument: (ie. 'Teacher or school reporting')</p> <p>h. How often each service recipient will be assessed: (ie. 3x/year at start, mid and after completion of dosage)</p> <p>i. If using a National Performance Measure, how the instrument meets the data collection requirements outlined in CNCS Performance Measures Instructions: (ie. 'School/classroom discipline records comparing incidents at the individual beneficiary level will be used.')</p> <p><b>Each</b> indicator identified in Row 6 needs to have a corresponding instrument. Include the prompts and <b>DO NOT</b> change the format.</p>
8	<b>Target</b>	<p>State the <b>target</b> that your program expects to meet at the end of each program year (as measured by the instrument identified in Row 7). California Volunteers 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 Column:</b> Targets are simple tallies and counts of those who received the targeted dosage (i.e. # of students who received the dosage)..</p> <p><b>Outcome</b> targets must include:</p> <ul style="list-style-type: none"> <li>• # of people/things that changed as a result of the member-delivered service</li> <li>• What changed</li> <li>• Amount of the change</li> <li>• Dosage</li> </ul> <p>Example of <u>Applicant-Determined Outcome</u> Target: 100 of 200 students receiving X hours of 1:1 tutoring will increase reading by one grade level.</p> <p>Example of <u>National Measure Output</u> Target: ED1A: 175 students will receive 30 hours of 1:1-3 mentoring</p> <p>Example of <u>National Measure Outcome</u> Target: ED7A: 125 of 175 students who receive at least 30 hours of 1:1-3 mentoring will show a 20% reduction in disciplinary referrals</p>
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 Strengthening Communities PMW Directions**

PMW Row	Definitions & Directions (See PMW Template)
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 (See PMW Template)
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>



## 7. Budget Form and Budget Narrative Instructions

**All applicants are required to submit a detailed budget using the 2019-2020 California For All AmeriCorps Budget Template in Excel format** available on the CV website at <http://californiavolunteers.ca.gov/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.

### 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.

### Cost Per MSY Requirements

Applicants request for the number of AmeriCorps Fellow positions that are needed to address the community need stated in their application. A full-time (1700-hour) AmeriCorps Fellow position is equivalent to one Service Year (MSY). An AmeriCorps grant amount is determined based on the number of MSYs that a grantee will support at the cost per MSY amount established by California Volunteers for the state and federal cost shares.

The cost per Service Year limits for this opportunity are as follows:

**Table 1: California For All AmeriCorps Cost per MSY Limit**

<b>Cost Share</b>	<b>Maximum Limit</b>
Federal (CNCS Dollars)	\$7,920
State (CV Dollars)	\$20,000

**Exception:** Applicants already awarded with a FY 2019 federal AmeriCorps grant that are part of the Stockton Service Corps Place-based Initiative are only eligible to apply for State funds and may only request up to \$7,920 in State dollars.



**Table 2: Member Service Year Conversion**

<b>Position Type</b>	<b>Minimum Hours</b>	<b>MSY Equivalence</b>
Full-Time	1700	1
Third Quarter Time	1200	.70
Half-Time	900	.50
Reduced Half-Time	675	.3809524
Quarter Time	450	.26455027
Minimum Time	300	.21164022

The cost per MSY is calculated automatically on the Budget Narrative for each Share of the budget.

**Match Requirements**

Successful applicants are required to provide a single overall match of at least 15 percent of the total program budget. Match may be cash or in-kind and can include costs from any budget line item in Section I or II.

All applicants must identify all sources of match and meet the minimum percentage provided in the *Request for Applications*. 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).

**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. 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. Please include \$250 in registration fees for all attendees.

Please itemize the costs. 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). Please include \$54 plus the cost of the state check for criminal history checks for all covered positions plus the cost of the state check.
- 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
Three-Quarter Time	1,200	n/a	\$19,386
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/Ten 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, California Volunteers 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, California Volunteers 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, California Volunteers 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-fifth 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?	Section I. Program Operating Costs
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?



<b>Compliant?</b>	<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?



## 8. Fellow Training Plan

All new applicants are required to submit a Fellow Training Plan that outlines how the program will train and support AmeriCorps fellows throughout the year. The Fellow Training Plan must not exceed three pages and must include the following:

- Describe what trainings will be provided during orientation and throughout the year. Trainings should:
  - Provide fellows the skills and knowledge they need to deliver effective service
  - Orient fellows to national service, the community they serve, and their placement site
  - Ensure all fellows will be aware of and will adhere to AmeriCorps rules including prohibited activities and other allowable activities (based on the program design)
- Identify who will provide trainings for fellows, including their qualifications.
- Describe the role of program partners and placement sites in delivering trainings.
- Describe how the trainings provided will be evaluated and updated.

## 9. 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.

## 10. Evidence Base Supporting Documents

Applicants who have evaluation reports of the same intervention described in the application (see *Mandatory Supplemental Guidance* for a definition of “same intervention”) may submit up to 2 of those reports to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant 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 context 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. Submission of additional documents that are not consistent with the guidance and requirements described in the RFA (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

## 11. Financial Management Survey and Supporting Documents

Complete the Financial Management Survey and submit an original signed copy with your hardcopy application. Submit all supporting documents electronically by email to [funding@cv.ca.gov](mailto:funding@cv.ca.gov). Organizations with documents that are particularly large but publically available online may submit a single document that explains why any documents cannot be provided and identifies where each can be found, including a hyperlink to each document’s location. Please ensure documents submitted electronically are clearly labeled.

## 12. AmeriCorps Readiness 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.





### 13. Assurance and Certification

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.



## 14. Planning Grant Narrative Instructions

In no more than **7 double-spaced, single-sided pages** in portrait format, please address the following:

### A. Executive Summary

Provide a one-paragraph executive summary of your proposed planning project. You may fill in the following template to complete your executive summary.

The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that 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, tribal, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

### B. Rationale and Approach

1. Discuss how the planning period will be used to develop the necessary components to effectively manage your proposed AmeriCorps program by describing your plan for developing the program elements below. Include a detailed description of the planning process and timeline for each element and who is leading it. (see *Award Administration Information – Section VII.D “Reporting Requirements”* for more detail on the deliverables of each component)
  - a. Compliance and Accountability: Describe your planning process for developing specific operational systems, processes, and tools that you will use to ensure grant compliance and accountability.
  - b. Partnership Development: Describe your planning process for developing critical public and private partnerships that will support the ongoing implementation and sustainability of your AmeriCorps program. What role will each potential partner have and how will they contribute to your program?
  - c. Member Support and Management: Describe your planning process for developing plans for the recruitment, selection, onboarding, training, and supervision of AmeriCorps Fellows.
  - d. Plans to Secure Match Funding: Given that AmeriCorps funding after the first year of operation is subject to the availability of state and federal appropriations, describe your planning process for securing match funding support for the program beyond year 1.
  - e. Data Collection Plan: Describe your planning process for developing a data collection system to collect high quality performance measurement data, including how you will use performance data to improve the program during the first three years of operation.
  - f. Other Program Operational Readiness: Describe your planning process for using the planning period to develop any other operational readiness components.

### C. Organizational Capability

1. Describe your organization’s experience and it’s staffing and management structure for the proposed planning project.
2. Identify the lead staff person that will be responsible for managing the planning grant and overseeing planning grant activities, include their qualifications and relevant experience. Please note: California Volunteers highly recommends assigning a full-time person to manage the planning grant activities.
3. Describe other key roles staff, board of directors, administrators, and/or partners will play in the planning process.





## 15. Planning Grant Budget Instructions

**Those applying for a planning grant must submit a detailed budget using the 2019-2020 California For All AmeriCorps Planning Grant Budget Template in Excel format** available on the CV website at <http://californiavolunteers.ca.gov/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.

### 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.

### Match Requirements

Successful applicants are required to provide a single overall match of at least 24 percent of the total program budget. Match may be cash or in-kind.

All applicants must identify all sources of match and meet the minimum percentage provided in the *Request for Applications*. 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).



## Detailed Planning Grant Budget Instructions

These instructions apply to planning grant applicants.

### Section I. Program Operating Costs

#### A. Personnel Expenses

Under "Position/Title Description," list each staff position separately and provide position description, salary, and percentage of effort devoted to this award. California Volunteers highly recommends assigning a full-time person to manage the planning grant activities. 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. 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.

All time spent on the grant must be tracked using functional timesheets that allow for time allocation. No time can be charged to the grant unless National Service Criminal History Checks have been completed. Verification of timesheets and background check status must occur before any expenses can be incurred.

#### 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 benefit 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. Uncommon or exceptionally high-cost benefits should be itemized and justified.

#### C. 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

#### D. Equipment

No costs should be included in this category.

#### E. Supplies



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.

#### **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. 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.

#### **H. Evaluation**

No costs should be included in this category.

#### **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 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.

#### **Section II. Member Costs**

All Member Costs are not applicable.

#### **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.)
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.
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.

### **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."

