

# CALIFORNIA VOLUNTEERS

Office of the Governor

## FY 2019 AmeriCorps Racial Justice Planning Funding Opportunity



## REQUEST FOR APPLICATIONS

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**Applications due July 14, 2020**

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**California Volunteers**

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[CaliforniaVolunteers.ca.gov](http://CaliforniaVolunteers.ca.gov)

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**CONTACT INFORMATION**

This Planning Grant Application Guidance and required application forms are available on the California Volunteers (CV) AmeriCorps funding webpage at [CaliforniaVolunteers.ca.gov/grants/ameriCorps](http://CaliforniaVolunteers.ca.gov/grants/ameriCorps).

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



## OVERVIEW

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**Administering State Entity Name:** California Volunteers  
**Funding Opportunity Title:** AmeriCorps State Planning Grants  
**CFDA Number:** 94.006

### Funding Opportunity:

The recent protests for racial justice, as well as the disparate impacts of the COVID-19 pandemic, have once again demonstrated the racial inequalities that continue to persist in both our state and nation. As the State Service Commission for California, California Volunteers is tasked with engaging Californians in service, volunteering, and civic action to tackle our State's most pressing challenges while lifting up all communities. Our agency remains dedicated to the work of promoting and creating a more just and equitable society through our work with AmeriCorps members and programs, education partners, volunteer centers, local and national nonprofits, and volunteers helping others throughout our state.

Through AmeriCorps, Californians are stepping up to serve communities throughout our state, working towards racial justice in numerous ways. They are striving to help close the achievement gap in education, promoting greater access to legal resources and the courts system, and helping end disparities in both the access to healthcare and in health outcomes, and working with organizations throughout our state to further enhance and expand the reach of nonprofit organizations that aim to build a more just and equitable world.

We recognize that there is much more that can and should be done to address racial inequity in our society. We also firmly believe that the shared experience of bringing people from all walks of life to tackle our most pressing community problems through service and volunteering is one of the most powerful ways to unite our communities toward a more just and equitable society. With this in the forefront of our thoughts, this AmeriCorps planning grant funding opportunity is dedicated to promoting racial justice and supporting the ending of racial inequity.

This funding opportunity provides planning grant funds to support organizations interested in engaging Californians as AmeriCorps members to help tackle community problems that disproportionately affect communities of color. Successful applicants receive training and technical assistance and a federal planning grant ranging from \$25,000 - \$75,000 to develop an AmeriCorps program or a new program element. This funding opportunity aims to address racial inequity through three primary strategies:

- 1) Support the development of new AmeriCorps programs that:
  - Provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged communities of color; help marginalized communities have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed;
  - Support some of our most deserving young people (e.g. those impacted by the juvenile and criminal justice systems, transitioned age youth/former foster care).
  - Create safe spaces to practice restorative justice and empathy, acknowledge, accept, and celebrate our differences and commonality, and for people of color to participate and to lead.
- 2) Develop an intermediary program model designed to increase access to AmeriCorps funding for small-size nonprofit organizations who reflect indigenous community leadership, including building these organizations' capacity to expand program reach, secure grant resources, and/or cultivate leadership talent.



- 3) Support existing California AmeriCorps state programs to create new program elements designed to help achieve racial equity. New program elements include but are not limited to:
- Developing an inclusive and equitable recruitment and selection plan to ensure AmeriCorps members recruited will reflect the communities served;
  - Reassessing community needs to better understand gaps or persistent community problems that disproportionately affect communities of color;
  - Strengthening a program's primary service activity to be culturally sensitive and responsive to previously underserved communities of color;
  - Developing a member support plan to reduce barriers that may prevent individuals from participating in your AmeriCorps program such as additional support for housing or high costs of living.

**Application Submission Deadline:**

Applicants must submit their grant applications to California Volunteers via email to [Funding@cv.ca.gov](mailto:Funding@cv.ca.gov) by **July 14, 2020 at 5:00 P.M. Pacific Time.**

Please see pages 11-19 for the application instructions and submission information.



## FUNDING OPPORTUNITY DESCRIPTION

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### Funding Program Description

#### California Volunteers

As the State Service Commission for California, California Volunteers (CV) is tasked with engaging Californians in service, volunteering, and civic action to tackle our State's most pressing challenges while lifting up all communities. Josh Fryday, State of California Chief Service Officer, leads the agency in consultation with a 25-member Commission appointed by the Governor. The Commission develops and adopts policies that guide the State's AmeriCorps grant making process.

CV receives federal funds from the Corporation for National and Community Service (CNCS) to support AmeriCorps programs. CNCS's mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in community and national challenges through service and volunteer action.

#### Purpose of AmeriCorps Funding

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

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

#### AmeriCorps Planning Grants

An AmeriCorps Planning Grant provides successful applicants with resources needed to develop program components and to build operational capacity critical to managing an AmeriCorps grant. Grant recipients also receive training and technical assistance from CV to strengthen their AmeriCorps program design and to create implementation plans and systems for managing a compliant AmeriCorps program. Grantees who successfully complete their planning grant deliverables will be better prepared to apply for an implementation grant as well as operate an AmeriCorps program, once funded.

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<sup>1</sup> An evidence-informed program uses the best available knowledge, research, and evaluation to guide program design and implementation but does not have scientific research or rigorous evaluation of the program itself and is not replicating an evidence-based program.

<sup>2</sup> A program that is evidence-based uses a program model that has been rigorously evaluated and has demonstrated positive results. Rigorous evaluation means at least one random control trial study or quasi-experimental evaluation, either of the program itself or of another program that the applicant is proposing to replicate.



## Funding Priority

This funding opportunity provides planning grant funds to support organizations interested in engaging Californians as AmeriCorps members to help tackle community problems that disproportionately affect communities of color. Successful applicants receive training and technical assistance and a federal planning grant ranging from \$25,000 - \$75,000 to develop an AmeriCorps program or a new program element. This funding opportunity aims to address racial inequity through three primary strategies:

- 1) Support the development of new AmeriCorps programs that:
  - Provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged communities of color; help marginalized communities have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed;
  - Support some of our most deserving young people (e.g. those impacted by the juvenile and criminal justice systems, transitioned age youth/former foster care).
  - Create safe spaces to practice restorative justice and empathy, acknowledge, accept, and celebrate our differences and commonality, and for people of color to participate and to lead.
- 2) Develop an intermediary program model designed to increase access to AmeriCorps funding for small-size nonprofit organizations who reflect indigenous community leadership, including building these organizations' capacity to expand program reach, secure grant resources, and/or cultivate leadership talent.
- 3) Support existing California AmeriCorps state programs to create new program elements designed to help achieve racial equity. New program elements include but are not limited to:
  - Developing an inclusive and equitable recruitment and selection plan to ensure AmeriCorps members recruited will reflect the communities served;
  - Reassessing community needs to better understand gaps or persistent community problems that disproportionately affect communities of color;
  - Strengthening a program's primary service activity to be culturally sensitive and responsive to previously underserved communities of color;
  - Developing a member support plan to reduce barriers that may prevent individuals from participating in your AmeriCorps program such as additional support for housing or high costs of living.

## Allowable Grant Activities

Grant funds support activities that are directly tied to AmeriCorps program planning and development. The grant shall only be used to cover costs that directly support the development of planning grant deliverables described in *Section V.C. Reporting Requirements*. Allowable grant activities include, but are not limited to:

- Staff or consultant(s) to facilitate project planning and provide training and technical assistance aimed at improving the Grantee's ability to implement an AmeriCorps program effectively;
- Assessing and analyzing community needs-related information to identify specific gaps or needs that can be addressed through AmeriCorps (i.e., an organization has already determined that there is a need to provide services to the elderly at risk of losing independence, but would like to conduct surveys to determine what specific services would be most valuable);
- Researching appropriate evidence-based interventions to inform service activities to be performed by AmeriCorps members;
- Developing a program theory of change and logic model;
- Outreach and establishment of community partnerships to support the planning and implementation of the AmeriCorps program;
- Partnership planning meetings;



- Meeting or office space;
- Developing plans for member recruitment, selection, placement, training, and supervision;
- Developing plans for managing and supporting program site partners;
- Developing plans and systems for ensuring grant compliance and accountability
- Attending training and technical assistance sessions provided by CV

Applicants must obtain prior written approval from CV for out of state travel costs or planning activities that occur outside of California.

### **Grant Award Amount**

The total funds availability for this opportunity is \$160,000. The grant amount that can be requested through this opportunity is \$25,000-\$75,000.

### **Matching Requirement**

The grantee is required to provide a match to support at least 24% of the project's total cost. Match may be cash and/or in-kind. For example, an applicant that is proposing a planning project at a combined total cost of \$65,000 (federal share and grantee match combined) and is requesting for \$49,400 from CV will need to provide a match of \$15,600 in cash or in-kind.

Section 121(e)(5) of NCSA (42 USC 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to California Volunteers on an AmeriCorps Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

### **Award Period**

The project period for this grant is 6 -11 months within the period of August 15, 2020 and end June 30, 2021. Grantees may choose to contract for six to eleven months depending on the amount of time needed to complete the planning grant deliverables they have selected. **The project start date may not occur prior to a grantee's contract execution date with CV.**

### **Authority**

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

### **Funding Restrictions**

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



## ELIGIBILITY

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### Eligible Applicants

To be considered for this Planning Grant funding, an applicant must meet all criteria under the *Eligibility* section:

1. Applicants must propose AmeriCorps program designs that will operate solely within the state of California.
2. Applications must have a DUNS number **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: [DUNS Request Service](#). California Volunteers recommends registering at least 30 days before the application due date.
3. Applicants **must** register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. CV suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to CV.

Applicants that do not comply with these requirements may become ineligible to receive an award. See the SAM Quick Guide for Grantees at [https://sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf)

4. The following non-federal entities (as defined in [2 CFR §200.69](#)) who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:
  - Nonprofit organizations ([2 CFR §200.70](#))
  - Institutions of higher education([2 CFR §200.55](#))
  - Local government/public agencies ([2 CFR §200.64](#))
  - State government agencies ([2 CFR §200.90](#))
  - Indian Tribes within the state of California ([2 CFR §200.54](#))

### Other Requirements

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

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

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

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



## APPLICATION REVIEW INFORMATION

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### Review Criteria

Reviewers will evaluate each applicant's response to each section of the Project Narrative and the Budget Narrative. The quality of an application will be an important factor in determining whether an organization will receive funding.

Categories	Score Percentage
Executive Summary	0
Rationale and Approach	50%
Organizational Capacity	30%
Project Budget	20%

### Application Review and Selection Process

Applications will be reviewed and selected for funding using a multi-stage process that includes CV Staff Review, Clarification and Feedback, and California Chief Service Officer approval.

The stages of the review and selection process follow:

#### **Compliance and Eligibility Review**

California Volunteers will conduct a Compliance Review to determine if an application meets the compliance requirements published in this RFA and advances to the next stage of the review process.

An application is compliant if the applicant:

- is an eligible organization
- submitted an application by the submission deadline
- includes all the required application components

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

#### **Application Review**

In Staff Review, reviewers will evaluate the quality of each application's response to the Project Narrative and Budget criteria outlined in this RFA.

#### **Applicant Clarification**

California Volunteers may ask an applicant for clarifying information. California Volunteers staff will use this information to make funding recommendations. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.

#### **Risk Assessment Evaluation**

CV staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds and the applicant's past performance (if applicable.) This evaluation is in addition to the evaluation of the applicant's eligibility for funding and the



quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If CV determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, CV may consider the following, but not limited to:

- Response to the Organizational Self-Assessment
- Financial capability and capacity to manage Federal funds
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable OMB Guidance
- History of performance as reflected in the applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
  - Timeliness of compliance with applicable reporting requirements,
  - If applicable, meeting matching requirements, and
  - If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- Information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as—
  - Federal Awardee Performance and Integrity Information System (FAPIIS),
  - U.S. Treasury Bureau of Fiscal Services
  - Dun and Bradstreet, or
  - "Do Not Pay"
- Reports and findings from single audits performed under Uniform Administrative Guidance (formerly OMB Circular A-133) and findings of any other available audits
- IRS Tax Form 990
- An applicant organization's annual report
- Publicly available information including information from an applicant organization's website
- Any other information listed in 45 CFR § 2522.140
- The applicant's ability to effectively implement statutory, regulatory, or other requirements.
- Past Performance

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

### **Selection**

The primary consideration in the selection of AmeriCorps programs is merit. Applicants must satisfactorily address all clarification issues in order to be considered for funding.

### **Feedback to Applicants**

At the conclusion of the grant review process applicants may request their review results and feedback on their application by email [funding@cv.ca.gov](mailto:funding@cv.ca.gov).

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



## APPLICATION INSTRUCTIONS

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Applicants must submit their grant applications to California Volunteers via email to [Funding@cv.ca.gov](mailto:Funding@cv.ca.gov) by **July 14, 2020 at 5:00 P.M. Pacific Time.**

### Application Components

A “complete” AmeriCorps planning grant application has seven components, items #1-7, as stated below:

1. Application Checklist – signed and dated
2. AmeriCorps Planning Grant Title Page
3. Project Narrative <ul style="list-style-type: none"><li>○ no more than 10 double-spaced pages in portrait format</li><li>○ 12 point Times New Roman font</li><li>○ One-inch margins</li><li>○ Use CV narrative headings in the order provided</li></ul>
4. Budget Narrative & Budget Form (use <i>CV Excel Template</i> )
5. AmeriCorps Readiness Self-Assessment
6. Financial Management Survey (completed and signed) and the following required supporting documents: <ul style="list-style-type: none"><li>○ IRS Determination letter, and any amendments, reflecting approval or denial of tax-exempt status</li><li>○ Internal Revenue Service Form 990 “Return of Organization Exempt from Income Tax” including all applicable schedules and attachments; if Form 990 filing can be downloaded, provide the website address.</li><li>○ Audited financial statements including auditor’s Management Letter (single audit, or other audits if not subject to federal audit requirements).</li><li>○ List of federal grants, cooperative agreements, contracts, and subgrants/sub-contracts awarded to the organization in the last two years including the identifying award numbers, amounts, and awarding agencies.</li></ul>
7. Authorization, Assurances, and Certification (Signature Page signed & dated by authorized agent)

The following section provides instructions for completing each required application component.

#### 1. Application Checklist

You must include a signed copy of the checklist with your application. The complete AmeriCorps planning grant application has seven components as listed below. A “complete” 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 submission. 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.

#### 2. AmeriCorps Program Title Page

Complete all fields on the Title Page, including information on the Legal Applicant representative, the primary contact information, and the specifics of the grant request.

#### 3. Project Narrative

The Project Narrative criteria includes: Executive Summary, Rationale and Approach, and Organizational Capacity.

The total page limit for the Project Narrative is a maximum of **10 double-spaced, single-sided pages** in portrait format.



The following provides instructions for addressing the Project Narrative criteria:

**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.

This planning grant will be used to develop an AmeriCorps program which will engage AmeriCorps members (members) to *[anticipated AmeriCorps member activities]* in *[geographic locations where member activities will take place]*. Members will address the needs of *[beneficiaries to be served]*. Program activities will primarily be in the areas of *[identify relevant National Service Focus Areas]*.

**b. Rationale and Approach**

- 1) Describe why you are applying for a planning grant and what you hope to achieve during the 6-11 month planning period, including but not limited to:
  - a) The community problem your organization would like to address through AmeriCorps;
  - b) How this planning grant will be used to address one or more of the following deliverables that do not exist for your program:
    - Developing and administering a community needs assessment to identify specific gaps to be addressed by your AmeriCorps program or reassessing community needs to better understand gaps or persistent community problems that disproportionately affect communities of color;
    - Developing a theory of change and logic model for your AmeriCorps program
    - Developing or strengthening culturally appropriate and effective service activities that AmeriCorps members can perform to address the identified community problem or gaps
    - Developing an inclusive and equitable member recruitment and selection plan to ensure AmeriCorps members recruited will reflect the communities served;
    - Developing a plan to foster a meaningful service experience for your AmeriCorps members
    - Identifying and developing partnering organizations to support and host your AmeriCorps members while they tackle the shared identified community problem
    - Developing an oversight and technical assistance plan to support your partners and service locations
    - Developing an AmeriCorps member support, supervision, and management plan that reduce barriers for participation from diverse communities, especially people of color living in poverty
    - Developing an AmeriCorps member training plan that will equip members with the knowledge, cultural competency, and skills needed to effectively deliver the program intervention
    - Developing a staffing and program management plan
    - Developing an oversight and technical assistance plan to address compliance and accountability, including preventing, detecting, and enforcing compliance with AmeriCorps policies, rules, and regulation
    - Developing a data collection plan to assess your program's performance measures
    - Developing a match fundraising plan to secure the funds needed to support your AmeriCorps program
  - c) Describe a clear and logical planning process, including:
    - A detailed description of the planning process for each selected planning grant deliverable. Please be advised that all of the above planning grant deliverables are considered by California Volunteers as necessary in developing a high-quality AmeriCorps program. California Volunteers will assume that an applicant already has a plan or the infrastructure in place to address deliverable(s) that are not selected to be addressed through the planning grant.



- An anticipated timeline using *CV Planning Grant Deliverables Timeline* template is available on the CV website at <http://www.CaliforniaVolunteers.org/index.php/Grants/americorps/>.

**c. Organizational Capacity**

- 1) Identify the lead staff person that will be responsible for managing the planning grant process and overseeing planning activities, including a brief description of his/her qualifications and relevant experience.
- 2) Describe other key roles staff, board of directors, administrators, and/or partners will play in the planning process.
- 3) Identify the primary program and primary fiscal contacts for the grant application. Include secondary contacts if applicable.



#### 4. Budget Narrative and Budget Form

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

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

The standard Budget Narrative and Budget Form includes four sections and the following cost categories:

Section I: Program Operating Costs

- a. Personnel Expenses,
- b. Personnel Fringe Benefits
- c. Staff Travel and Member Travel (Not Applicable)
- d. Equipment (Not Applicable)
- e. Supplies
- f. Contractual and Consultant Services
- g. Staff and Member Training (Not Applicable)
- h. Evaluation (Not Applicable)
- i. Other Operating Costs

Section II: Member Costs (Not Applicable)

Section III: Administrative/Indirect Costs

Section IV. Type and Sources of Match

#### Preparing Your Budget

Use the CV Excel *Budget Narrative* tab to create your program budget. Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. To prepare your budget, follow the detailed budget instructions below.

As you prepare your budget:

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

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

#### Budget Narrative 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 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. 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. 1. Staff Travel**

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

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

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

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

### **C. 2. Member Travel**

*Do not enter costs in this line.*

### **D. Equipment**

*Do not enter costs in this line.*

### **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. 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** *(Do not enter costs in this line)*

#### **H. Evaluation** *(Do not enter costs in this line)*

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

Allowable costs in this budget category should include when applicable:

- National Sex Offender Public Registry Check, 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** *(Do not enter costs in this line)*

### **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**

##### **1. 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.

- a) 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.)
- b) 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.
- c) 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.

- a) 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.
- b) 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.
- c) 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."

#### **5. AmeriCorps Readiness Self-Assessment Survey**

Complete the AmeriCorps Readiness Self-Assessment and submit a copy with your application by email to [funding@cv.ca.gov](mailto:funding@cv.ca.gov).

#### **6. Financial Management Survey**

Complete the Financial Management Survey and submit a signed copy along with all required supporting documents (listed below) electronically by email to [funding@cv.ca.gov](mailto:funding@cv.ca.gov). Organizations with documents that are particularly large but publicly 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. The following financial documents are required:

- Financial Management Survey (Completed and Signed)
- IRS Determination letter, and any amendments, reflecting approval or denial of tax-exempt status
- Internal Revenue Service Form 990 "Return of Organization Exempt from Income Tax" including all applicable schedules and attachments; if Form 990 filing can be downloaded, provide the website address.
- Audited financial statements including auditor's Management Letter (single audit, or other audits if not subject to federal audit requirements).
- List of federal grants, cooperative agreements, contracts, and subgrants/sub-contracts awarded to the organization in the last two years including the identifying award numbers, amounts, and awarding agencies.

#### **7. Authorization, Assurances, and Certification**

Please read the Assurances and Certifications before signing the Assurance and Certification Signature Page (provided as a separate form available on the CV website). 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.



## APPLICATION AND SUBMISSION INFORMATION

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### Submission to California Volunteers

A complete application must be submitted electronically to [Funding@cv.ca.gov](mailto:Funding@cv.ca.gov) by **July 14, 2020 at 5:00 PM P.T.**

### Application Components

A “complete” AmeriCorps planning grant application has seven components, items #1-7, as stated below:

1. Application Checklist – signed and dated
2. AmeriCorps Planning Grant Title Page
3. Project Narrative <ul style="list-style-type: none"><li>○ 10 double-spaced pages maximum in portrait format</li><li>○ 12-point Times New Roman font</li><li>○ One-inch margins</li><li>○ Use CV narrative headings in the order provided</li></ul>
4. Budget Narrative & Budget Form (use <i>CV Excel Template</i> )
5. AmeriCorps Readiness Self-Assessment
6. Financial Management Survey (completed and signed) and the following required supporting documents: <ul style="list-style-type: none"><li>○ IRS Determination letter, and any amendments, reflecting approval or denial of tax-exempt status</li><li>○ Internal Revenue Service Form 990 “Return of Organization Exempt from Income Tax” including all applicable schedules and attachments; if Form 990 filing can be downloaded, provide the website address.</li><li>○ Audited financial statements including auditor’s Management Letter (single audit, or other audits if not subject to federal audit requirements).</li><li>○ List of federal grants, cooperative agreements, contracts, and subgrants/sub-contracts awarded to the organization in the last two years including the identifying award numbers, amounts, and awarding agencies.</li></ul>
7. Authorization, Assurances, and Certification (Signature Page signed & dated by authorized agent)

### Late Applications

CV may, at its discretion, consider an application received after the deadline, but only if the applicant submits a letter to [funding@cv.ca.gov](mailto:funding@cv.ca.gov) explaining the extenuating circumstance that caused the delay. Communication with CV staff, including program officer of a current grantee, is not a substitution for the above protocol. The letter must be received no later than one business day after the application deadline. CV determines whether or not to accept a late application for review on a case-by-case basis.

### Post-Review Process

California Volunteers staff may contact applicants to seek clarification on aspects of the application and request revised budgets as part of the grant review process. Failure to respond to requests for information in a timely manner may result in the removal of applications from consideration.

### Submission to CNCS

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



## AWARD ADMINISTRATION INFORMATION

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### Governing Documents

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

### CNCS Terms and Conditions

All awards made under this *Guidance* will be subject to the CNCS General Terms and Conditions, and the CNCS Specific Terms and Conditions for the fiscal year in which the grant award is tied to. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-cnccs-grants>.

### National Service Criminal History Check Requirement

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

The cost of conducting NSCHCs is an allowable expense under the award. Applicants are required to budget on the CNCS share at least \$54 plus the cost of a state criminal history check per covered individual (both staff and members).

California Volunteers' National Service Criminal History Check policy is that all "Covered Positions"<sup>3</sup> (staff and AmeriCorps applicants) listed on the awarded and/or contracted program budget, whether grant or match funded, must have all required Criminal History Check Components conducted and any results considered according to Program, CNCS and CV policy, with the individual cleared prior to the start of service and/or time on the grant. **Required Criminal History Check Components** are defined as follows:

1. Nationwide name-based National Sex Offender Public Registry Check using *True Screen*\*; **and**
2. Statewide Criminal History Registry Check in the State of residence<sup>4</sup> **and** in the State where the individual will serve or work (California)\* using *True Screen AND*
3. FBI National Fingerprint-based Check using *Fieldprint*

In addition, California Volunteers requires that the legal applicant:

1. Follow all CNCS requirements outlined in 45 CFR §§ 2540.200 – 2540.207 and CNCS' most recent *NSCHC and COVID 19 FAQs*; and
2. Follow CVs' stricter requirement that all covered staff and potential AmeriCorps members must complete the **State, FBI and NSOPW** checks; and

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<sup>3</sup> A "covered position" is a position in which an individual serving or employed receives a living allowance, stipend, national service education award, or salary through a program receiving a grant under the national service laws. **Coverage is not dependent on the type of service the individual is performing, the individual's access to vulnerable populations, or whether the grantee or sub-grantee programs are using federal share or grantee matching share funds to pay the individual, including salary or stipends which may be counted as matching contributions [as defined by CNCS in most recent FAQs]. If they are included in your budget, they must have all checks done.** See 45 CFR § 2540.201 [[http://www.nationalservice.gov/sites/default/files/resource/fedregister\\_final\\_rule\\_oct\\_5\\_2012.pdf](http://www.nationalservice.gov/sites/default/files/resource/fedregister_final_rule_oct_5_2012.pdf)].

<sup>4</sup> The State where a candidate "resides" is the location where the individual has made a home which he/she considers to be his/her place of residence at the moment in time that he/she applied to serve or work. College students must be handled differently. An individual applying to serve or work who is an enrolled full-time college student is deemed to be residing in the state where he/she lives for the purpose of attending the school without regards to whether or not that home is on- or off-campus, and whether or not that home is in the same state as the college is located. Programs may not opt to use any other basis for identifying the student's residence state, e.g., such as the student's family home. The state to check does not change because a student is on semester or summer breaks temporarily residing elsewhere, and there is no test needed to measure duration of residence while attending school [as defined by CNCS in most recent NSCHC FAQs].



3. Ensure all required checks are completed as outlined above, prior to becoming an AmeriCorps member eligible to earn hours and/or a staff person beginning work on an AmeriCorps grant; and as of January 1, 2020 use the two approved CNCS vendors, True Screen and Fieldprint to conduct the checks.
4. Appropriately document the checks process using the *CV National Service Criminal History Check Verification Form* and retain printouts from True Screen and Fieldprint in each staff/member file;
5. Has a written policy and procedures in place, which at a minimum addresses requirements 1-5; and
6. Ensure one staff member be trained annually in National Service Criminal History Checks using CNCS' training module and maintain the resultant training certificate (per AC Terms and Conditions).

**\*Note:** True Screen is not able to obtain a California check. However, conducting the required Criminal History Check Components as outlined above assures that the legal applicant meets the federal requirements required by CNCS. If your program requires additional checks through the Cal DOJ to meet selection criteria, you may perform them and charge the grant, but do not have to report results to CV.

### **Reporting Requirements**

Successful applicants will be required to complete and submit a variety of deliverables related to AmeriCorps program design and operation readiness. These deliverables are due to CV at specific times throughout the project period. Some deliverables may be waived by CV if an applicant can demonstrate that those components are already in place. All deliverables must be accurate, complete, and submitted on time. California Volunteers may withhold payment of invoices if required deliverables are incomplete or are of poor quality.

The following provides a brief description of each planning grant deliverable to be completed by the Grantee, as applicable, during the planning project period. Detailed instructions regarding each item will be provided during the planning period.

### **AmeriCorps Program Design Deliverable (Existing AmeriCorps Programs)**

New program elements designed to help achieve racial equity include but are not limited to:

- Developing an inclusive and equitable recruitment and selection plan to ensure AmeriCorps members recruited will reflect the communities served;
- Reassessing community needs to better understand gaps or persistent community problems that disproportionately affect communities of color;
- Strengthening a program's primary service activity to be culturally sensitive and responsive to previously underserved communities of color;
- Developing a member support plan to reduce barriers that may prevent individuals from participating in your AmeriCorps program such as additional support for housing or high costs of living.

### **AmeriCorps Program Design Deliverables (New Applicants)**

- 1) **Community Need:** Submit a summary of the community need that will be addressed. The summary should describe how the community problem the program will address is prevalent and severe in the communities where members will serve. The need should be well documented with relevant and recent data. Include gaps in current services and the role of AmeriCorps members. Explain how the interventions members provide will result in meaningful outcomes.

Specific data presented should demonstrate the following:

- *Scope:* Who and how many are directly affected by this community issue? How severe is the issue?



- *Significance*: What makes this community need compelling? If ignored, is the problem likely to become worse?
- *Cause(s)*: Why does the need exist? How is it perpetuated?

**2) Theory of Change and Logic Model:**

Theory of Change: Submit a summary of the theory of change for the AmeriCorps program that describes:

- The program's intervention or service activities members will perform to address the community problem/need, including dosage, high-need beneficiary population, and the role(s) of members and (if applicable) leveraged volunteers.
- How the intervention is likely to lead to the outcomes identified
- How the anticipated outcomes represent meaningful progress in addressing the community problem identified by the applicant.
- How utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- How AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

Logic Model (see CV Logic Model template): Submit a completed program logic model using the Logic Model Worksheet provided by CV. A logic model is a graphical representation of program activities and their intended outcomes as depicted in the theory of change. The logic model shall depict the following:

- A summary of the community problem outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention (i.e. collaborative partners, funding, program staff, volunteers, training, research, etc.),
- The core activities that define the intervention or program model that members will implement or deliver, including the duration, dosage, and high-need target population for the intervention,
- The measurable outputs that result from delivering the intervention,
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur within the program year as a result of the intervention.

**3) Evidence Base for Intervention:** Submit a summary of relevant evidence, including past performance measure data, evaluation reports, and/or cited research studies, to inform their proposed program intervention. The described evidence should be relatively recent, preferably within the last six years. The evidence should also indicate a meaningful positive effect on program beneficiaries in at least one key outcome of interest. The description must include specific citations of studies and/or publicly available evaluation and research reports.

**4) Member Experience:** Submit a summary of how 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. Explain how the program will make efforts to recruit AmeriCorps members from the geographic or demographic communities in which the programs operate and will foster an inclusive service culture where different backgrounds talents, and capabilities are welcome and leveraged for learning and effective service delivery.

**5) Performance Measurement Worksheets (see CV PMW Worksheet template):** **Submit completed** set of performance measures using the PMW template provided by CV (include primary service activities as well as Community Strengthening and Member Development worksheets). Performance measures are quantifiable goals developed by programs to determine the impact of AmeriCorps on communities and participants.

**6) Service Site Locations (see CV Program Diagram template):** **Submit completed** program diagram, a graphic presentation of the AmeriCorps program's structure that includes information on staffing, member supervision, service locations or member placement sites, member positions and slot types allocated to each site.



- 7) **Program Budget and Plan to Secure Match Funding (see *CV Budget template*):** Submit completed program budget using the template provided by CV. In addition, grantees will create a plan for securing the match necessary to support program implementation for at least the first three-year grant period.
- 8) **Program Staffing and Management Structure:** Submit a summary of each staff person's roles, responsibilities, and overall structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring of the program.
- 9) **Partnership Development and Management:** Community partnerships are critical to AmeriCorps program success. To help ensure that AmeriCorps programs are sustainable and reflective of the communities in which they serve, California Volunteers requires that each program be supported by a public and private partnership. Partners should be identified through the planning period and include a ***minimum of three independent organizations*** that include ***at least one public and one private partner*** (nonprofit or for-profit entity). 501(c)(3) nonprofit organizations are considered private entities. The primary members of the partnership must each have a significant role in planning, operating, and sustaining the program. The partner plans must describe the AmeriCorps program's major partners and each partner's contribution to the program in supporting the implementation, oversight, and sustainability of the program.
- 10) **Member Support and Management:** Submit a summary of how AmeriCorps members will receive sufficient guidance and support from their daily supervisors to provide effective service. Include plans for how supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations as well as program plans for onboarding, training, support and supervision.
- 11) **Compliance and Accountability Plan:** Submit summary of the 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. Include plans for how the program will address non-compliance.
- 12) **Data Collection Plan (see *CV Data Collection Plan template*):** Submit a summary of the data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If a data collection system has not yet been developed, describe the plan and timeline for developing a high quality system. Describe how the program will use performance data (including proposed performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

### **AmeriCorps Program Readiness Deliverables (New Applicants)**

AmeriCorps Program Readiness deliverables are critical preparedness pieces to effectively operate an AmeriCorps program. In some cases entirely new systems and documents will be developed while in other instances, the legal applicant will need to adapt current systems to reflect the addition of AmeriCorps members. California Volunteers has a wealth of resources that can be used to aid in this development as well as an assigned Program Officer who will provide ongoing assistance.

#### **Program Staffing and Management Structure:**

- Program Oversight Plan
- Staff Position Descriptions
- Staff Timesheet Template (must be "functional")
- Staff Training Plan

#### **Partnership Development and Management:**

- Member Placement Site Application/Selection Process
- Member Supervisor Roles and Responsibilities



- Partnership Agreements (MOUs)
- Orientation and Training Plan for Site Supervisors
- Policy and Procedure for Collecting and Approving Member Timesheets
- In-Kind Match Documentation for Partners (if applicable)

### **Member Support and Management:**

#### Onboarding:

- Member Recruitment, Application, and Selection Plan (My AmeriCorps Portal optional)
- Member Position Description
- Member Eligibility/Citizenship Screening and Documentation Process
- Member Service Agreement

#### Training:

- Member Pre-Service Orientation Plan
- Member Placement Site Orientation Plan
- Member Ongoing Training Plan
- Member Timesheet Template
- Member Performance Evaluation Template

#### Support and Supervision:

- System for Tracking Member Hours
- Member Individual Development Plan
- Performance Review and Feedback Plan
- Performance Improvement Process

### **Compliance and Accountability Plans**

- Prevention: Training for staff, partners, sites and members on grant requirements and prohibited activities
- Detection: Monitoring plans for program oversight
- Resolution: Process for resolving compliance issues

### **Data Collection:**

- Data Collection Plan (*CV form*)
- Performance Measurement Instruments (as noted in *Performance Measure Worksheets*)

### **Other**

- Labor Organization Certification
- Secure Match Commitments
- Fiscal Readiness
- National Service Criminal History Checks Policy and Procedure for Staff and Members
- Member Service Gear Plan
- Website Page for AmeriCorps Program
- AmeriCorps Branding and Communication Policy and Procedure

