



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

2020 AmeriCorps State-Supported Grants Continuation Funding Opportunity



APPLICATION INSTRUCTIONS

Applications due March 1, 2021

IMPORTANT NOTICE TO APPLICANTS: The following documents are necessary to complete an application for AmeriCorps funding under this opportunity. All can be found on the California Volunteers website, californiavolunteers.ca.gov/Grants/ameriCorps/.

- (1) 2020 AmeriCorps State-Supported Grant Continuation Funding Opportunity Request for Applications (RFA)
- (2) 2020 AmeriCorps State-Supported Grant Continuation Funding Opportunity Application Instructions
- (3) 2020 AmeriCorps State-Supported Grant Continuation Funding Opportunity Application Forms
- (4) 2020 National Performance Measures Instructions
- (5) eGrants 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 2020 AmeriCorps State-Supported Grants Continuation Funding Opportunity Request for Applications (RFA) 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 specific to this funding opportunity.

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.

Table 1: Requirements in the AmeriCorps Regulations

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

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

- AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
- AmeriCorps State-Supported Grants Continuation Funding Opportunity Request for Applications, which take precedence over the
- AmeriCorps State-Supported Grants Continuation Funding Opportunity Application Instructions.



II. APPLICATION CHECKLIST

Use the *Application Checklist* below to ensure that your application is complete and submitted as required by CV. Please ensure that your application is submitted by email to 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.

APPLICATION CHECKLIST		
<input type="checkbox"/>	1.	Continuation Application Form
<input type="checkbox"/>	2.	Expansion Application (if applicable)
<input type="checkbox"/>	3.	Proposed Service Locations Worksheet
<input type="checkbox"/>	4.	Program Narrative
<input type="checkbox"/>	5.	Logic Model
<input type="checkbox"/>	6.	Performance Measurement Worksheets
<input type="checkbox"/>	7.	Budget



III. APPLICATION COMPONENT INSTRUCTIONS

1. Continuation Application Form

Complete the Continuation Application Form following all instructions as provided.

2. Expansion Application

Complete the Expansion Application following all instructions as provided on the form. Ensure that the Program Narrative, Logic Model, Performance Measurement Worksheets, and Budget are all updated to reflect the expansion request.

3. Proposed Service Locations Worksheet

Provide a list of proposed Service Sites where your members will serve. The list you provide is not final and may be updated once funding decisions have been made and you are closer to your program's start date.

Provide the site name, address, county, and proposed member placement information for your Proposed Service Site Locations using the spreadsheet provided by CV in Application Forms

4. Program Narrative Instructions

In addition to the description of any program design changes described in the Continuation Application Form, each applicant must provide an updated and accurate Program Narrative that fully describes the program design to be implemented. Please ensure that the Program Narrative does not exceed 14 single-spaced pages and follows the guidance below using each heading as provided.

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 in the interest of transparency and Open Government.

B. Program Design — 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.



1. Theory of Change

- 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.

2. Evidence Base

- The proposed program is evidence-based or evidence-informed.

3. Member Experience

- 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—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.

1. Organizational Background and Staffing

- 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

- 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

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

4. Member Supervision

- 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.



5. 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.

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/ameri corps/>.

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 addresses requirements described in the *Application Instructions*. Each applicant will need to complete at least three PMWs, that account for all service hours as follows:



- **Primary Need and Service Performance Measurement Worksheet**—Applicants must have at least one aligned performance measure (output and outcome) that corresponds to the primary service activity. 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.

Due university restrictions, applicants that are currently part of the Civic Action Fellowship program may opt out of completing a Common Strengthening Communities Worksheet.

All three PMWs combined should account for all member service hours. CV values the quality of performance measures over the quantity of measures. For more information, see the *Application Instructions* for specific requirements for each required performance measurement area.

The *Needs and Service* PMW 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 10-14.

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

- Unless specified, 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.



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	Problem Statement/ Need	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	Target Population	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	Amount of Service	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	Intervention	a. Describe the core activities 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 dosage . 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"> • <u>Frequency</u> or number of sessions per/ week; • <u>Intensity</u> or length of each session; and • <u>Duration</u> or total number of hours, weeks, sessions or months of the intervention. 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>Tutoring Programs—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>Mentoring Programs— 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	Result	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	Indicator	<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 not 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	Instrument	<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"> Name or title of instrument: (ie. Attendance tracking log) Specific data it will collect: (ie. Unique student identifier, time at each session) Who will administer the instrument: (ie. ‘Members will track student attendance at each mentoring session & length of session’) How often it will be administered: (ie. Daily with bi-weekly submittal to program staff) How double-counting will be prevented: (ie. Unique identifier for each student) The level of participation needed to be counted under this measure: (ie. ‘Students must attend at least 30 hrs of mentoring to be counted’) <p>For outcomes, include the following information:</p> <ol style="list-style-type: none"> Name or title of instrument used to measure growth/change: (ie. School Disciplinary Referral data) What the instrument will measure and how the construct to be measured is defined: (ie.# of disciplinary referrals) The minimum number of hours, days, or other units of participation required to be counted: (ie. 30 hours of mentoring) 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) Procedure for ensuring service recipients will not be double-counted: (ie. unique identifiers assigned to each student) Details on instrument’s reliability and validity (if applicable):N/A



		<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>Each indicator identified in Row 6 needs to have a corresponding instrument. Include the prompts and DO NOT change the format.</p>
8	Target	<p>State the target 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>Output Column: Targets are simple tallies and counts of those who received the targeted dosage (i.e. # of students who received the dosage).</p> <p>Outcome targets must include:</p> <ul style="list-style-type: none"> • # of people/things that changed as a result of the Member-delivered service • What changed • Amount of the change • Dosage <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	Prior Data	If you have data for this performance measure from prior years, report it here. Only include data directly reflective of the target stated.



COMMON Strengthening Communities PMW Directions

Use these directions to complete the Strengthening Communities PMW.

PMW Row		Definitions & Directions
1	Community Need	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	Target Population	Describe the <u>Target Population</u> members will recruit as volunteers (e.g. <i>Baby boomers, seniors, etc.</i>)
3	Amount of Service	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	Intervention/Activity	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	Result	Identify the result the community expects to see addressed (a short pithy statement).
6	Indicator	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 not the instrument.
7	Measurement	Response provided by CV on the PMW form.
8	Target	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	Prior Data	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>



COMMON Member/Member Development PMW Directions

PMW Row	Definitions & Directions (See PMW Template)
1	Community Need 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	Target Population Answer a-f regarding AmeriCorps members.
3	Amount of Training Enter the number of hours per Member. See http://www.nationalservice.gov/sites/default/files/upload/policy%20FAQs%207.31.14%20final.pdf for orientation requirements. No Member service hours may be earned from home without written CV approval.
4	Intervention/Activity Briefly outline the training and support your program will provide to members. Include core trainings members need to deliver program services. 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 the program provides to the members-- not about development members seek on their own (e.g., degrees, job skills programs, certification, etc.).
5	Result Identify the result the community expects to see addressed (a short pithy statement).
6	Indicator 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	Instrument 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	Target Partially Pre-identified by CV: Fill in the numeric targets that you expect to achieve for each target. Output Target: XX Member will complete Core Training Outcome Target: XX of members will increase skills by XX %.
9	Prior Data 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 Instructions

All applicants are required to submit a detailed budget using the 2020 AmeriCorps State Share Budget Template in Excel format available on the CV website at <http://californiavolunteers.ca.gov/grants/ Americorps>. Any changes between the proposed budget and the budget that was used for contracting in 2019 must also be described in the Continuation Application Form.

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 member positions that are needed to address the community need stated in their application. A full-time (1700-hour) AmeriCorps member 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

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



Table 2: Member Service Year Conversion

Position Type	Minimum Hours	MSY Equivalence
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. Only domestic travel is allowable. Any out of state travel requires advance approval from CV.

Applicants previously funded as part of the Civic Action membership initiative should include costs for the Council of members Conference.

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.

Applicants applying as part of the Civic Action Fellowship program should include one night's lodging and travel cost for the number of fellows attending the Fellows Conference.

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.

Applicants applying as part of the Civic Action Fellowship program should include a \$250 registration fee per fellow to the Fellows Conference.

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	\$14,279	\$28,558
Three-Quarter Time	1,200	n/a	\$20,159
Half Time	900	n/a	\$15,119
Reduced Half Time	675	n/a	\$11,339
Quarter Time	450	n/a	\$7,559
Minimum Time	300	n/a	\$5,040

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-fifths (40%) of the federal dollars budgeted for administrative costs are allocated to CV's share and three-fifths (60%) of the federal dollars budgeted for administrative costs are allocated to the program's share. Because programs budget the 5% administrative maximum by multiplying CNCS's share of Section I and Section II costs by the factor 0.0526, the allocation between commission and program shares would be calculated as follows:**

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

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

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

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

Source of Match

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

Pre-Contract Costs

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



Budget Analysis Checklist

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

Compliant?	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?



Compliant?	Section II. Member Costs
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.

Compliant	Section III. Administrative/Indirect Costs
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?

Compliant	Section IV. Match
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?

