

Application Forms and Selection Criteria

October 13th, 2021



AmeriCorps

Technical Assistance Webinar Series

- Funding Opportunity Overview
 - Wednesday, October 6, 1-2 pm
- **Application Forms & Selection Criteria**
 - Wednesday, October 13, 1-2 pm
- Demonstrating Evidence
 - Wednesday, October 20, 1-2 pm
- Budget Development
 - Wednesday, October 27, 1-2 pm

Session Objectives

Understanding of:

- Major components of eGrants application
- Additional documents required
- Submission process for additional documents

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In today's session, we will break down the Application Components. Including the major components of the eGrants application and the Selection Criteria that you will need to write to in your application. We'll also go over the additional documents that are part of the application, and how to submit them

If you have any questions throughout the presentation, please type them in the chat box. We will have an opportunity to address them at the end of the presentation.

eGrants Application

Click here to create an [eGrants](#) account

Applicants must submit an application electronically through eGrants, which is AmeriCorps' web-based application system.

Anyone within your organization who will be entering information in the application at any point in the eGrants system must have their own eGrants account.

New applicants can create an eGrants account by clicking “Don’t have an eGrants account? Create an account.”

When you create your application, please make sure you are applying to the correct NOFA – FY 2022 AmeriCorps State and Territory Commission or FY 2022 AmeriCorps State and Terr Comm Fixed Amount, EAP. Make sure that you are applying to one of those and not the FY 2022 AmeriCorps Public Health AmeriCorps NOFA.

If you have any technical issues, please contact funding@cv.ca.gov and the eGrants Help Desk.

eGrants Application Components

- 1) Applicant Info
- 2) Application Info
- 3) Narratives**
- 4) Logic Model**
- 5) Performance Measures Module
- 6) Program Information
- 7) Documents
- 8) Budget
- 9) Funding/Demographics
- 10) Review
- 11) Authorize and Submit

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The eGrants application consists of these components. We will focus on the Narratives and Logic Model for this webinar. The Budget will be covered in the webinar coming up in two weeks. The other sections are largely straightforward, so in the interest of time we will relegate those to the Application Instructions.

Narratives

- Executive Summary
- **Rationale and Approach/Program Design (50%)**
- **Organizational Capability (25%)**
- **Cost Effectiveness and Budget Adequacy (25%)**
- Evaluation Summary or Plan
- Amendment Justification, Clarification Information, and Continuation Changes

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The Narratives consist of these fields. All the narrative fields must be completed. The ones that are bolded will be assessed to determine your application score. As you can see, Rationale and Approach/Program Design makes up 50% of your overall score. Organizational Capability and Cost Effectiveness and Budget Adequacy both make up 25% each.

Now, let's go through the Selection Criteria that you will write to in these narrative fields.

Executive Summary

- Must use and match the template provided
- Not scored, but factors into the page limit

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The Executive Summary is the first narrative field, and it follows a template that you will need to fill in with information about your program design. When you complete the Executive Summary, be as concise as possible. While this does not factor into your score, it does eat into your page limit.

Rationale and Approach/Program Design (50%)

In this narrative field, include response to the criteria in the following sections:

- Theory of Change and Logic Model (24 points)
- Evidence Base (10 points)
- Funding Priority (10 points)
- Member Experience (6 points)

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In the Rationale and Approach/Program Design narrative field, you must respond to the following sections:

- Theory of Change and Logic Model
- Evidence Base
- Funding Priority
- Member Experience.

Use the exact name of the section as the heading and address *how* you meet each of the section's criteria.

Theory of Change and Logic Model

- Program theory of change and Logic Model scored as part of this Narrative section
- Logic Model must align with theory of change described in Narrative

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Starting with the Theory of Change and Logic Model, the criteria for this section looks at both the narrative and the Logic Model.

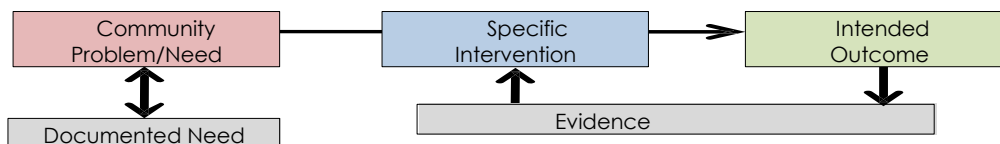
In the Narrative field, you will describe your program's theory of change addressing all criteria. The Logic Model is a separate component that will be scored on its completeness and its alignment with your Theory of Change as described in the Narrative field.

By alignment, we mean that the information in the Logic Model should be reflected in the Narrative; essentially, once reviewers read the Narrative, they should not be surprised by any of the information included in the Logic Model.

We'll talk about the Logic Model when we get to that component of the application.

Theory of Change

- The general underlying idea of how you believe your intervention will create change
- The three elements of a theory of change; community problem/need, intervention, intended outcome are supported by data and evidence
- Data documenting community need should show scope, significance, and causes



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For a quick review, the Theory of Change is *how* an intervention will create change. Put simply, the three elements of a theory of change are the community problem/need, program intervention, and the intervention's intended outcome. All three must be supported by data and evidence.

Criteria for Theory of Change (24 points)

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
- The proposed intervention is logically connected 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) AmeriCorps member-managed 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.

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These are the criteria that the Theory of Change will be scored against.

The criteria cover each element of the theory of change and the relationship between them: the documented need is prevalent and severe in the communities where members will serve, the intervention is logically connected to the need, the intervention is clearly articulated, the intervention is likely to lead to the outcomes identified, and the outcomes represent meaningful progress in addressing the need. Pay attention to the final two bullets, the rationale for utilizing AmeriCorps members, and the service role of AmeriCorps members will produce significant contributions to existing efforts to address the need. These criteria should not be overlooked.

Evidence Base (10 points)

- Evidence Tier (6 points)
 - the relative strength of the applicant's evidence base
 - the likelihood that the proposed intervention will lead to outcomes identified in the logic model
- Evidence Quality (4 points)
 - The quality of the applicant's evidence
 - The extent to which the evidence supports the proposed program design

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Next is the Evidence Base section. AmeriCorps requires that program interventions be supported by evidence. The Evidence Base section is where you speak to the evidence that supports your program intervention. In this competition, Evidence Base is scored on two parts: Evidence Tier and Evidence Quality.

First, the applicant will be assigned to an evidence tier. Then, the quality of the applicant's evidence and the degree to which it supports the proposed program design will be assessed and scored.

There is a lot to this section—more than we have time to cover here. We will go over this in much more detail next week during the 'Demonstrating Evidence' webinar on October 20th.

Funding Priority (10 points)

- The applicant proposed program fits within one or more of the 2022 California Volunteers funding priorities as outlined in the Funding Priorities section of the RFA and the proposed program meets all of the requirements detailed in the Funding Priorities section of the RFA.

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In the Funding Priority section, you will indicate what 2022 AmeriCorps Funding Priority your proposed program fits within. The 2022 AmeriCorps Funding Priorities are outlined in the RFA. To receive priority consideration, you must show that the priority area is a significant part of the program.

Member Experience (6 points)

- AmeriCorps members as a result of their service will have opportunities to develop as leaders.
- 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 has a well-defined plan to recruit AmeriCorps members from the geographic or demographic communities in which the program operates.
- 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.
- The applicant's organization and/or program has a diversity, equity, and inclusion council that seeks to diversify its staff and board and create a supportive and safe environment as well as ensure that its programming is culturally and community appropriate.

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It's important that AmeriCorps members have a meaningful service experience. In this section, you must speak to the valuable skill(s) and experience(s) that members will gain from their service with your program, address how you will recruit members from the geographic or demographic communities that you serve, and how you foster an inclusive service culture. The last bullet is an addition to this year's RFA, so please make sure to address that as well.

Organizational Capability (25%)

- Organizational Background and Staffing (9 points)
- Compliance and Accountability (8 points)
- Culture that Values Learning (4 points)
- Member Supervision (4 points)

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Now we will move on to discuss the Organizational Capability narrative field. For this field, you must respond to the following sections:

- Organizational Background and Staffing
- Compliance and Accountability
- Culture that Values Learning
- Member Supervision

Organizational Background and Staffing (9 points)

- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.
- The organization has facilitated, partnered, or participated in educational or workforce development programs (i.e., pre-apprenticeship/registered apprenticeship, work experience and job training programs, AmeriCorps, etc.).
- The organization has a stated commitment and plan to advance diversity, equality, and inclusion (DEI) throughout its mission, for example by using a DEI council or strategic plan.

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For Organizational Background and Staffing, you must detail 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. You will also need to describe your organization's experience facilitating, partnering, or participating in educational or workforce development programs. You will also need to state your commitment and plan to advance diversity, equality, and inclusion through your organizations mission.

Compliance and Accountability (8 points)

- The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, such as appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
- The organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.

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For Compliance and Accountability, you must discuss your monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations. You must describe your policies, procedures, and controls to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement. And you must describe your organization's mechanism to immediately report any suspected criminal activity, waste, fraud, and/or abuse, and your plan to train staff on these reporting protocols.

Culture that Values Learning (4 points)

- The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.
- The applicant's board, management, and staff collect and use information to determine its programmatic effectiveness in serving in a community with members that are diverse.

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For Culture that Values Learning, you must discuss how your board, management, and staff collect and use information, including performance data, for learning and decision making. You should also discuss how information is collected and used to determine the programmatic effectiveness of serving in a community with a diverse corps of members.

Member Supervision (4 points)

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

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For Member Supervision, you must discuss how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service, and how AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

The key, as with other sections, is to really explain the *how* and be as specific as possible while being mindful of the weight for this section.

Cost Effectiveness & Budget Adequacy (25%)

In the narrative field, enter 'See budget', as the assessment will be of the budget submitted.

Budget is assessed on the following criteria:

- Budget is submitted without mathematical errors.
- Proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget complies with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to or more than the required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY.
- Proposed member living allowance is sufficient to support basic living costs.

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The score for Cost Effectiveness & Budget Adequacy is based on assessment of your program's budget, so you will just enter 'See Budget' in the Budget/Cost Effectiveness narrative field.

The budget will be assessed on following:

- Budget is submitted without mathematical errors.
- Proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget complies with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to or more than the required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY.
- Proposed member living allowance is sufficient to support basic living costs.

Logic Model

- Up to 3-page visual representation of Theory of Change that depicts the following:
 - Community Problem
 - Inputs/Resources
 - Core Activities
 - Outputs
 - Short-, Medium-, and Long-Term Outcomes
- Scored as part of the Theory of Change and Logic Model section of the Selection Criteria

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The next component of the eGrants application is the Logic Model. The logic model is a visual representation of your program's Theory of Change and should give a clear overview of your program's intervention and intended outcomes.

The logic model must include the following:

- A brief description of the community problem the program will address
- The inputs/resources the program will leverage
- The core activities provided by members
- The outputs of those activities
- And the short, medium, and long-term outcomes that occur as a result.

Logic Model Criteria

The Logic Model shall depict:

- A summary of the community problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Locations or sites in which members will provide services
 - Number of AmeriCorps members who will deliver the intervention
- The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
- The core activities that define the intervention or program model that members will implement or deliver, including:
 - Duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
 - Dosage of the intervention (e.g., the number of hours per session or sessions per week)
 - Target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted.) If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

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These are the specific criteria that the logic model will be scored against, it is a more detailed description of what we just described.

When you enter the Logic Model in eGrants, enter a new row for each intervention so all items are visually aligned. Be mindful of the page limit as well. You will have to go to the Review section of the eGrants application and open the Application for Federal Assistance in order to check the pages for the Logic Model and the Narratives.

For the Narratives, make sure the Cost Effectiveness and Budget Adequacy section does not go past page 10. For the Logic Model, go to the very end of the document and make sure the Logic Model does not exceed 3 pages, including the column headers.

Additional Documents

Required Documents

- Proposed Service Site Locations
- California Performance Measurement Worksheets
- Labor Organization Certification Form
- Operational and Financial Management Survey
 - Supporting Documentation
- Diversity Questionnaire

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These are the documents required of all applicants. We will go through each in turn.

Proposed Service Site Locations

- Required of all applicants
- Template provided on Funding Opportunity webpage
- Provide a list of proposed Service Sites where your members will serve if your application were to be funded
 - You will have the opportunity to update this list later
- Provide the site name, address, county, and proposed member placement information for each service location

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The first four documents that I will discuss are required for all applicants. First is the Proposed Service Site Locations. This is an excel template that you must complete with information on the proposed service sites where members will serve if your application is selected for funding. This document can be updated at a later time.

As many of you who are re-competing know, we required that programs submit a Program Diagram in the past. The Proposed Service Site Locations document is required in lieu of the Program Diagram.

California Performance Measurement Worksheets

- Required of all applicants
- All member hours must be accounted for
 - Primary Needs and Service PMW
 - Any Non-Primary Needs and Service PMWs
 - Community Engagement PMW
 - Member Development PMW
- Fundraising activities must have their own PMW
- Primary Needs and Service PMW is entered in eGrants

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All applicants must have CA Performance Measurement Worksheets (PMWs) for Primary Needs and Service, Community Engagement, and Member Development.

If you have activities that fall outside of your primary intervention, member development, and volunteer recruitment, those will need to be included in another non-primary needs and service measure. Any fundraising activities must have their own PMW as well.

When you complete the Performance Measure Module in eGrants, only the Primary Needs and Service PMW needs to be entered.

Needs and Service PMW

- Aligned performance measure required for primary activities
- All non-primary activities must have separate aligned performance measures
- Proposed outcomes measurable in grant year, attributable to AmeriCorps member activities

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The Needs and Service PMW reflects the majority of your members' service activities. This is required for the primary activities of your program; any activities that will be outside of the primary focus will need to be captured in a separate non-primary Needs and Service PMW. All Needs and Service PMWs must have an aligned output and outcome, measurable within the grant year and attributable to AmeriCorps member activities.

Fundraising

- Required if members will engage in fundraising
- Included as separate Needs and Service PMW
 - Output target should be dollar amount raised; no outcome required
- Cannot exceed 10% of member's total service hours
- Fundraising activities
 - Must be in support of the program
 - May not provide matching funds to cover program operating expenses
 - May not prepare federal grant applications
 - Must be specifically outlined in the PMWs and member service agreement

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A separate PMW is required if you are proposing members to engage in fundraising activities. There are regulations around the types of fundraising activities that members can engage in. Time spent fundraising cannot exceed 10% of the individual member's service hours. Fundraising must be in support of the program and not to procure matching funds for the grant to cover program operating expenses. Members may not be utilized to prepare federal grant applications. Any fundraising activities must be specifically outlined in the PMWs and the member service agreement, as these activities must be vetted by California Volunteers.

Community Engagement PMW

- All programs are required to recruit volunteers, but not all members are required to perform volunteer recruitment activities
- Must report on number of volunteers recruited and volunteer hours
- Volunteer capacity building activities must be captured in Needs and Service PMW

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All California AmeriCorps programs are required to include a volunteer recruitment component. Those activities are included in the Community Engagement PMW. It is not required that all members perform volunteer recruitment activities; it is up to the program to determine how much of the AmeriCorps members time is spent on these activities.

You are only required to report on the number of volunteers recruited and the number of hours they spent volunteering. No outcome should be included.

Any activities around building an organization's capacity to recruit, train, or manage volunteers must be captured in a Needs and Service PMW.

Member Development PMW

- Required of all applicants
- Outcome should focus on performance, not just gains in knowledge
- Additional outcomes may be added as appropriate for the program
- May not exceed 20% of total aggregate member service hours

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Member development is also a requirement for all programs. This PMW covers all member training and development. Outputs are predefined as the number of members developed, but the program can add more if desired. The outcome involves members reporting a positive service experience and professional growth. Other outcomes can be added by the program if desired as well.

Remember that the amount of time members spend in training cannot exceed 20% of the total aggregate hours members serve.

Labor Organization Certification Form

- Required of all applicants
- Select the option most applicable to your program's situation
- All options require supporting documentation
- Must be signed by an authorized applicant representative

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For the Labor Organization Certification Form, select the option that is most applicable to your program's situation and provide the requested documentation for that option.

The purpose of the form is to ensure that labor organization concurrence or consultation is obtained as applicable.

The form must be signed by an authorized applicant representative.

Operational and Financial Management Survey

- Required of all applicants
- Complete and submit as Word document
- Supporting documents required (each must be from the most recently completed Fiscal Year):
 - Audited Financial Statements
 - List of federal dollars received
 - Single Audit (required if the applicant organization has received greater than \$750,000 in federal funds)

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The Financial Management Survey is intended to collect information about the capacity of applicants to manage federal grant funds. You must complete and submit it as a Word document.

You must also submit supporting documentation to this survey. Audited financial statements from the most recently completed fiscal year, and a list of federal dollars received in the most recently completed fiscal year. If that amount of federal funds received exceeds \$750,000, you will need to include your Single Audit for that fiscal year.

Diversity Questionnaire

- Required of all applicants
- Questionnaire provided by AmeriCorps
- Complete to the best of your ability

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A new item this year that is required of all applicants is the Diversity Questionnaire. This questionnaire was provided by AmeriCorps, so please complete it to the best of your ability with all available data.

Other Required Documents

New Applicants

- AmeriCorps Organizational Self-Assessment

Re-Competing Applicants

- Evaluation Plan
- Evaluation Report (if re-competing for second cycle and beyond)

Fixed Amount Grant Applicants

- AmeriCorps Budget Worksheet

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These documents are required depending on the type of application: new applicants, re-competing applicants, or fixed-amount grant applicants. We will go through each of these in turn as well.

Organizational Self-Assessment

- Required of all new applicants
- Complete the assessment honestly
- This document will not directly impact your score
- Helps to determine if a planning grant or program development grant is appropriate

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The Organizational Self-Assessment is required of all new applicants.

Please complete the assessment honestly, as it helps us to determine whether a planning or program development grant may be more appropriate for you. It also helps inform what technical assistance we should provide.

Evaluation Plan

- Required of all re-competing applicants
- Use Evaluation Plan Template

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This year, the Evaluation Plan is to be submitted using the Evaluation Plan Template. All re-competing applicants must submit an Evaluation Plan using the Template.

Evaluation Report

- Required of re-competing competitive applicants applying for their third three-year grant period and beyond
- Submit the report as a Word document and include the following:
 - Title page with AmeriCorps grant ID
 - Name of the program
 - Date of completion for the report

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If you are a competitive applicant re-competing for the second time or beyond, you are required to provide an Evaluation Report. Be sure to submit the report as a Word document and include a title page with the AmeriCorps grant ID for the project that was evaluated, the name of the project, and the date of completion of the report.

As a reminder, the evaluation requirements differ depending on the amount of the grant, as described in 45 C.F.R. §2522.710. Re-competing competitive applicants whose average annual AmeriCorps program grant is \$500,000 or more, must arrange for an external evaluation of the program. Re-competing competitive applicants whose average annual AmeriCorps program grant is less than \$500,000, or an Education Award Program Grantee, must conduct an internal or an external evaluation of the program. Both type must submit the evaluation with any subsequent application to AmeriCorps for competitive funds as required in 45 C.F.R. §2522.730.

Budget Worksheet

- Required of Fixed Amount grant applicants only
- Ensure cost per MSY matches eGrants budget
- All other applicants must submit detail budget in eGrants
 - CV recommends using the Budget Worksheet to develop your budget before entering it in eGrants

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Only Fixed Amount Grant applicants are required to submit a detailed budget using the AmeriCorps Budget Worksheet in Excel format. Make sure to follow the Detailed Budget Instructions in *Application Instructions*. And, please make sure that the cost per MSY in the Budget Worksheet matches the eGrants budget.

For all other applicants (i.e. Cost-Reimbursement), we highly recommend you complete the AmeriCorps Budget Worksheet to help prepare your budget before entering it into eGrants. Cost Reimbursement applicants do not submit the AmeriCorps Budget Worksheet as an Additional Document.

Conditionally Required Documents

As applicable:

- Evidence Base Supporting Documents
- Federally Approved Indirect Cost Agreement
- Request for Alternative Match Schedule
- Request to Waive Minimum Program Size Requirement
- Request to Waive Minimum Number of Members Per Service Site Requirement

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These documents are required if certain conditions are met. We will go over these and the previous documents in greater detail.

Evidence Base Supporting Documents

- Required of applicants claiming Preliminary, Moderate, or Strong evidence tier
- The intervention evaluated in the supporting document(s) must match the intervention proposed by the applicant in the following areas:
 - Characteristics of the beneficiary population
 - Characteristics of the population delivering the intervention
 - Dosage and design of the intervention, including all key components and activities
 - The context in which the intervention is delivered
 - Outcomes of the intervention

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Evidence Base Supporting documents are required of all applicants claiming the Preliminary, Moderate, or Strong evidence tier. AmeriCorps evaluators will be reviewing these supporting documents.

Remember, submitted reports that do not sufficiently match the intervention proposed by the applicant in all the listed areas will not be considered applicable and will not be reviewed or receive any points.

Federally Approved Indirect Cost Agreement

- Required of applicants using the Federally Approved Indirect Cost Rate Method for calculating Administrative Costs

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The Federally Approved Indirect Cost Agreement is required documentation from those that have a Federally Approved Indirect Cost rate and choose to use it. You will also need to make sure the Indirect Cost Rate is entered on your eGrants account in order to use it. See the Application Instructions attachment for step-by-step instructions on that.

Request for Alternative Match Schedule

- Required of applicants that believe they may qualify to meet alternative matching requirements
- Demonstrate that your program is either located in a
 - Rural county as defined by U.S. Department of Agriculture Beale code of 4, 5, 6, 7, 8, or 9
 - Severely economically distressed community
- Program location is based on the legal applicant's address
 - Applicant may justify why another address is appropriate
 - AmeriCorps will determine which location is more appropriate

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The Request for Alternative Match Schedule is required of applicants that meet the qualifying circumstances for an alternative match schedule.

To qualify, you must demonstrate that your program is either located in a **rural county** with a Beale code of 4, 5, 6, 7, 8 or 9 as defined by the U.S. Dept. of Agriculture or is a **severely economically distressed county**. Specific characteristics of a severely economically distressed county is defined in the *Application Instructions* and *Mandatory Supplemental Guidance*.

AmeriCorps will determine the location of your program based on your legal applicant's address. You may justify why another address is more appropriate in your request.

Requests to Waive Requirements

Minimum Program Size

- Provide compelling rationale why the proposed program does not meet the 20 MSY minimum requirement

Minimum Number of Members per Service Site

- Provide compelling rationale why the proposed program does not meet the requirement
- Describe mechanisms in place to prevent disruptions to service due to member absence
- Describe plan to ensure members are adequately supported and connected to other members and the broader national service network

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Those that wish to waive the Minimum Program Size and/or Minimum Number of Members per Service Site requirements must submit a waiver request.

For Minimum Program Size, you must submit a compelling rationale for why the proposed program does not meet the 20 MSY minimum requirement.

For Minimum Number of Members per Service Site, you must submit a compelling rationale for not meeting the requirement and address the mechanisms and plans to mitigate the impact on members serving alone.

Submitting Additional Documents

Creating a New Application

- Create account in CV AmeriCorps Grants Portal
- Click on 2022 AmeriCorps State Grant Funding Opportunity
- Click “Create New Program Application”

Creating a Recomplete Application

- Login to Portal and navigate to current year program
- Click “Renew this Program”

Submitting Additional Documents

- Enter request details under “Program Detail”
- Assign roles to contacts in your organization under “Program Roles”
 - Legal Applicant and Primary are required at a minimum
 - Contacts do not need to be Users in the system
- Upload required additional documents under “Application Documents”
 - Each item requires a note or a document to validate
- Click “Submit Application”
 - It will identify any missing items in the application
 - If an unhandled error occurs, please contact funding@cv.ca.gov

Application Deadline

- All application components due by **Monday, November 8, 2021, 5:00 pm PST**
 - Application submitted electronically in eGrants
 - Application with all Additional Documents submitted electronically in CV AmeriCorps Grants Portal (Salesforce)

Questions?



AmeriCorps

Thank you!

Please send questions to Funding@cv.ca.gov.



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