



CALIFORNIA VOLUNTEERS

Office of the Governor



AmeriCorps
California



Application Forms and Selection Criteria

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AmeriCorps
California

Technical Assistance Webinars

AmeriCorps State Funding Opportunity Overview and Q+A

- Tuesday, September 27, 1pm PST

AmeriCorps Budget Development

- Tuesday, October 4, 2pm PST

AmeriCorps State Funding Application Forms and Selection Criteria

- Thursday, October 6, 1pm PST

Developing Performance Measures

- Tuesday, October 11, 1pm PST

Demonstrating Evidence

- Thursday, October 13, 1pm PST

Session Objectives

Understanding of:

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

eGrants Application



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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

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

Executive Summary

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

Rationale and Approach/Program Design

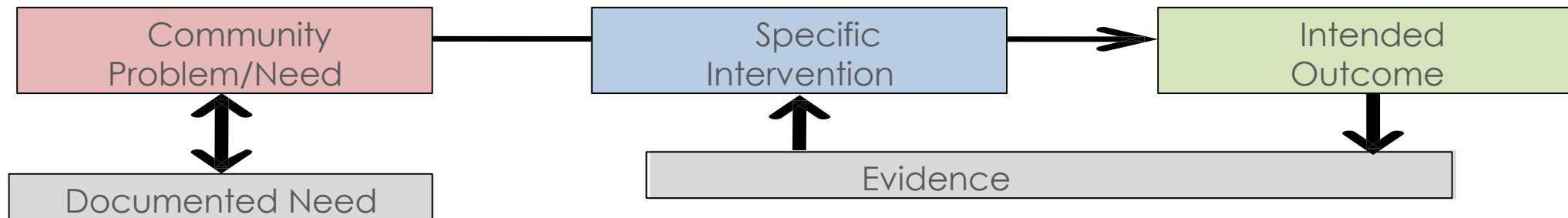
- In this narrative field, include response to the criteria in the following sections:
 - Theory of Change and Logic Model (24 points)
 - Evidence Base (10 points)
 - Funding Priority (9 points)
 - Member Experience (7 points)

Theory of Change and Logic Model

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

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



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 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 and help develop additional capacity to address the stated problem.

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

Member Experience (7 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.
- AmeriCorps members receive additional benefits.
- Description of the demographics of the community served and plans to recruit AmeriCorps members from geographic or demographic communities in which the program operates. This could include, but not limited to the following historically underserved, under-represented, and disadvantaged populations of:
 - communities of color
 - LGBTQI+ (Lesbian, Gay, Bisexual, Transgender, Queer, Questioning or Intersex) communities
 - Individuals with varying degrees of English language proficiency
 - Individuals with disabilities
 - Veterans and military families as volunteers
- Description of how the organization will ensure its project engages a diverse and inclusive group of members.
- The applicant's organization and/or program has a diversity, equity, and inclusion council or similar mechanism 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.

Organizational Capability (25%)

- New programs
 - Organizational Background and Staffing (13 points)
 - Compliance and Accountability (7 points)
 - Member Supervision (4 points)
- Recompeting Programs
 - Organizational Background and Staffing (6 points)
 - Past Performance (7 points)
 - Compliance and Accountability (8 points)
 - Member Supervision (4 points)

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.
- 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, etc.).
- The leadership and staff of the organization has the same lived experience as the beneficiary population and/or community being served.
- The applicant's (organization's or institution's) definitions of diversity, equity, inclusion, and accessibility demonstrate the organization is engaged in activities related to diversity, equity, and inclusion. This can include the inclusion of diversity on the Board of Directors, agency staff and leadership, and/or volunteers.

Past Performance (Recompete only)

Reviewers will assess applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:

- timeliness of compliance with applicable reporting requirements
- conformance to the terms and conditions of previous Federal awards
- applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
- meeting matching requirements
- the extent to which any previously awarded amounts will be expended prior to future awards
- national service criminal history check compliance
- Financial management including invoice processing and accuracy, timeliness and responsiveness to inquiries

NOTE: Applicant should not describe past performance in the application; CV will use internal data to assess past performance.

Compliance and Accountability

- The extent to which 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 activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The extent to which 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 extent to which 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 the Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.

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.

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

Additional Documents

- Required Documents

- Proposed Service Site Locations
- California Performance Measurement Worksheet
- Operational and Financial Management Survey in Word
- Labor Organization Certification Form
- STD 204 Payee Data Form
- Address List for Board of Directors
- Audited Financial Statements (most recent year)
- Schedule of Federal Expenditures
- Single Audit (required if federal expenditures in excess of \$750,000 annually)
- Evaluation Plan (if required)
- AmeriCorps Organizational Self-Assessment (new only)
- Request for Alternative Match Schedule (optional)
- New Applicant Certification (new only)

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

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

Needs and Services 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

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

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

Fundraising PMW

- Uncommon
- 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

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 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)

Other Required Documents*

New Applicants

- AmeriCorps Organizational Self-Assessment
- New Applicant Certification

Re-Competing Applicants

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

Fixed Amount Grant Applicants

- AmeriCorps Budget Worksheet

* See RFA and Application Instructions for complete list

Organizational Self-Assessment and New Applicant Certification

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

Evaluation Plan

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

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

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

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

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

Request 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

Submitting Additional Documents

Creating a New Application

- Create account in CV AmeriCorps Grants Portal
- Click on 2023 AmeriCorps State Grant Funding Opportunity
- Click “Create New Program Application”

Creating a Recompete 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 **Thursday, October 27, 2022, 5:00 pm PST**
 - Application submitted electronically in eGrants
 - Application with all Additional Documents submitted electronically in CV AmeriCorps Grants Portal (Salesforce)

Questions & Answers

PLEASE TYPE YOUR QUESTIONS IN THE CHAT OR UNMUTE

Thank you!

SEND ADDITIONAL QUESTIONS TO FUNDING@CV.CA.GOV