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[CaliforniaVolunteers.CA.GOV](https://californiavolunteers.ca.gov)

# 2023 California Climate Action Corps Expansion Funding Opportunity



## AmeriCorps

# APPLICATION INSTRUCTIONS

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## Applications due December 5, 2022

**IMPORTANT NOTICE TO APPLICANTS:** The following documents are necessary to complete a 2023-24 operating grant application for funding to support the California Climate Action Corps. All can be found on the California Volunteers website, <https://californiavolunteers.ca.gov/grants/ameriCorps/>.

- (1) 2023 California Climate Action Corps Expansion Request for Applications (RFA)
- (2) 2023 California Climate Action Corps Expansion Application Instructions
- (3) 2023 California Climate Action Corps Expansion Application Forms

## 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 following documents are necessary to complete a 2023-24 operating grant application for funding to support the California Climate Action Corps. All can be found on the California Volunteers website, <https://californiavolunteers.ca.gov/grants/ameri corps/>.

- (1) 2023 California Climate Action Corps Expansion Request for Applications (RFA)
- (2) 2023 California Climate Action Corps Expansion Application Instructions
- (3) 2023 California Climate Action Corps Expansion Application Forms

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
- Funding Opportunity Request for Applications, which take precedence over the
- AmeriCorps State Application Instructions.

## II. APPLICATION CONTENT AND INSTRUCTIONS OVERVIEW

### Submission to California Volunteers

Applicants must submit their application via email to [funding@cv.ca.gov](mailto:funding@cv.ca.gov). To complete the application, please:

1. Download the following documents from the CV website at <https://californiavolunteers.ca.gov/grants/amicorps/>:
  - 2023 California Climate Action Corps Expansion Request for Application
  - 2023 California Climate Action Corps Expansion Application Instructions (this document)
  - 2023 California Climate Action Corps Expansion Application Forms
2. Follow the instructions included in this document for preparing an application.
3. Submit a complete Application via email to [funding@cv.ca.gov](mailto:funding@cv.ca.gov).

### Page Limits

**Applications must not exceed 10 double-spaced pages as printed from eGrants.** This limit does not include other aspects of the application (e.g., the budget, logic model, performance measures, or program diagram), though individual documents may have their own limits. The application sections that count towards the page limit are the:

- Executive Summary
- Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.

The other documents with page, word, or character limitations are as follows:

- Logic Model may not exceed 3 pages

### Application Submission Deadline

Applications (both the eGrants submission and the Additional Documents) must be received no later than **Monday, December 5, 2022, at 5:00 p.m. Pacific Time** in order to be considered.

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

### III. APPLICATION SUBMISSION CHECKLIST

The *Application Submission Checklist* below is provided for your convenience to ensure that your application is completely submitted as required by CV. Please ensure that you have adequate time to submit all required documents to [Funding@cv.ca.gov](mailto:Funding@cv.ca.gov) by the deadline.

<b>APPLICATION SUBMISSION CHECKLIST</b> Included for your convenience—do not submit	
√	<b>A. Application Submission:</b>
	<b>All Applicants*:</b>
	<b>1. Narratives</b> <input type="checkbox"/> Executive Summary, Rationale and Approach (Program Design), Organizational Capability are complete. <input type="checkbox"/> Cost Effectiveness and Budget Adequacy narrative says 'See Budget'. Note: The entire narratives must not exceed 10 double-spaced pages
	<b>2. Logic Model</b> <input type="checkbox"/> Logic Model does not exceed 3 pages when printed
	<b>3. California Performance Measurement Worksheets (PMWs)</b> <input type="checkbox"/> <u>Primary</u> (and Non-Primary if applicable) Needs and Service PMW(s) accurate and complete. <input type="checkbox"/> Member Development PMW
	<b>4. Budget (CV Excel Template)</b>
	<b>5. Indirect Cost Agreement (if applicable)</b> <input type="checkbox"/> Federally Approved Cost Agreement included

√	<b><u>New Applicants (not current grantees) Only:</u></b>
	<b>6. Labor Organization Certification Form</b> <input type="checkbox"/> Form complete and signed <input type="checkbox"/> Written justification provided for the option selected
	<b>7. Operational and Financial Management Survey</b> <input type="checkbox"/> Form completed and signed
	<b>8. AmeriCorps Organizational Self-Assessment</b> <input type="checkbox"/> Form completed and signed

\* Applicants that are a current grantee implementing the California Climate Action Corps should submit consolidated narrative, logic model, PMWs, and budget showing combined current grant and proposed expansion.

# 1. Program Narrative

Reviewers will assess your application against the selection criteria. CV urges applicants to submit high quality applications that carefully follow the guidance in the RFA and Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

The program narrative should address all the criteria provided below:

**A. Executive Summary** — Please fill in the blanks of these sentences to complete the Executive Summary. **Do not deviate from the template below.**

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of program]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the AmeriCorps focus area(s) of [Focus Area(s)]. The AmeriCorps 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.

**B. Program Design (50 percent)** — Reviewers will consider the quality of the application's response to the following criteria below. Applicant responses must include the exact headings and address *how* they meet each of the criteria below each heading. A response that simply restates the criteria is not sufficient. Do not assume all sub-criteria are of equal value. Please ensure the Theory of Change and Logic Model incorporates the funding priorities listed in the RFA, for example supporting communities historically excluded and/or underserved from government services, addressing structural and institutional inequities, or increasing opportunity in order to achieve sustainable change in communities.

**1. Theory of Change and Logic Model (30 points)**

The Theory of Change shall address:

- General
  - The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
  - The proposed intervention (program design) 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.
- California Climate Action Corps Specific
  - The approach and concept for engaging communities in climate action activities including approach for Regional and Host Partner support and management, and

overall implementation approach to member recruitment, placement, and intervention delivery.

- How anticipated climate interventions (volunteer engagement, action, education, assessment) delivered by members will support the mission of the California Climate Action Corps to “Empower Californians to take meaningful action to serve and help protect our most vulnerable communities against the harshest impacts of climate change.” Specifically describe how the applicant will ensure that service activities combine measurable climate outputs and significant volunteer and community engagement elements.
- Describe partnerships currently in place to support member service activities and describe your plan for building partnerships as needed.

## **2. Member Experience (20 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.

**C. Organizational Capability (25 percent)**—Reviewers will consider the quality of the application's response to the following criteria below. Applicant responses must include the exact headings **and** address **how** they meet each of the criteria below each heading. A response that simply restates the criteria is not sufficient. Do not assume all sub-criteria are of equal value.

### **1. Organizational Background and Staffing (9 points)**

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

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

- The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- 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.

**3. *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.

**4. *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.

**D. *Cost Effectiveness and Budget Adequacy (25 percent)***

State "See budget" as the budget is assessed for this section.

## 2. Logic Model

Complete the Logic Model using the template found under *Application Forms*.

The logic model shall depict and will be evaluated on the following:

- A summary of the community problem/need, including the role current or historical inequities faced by underserved communities may play in contributing to the problem.
- 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. (ex. ED1A)
- 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.(ex. ED5)

Note: The Logic Model is a visual representation of the applicant's theory of change. Applicants should 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 (ie. long-term) that are included in the Logic Model, they must measure all outcomes that are included in their Performance Measurement Worksheets.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.



### 3. California Performance Measurement Worksheets

Following the instructions on the California Performance Measurement Worksheets, please complete and include the following as part of your application:

- At least one Needs and Service PMW for the required primary performance measure. Include additional Needs and Service PMW(s) as needed for optional measures.
- Member Development Performance Measurement Worksheet

#### **Performance Measurement Worksheets & Requirements**

Applicants are required to outline all AmeriCorps member service activities and their impact using the *California Performance Measurement Worksheets* (PMWs). Each performance measurement area is explained below.

#### **Primary Needs and Service Performance Measurement Worksheet**

Applicants must develop an aligned performance measure (**output** and its resultant **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 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 service activities delivered by AmeriCorps members.

#### **Other Non-Primary Needs and Service or Indirect Service Activities [OPTIONAL]**

Applicants proposing additional program service activities beyond the primary must also include performance measures for those activities. For these **secondary** performance measure(s) programs may choose to use just an output, without an associated outcome. Thus you would track the participation related to that activity, without being required to formally assess its impact. This allows programs to focus data collection and assessment efforts on the core activity where members will spend the most time and have the greatest impact.

Please note that CV values the quality of performance measures over the quantity of performance measures.

**Member Development Worksheet**—Applicants must describe the training and other professional development that members will gain through the program. While a critical part of the overall AmeriCorps member experience, this cannot exceed 20% of member hours.

**Fundraising Activities:** If members will perform any fundraising activities, applicants must develop a separate Needs and Service PMW to account for any member time spent on allowable fundraising activities. Federal regulations prohibit a member from spending more than 10% of 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.). A measurable outcome is not required for a fundraising performance measure.

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 organization 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, AmeriCorps, 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:*** Programs are required to conduct both a swearing-in and graduation ceremony for all cohorts/classes of members and participate in AmeriCorps Week and CV-designated Days of Service. Programs are strongly encouraged to participate in other National Service Days (e.g. September 11<sup>th</sup> Day of Remembrance, Martin Luther King Day of Service, etc.). California Climate Action Corps members are strongly encouraged to participate in California Climate Action Week and Earth Day. Service hours dedicated to National Days of Service events should be captured on a Community Engagement PMW or Member Development PMW, whichever is most appropriate based on the program's intent for engaging members in these events. These activities should not be included on a separate PMW.

PLEASE NOTE: AmeriCorps program designs should be focused with measurable community impacts. The *Needs and Service* and *Community Engagement* PMWs combined must account for at least 80 percent of the AmeriCorps members' total aggregate service hours. California Volunteers values the quality of performance measures over the quantity of performance measures. Additionally, all member service hours must be verifiable and documented through timesheets.

## 4. Program Budget

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 the requirements of the Uniform Guidance. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 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. The OMB Uniform Guidance can be found on-line at [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

### 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

Complete Section I, Program Operating Costs, of the Budget by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-I, for Year 1 of the grant, as follows:

##### 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 their 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. All program staff must use functional timesheets to record time spent on the grant. 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.

**CV expects 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. Include a registration cost of \$250 per staff. This requirement should be considered when creating the budget.

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

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

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

Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. In NO CASE may budgeted rates exceed federal rates.

### **D. Equipment**

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

### **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. Costs must be included as necessary to provide California Climate Action Corps members with UC Climate Stewards certification.

## 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:

- All AmeriCorps members, and any staff charging time (including match) to an AmeriCorps cost-reimbursement grant, must have completed National Service Criminal History Checks (NSOPW, State and FBI checks) prior to start. These are conducted by two approved vendors -Truescreen and Fieldprint. More on [NSCHC can be found here](#). Include the cost of these checks for all AmeriCorps members and any staff listed in the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.
- Programs should budget for approximately \$56 per person for NSCHC using Truescreen and Fieldprint for each AmeriCorps member and staff person listed on the budget. You may include additional for checks run on applicants who do not ultimately join your program. You may also include the cost of any supplemental checks required by your service site partners (ie. Cal DOJ Livescan for CA State checks by school partners).
- 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 organization's 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, three-quarter time, half-time, minimum-time, abbreviated-time) and the amount of living allowance they will receive, allocating appropriate portions between the federal share (CNCS Share) and state match share. Programs must follow the defined living allowances outlined below.

Term of Service	Minimum # of Hours	Living Allowance
Full-Time Team Leader	1,700	\$33,004
Full Time	1,700	\$30,000
Three-Quarter Time	1,200	\$21,176
Half Time	900	\$15,882
Minimum Time	300	\$5,294

### 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.** You must offer or make available 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 AmeriCorps funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but the cost cannot be included in the budget. 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. If you budget health insurance for less-than-full-time members serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of members who will receive health care benefits. AmeriCorps will not pay for dependent coverage. If health care is not budgeted for all full-time members, please confirm all full-time members will have access to 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 only one item "state general funds", the match type [State/Local], the total match amount as "cash", and a brief description of the intended purpose of the match as "program operations and member support". Define any acronyms the first time they are used. In the brief description, indicate that the match "secured."

**Note:** the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible members is not included in the budget.



## 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.

In Compliance?	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 who 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 are 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 ___	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.
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 State Commission and National Direct staff travel to CNCS-sponsored meetings in the budget narrative under Staff Travel?
Yes ___ No ___	Funds to pay relocation expenses of AmeriCorps members are not in the CNCS 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 \$5000 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 \$1000 per unit are specifically listed and explained in the budget narrative?
Yes ___ No ___	Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than CNCS grant funds.
Yes ___ No ___	You only charged to the federal share of the budget member service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment?
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you budgeted the cost of the NSOPW, FBI, and state check in the CNCS share for criminal history checks of each member and grant-funded staff that are in covered positions per 45 CFR 2522.205? If not, have you provided an explanation of how the costs will be covered?
Yes ___ No ___	Are all items in the budget narrative itemized and the purpose of the funds justified?

In Compliance?	Section II. Member Costs
Yes ___ No ___	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance. 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. If exempted from paying FICA, is the exemption noted in the budget narrative?
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 will 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 part-time serving in a full-time capacity)? 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.
Yes ___ No ___	Unemployment insurance is not budgeted since CA law does not require it and members are not eligible.

<b>In Compliance?</b>	<b>Section III. Administrative/Indirect Costs</b>
Yes ___ No ___	Applicant does not have a current federally approved indirect cost rate and has chosen to use the CNCS-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 to use CNCS fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes ___ No ___	Applicant has a current approved indirect cost rate – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?
Yes ___ No ___	Applicant has a current approved indirect cost rate-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
Yes ___ No ___	Applicant is directly applying to CNCS and the approved indirect cost rate agreement has been entered into eGrants?
Yes ___ No ___	Applicant has never had a federally approved indirect cost rate and is choosing to use a <i>de minimis</i> rate of 10% of modified total direct costs?

<b>In Compliance?</b>	<b>Match</b>
Yes ___ No ___	Is the overall match being met at the required level, based on the year of funding?
Yes ___ No ___	For all matching funds, proposed vs secured, the source(s) [private, state, local, and/or federal], the type of contribution (cash or in-kind), and the amount of match, are clearly identified in the narrative and in the Source of Funds field in eGrants?
Yes ___ No ___	The amount of match is for the entire amount in the budget narrative? (The total amount of match equals the amount in the budget?)

## 5. Indirect Cost Agreement

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, you must include documentation of this IDC as part of your application.

## 6. Labor Organization Certification Form

This form is required of all **new** applicants.

### Definitions

*Service Sponsor*--According to SEC. 101(25) [42 USC 12511(25)], the term “service sponsor” means an organization, or other entity, that has been selected to provide a placement for a member (participant).

*Program Applicant* --For the purposes of this section, AmeriCorps’s definition for “program applicant” includes any applicant to AmeriCorps or a State Commission, as well as any entity applying for assistance or approved national service positions through a AmeriCorps grantee or subgrantee.

### Instructions

Carefully consider the three options on the Labor Organization Form and check all the boxes that apply to your program. An applicant must check at least one box. The form must be signed by an authorized legal applicant representative.

Check Option 1 if program applicant:

- 1) will serve as a placement site for AmeriCorps members; and
- 2) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
- 3) Those employees are represented by a local labor organization.

If you check option 1, you must also include the **written concurrence of the local labor organization** representing those employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

Check Option 2 if program applicant:

Proposes to place AmeriCorps members at sites (outside of legal applicant organization) where they will be engaged in the same or substantially similar work as employees represented by a local labor organization.

If you check option 2, you must submit a written description of how the legal applicant will ensure that:

- a) AmeriCorps members won’t be placed in positions that were recently occupied by paid staff.
- b) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

In the very rare event that neither Option 1 nor 2 applies to you, please select Option 3. In almost all circumstances where Option 3 is an appropriate option the legal applicant has verified that there are no labor organizations representing employees of the Program Applicant and/or Service Sponsors.

If you select Option 3, you must submit a written justification of how you determine this option applies to you as part of your application.

**IMPORTANT:** Supporting documentation is required for all options selected. Failure to include required supporting documentation as part of the application may result in points lost from the review process.

## **7. Operational and Financial Management Survey**

This survey is required of all **new** applicants. Complete the Operational and Financial Management Survey and submit it in Word (.docx) format, along with all required supporting documentation, with your application. Organizations with documents that are particularly large but publicly available online may include in the Notes field an explanation of why any documents cannot be provided and identify where each can be found, including a web address of the document's location. Please ensure all documents are clearly labeled.

The following supporting documentation is required of all **new** applicants:

- Audited Financial Statements from the most recently completed Fiscal Year
- List of federal dollars received in the most recently completed Fiscal Year
- The following supporting documentation is required for application that received greater than \$750,000 in federal funds:
  - Single Audit from the most recently completed Fiscal Year

## **8. AmeriCorps Organizational Self-Assessment**

This form is required of all **new** applicants. Please follow the instructions included on the form.