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CaliforniaVolunters.CA.GOV

California Experience Corps State Funding Opportunity

REQUEST FOR APPLICATIONS

Applications due March 9, 2023

A. Overview

Application Timeline

January 12, 2023	RFA Posted
February 10, 2023	Notice of Intent to Apply
March 9, 2023	Applications due to California Volunteers
~~April 16, 2023~~	~~Notice of Intent to Award~~
April 30, 2023	Successful Applicants Notified
May 1 – 31, 2023	Contracting Window
July 1, 2023	Program Launch

B. Program Description

B.1. Funding Purpose

The 2022 Budget Act provided $10 million one-time General Fund for the Foster Grandparent and Senior Companion program to engage older adults in volunteer service that benefit schools, families, and communities across the state. These funds provide additional volunteer positions with stipends for older adults to provide one-on-one mentoring, nurturing, and support to children; and to provide peer-support services to older adults at risk of out-of-home placement due to chronic illness, disability, or isolation.

Foster Grandparent Program

Established in 1965, the AmeriCorps Seniors Foster Grandparent Program (FGP) is an intergenerational program that engages adults ages 55 and older as volunteers who serve as one-on-one mentors and tutors to provide social and emotional support to children with special or exceptional needs, or who are at an academic, social, or financial disadvantage. AmeriCorps Seniors Foster Grandparent volunteers serve an average of 20 hours per week in schools, Head Start and other early education centers, hospitals, juvenile detention facilities, or other childcare settings. AmeriCorps Seniors volunteers commit to an ongoing relationship with the children they serve for an academic year or longer.

Senior Companion Program

Established in 1974, the AmeriCorps Seniors' Senior Companion Program (SCP) focuses on providing assistance and friendship to older adults who have difficulty with daily living tasks, such as shopping or paying bills. Through this program, AmeriCorps Seniors volunteers keep seniors independent longer and provide respite to family caregivers. AmeriCorps Seniors volunteers themselves report better health and longevity having served their community.

AmeriCorps Seniors volunteers in the Senior Companion Program typically perform service that takes place in the homes of their clients. Among other activities, they provide companionship to ease loneliness and social isolation, assist with transportation and light chores, help to serve as eyes and ears to professionals who can intervene in the case of medical or other deterioration on the part of the clients, and give support to informal caregivers. While serving, AmeriCorps Seniors volunteers in the Senior Companion Program improve their own lives by staying active and civically engaged.

B.2. Program Objectives

The Foster Grandparent and Senior Companion Programs are national models that continue to demonstrate value and success of older adult volunteerism. In partnership with the California

Department of Aging (CDA) and AmeriCorps, California Volunteers will increase older adult volunteerism, help people age in place, reduce isolation, and enhance intergenerational partnerships and relations for the benefit of the State by promoting and expanding volunteering opportunities for older adults.

Through the **California Experience Corps State Funding Opportunity**, California Volunteers will create up to 1,000 additional stipended volunteer positions over two years for older adults to: 1) provide one-on-one mentoring, nurturing, and support to children with special or exceptional needs or who are in circumstances that limit their academic, social, or emotional development, and 2) provide peer-support services to older adults at risk of nursing home placement due to chronic illness, disability, or isolation.

B.3. Allowable Use of Funds

Funds can be utilized to support the following program goals:

1) New Planning Service Area Expansion: For programs interested in pursuing a Planning Service Area expansion during their next AmeriCorps Seniors FGP or SCP competition, applicants may request up to $9,000 per VSY for new non-Federally funded VSY to temporarily expand into the following currently unserved counties or Planning Service Areas (PSA) identified by CDA: Contra Costa, El Dorado, Inyo/Mono, Marin, San Mateo, Merced, Sacramento, and Tehama. Applicants must have prior approval from AmeriCorps to expand into a new PSA or into an unserved county within their current PSA.

2) Program Scale (VSY) Expansion: For programs that met FY2022 volunteer hours and are interested in expanding within their existing service area, applicants may request up to $9,000 per VSY to fund new non-Federally funded VSY.

3) Program Scale (VSY) Retention: For programs that did not meet FY2022 volunteer hours, applicants may request State Funds to retain current program scale (VSY). Applicants may request up to $9,000 per VSY to fund the volunteer positions that may otherwise be reduced in order to support volunteers at the higher stipend amount required by AmeriCorps. State funds may be used to:
   a. Offset the cost impact of the increased stipend (VSY*888) for each grantee to keep the current program scale.
   b. Offset the full stipend line for VSYs which would otherwise be eliminated ($4,176 x the number of VSY to be otherwise decreased)
   c. Support recruitment efforts
   d. Enhance volunteer experience

In general, applicants may apply state funds to any budget line identified in their federal grant budget.

B.4. Funding Priority

Applicants that meet the following strategic considerations may receive priority funding consideration:

1. Expansion to currently underserved counties: Contra Costa, El Dorado, Inyo/Mono, Marin, San Mateo, Merced, Sacramento, and Tehama.
2. Expansion of 100 Volunteer Service Years (VSY) or more over the two-year grant period.

Applications that meet any of the above priorities may bypass other similarly ranked applications that do not address a funding priority.

C. Award Information

C.1. Estimated Available Funds
California Volunteers is seeking to award $9.5 million over two years to support volunteer positions in the AmeriCorps Seniors' Foster Grandparent and Senior Companion Programs.

C.2. Estimated Award Amount
Award amounts are based on the number of Volunteer Service Positions (VSYs). Awards are calculated based on the cost per VSY and cannot exceed $9,000 per VSY. Any applicant selected by California Volunteers to receive state funds must also be approved for an AmeriCorps Seniors federal grant.

C.3. Period of Performance
Successful applicants will be issued grant contracts by May 31, 2023, to support two years of operation as follows:
- Year 1: July 1, 2023 through June 30, 2024
- Year 2: July 1, 2024 through June 30, 2025

C.3.a. Continuation Grants
Continuation funding for year 2 is not guaranteed and may be dependent upon:
- Satisfactory performance that signals the grantee is on track to achieve its proposed performance measures at the end of the grant
- Demonstrated capacity to manage the grant
- Compliance with grant requirements, including terms and conditions, criminal history checks, reporting and match requirements
- Availability of Congressional appropriations and/or state funding

C.4. Type of Award
Grants will be awarded on a cost reimbursement basis.

Award recipients will be assigned to a California Volunteers Program Specialist, who will be responsible for assessing recipient performance, providing training and technical assistance, and serving as primary point of contact.

D. Eligibility Information

D.1. Eligible Applicants
This opportunity is opened to the following entities:
1. AmeriCorps Seniors grantees operating in California who currently receive federal funds for either a Foster Grandparent Program or Senior Companion Program grant or have an approved no-cost grant ($0) may apply for funding.
2. Eligible non-Federal entities who will be applying for AmeriCorps funding to engage older adults in California in volunteerism through the FY 2023 AmeriCorps Seniors Native Nations and Indigenous Elders Senior Demonstration Program and/or the FY 2023 AmeriCorps Seniors Workforce Development Senior Demonstration Program.
The following non-Federal entities (all of which are defined in 2 CFR 200.1 or 42 U.S.C. 12511(21) are eligible to apply:
   - Indian Tribes
   - institutions of higher education
   - local governments, including city or county health public health departments

- nonprofit organizations, including state-recognized tribal organizations

E. Application and Submission Information

E.1. Content and Form of Application Submission

E.1.a. Application Content
- Printout of the following application components from eGrants. These are for California Volunteers' reference and will not be scored, but they must abide by all requirements in the federal Notice of Funding Opportunity.
  - Standard Form 424 (SF-424) Face Sheet
  - Narrative Sections
  - Standard Form 424A Budget
  - Performance Measures
- State Funding Application Narrative
- State Share Budget

E.1.b. Additional Documents
- Service Station Roster

E.1.c. Page Limits
The State Funding Application Narrative must not exceed 6 double-spaced pages. This limit does not include the State Share Budget or other application components. The printout from eGrants should conform to the page limit requirements as outlined in the federal Notice of Funding Opportunity.

E.2. Notice of Intent to Apply
Applicants are strongly encouraged to submit a Notice of Intent to Apply to CV by Friday, February 10, 2023. The Notice can be submitted by clicking here.

E.3. Application Submission Deadline
Applications must be received no later than Thursday, March 9, 2023 at 5:00pm Pacific Time in order to be considered.

CV will not consider applications received after the deadline, except when noted below. CV reserves the right to extend the submission deadline and any notice of such will be posted on the funding opportunity website.

E.4. Late Applications
All applications received after the submission deadline published in the RFA are presumed to be non-compliant. CV may, at its discretion, consider an application received after the deadline if the applicant submits a written explanation or justification of the extenuating circumstance(s) that caused the delay and any substantiating evidence. The written explanation and evidence must be received no later than one business day after the application deadline. CV determines whether to accept a late application for review on a case-by-case basis.

Communication with CV staff is not a substitution for the above protocol. Applicants that do not submit a justification or any other evidence to overcome the presumption of non-compliance within the required timeframe will not be reviewed or selected for award.

Please note: CV will not consider an advance request to submit a late application. Applicants are encouraged to continue working on their application until it is submitted. If you are experiencing technical difficulties, please carefully review and follow the guidance above, and submit your application as soon as possible.

E.5. Application Submission
Applications must be submitted electronically via email to funding@californiavolunteers.ca.gov by the deadline. All required documents must be submitted as separate files in the following formats:
1. Printout of eGrants Application – PDF (.pdf)
2. State Funding Application Narrative – PDF (.pdf) or Word (.docx)
3. State Share Budget – Excel (.xlsx)
4. Service Station Roster – Excel (.xlsx)

F. Application Review Information
F.1. Application Assessment Criteria
F.1.a. eGrants Application Narrative
California Volunteers will review the eGrants application, paying specific attention to the following criteria. If the criteria identified is not requested as part of the federal Notice of Funding Opportunity that you are applying to, please include your response as part of the State Funding Application Narrative.

Strengthening Communities
1. The applicant's proposed interventions are clearly articulated including the design, dosage, target population, and roles of AmeriCorps Seniors volunteers. The applicant's intervention is likely to lead to the outcomes identified in the applicant's work plans.
2. For incumbent organizations, if the anticipated outcomes (Performance Measures) were not met in the previous three-year grant cycle and those same outcomes are included in this application, include what actions will be taken to meet those outcomes under this new award.
3. The applicant's (organization or institution's) definitions of diversity, equity, inclusion, and accessibility are included AND activities the organization is engaged in related to diversity, equity, inclusion, and accessibility are clearly identified.
4. The proposed plan to ensure the project engages a diverse and inclusive group of volunteers is clearly articulated.

Recruitment and Development
1. Describe how the proposed recruitment strategy is a strategic response to the demographics in the community served.
2. Demonstrates a plan and infrastructure to ensure volunteers receive training needed to succeed in the service activities described in the Performance Measures.
3. Describes the demographics of the community served and plans to recruit AmeriCorps Seniors volunteers from geographic or demographic communities in which the program operates.
4. Demonstrates a plan and adequate infrastructure to retain and recognize volunteers.
5. Demonstrates a plan for developing and growing a culture of inclusion at volunteer stations to ensure volunteer station supervisors who are involved in the recruitment of

volunteers are invested in addressing community disparities and the root causes of biases in recruitment efforts.

Program Management
1. Demonstrates plans and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activities, including:
    a. Sufficient guidance and support of AmeriCorps Seniors volunteers to provide effective service.
    b. Adequate training and preparation of station supervisors to follow AmeriCorps Seniors program regulations, priorities, and expectations.

Organizational Capability
1. Describes the organizations commitment to equity when addressing critical community needs reflected in the organizations mission and vision, as well as the application's Performance Measures.
2. Describes the plans and infrastructure to provide sound programmatic and fiscal oversight (both financial and in-kind) and day-to-day operational support to ensure the following:
    a. Compliance with program requirements (statutes, regulations, and the Uniform Guidance/2 CFR 200 and related appendices);
    b. Accountability;
    c. Efficient and effective use of available resources; and
    d. Plans to engage non-federal funding sources for sustainability of programming.
3. Clearly defines paid staff positions, including identification of current staff assigned to the project (name, title, and brief position description) and how these positions will ensure the accomplishment of program objectives.
4. Demonstrates organizational capacity to develop and implement internal policies and operating procedures to provide governance and manage risk, such as accounting, personnel management, and purchasing.

F.1.b. State Funding Application Narrative
Separate from the eGrants narrative, applicants must submit a narrative document that addresses the following criteria:
1. Applicant addresses any of the criteria identified in section F.1.a. that was not addressed in their eGrants Application Narrative.
2. Applicant describes how state funding will be utilized to support their AmeriCorps Seniors program. Funds may only be utilized to support service area expansion, program scale expansion, and/or program scale retention.
3. Applicants requesting funds for New Planning Service Area Expansion and/or Program Scale (VSY) Expansion must include details on the number of new volunteer positions that will be added, what new geographic areas and/or currently unserved counties or new Planning Service Areas will be served, and any new partnership(s) being created to support the proposed expansion. Applicants must confirm that they have received approval from AmeriCorps to expand into any new counties or PSAs.
4. Applicants requesting for State Funds to retain current VSYs must describe the specific program areas being strengthened to ensure full utilization and retention of current VSYs.
5. Applicant describes a volunteer recruitment and support plan that will ensure all volunteer service years (VSYs) are fully utilized, including providing data on the number of volunteers enrolled and retained for the current and most recently completed program

year, explanations for unutilized VSYs, and solutions for addressing any previous challenges.
6. Applicant describes plans and infrastructure for program sustainability beyond this two-year investment of state funds.

F.1.c. State Share Budget
Separate from the eGrants Budget, applicants must submit a State Share Budget using the Excel template document. The State Share Budget will be assessed based on the following criteria:
1. State Share of the budget is within the state share cost per Volunteer Service Year limit established for each program support area allowed by CV.
2. Budget is submitted with adequate information to assess how each line item is calculated.
3. State Share costs included in the budget align with what is described in the Application Narrative.
4. State Share Budget costs do not exceed what is identified as match in the applicant's eGrants Budget.

F.2. Review and Selection Process
F.2.a. Compliance Check
California Volunteers staff will review all applications to determine compliance with eligibility, deadline, and completeness requirements. Applications that are submitted by eligible organizations by the deadline that address any compliance issues within 24 hours will advance to Staff Review. See section E. Application and Submission Information in this document and the *Application Instructions* to ensure submission of a compliant grant application. Applications that have noncompliant issues identified may be disqualified or have points deducted from the application's total raw score.

F.2.b. Staff Review
California Volunteers staff will evaluate each application against the assessment criteria described in this RFA. Staff will review applications in teams of at least two and come to a consensus score for each criterion.

F.2.c. Clarification Period
The application review process for this grant competition will include a Clarification Period, during which time applicants may be asked for clarifying information regarding issues of significance in the application and budget. This information is used by CV in making final funding recommendations. Not all applications are clarified. A request for clarification does not guarantee an award. Applications may be recommended for funding even if they are not asked clarification questions. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in their removal from consideration.

F.2.d. Selection
Applications that satisfactorily address all clarification issues will be considered for funding in rank order based on their staff review score. California Volunteers may bypass an application's rank based on strategic considerations, including but not limited to prioritizing expansion to currently unserved counties and applications requesting to expand by 100 VSYs or more over the two-year grant period. Applications recommended for funding will be presented to the Chief Service

Officer for final approval. Final selection is subject to approval or receipt of federal funding from AmeriCorps.

Please note any applicant selected by California Volunteers to receive state funds must also be approved for an AmeriCorps Seniors federal grant.

G. Award Administration Information

G.1. Grant Contract
California Volunteers will notify applicants selected for funding and begin the contracting process. Grant contracts must be executed by both California Volunteers and the applicant organization before any expenses can be incurred on the state share of the budget.

Applicants are responsible to seek prior approval from the AmeriCorps federal agency to expand into currently unserved counties or new Planning Service Areas. Applicants that have already submitted their federal applications to AmeriCorps will be required to amend their federal grant award if approved for state funding from California Volunteers.

G.2. Administrative and Policy Requirements
G.2.a. Uniform Guidance
All awards made under this Request for Applications are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in 2 CFR Parts 200 and 2205.

G.2.b. Requests for Monitoring or Payment Integrity Information
California Volunteers or AmeriCorps will request documentation from award recipients in order to monitor the grantee and award to ensure compliance with legal requirements, including the Payment Integrity Information Act of 2019. Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement only status, or other remedies as appropriate.

G.2.c. AmeriCorps Terms and Conditions
All awards made under this Request for Applications are subject to the FY 2023 AmeriCorps General Terms and Conditions, and the FY 2023 Program-Specific Terms and Conditions. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each program is available [here](#).

G.2.d. National Service Criminal History Check Requirements
The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk.

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and all staff funded under, or whose salary is reflected as match on, the award. The State Funding can be considered as match or part of the Excess Share on the award.
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements. See [NSCHC](#)

[regulations and guidance](#). AmeriCorps also strongly encourages award recipients to utilize the agency-approved vendors to conduct the required NSCHCs.

- Failure to conduct a compliant NSCHC may result in significant disallowed costs.
- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

An NSCHC consist of a check of the:

1. [National Sex Offender Public website](#) (nationwide check);
2. State criminal history record repository or agency-designated alternative for the individual's State of residence and State of service; and
3. Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

All checks must be conducted, reviewed, and an eligibility determination made before the individual begins work or service.

An individual is <u>not eligible</u> to serve or work in a position subject to the NSCHC requirements if:

- the individual refuses to consent to a criminal history check;
- makes a false statement in connection with a criminal history check;
- is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- has been convicted of murder.

See 45 CFR 2540.200-207 and National Service Criminal History Check Resources for complete information and FAQs.

G.2.e. Official Guidance
Awards under this RFA are subject to the AmeriCorps active Guidance available on the agency's Guidance webpage. The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

G.3. Use of Material
To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so (2 CFR §200.315).

G.4. Reporting
Award recipients will be required to provide to California Volunteers copies of all reports submitted to AmeriCorps. In addition to those reports, award recipients shall submit semi-annual progress reports for the purpose of reporting the impact of the investment of state dollars, as well

as data reports on the number of volunteers, hours of service, and service locations for the reporting period.

Once the grant is awarded, award recipients will be expected to have in place data collection and data management policies, processes, and practices that provide assurance that they are reporting high quality performance measure data. At a minimum, award recipients should have policies, processes, and practices that address the following five aspects of data quality for themselves and for subrecipients (if applicable):

- data measures what it intends to measure
- data reported is complete
- grantee collects data in a consistent manner
- grantee takes steps to correct data errors
- grantee actively reviews data for accuracy prior to submission

Failure to submit accurate, complete, and timely required reports may affect the award recipient's ability to secure future AmeriCorps funding.

Appendix A. Application Instructions

A.1. State Share Budget

Section I.A. Project Personnel Expenses – Under "Position/Title Description," list each staff position separately and provide salary and the percentage of effort as a percentage of FTE 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.

Section I.B. Personnel Fringe Benefits - Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30% of the related salary, please list the covered items separately and justify the high 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.

Section I.C. Project Staff Travel – Project Staff Travel is broken into two sections, reflective of the travel area.

Describe the purpose for which program staff will travel. Provide a calculation that includes 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. The standard mileage reimbursement should not exceed the federal mileage rate unless a result of the applicant's policy and justified in the budget narrative.

- Local Travel – Local travel is travel within the project service area as shown in item 12 of the Face Sheet. Briefly list the purpose of anticipated local travel and the basis for cost

calculations. Include only travel costs for staff listed under budget Section I.A. and who directly support the grant activities described in your application.

- Long Distance Travel – Long distance travel includes all travel outside the service area. Show the purpose for each trip and break out for each the cost of transportation, meals and lodging, and other travel costs. Include only travel costs for staff listed under budget line A and who directly support the grant activities described in your application.

Section I.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 (five thousand) or more per unit (including accessories, attachments, and modifications). If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purpose of the equipment. Include items that do not meet this definition in Section I.E. Supplies below.

Section I.E. Supplies – Include the funds for the purchase of consumable supplies and materials that do not fit the definition above. You must individually list any single item costing $1,000 (one thousand) or more.

Section I.F. Contractual and Consultant Services - Enter the cost of contracts and consultants as appropriate, including all services documented in a contract such as clerical support, training consultants, equipment repair and maintenance, or bookkeeping services. Itemize each contract or consultant and provide a brief justification of the need for each. The cost calculation should provide a basis for determining the cost, such as a daily or hourly rate. Note that there is no maximum daily rate.

Section I.I. Other Volunteer Support Costs – Briefly describe all other allowable Volunteer Support Expenses not included elsewhere in Section I, such as National Service Criminal History Checks, training, evaluation services, recruitment expenses, and other items. Criminal background checks are required for all employees or other individuals who receive a salary or similar payment from the grant. If you do not budget Criminal background check costs, please explain how you will cover these expenses.

Section I.J. Indirect Costs -Administrative or indirect costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps 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 are those costs 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 Uniform Guidance.

TOTAL BUDGET SECTION I – This field will automatically sum the costs from Section I.

Section II. Volunteer Expenses
Section II.A. Stipends- Please enter, as appropriate, the number of Volunteer Service Years (VSYs) proposed to be supported by State funds and multiply the numbers of VSYs times the annual stipend. For Non-Stipended volunteers, enter only the number of VSYs.
Do Not include monetary incentives for AmeriCorps Seniors SCP Leaders in the stipend line item.

Section II.B. Other Volunteer Costs – Please be aware that volunteer insurance is a required line item as detailed in 45 CFR §2553.46 and §2552.46. Other allowable volunteer costs include meals, uniforms, recognition, volunteer travel, and physical examinations. Volunteers may also be reimbursed for costs incurred while performing assignments – including transportation, equipment, supplies, etc. – provided such costs are described in the Memorandum of Understanding negotiated with the volunteer station where the volunteer is assigned. For AmeriCorps Seniors SCP only, monetary incentives for AmeriCorps Seniors SCP Leaders should be listed in Section I.I.: Other Volunteer Support Costs. Use the Narrative for the corresponding line to provide explanation or show calculations, as needed.

Note: Volunteer travel includes volunteer transportation costs such as cost of agency vehicles (leased or purchased), insurance, prorated maintenance costs applicable to vehicles based on usage, and drivers' salaries and fringe benefits chargeable to the grant. Assignment-related travel is also allowable.

TOTAL BUDGET SECTION II- This field will automatically sum the costs from Section II.

TOTAL PROJECT COSTS – This field will automatically sum the totals for Sections I and II in each column.

A.2. Service Station List
Enter the total VSY and number of volunteers included in your application.

Enter the Name, Street Address, City, State, ZIP Code, County, and Number of Volunteers for each service station.

The sum of the Number of Volunteers should equal the Total Volunteers, unless the service stations have not been finalized.