Application Forms and Selection Criteria

September 30th, 2020

CALIFORNIA VOLUNTEERS Office of the Governor

AmeriCorps

Thank you for joining us for our second webinar in our technical assistance webinar series for the 2021 AmeriCorps State Funding Opportunity! I'm Patrick Gianelli, the CV Grants Manager, and I am joined by Kao Ye Thao, the AmeriCorps Program and Grants Officer.

The webinar today will be recorded. Both the recording and slides will be posted on the funding opportunity webpage after the call.

Technical Assistance Webinar Series

- Funding Overview
  - Wednesday, September 23, 1-2 pm
- **Application Forms & Selection Criteria**
  - Wednesday, September 30, 1-2 pm
- Performance Measures
  - Wednesday, October 7, 1-2 pm
- Demonstrating Evidence
  - Thursday, October 8, 1-2 pm
- Budget Development
  - Wednesday, October 14, 1-2 pm

Next week, we are holding two webinars on Performance Measures and Demonstrating Evidence. We'll be going more in depth into those topics.

Session Objectives

Understanding of:
- Application Components and Forms
- Selection Criteria

In today's session, we will break down the Application Components. Specifically, we will go over the eGrants Application and Additional Documents as well as review the Selection Criteria that they will be scored against.

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

eGrants Application
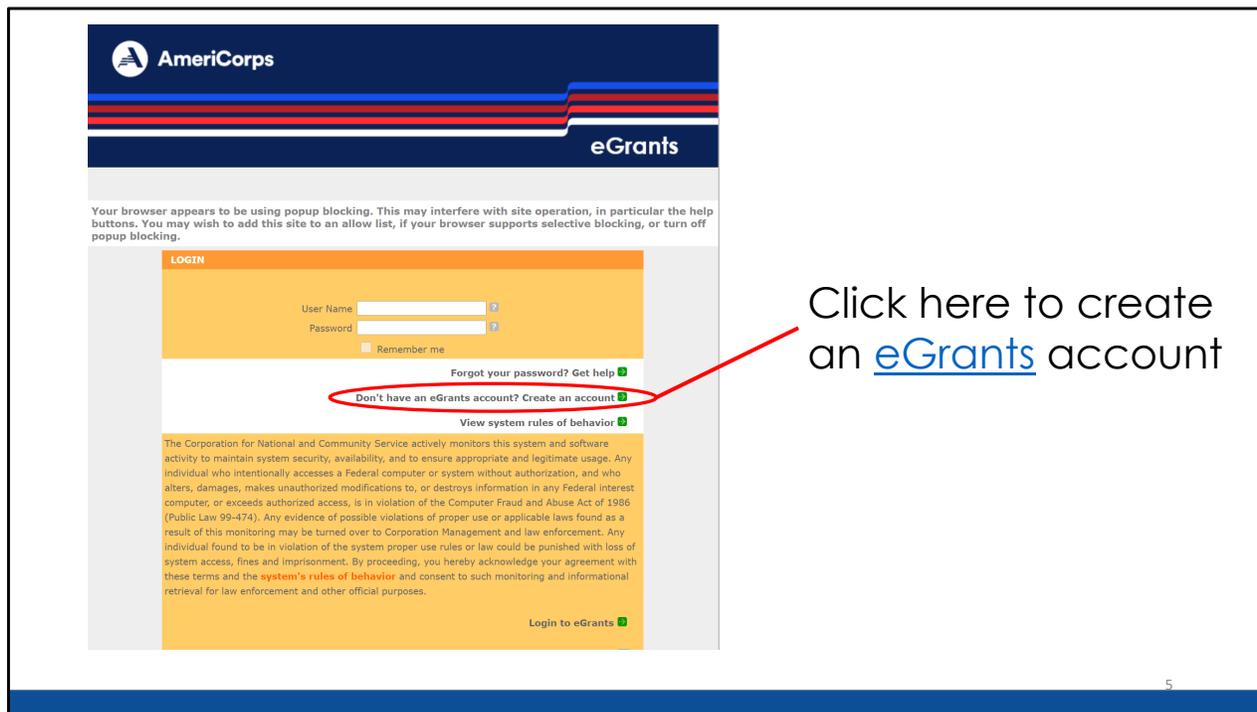
Applicants must submit an application electronically through eGrants, which is AmeriCorps' web-based application system. The link to the eGrants login page is embedded in the text on the slide.

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

New applicants can create an eGrants account by clicking "Don't have an eGrants account? Create an account."

As a reminder, you should create the eGrants application at least two weeks before the deadline to head off possible technical issues. There are narrative fields you must complete so you should draft the application as a Word document. Copy and paste the text into the appropriate eGrants field no later than 5 days before the deadline.

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

eGrants Application Components

1) Applicant Info
2) Application Info
3) Narratives
4) Logic Model
5) Performance Measures Module
6) Program Information

7) Documents
8) Budget
9) Funding/Demographics
10) Review
11) Authorize and Submit

The eGrants application consists of these components. We will go over each one.

1) Applicant Info

- Enter or update the requested information in the fields that appear.
- The contact person needs to be the person who can answer questions about the application.
- If you are unable to select a program from the drop-down list or create a new program, contact funding@cv.ca.gov immediately.

For Applicant Info, you will enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

If you are unable to select a program from the drop-down list or create a new program, contact funding@cv.ca.gov immediately.

2) Application Info

In the Application Info Section enter:

- Areas affected by your proposed program.
- Requested project period start and end dates. The project period is generally one year.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as "No, this is not applicable."
- State Application Identifier: Enter N/A.

For Application Info, you must enter:

- Areas affected by your proposed program. These should be the cities, counties, or regions within California where your program will operate. Even though all locations will be within California, be sure to include the state abbreviation after each city and county.
- Requested project period start and end dates. The project period is generally one year.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as "No, this is not applicable" and should be kept that way.
- State Application Identifier: Enter N/A.

3) 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

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

Before we dive into the Selection Criteria for these narrative fields, let's go over some general recommendations for preparing your application.

General Recommendations

- Lead from your program strengths and be explicit.
- Be clear and succinct.
- Avoid circular reasoning.
- Explain how.
- Don't make assumptions.
- Use an impartial proofreader.
- Follow the instructions and discuss each criterion in the order they are presented in the instructions. Use headings to differentiate narrative sections by criterion.

As you prepare your application, consider the following recommendations
- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your program to fit each funding priority and special consideration articulated in the RFA.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria
- **Avoid circular reasoning.** The community need you describe should not be defined as the lack of the solution you are proposing.
- **Explain how**. Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria – be specific!
- **Don't make assumptions.** Even if you have received AmeriCorps funding in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries.
- **Avoid overuse of acronyms**.
- **Use an impartial proofreader.** Have someone read and critique the narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions. Use the headings provided to differentiate narrative sections within each field.**

Executive Summary

For the Executive Summary, fill in the blanks of these sentences and do not deviate from the template:

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of program]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.] This program will focus on the CNCS focus area(s) of [Focus Area(s)]. The CNCS investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, and federal funds] in public funding and $[amount of non-governmental funds] in private funding.

The Executive Summary is the first narrative field, and it follows a template that you will need to fill in with information about your program design.

Please note:
- If you are not operating in a CNCS focus area, omit the sentence.
- Fixed Amount grant applicants (EAP, Full-Cost Fixed, No Cost Slots) should list their Other Revenue because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program.

Rationale and Approach/Program Design (50%)

In this narrative field, include response to the criteria in the following sections:
- Theory of Change and Logic Model (24 points)
- Evidence Base (20 points)
- Funding Priority (0 points)
- Member Experience (6 points)

In the Rational and Approach/Program Design narrative field, you must respond to the following sections:
- Theory of Change and Logic Model
- Evidence Base
- Funding Priority
- Member Experience.

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

Theory of Change and Logic Model

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

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

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

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

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

Theory of Change

- The general underlying idea of how you believe your intervention will create change

- The three elements of a theory of change; community problem/need, intervention, intended outcome are supported by data and evidence

- Data documenting community need should show scope, significance, and causes

Community Problem/Need	Specific Intervention	Intended Outcome

Statistics documenting the need

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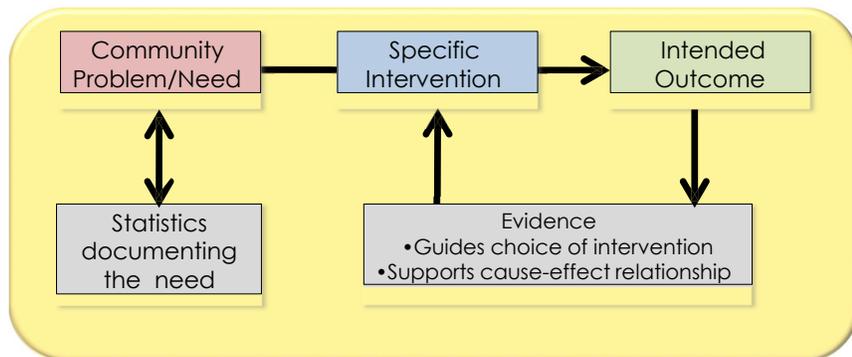
For a quick review, the Theory of Change is *how* an intervention will create change. Put simply, the three elements of a theory of change are the community problem/need, program intervention, and the intervention's intended outcome. All three must be supported by data and evidence.

Criteria for Theory of Change

The theory of change is scored based on the following:

- The applicant describes the prevalent community problem that the program will address. The unmet need is documented with relevant and recent 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

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

The criteria cover each element of the theory of change and the relationship between them: the intervention is responsive to the need, the intervention is likely to lead to the outcomes identified, and so on. Pay attention to the final bullet, the rationale for utilizing AmeriCorps members. This criterion is often overlooked, but it is vital.

Evidence Base

- Evidence Tier (12 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 (8 points)
  - The quality of the applicant's evidence
  - The extent to which the evidence supports the proposed program design

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

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

There is a lot to this section—more than we have time to cover here. We will go over this in much more detail next week during the 'Demonstrating Evidence' webinar on October 8th.

Funding Priority

To receive priority consideration:

- Applicant must show that the priority area is a significant part of the program focus and intended outcomes.
- Applicant must have a high-quality program design.

In the Funding Priority section, you will indicate what 2021 AmeriCorps Funding Priority your proposed program fits within. The 2021 AmeriCorps Funding Priorities are outlined in the RFA. To receive priority consideration, you must show that the priority area is a significant part of the program focus and intended outcomes, and you must have a high-quality program design.

Remember, you are not required to fall under a Funding Priority, and it is totally acceptable to put 'N/A' for this section.

This section is where you articulate your interest in participating in the California Volunteers Climate Action Corps.

Member Experience

- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.

- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.

- The applicant will also foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

It's important that AmeriCorps members have a meaningful service experience. In this section, you must speak to the valuable skill(s) and experience(s) that members will gain from their service with your program, address how you will recruit members from the geographic or demographic communities that you serve, and how you foster an inclusive service culture.

Organizational Capability (25%)

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

Now we will move on to discuss the Organizational Capability narrative field. For this field, you must respond to the following sections:
- Organizational Background and Staffing
- Compliance and Accountability
- Culture that Values Learning
- Member Supervision

Organizational Background and Staffing

- 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.

For Organizational Background and Staffing, you must detail the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

Essentially, you are describing your staff capacity and structure to manage an AmeriCorps program.

Compliance and Accountability

- The organization has a monitoring and oversight plan to <u>prevent</u> and <u>detect</u> non-compliance and <u>enforce</u> 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.

For Compliance and Accountability, you must discuss your monitoring and oversight plan to <u>prevent</u> and <u>detect</u> non-compliance and <u>enforce</u> compliance with AmeriCorps rules and regulations.

For a complete response, you should address all three underlined elements, that is prevention, detection, and enforcement.

Because AmeriCorps is a federal grant, there are a myriad of rules and regulations that you as a grantee must comply with. You need to have the adequate systems to be able to do so, which is what you are speaking to in this section.

Culture that Values Learning

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

For Culture that Values Learning, you must discuss how your board, management, and staff collect and use information, including performance data, for learning and decision making.

Essentially, you are speaking to the values and <u>specific</u> practices of your organization that demonstrate your commitment to continuous improvement.

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.

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

The key, as with other sections, is to really explain the *how* and be as specific as possible.

Cost Effectiveness & Budget Adequacy (25%)

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

Budget is assessed on the following criteria:
- Budget submitted with adequate information to assess how each line item is calculated
- Budget is compliant with the budget instructions
- Match is submitted with adequate information to support the amount written in the budget
- The budgeted match is equal to or more than the required match for the given program year
- The cost per MSY is equal to or less than the maximum
    - Cost per MSY that exceeds maximum will be considered unresponsive to this section

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

The budget will be assessed on following:
- Budget is submitted with adequate information to assess how each line item is calculated
- Budget is in compliance with the budget instructions
- Match is submitted with adequate information to support the amount written in the budget
- The budgeted match is equal to or more than the required match for the given program year
- The cost per MSY is equal to or less than the maximum

If you are proposing a cost per MSY that exceeds the maximum, your application will be considered unresponsive to this section.

Evaluation Summary or Plan

<u>New</u> applicants must provide:

• Data Collection Plan

<u>First time Recompeting</u> applicants must provide:

• Evaluation Plan

<u>Subsequent Recompeting</u> applicants must provide:

• Evaluation Plan
• Evaluation Report (submitted as an Additional Document)

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So that's it for the narrative fields that will be assessed as part of your application's score. The Evaluation Summary or Plan field is required for compliance but is not scored. For successful applicants submitted competitively, CNCS evaluators will review and provide feedback on this section.

The requirements differ depending on the type of applicant you are:
New applicants must provide a Data Collection Plan.
Recompeting applicants must provide an Evaluation Plan.
If you are a competitive applicant recompeting for the second time or beyond, you are required to provide an Evaluation Report as an Additional Document.

Amendment Justification, Clarification Information, and Continuation Changes

- Enter 'N/A' in these fields.
- They will be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.

These are the remaining narrative fields. They are used in various stages of the grant lifecycle, but for now just enter 'N/A' for each.

4) 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

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

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

Logic Model Criteria

The Logic Model shall depict:

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

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

5) Performance Measures Module

Complete the California Performance Measurement Worksheets prior to completing the Performance Measures module in eGrants.

Now onto the Performance Measures Module. You should complete the CA Performance Measurement Worksheets prior to completing this module. There are detailed instructions for navigating the Performance Measure Module in the *Application Instructions*. We will also go over both the Performance Measurement Worksheets and the Module more in depth in next week's webinar on Performance Measures on October 7th.

6) Program Information

- Applicants must check any priority areas or grant characteristics that represent a significant part of the proposed program.

For Program Information, applicants should only check the boxes for those priority areas or grant characteristics that represent a significant part of the program.
If a priority area you are applying for does not appear on this section, don't worry about it—just make sure you have described it in the Funding Priority section of the narrative.

7) Documents

- The following documents are listed in eGrants:
  - Evaluation, Federally Approved Indirect Cost Agreement, Labor Union Concurrence, Other Documents
- After you have submitted the documents per the instructions in *Application Instructions*, change the status in eGrants from the default "Not Sent" to "Sent" or "Not Applicable" as appropriate
- No document should have the status "Already on File at CNCS"

In Documents, you will change the status of the documents listed, once you have submitted them to CV. You will change the status of the documents from their default "Not Sent" to "Sent" or "Not Applicable" as appropriate. No document should have the status "Already on File at CNCS"

We will go over the Additional Documents and how you will submit them later in the presentation.

8) Budget

- Follow Budget Instructions in *Application Instructions*
- Budget will be scored based on criteria in Cost Effectiveness & Budget Adequacy
- CV will be hosting a webinar on Budget Development (Wednesday, October 14, 1-2 pm)

You will need to complete the budget according to the instructions in the *Application Instructions*. The Budget will be scored based on the criteria we already discussed.

Before you complete the budget in eGrants, we recommend that you use the AmeriCorps Budget Worksheet Excel document to develop your budget.

CV will be hosting a webinar on Budget Development on October 14th.

9) Funding/Demographics

In the Funding/Demographics Section enter the information requested:

- Other Revenue funds
- Number of Volunteers Generated by AmeriCorps members.

In Funding/Demographics, complete the fields that apply to your proposed program.

Other Revenue Funds are the amount of funds that your program uses to run the program that are not identified on the application budget as CNCS share or grantee share (match).

Number of Volunteers Generated by AmeriCorps members are the number of volunteers participating in one day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.

10) Review

- Ensure budget is validated, page limits are met, and application is accurate
- This is a good time to review submission checklist and send required Additional Documents to funding@cv.ca.gov

Once you've completed the application components, it's time to do a review to make sure your eGrants application is complete and compliant. We highly recommend that you complete the Application Submission Checklist in the *Application Instructions.* If you are at this stage of the application, this would be the time to make sure all additional documents have been submitted as well.

11) Authorize and Submit

- Complete Authorization, Assurances, and Certifications
- Verify grant application and resolve any errors identified
- Submit application to prime

After Review, you're ready to authorize and submit!

After you complete the Authorization, Assurances, and Certifications. And verify the grant application. When you verify the application, eGrants will check for any errors in the application that need to be addressed prior to submission. Most errors have clear instructions to fix, but if you find yourself stuck do not hesitate to contact us and the eGrants Help Desk.

Once your application has been validated, you are ready to submit the application to prime. Congratulations!

Before we move on to discuss the Additional Documents, we're going to pause and see if you have any questions so far.

Additional Documents

But you're not done yet. Now, my colleague Kao Ye Thao will take you through the Additional Documents required.

Submitting Additional Documents

- Email Additional Documents to Funding@cv.ca.gov with subject line: "Legal Applicant Name" – "Application ID Number."
- Emails must include:
  - Legal applicant name and point of contact information
  - Application ID number from eGrants
  - A list of documents that are attached to the email
  - Individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the heading of each document. Do <u>not</u> send all documents as one scanned file.
- If the size requires multiple emails, include an ordering system in the subject line, such as "(1 of 3)"

As a reminder, Additional Documents are emailed to Funding@cv.ca.gov

The email must have a specific subject line and contain the required information in the body. The attached files must have the legal applicant name and application ID number within the heading.

While only some of the Additional Documents will directly impact your application score, such as the CA Performance Measurement Worksheets and Budget Worksheet, you must submit all applicable Additional Documents for a compliant application.

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

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

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

California Performance Measurement Worksheets

- Required of all applicants
- Primary Needs and Service
- Common Member Development
- Common Strengthening Communities
- Other Non-Primary Needs and Service

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

If you have activities that fall outside of your primary intervention, member development, and volunteer recruitment, those will need to be included in another non-primary needs and service measure with an aligned output and outcome. This is because CV requires that grantees account for all member service hours requested in their PMWs. We will be going into PMWs in more detail in the Performance Measures webinar on October 7th.

Labor Organization Certification Form

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

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

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

The form must be signed by an authorized applicant representative.

Financial Management Survey

- Required of all applicants
- Complete and submit as Word document

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

The person or persons completing the form should be those responsible for, and with sufficient knowledge of, your organization's operational and financial management functions.

Organizational Self-Assessment

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

The Organizational Self-Assessment is required of all <u>new</u> applicants.

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

Evaluation Report

- Required of recompeting 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 CNCS grant ID
  - Name of the program
  - Date of completion for the report

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

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

Budget Worksheet

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

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

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

Evidence Base Supporting Documents

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

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

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

Federally Approved Indirect Cost Agreement

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

The Federally Approved Indirect Cost Agreement is required documentation from those that have a Federally Approved Indirect Cost rate and choose to use it.

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
  - CNCS will determine which location is more appropriate

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

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

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

Requests to Waive Requirements

Minimum Program Size

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

Minimum Number of Members per Service Site

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

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

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

For Minimum Number of Members per Service Site, you must submit a compelling rationale for not meeting the requirement and address the additional prompts.

Page Limits

Application narratives: 10 pages as printed from eGrants, including:
- SF-424 Face Sheet
- Executive Summary
- Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives

Logic Model: 3 pages as printed from eGrants

Data Collection Plan/Evaluation Plan: 20,000 characters

Request for Alternative Match Schedule: 4 double-spaced pages

Requests to Waive Requirements: 1 single-spaced page for each

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- The eGrants Narratives as printed from eGrants cannot exceed 10 double-spaced pages. The application sections that count towards the 10 pages limit are the SF-424 Face Sheet, Executive Summary, Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.
- The Logic Model as printed from eGrants cannot exceed 3 pages.
- The Data Collection Plan/Evaluation Plan has a maximum of 20,000 characters.
- The Request for Alternative Match Schedule is limited to 4 double-spaced pages.
- And, the Request to Waive Requirements is limited to 1 single-spaced page for each type of request.

With these page and character limits, please do your best to ensure you sufficiently address all the criteria of the application components while being as clear and succinct as possible. We understand it can be challenging to do both and it certainly is a balancing act. Please use us as a resource - we are here if you have any questions! CV is committed to supporting you and ensuring that you put forth a successful application.

Application Deadline

- All application components due by **Tuesday, October 27, 2020, 5:00 pm PST**
  - Application submitted electronically in eGrants
  - All required Additional Documents submitted by email to Funding@CV.CA.GOV

All required Additional Documents must be submitted by email to Funding@CV.CA.GOV and the application submitted in eGrants by Tuesday, October 27th by 5:00 pm PST.

Questions?

Thank you!

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