CALIFORNIA VOLUNTEERS

2021 AmeriCorps State Funding Opportunity

APPLICATION INSTRUCTIONS

Applications due October 27, 2020

IMPORTANT NOTICE TO APPLICANTS: The following documents are necessary to complete a 2020-21 operating grant application for AmeriCorps funding. All can be found on the California Volunteers website, https://californiavolunteers.ca.gov/grants/americorps/.

(1) 2020 AmeriCorps State Funding Opportunity Request for Applications (RFA)
(2) 2020 AmeriCorps State Funding Opportunity Mandatory Supplemental Guidance
(3) 2020 AmeriCorps State Funding Opportunity Application Instructions
(4) 2020 AmeriCorps State Grant Application Forms
(5) 2020 CNCS National Performance Measures Instructions

NOTE FOR CONTINUATION PROGRAMS: If you are currently funded by California Volunteers (CV) and need to apply for year two or three of continuation funding, this RFA does **not** apply to you. Instructions will be e-mailed directly to you by CV.

TABLE OF CONTENTS

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 2021 AmeriCorps State Funding Opportunity Request for Applications (RFA), the 2021 AmeriCorps State Funding Opportunity Mandatory Supplemental Guidance, the 2021 AmeriCorps State Grant Application Forms, the 2021 CNCS Performance Measures Instructions, and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. The RFA includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year and other information that changes year-to-year for all AmeriCorps grant programs.

The AmeriCorps regulations include the selection criteria used to select applications for funding and other pertinent information (see Table 1). The RFA can be found at https://californiavolunteers.ca.gov/grants/americorps/. The full regulations are available online at www.gpoaccess.gov/ecfr.

Table 1: Requirements in the AmeriCorps Regulations

Requirements and Selection	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-22222522522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

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

II.   APPLICATION CONTENT AND INSTRUCTIONS OVERVIEW

A. Submission to California Volunteers
Applicants must submit their application electronically through eGrants, the Corporation for National and Community Service's web-based application system. To complete the application, please:

1. Download the following documents from the CV website at https://californiavolunteers.ca.gov/grants/americorps/:
   - *2021 AmeriCorps State Funding Opportunity Request for Applications,*
   - *2021 AmeriCorps State Funding Opportunity Mandatory Supplemental Guidance,*
   - *2021 AmeriCorps State Funding Opportunity Application Instructions* (this document),
   - *2021 AmeriCorps State Grant Application Forms,*
   - *2021 CNCS National Performance Measures Instructions*

2. Follow the instructions included in this document for preparing an application.

3. Submit a complete Application in eGrants.

4. Submit all required Additional Documents by email to Funding@cv.ca.gov.

Page Limits
Applications must not exceed <u>10 double-spaced pages for the Narratives as printed from eGrants</u>. 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:
   - SF-424 Face Sheet
   - 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 as printed from eGrants
   - Data Collection Plan/Evaluation Plan (as applicable) may not exceed 20,000 characters
   - Request for Alternative Match Schedule (if applicable) may not exceed 4 double-spaced pages

B. Application Submission Deadline
Applications (both the eGrants submission and the Additional Documents) must be received no later than **Tuesday, October 27, 2020 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.

CV recommends that applicants create an eGrants account and begin the application at least two weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 5 days before the deadline.

The applicant's authorized representative must be the person who submits the application. The authorized representative must use his or her own eGrants account to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Applicants should contact the National Service Hotline at (800) 942-2677 or via eGrants Questions if they have a problem when they create an account, prepare, or submit the application. National Service Hotline hours are posted at https://questions.nationalservice.gov/

Be prepared to provide the application ID, organization's name, and the competition to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit via eGrants.

If circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application via overnight carrier to the address below. Applicants must include a written explanation and any other documentation or evidence that support their inability to submit their application electronically. Due to office closures during the COVID-19 pandemic, applicants in this situation must coordinate with California Volunteers to ensure their application is received on time.

California Volunteers
ATTN: AmeriCorps 2020
1400 10th Street
Sacramento, CA 95814

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 the application in eGrants and send all required additional documents to Funding@cv.ca.gov by the deadline.

	APPLICATION SUBMISSION CHECKLIST Included for your convenience—do not submit
√	**A. eGrants Application Submission**:
	1. Applicant Info □ All required fields are complete.
	2. Application Info: □ All required fields are complete.
	3. Narratives □ Executive Summary, Rationale and Approach (Program Design), Organizational Capability are complete. □ Cost Effectiveness and Budget Adequacy narrative says 'See Budget'. □ Evaluation Summary or Plan is complete per requirements for new or recompeting applicants □ Amendment Justification, Clarification Information, and Continuation Changes narrative fields all say 'N/A.'
	4. Logic Model □ Logic Model is accurate and complete.
	5. Performance Measures Module □ Primary Performance Measure is entered in the Performance Measure Module. □ Performance Measure is validated.
	6. Program Information □ All required fields are complete.
	7. Documents □ All documents are in the "Sent" or "Not applicable" status. □ No documents are in the "Not Sent" or "Already on File at CNCS" status.
	8. Budget Cost Reimbursement Applicants □ Budget is accurate and complete. □ Sources of Match are provided. □ Budget is validated. Fixed Amount Grant Applicants □ Budget is validated.
	9. Funding/Demographics □ Other Revenue Funds entered. □ Number of Volunteers Generated by AmeriCorps members entered.
	10. Review, Authorize, and Submit □ Narratives as printed in the Application for Federal Assistance do not exceed 10 pages. □ Logic Model as printed in the Application for Federal Assistance does not exceed 3 pages. □ Application is successfully verified and all errors are resolved. □ Application is submitted to prime before the deadline.

√	**B. Additional Documents** submitted by email to funding@cv.ca.gov.

	All applicants must provide:
	 1. Proposed Service Site Locations
	 2. California Performance Measurement Worksheets
	     □ Primary and Non-Primary Needs and Service PMW(s) accurate and complete.
	     □ Strengthening Communities PMW is accurate and complete.
	     □ Member Development PMW is accurate and complete.
	 3. Labor Organization Certification Form
	     □ Form complete and signed.
	     □ Written justification provided for the option selected.
	 4. Financial Management Survey
	     □ Form complete and signed.

	New applicants must also provide: 5. AmeriCorps Organizational Self-Assessment □ Form complete and signed.

	Recompeting applicants must also provide:
	 6. Evaluation Report
	     □ Submitted as a Word document.
	     □ Includes title page with CNCS grant ID, the name of the program, and the date of completion for the report.

	Fixed Amount Grant applicants must also provide:
	 7. AmeriCorps Budget Worksheet
	     □ Budget is complete and follows all instructions.
	     □ Cost per MSY matches the amount requested in eGrants.

	As applicable, applicants may be required to provide:
	 8. Evidence Base Supporting Documents
	     □ Up to 2 reports submitted if claiming Preliminary, Moderate, or Strong evidence.
	 9. Federally Approved Indirect Cost Agreement
	     □ Include if using a federally approved indirect cost rate to calculate administrative costs in budget.
	 10. Request for Alternative Match Schedule
	     □ Include if qualified.
	 11. Requests to Waive Requirements
	     □ Include waiver if requesting less than 20 MSY.
	     □ Include waiver if minimum number of members per site requirement is not met.

IV. SUBMITTING YOUR APPLICATION IN EGRANTS

Applicants must submit applications electronically via eGrants, CNCS's web-based application system. CNCS recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline. As the eGrants system is not managed by California Volunteers, it is important that applicants give themselves ample time to submit their application by the submission deadline.

The applicant's authorized representative must be the person who submits the application. The authorized representative must use his or her own eGrants account to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Applicants should contact the National Service Hotline at (800) 942-2677 or via eGrants Questions if they have a problem when they create an account, prepare, or submit the application. National Service Hotline hours are posted at https://questions.nationalservice.gov/

Be prepared to provide the application ID, organization's name, and the competition to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit via eGrants.

Creating an Application

New and Recompeting Applicants
New applicants need to establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting "Don't have an eGrants account? Create an account."

In eGrants, before Starting Section I you will need to:
- Start a new Grant Application
    - If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select Continuation/Renewal
    - If you are not a current grantee, but have received an AmeriCorps grant from California Volunteers in the past five years, select Continuation/Renewal
    - If you are applying for the first time or are a former grantee whose last AmeriCorps grant was received more than five years ago, select New. (Note: previous competitive funding history for the same project, even if more than five years ago, may still affect some application requirements; see the Request for Applications for more details)
    - If you are a current planning grantee applying for an implementation grant, select New
- Select a Program Area (AmeriCorps)
- Select a NOFA (see the Notice for a listing)
    - If you are applying for a Cost Reimbursement Grant, select "FY 2021 AmeriCorps State and Territory Commission (New and Continuations)".
    - If you are applying for a Fixed Amount Grant, select "FY 2021 AmeriCorps State and Terr Comm Fixed Amount, EAP (New and Continuation)".

Your eGrants application consists of the following components. Make sure to complete each section.
1. Applicant Info
2. Application Info
3. Narratives
4. Logic Model
5. Performance Measures
6. Program Information
7. Documents

8. Budget
9. Funding/Demographics
10. Review
11. Authorize, and Submit

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.

IMPORTANT NOTE: 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. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. The length of the project period is specified in the *Notice*.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as "No, this is not applicable."
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.
- State Application Identifier: Enter N/A.

3. Narratives Instructions

The narrative section of the application is your opportunity to convince reviewers that the proposed program meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers may find compelling or persuasive.
- **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.
- **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 headings to differentiate narrative sections by criterion.

In eGrants, you will enter text for
A. Executive Summary
B. Rationale and Approach (Program Design)

C. Organizational Capability
D. Cost Effectiveness and Budget Adequacy
E. Evaluation Summary or Plan

Note: The Narratives Section also includes fields for Clarification Summary, Amendment Justification, and Continuation Changes. **Please 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.**

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 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.

*If the program is not operating in a CNCS' focus area, omit this 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. CNCS will post all Executive Summaries of awarded grant applications on www.nationalservice.gov in the interest of transparency and Open Government.

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.

1. Theory of Change and Logic Model (24 points)
   The Theory of Change shall address:
   - 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.

- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

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 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 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, 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.

Note: The logic model is a visual representation of the applicant's theory of change. Programs should include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. The applicant's performance measures should be consistent with the program's theory of change and should represent significant program activities.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

Rationales and justifications should be informed by the organization's performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

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.

2. ***Evidence Base (20 points)***
   The assessment of an applicant's evidence base has two parts. First, the applicant will be assigned to an evidence tier (see the *Mandatory Supplemental Guidance*.) Second, the quality of the applicant's evidence and the degree to which it supports the proposed program design will be assessed and scored.

   Evidence Tier (12 points):
   An evidence tier will be assessed for each applicant for the purpose of applying the strategic characteristics (moderate/strong evidence) and understanding the relative strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model.

   In 2020, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 26%, Moderate 18%, Preliminary 24%, and Pre-Preliminary

32%. As these figures indicate, CV along with CNCS value and fund programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see *Mandatory Supplemental Guidance* for a definition of "same intervention") may submit up to 2 of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:
- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention, including all key components and activities
- The context in which the intervention is delivered
- Outcomes of the intervention

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in the RFA (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see *Mandatory Supplemental Guidance*).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the Application Instructions.

Applicants must meet all requirements of an evidence tier in order to be considered for that tier. If the evaluation reports submitted by the applicant do not meet the definitions in the *Mandatory Supplemental Guidance*, the applicant may be considered for a lower evidence tier.

Evidence Quality (8 points)
After the applicant's evidence tier has been assessed, the quality of the applicant's evidence and the extent to which it supports the proposed program design will be assessed and scored.

For applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:
- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six years;
- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one key outcome of interest.

For applicants who are assessed as being in the Pre-Preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.

Applicants assessed in the Pre-Preliminary evidence tier who do not provide adequate responses to the Evaluation Quality standards will not meet the threshold requirements for this Funding Opportunity and will not be considered for competitive funding.

All applicants, including new grantees, are required to provide additional information in the Data Collection Plan/Evaluation Plan; however, information provided in the Data Collection Plan/Evaluation Plan will not be scored and will not be reviewed until after funding decisions have been made.

3. *Funding Priority (0 points)*
The applicant proposed program fits within one or more of the 2020 AmeriCorps funding priorities as outlined in the Funding Priorities section of the RFA and more fully described in the Mandatory Supplemental Guidance and the proposed program meets all of the requirements detailed in the Funding Priorities section of the RFA and in the Mandatory Supplemental Guidance.

4. *Member Experience (6 points)*
- 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.

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.

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

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.

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)
Enter N/A in the narrative as the assessment will be of the budget.

E. Evaluation Summary or Plan
New Applicants
If the applicant is competing for the first time, please provide a data collection plan in the "Evaluation Summary or Plan" field that includes the following:
- A description of the applicant's data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high-quality system.
- A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

First-time applicants should be aware that CNCS may require submission of data collection instruments if a grant is approved for funding. For more information about how to develop a high-quality data collection plan, visit the CNCS Knowledge Network: https://www.nationalservice.gov/resources/americorps/building-effective-data-collection-plans-presented-october-12-2017.

Recompeting Applicants
If the applicant is recompeting for AmeriCorps funds for the first time (see definition of "recompeting" below) the program must submit its evaluation plan in the "Evaluation Summary or Plan" field. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report as an attachment (see the *Submitting Additional Documents* section for more information), and must also submit an evaluation plan for the next three-year period in the "Evaluation Summary or Plan" field. Evaluations plans submitted outside of the system will not be reviewed.

Evaluation plans must include as much information as possible for each of the following (see Frequently Asked Questions: Evaluation, available at http://www.nationalservice.gov/resources/evaluation/cncs-evaluation-policies):
- A short description of the Theory of Change - why the proposed intervention is expected to produce the proposed results
- Outcome(s) of interest - clear and measurable outcomes that are aligned with the Theory of Change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components;
- Description of the data sources, sampling methods, measurement tools, and data collection procedures that will be used in the evaluation
- Analysis plan that clearly describes the methodology/ies that will be used to analyze the collected data
- A timeline for the evaluation that describes how the evaluation will cover at least one year of CNCS-funded activity and will be completed within the three-year timeframe of the grant
- Qualifications needed for the evaluator
- The proposed budget

Information provided in the Evaluation Summary or Plan field will not be scored and will not be reviewed until after funding decisions have been made.

For more information about how to write a high-quality evaluation plan, visit the CNCS Knowledge Network's Evaluation Resources: http://www.nationalservice.gov/resources/evaluation/planning-evaluation.

The evaluation requirements differ depending on the amount of the grant, as described in 45 CFR 2522.700-710:

- If the applicant is a State/Territory subgrantee and/or National Direct Grantee (other than an Education Award Program grantee), and its average annual CNCS program grant is $500,000 or more, it must arrange for an external impact evaluation of the program (see Mandatory Supplemental Information), and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR 2522.730.
- If the applicant is a State/Territory subgrantee and/or National Direct Grantee whose average annual CNCS program grant is less than $500,000, or an Education Award Program Grantee, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR 2522.730.

For purposes of compliance with evaluation plan and report requirements, an application will be considered a recompeting application if it has previously been funded competitively for at least three years for the same project (see Mandatory Supplemental Information for the CNCS definition of "same project").

- If the applicant has received competitive funding for the same project for at least three years, it will be required to submit an evaluation plan.
- If the applicant has received at least six years of competitive funding for the same project, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming 3-year grant. If the applicant does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan or completed evaluation report.

The "Evaluation Summary or Plan" field of the Narrative does not count toward the page limit of the application; however, it does have a set character limit of 20,000 characters.

4. Logic Model Instructions

To begin entering your logic model, from your eGrants application page select "Logic Model" in the left side navigation menu.

In the first blank row of the logic model, click "edit." Clicking this link will open a pop-up screen with fields for each column of the logic model. Complete any fields that are applicable; there are no required fields in this screen. When you are finished, click "save and close."

You may add an unlimited number of rows to the logic model by clicking "add a new row." However, please be mindful of the page limit.

You may edit or delete an existing row by clicking "edit" or "delete" in the last column of the logic model.

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

- A summary of the community problem/need outlined in the narrative.
- 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 us 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.
- 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.

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 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.

5. Performance Measures Module Instructions

NOTE: These instructions are for completing the Performance Measures Module in eGrants. Instructions for completing and submitting the California Performance Measurement Worksheets, of which the Primary Needs and Service PMW informs the information entered into the eGrants module, can be found in Section V. Submitting Additional Documents. CV highly recommends completing the California

Performance Measurement Worksheets prior to completing the Performance Measures Module in eGrants.

eGrants Performance Measures Module Instructions

About the Performance Measures Module
In the performance measures module, you will:
- Provide information about your program's connection to CNCS focus areas and objectives.
- Show MSY and member allocations.
- Create the required performance measure(s) as specified in the Performance Measure Instructions
- Set targets and describe data collection instruments and strategies for your performance measures.

Home Page
To start the module, click the "Begin" button on the Home Page.

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.

Once you have started the module, clicking "Continue Working" will return you to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSYs, and member allocations for your application, click the "Edit Objectives/MSYs/Members" button.

After you have created at least one performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the "Edit" button. To delete a measure, click "Delete." To create a new performance measure, click the "Add New Performance Measure" button.

Objectives Tab
On the objectives tab, applicants will account for the full range of their program activity. While applicants will need to select all of the objectives and interventions that are part of their program (as defined in the California Performance Measurement Worksheets), applicants are not expected to create performance measures for every focus area, objective, or intervention they select on this tab.

An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective
First click on a focus area. Then click on an objective. Only the performance measures that correspond to the objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the CNCS Performance Measure Instructions.

Next, select all interventions that are part of your program design (as you defined in your Needs and Service PMWs). Interventions are the activities that members and/or volunteers will carry out to address the problem(s) identified in the application. Select "other" if one of your program's interventions does not appear on the list. Repeat these actions for each of your program's focus areas. Select "other" for your focus area and/or objective if your program activities do not fall within one of the CNCS focus areas or objectives.

Once you have selected all applicable focus areas, objectives, and interventions, choose your program's primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you

selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure (output paired with outcome) that contains your primary intervention. Note that your primary intervention, and the performance measure associated with your primary intervention, must be focused on the community impact of the program, not on AmeriCorps member development.

You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

MSYs/Members Tab
On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. You must allocate 100% of your program's MSYs to focus areas and objectives. When you create your performance measures, you will be asked to allocate MSYs to each performance measure; however, you will not be required to assign 100% of your total MSYs to performance measures.

Begin by entering the total MSYs for your program. This must match the total MSYs in your budget. Please double-check your budget to make sure that the total MSY values match.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 MSYs for that objective.

As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget.

In the members column, enter the number of members who will be assigned to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives. For example, if one member performs service in both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for the total number of members in this table to exceed total slots requested in the application due to counting members' service across multiple objectives. If the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 members for that objective.

To ensure that information is entered accurately, please refer to additional instructions in Appendix A of the National Performance Measure Instructions on calculating and entering MSY and member allocations.

Performance Measure Tab

This tab allows you to create performance measures for all the grant activities you intend to measure.

Begin by creating the aligned performance measure for your primary intervention. After creating your required performance measure, you will be able to create additional performance measures if desired.

To create a performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab. Note that programs may not create performance measures for the Find Opportunity, Teacher Corps, Green Jobs, or Access & Attract objectives, since these are member-focused objectives. Member-focused outputs and outcomes related to these objectives may be reported as Performance Data Elements on grantee progress reports.

Provide a short, descriptive title for your performance measure.

Briefly describe the problem your program will address in this performance measure.

Select the intervention(s) to be delivered by members and/or member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outputs (plus outcomes, if applicable) of the performance measure and that are applicable to all beneficiaries counted under the measure. If you selected "other" as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click "add user intervention" and enter a one or two word description of the intervention. Do not a user-defined intervention that duplicates an intervention already available in the system.

Select output(s) for your performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures, and if the objective you have selected permits applicant-determined outputs, you may create an applicant-determined output by clicking in the checkbox next to the empty output text box and entering the text of your output indicator. You may create additional applicant-determined outputs for the performance measure by clicking "Add User Output." (Note: you are not permitted to create an applicant-determined output that duplicates a National Performance Measure output. If you do not see the National Performance Measure output that you wish to use, check the Selection Rules in the Performance Measure Instructions to make sure you selected the correct objective associated with that National Performance Measure output.)

Select outcome(s). If you have selected a National Performance Measures output that has corresponding National Performance Measures outcome(s), these outcomes will be available to select. If you do not wish to select a National Performance Measure outcome, you may create an applicant-determined outcome by clicking in the checkbox next to the empty outcome text box and entering the text of your outcome indicator. If you do not wish to select any outcome for your National Performance Measure output, click in the checkbox next to the empty outcome text box and enter "NA" in the outcome indicator text box.

If you have not selected a National Performance Measures output, or if there is no corresponding National Performance Measure outcome, create an applicant-determined outcome by clicking "Add User Outcome." All applicant-determined outputs must be paired with an applicant-determined outcome.

Enter the number of MSYs and members your program will allocate to achieving the outcomes and/or outputs you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Members tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Members may be double-counted across performance measures, but MSYs may not.

Click "next" to proceed to the data collection tab. Later you can return to this tab to create additional performance measures.

Data Collection Tab
On this tab, you will provide additional information about your interventions, instruments, and plan for data collection.

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected. Frequency refers to how often an intervention occurs (for example, number of sessions per week); intensity refers to the length of time devoted to the intervention (for example, number of minutes per session); and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions).

Expand each output and outcome and enter data collection information.

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the "Add new method" button. To de-select a method, click the first (blank) line in the method drop-down.

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable. For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is required to be counted as having improved and clearly explain how the instrument measures this.

Enter the target number for your output or outcome. Targets must be numbers, not percents.

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the beneficiary population you intend to count (children, miles, etc.). Do not enter percents or member service hours as units of measure. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.

For output-only performance measures, eGrants will require text in the outcome data collection fields. If you do not wish to have an outcome for your National Performance Measure output, enter the following:
- Method: Select "other."
- Instrument Description: Enter "NA"
- Target: Enter "1"
- Unit of Measure: Enter "NA"

After entering data collection information for all outputs and outcomes, click "Mark Complete." You will return to the Performance Measure tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click "Next."

Summary Tab
The summary tab shows all of the information you have entered in the module.

To print a summary of all performance measures, click "Print PDF for all Performance Measures."

To print one performance measure, expand the measure and click "Print This Measure."

Click "Edit Performance Measure" to return to the Performance Measure tab.

Click "Edit Data Collection" to return to the Data Collection tab.

"Click Validate Performance Measures" to validate this module prior to submitting your application. You should also use the Performance Measures Checklist in Appendix B of the Performance Measure Instructions to self-assess your measure(s) prior to submission.

6. Program Information

In the Program Information Section, applicants must check the relevant boxes in order to be considered for CNCS' assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

AmeriCorps Funding Priorities
Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes.

Grant Characteristics
Check any grant characteristics that are a significant part of the proposed program.

7. Documents

In addition to the application submitted in eGrants, you are required to provide a number of additional documents. See the following section, Submitting Additional Documents, for detailed instructions on completing and submitting each document. After you have submitted the documents via the instructions in the Request for Applications, change the status in eGrants from the default "Not Sent" to the applicable status "Sent," or "Not Applicable." No document should have the status "Already on File at CNCS."

8. Budget Instructions

For Fixed Amount grants, including EAPs: Complete and submit a detailed budget using the AmeriCorps Budget Worksheet in Excel format. Follow the detailed budget instructions below in preparing your budget. Fixed Amount Grant applicants must submit the AmeriCorps Budget Worksheet as an Additional Document in addition to their budget in eGrants.

For Cost Reimbursement grants: Follow the detailed budget instructions below when completing your budget in eGrants. It is recommended that you use the CV AmeriCorps Budget Worksheet to help prepare your budget before entry into eGrants. Cost Reimbursement applicants **do not** submit the AmeriCorps Budget Worksheet as an Additional Document.

Match Requirements
Program requirements, including requirements on match, are located in the AmeriCorps regulations and summarized below.

Table 1: Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost-Reimbursement Grants, including Non-Fixed Amount Professional Corps	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and every year thereafter.
Fixed-Amount Full-Cost Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the maximum cost per MSY in the RFA.
Fixed-Amount EAP Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the maximum cost per MSY in the RFA.
Fixed-Amount Professional Corps Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost per MSY in the RFA.

Table 2: Minimum Match Requirements for Cost Reimbursement Grants

AmeriCorps Funding Year	1,2,3	4	5	6	7	8	9	10
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's <u>total</u> Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. Define all acronyms the first time they are used.

Note: CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Grantees that use federal funds as match will be required to report the sources and amounts on the Federal Financial Report (FFR).

Preparing Your Budget
Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in your detailed Budget Narrative in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

To prepare your budget, follow the detailed budget instructions below. 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.

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
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 his/her 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. 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 <u>per unit</u>** (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.

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:

- State Criminal Registry and FBI Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost of the NSOPW, state check, and FBI check for criminal history checks for all covered positions in the CNCS share of the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.
- 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 organizations 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, half-time, reduced-half-time, quarter-time, minimum-time, abbreviated-time) and the amount of living allowance they will receive, allocating appropriate portions between CNCS's share (CNCS Share) and grantee match (Grantee Share). **Please note that programs are not required to provide a living allowance to three-quarter-time, half-time, reduced half-time, quarter-time, minimum-time, or abbreviated-time members.** Programs choosing to provide part-time members with living allowances must use the guidelines below.

Term of Service	Minimum # of Hours	Minimum Living Allowance	Maximum Living Allowance
Full Time	1,700	$15,100	$30,200
Three-Quarter Time	1,200	n/a	$21,318
Half Time	900	n/a	$15,988
Reduced Half Time	675	n/a	$11,991
Quarter Time	450	n/a	$7,994
Minimum Time	300	n/a	$5,329
Abbreviated Time	100	n/a	$1,776

In eGrants, enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. In addition, enter the number of members for whom you are not requesting funds for a living allowance, but for whom you are requesting education awards.

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 335l to 3352(j) inclusive, Subgrantees are required to provide workers' compensation insurance for AmeriCorps members as they would for any other employee.
- **Health Care.** AmeriCorps programs are required to offer 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 CNCS funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal). 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. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS 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-fifth 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:**

([Section I CNCS Share] + [Section II CNCS Share] x 0.0526) x (0.40) = CV Share

([Section I CNCS Share] + [Section II CNCS Share] x 0.0526) x (0.60) = 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 th*e Budget Narrative*, enter the specific source of match (i.e. The Star Foundation, Franklin Unified School District, etc.), the match type [State/Local, Federal, or Private], the amount of cash and the dollar amount of in-kind, and a brief description of the intended purpose of the match (e.g. personnel expenses, travel, etc.). Define any acronyms the first time they are used. In the brief description, indicate whether the match is "proposed" or "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 only budgeted if state law requires it?

In Compliance?	Section III. Administrative/Indirect Costs
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 *de minimis* rate of 10% of modified total direct costs?

In Compliance?	Match
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?)

9. Funding/Demographics

In the Funding/Demographics Section enter the information requested which could include:

- Other Revenue funds. Enter 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). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed grants will have other revenue.

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

10.   Review, Authorize, and Submit

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully (https://espan.cns.gov/cnsmisc/ECERTS.HTM, and https://espan.cns.gov/cnsmisc/EASSUR.HTM). The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. When you verify the application eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory who may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting "Don't have an eGrants account? Create an account."

V. SUBMITTING ADDITIONAL DOCUMENTS

Applicants are required to submit the following additional documents by the application submission deadline:

All applicants:
- Proposed Service Site Locations
- Performance Measurement Worksheets
- Labor Organization Certification Form
- Financial Management Survey
- Evidence Base Supporting Documents

New applicants:
- AmeriCorps Organizational Self-Assessment

Recompeting applicants:
- Evaluation Report, if required. Please submit in Word. The evaluation report should 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. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements. Please see the Evidence Tiers definitions in the Mandatory Supplemental Information and Section E. Evaluation Plan for further information.

Fixed Amount Grant applicants:
- AmeriCorps Budget Worksheet

Conditionally required:
- AmeriCorps Budget Worksheet. Required for Fixed Amount Grant applicants.
- Federally Approved Indirect Cost Agreement. Required if the Federally Approved Indirect Cost Rate method is used for calculating administrative costs in the budget.
- Request for Alternative Match Schedule. Required if special circumstances are met that qualify the applicant for an alternative match schedule.
- Request to Waive Requirements. Required if the applicant will not meet one of the California-specific requirements for minimum program size or minimum number of members per service site.

Failure to submit the required additional documents by the deadline will have a negative effect on the assessment of your application and/or on the determination of the application's eligibility to advance for review.

Additional documents must be emailed to Funding@CV.CA.GOV with the following subject line: *:Legal Applicant Name" – "Application ID Number."* Emails should include;
- The legal applicant name and its point of contact information
- The 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. To ensure that all required additional documents are received, please provide each document as an individual file. Please do not send all documents as one scanned file.
- If the size of an applicant's files requires multiple emails, please also include an ordering system in the subject line, such as "(1 of 3)."

Do not submit any items that are not requested in this Funding Opportunity. CV will not review or return them.

1. Proposed Service Site Locations

Provide a list of proposed Service Sites where your members will serve if your application were to be funded. The list you provide is not final and may be updated once funding decisions have been made and you are closer to your program's start date.

Provide the site name, address, county, and proposed member placement information for your Proposed Service Site Locations using the spreadsheet provided by CV in *Application Forms*:

2. California Performance Measurement Worksheet Instructions

In addition to completing the Performance Measures Module in eGrants, applicants are required to submit Performance Measurement Worksheets (PMWs) as Additional Documents. CV recommends completing the PMWs prior to completing the Performance Measures Module in eGrants, as the information in the Primary Needs and Service Performance Measurement Worksheet will inform what is entered in the eGrants module.

Performance Measurement Requirements

Applicants are required to develop a set of performance measures using the California Performance Measurement Worksheets (PMWs) that account for all member service hours requested. Each applicant will need to complete at least <u>three PMWs, titled</u> as follows:

- ***Primary Needs and Service Performance Measurement Worksheet***—Applicants must have <u>at least one aligned performance measure</u> (output and outcome) that corresponds to the proposed primary program intervention. Applicants proposing program service activities beyond the primary intervention are required to include additional aligned performance measures for those activities. Please note that CV values the quality of performance measures over the quantity of performance measures. Applicants should focus member service hours in service activities that are significant to the program's theory of change and intended outcomes.

- ***Common Member Development Worksheet***—Applicants must have an aligned output and outcome that reflects the knowledge and skills members will gain through the program.

- ***Common Strengthening Communities Worksheet***—Applicants must track the number of volunteers recruited by AmeriCorps members and service hours contributed by those volunteers to expand the impact and reach of the program in the communities served.

AmeriCorps program designs should be focused with measurable community impacts. The <u>*Needs and Service*</u> and <u>*Strengthening Communities*</u> PMWs combined must account for at least <u>80 percent</u> 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, As such, no member service hours may be earned from home without written CV approval.

Each performance measurement area is explained below, followed by detailed instructions for completing each required PMW.

Primary Needs and Service Activity
- Applicants must develop an aligned performance measure (output and 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 intervention or service activities delivered by AmeriCorps members.

Member Development
- All applicants are required to complete the *Common Member Development Performance Measurement Worksheet*. CV expects that the outcome focus is on member's actual performance, not just "knowledge" gained.

- Applicants may have additional member development outcomes as appropriate to their program design.

- Member development activities are not to exceed 20% of total aggregate member service hours.

Strengthening Communities
- All programs are required to recruit volunteers and must complete the required *Common Strengthening Communities Performance Measurement Worksheet* to capture efforts in this area. Not all members are required to engage in volunteer recruitment activities. Applicants may assign the number of member service hours dedicated to volunteer recruitment efforts as appropriate for their program design.

- If members will train and manage volunteers, in addition to recruiting volunteers, applicants are required to include a corresponding outcome target that aligns with the common output targets on the Common Strengthening Communities PMW.

- Applicants proposing to have members engage in capacity building activities such as recruiting, training, and managing volunteers to address community needs <u>as their primary focus</u> are required to use the Needs and Service Activity PMW. Such program models are not required to also have a Common Strengthening PMW.

Other Non-Primary Needs and Service or Indirect Service Activities [OPTIONAL]
- All non-primary needs and service performance measures (PM) (including activities other than the primary service activity) must have an aligned output and outcome.

- **Fundraising Activities:** If members will perform any fundraising activities, applicants must develop a separate PMW to account for any member time spent on allowable fundraising activities. Federal regulations prohibit a member from spending more than 10% of his/her 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.).

  AmeriCorps members can participate in fundraising activities within the following guidelines:
  o 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 and/or placement site's general operating budget or endowment or that of other programs sponsored by the legal applicant and/or placement site;
  o Members may not fundraise for required matching funds necessary to cover program operating costs;
  o Members may not prepare grant applications for funding provided by CV, CNCS, or any other federal agency; and
  o 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:*** Successful applicants are required to conduct both a swearing-in and graduation ceremony for all

cohorts/classes of members and participate in Martin Luther King Day of Service or Cesar Chavez Day of Service. Programs are strongly encouraged to participate in other National Service Days (e.g. September 11th Day of Service, Make a Difference Day, Martin Luther King Day of Service or Cesar Chavez Day of Service and Learning). Service hours dedicated to National Days of Service events should be captured on a Strengthening Communities PMW or Member Development PMW, whichever is most appropriate based on the program's intent for engaging members in these events.

Needs and Service PMW Directions

Use these directions to complete the Primary and Non-primary Needs and Service PMWs. Duplicate the Need and Service PMW template as needed for all Non-primary Need and Service activities.

PMW Row		Definitions & Directions
1	**Community Need**	Very briefly summarize the community need your partnership has researched and selected that this performance measure will address. This is the foundation of your PMW and is detailed in your Narrative. This is a brief summary, not to exceed 500 characters with spaces.
2	**Target Population**	The target population are those individuals or things directly impacted by the community problem stated that will receive the program's intervention. Answer a. through c. for the high-need target population. a. Provide a brief description of the "high need" target population (be specific), including the criteria used to define the target population as "high-need." b. Identify the number of direct high need beneficiaries members will serve through this performance measure. c. Describe the high need beneficiary selection process. Given that you cannot serve more than indicated in "b," how will you select those you will serve from the many that need your services? Describe how you _select_ beneficiaries to receive your "service." Who or what will receive your program service? This should not be a "referral" process.

3	**Amount of Service**	This is the amount of member service hours dedicated to this intervention. Answer a. thru e. for this performance measure. These are simple calculations that should be determined by thinking about the specific activity & amount of time it may take to achieve the result in Row 2. This is how you know how many and what type of member to request to achieve the desired outcome(s) or meet the community need.
		    a. # of members in this activity (indicate the types of member positions)
		    b. # of hours per day for this activity
		    c. # of days per week for this activity
		    d. Duration/interval of activity or # of days or weeks that this activity will take place
		    e. Total number of member hours for this activity. Calculated by—[a*b*c*d]
		NOTE: No member service hours may be earned from home without written CV approval.

4	**Intervention**	a. Describe the **core activities** that define the intervention members will implement or deliver. This is a concise description of _exactly_ what members will do to achieve the Target in Row 8. You need to know this to know how many members are needed and how many people/things you can successfully serve.
		b. Describe the **dosage**. The dosage is the amount of time research and experience tell you is needed to achieve the desired change. The dosage must include:
		    • Frequency or number of sessions per/ week;
		    • Intensity or length of each session; and
		    • Duration or total number of hours, weeks, sessions or months of the intervention.

		Tips: Words like "mentor", "assist," "tutor", "improve" <u>need</u> to be defined. What are members doing when they "improve" something? Be clear and concise. Don't make your reviewers guess what you mean. **Tutoring Programs**—must include your evidence-based tutoring intervention, amount of 1:1 time and/or small group tutoring each student will receive, and skills/subjects tutored. Tutoring must have academic outcomes that reflect functional grade level or California Standard Proficiency change as the unit of progress. Remember, tutoring is a sustained relationship over time that focuses on <u>identified</u> deficit academic skills, with skill assessment throughout the program (not just pre/post). See the CNCS National Performance Measures Instructions for additional requirements on output/outcome selection rules, dosage, and data collection requirements. **Mentoring Programs**— must describe the evidence-based mentoring intervention, amount of 1:1 time each student will receive, the amount of 1:2-3 time each student will receive, and types of social/behavioral issues being addressed. Remember, mentoring is a sustained relationship over time that focuses on identified social and/or behavioral skills, with assessment throughout the program (not just pre/post). For the purpose of CV, there is no "academic mentoring." Mentoring is social/behavioral, not academic. For academic outcomes, see tutoring above. See the CNCS National Performance Measures Instructions for additional requirements on output/outcome selection rules, dosage, and data collection requirements.
5	**Result**	The result should directly and clearly flow from the community need. Write a statement that reflects the result the <u>community</u> desires. This is a <u>brief</u> statement of the desired result (i.e., Increase academic skills; or Increase recycling awareness, etc.). Applicants need to identify <u>two</u> result statements—output (i.e. student receive regular mentoring) and outcome (i.e. students show a reduction in disciplinary referrals). These results are required. See examples in the template.
6	**Indicator**	The indicator is the *thing* the <u>community</u> will look at to gauge progress toward the result. It should mirror the result. It is **not** the instrument. The indicator for both output and outcome begin with the words: "The <u>number</u> of…" Applicants will need to complete each sentence in the PMW. Tip—frequently, the indicator can be created by combining the "The number of…" phrase, with the result statement (see samples in the PMW template)

7	**Instrument**	Describe the specific instrument(s) you will use to measure the output or outcome indicators.
		For outputs, include the following information:
		  a. Name or title of instrument: (ie. Attendance tracking log)
		  b. Specific data it will collect: (ie. Unique student identifier, time at each session)
		  c. Who will administer the instrument: (ie.'Members will track student attendance at each mentoring session & length of session')
		  d. How often it will be administered: (ie. Daily with bi-weekly submittal to program staff)
		  e. How double-counting will be prevented: (ie. Unique identifier for each student)
		  f. The level of participation needed to be counted under this measure: (ie. 'Students must attend at least 30 hrs of mentoring to be counted')
		For outcomes, include the following information:
		  a. Name or title of instrument used to measure growth/change: (ie. School Disciplinary Referral data)
		  b. What the instrument will measure and how the construct to be measured is defined: (ie.# of disciplinary referrals)

		c. The minimum number of hours, days, or other units of participation required to be counted: (ie. 30 hours of mentoring) d. The level of improvement that is necessary to meet target and be counted as having improved: (ie. 20% reduction in disciplinary referrals at the individual student level compared to previous year) e. Procedure for ensuring service recipients will not be double-counted: (ie. unique identifiers assigned to each student) f. Details on instrument's reliability and validity (if applicable):N/A g. Who will administer the instrument: (ie. 'Teacher or school reporting') h. How often each service recipient will be assessed: (ie. 3x/year at start, mid and after completion of dosage) i. If using a National Performance Measure, how the instrument meets the data collection requirements outlined in CNCS Performance Measures Instructions: (ie. 'School/classroom discipline records comparing incidents at the individual beneficiary level will be used.') **Each** indicator identified in Row 6 needs to have a corresponding instrument. Include the prompts and **DO NOT** change the format.
8	**Target**	State the **target** that your program expects to meet at the end of each program year (as measured by the instrument identified in Row 7). California Volunteers views targets as a vision of your program's future service delivery, and will negotiate final targets during the clarification and/or contracting process. Please note in the following example that raw numbers <u>must</u> be included as appropriate. **Output Column:** Targets are simple tallies and counts of those who received the targeted dosage (i.e. # of students who received the dosage).. **Outcome** targets must include: • # of people/things that changed as a result of the member-delivered service • What changed • Amount of the change • Dosage Example of <u>Applicant-Determined</u> **Outcome** Target**:** 100 of 200 students receiving X hours of 1:1 tutoring will increase reading by one grade level. Example of <u>National</u> Measure **Output** Target**:** ED1A: 175 students will receive 30 hours of 1:1-3 mentoring Example of <u>National</u> Measure **Outcome** Target: ED7A: 125 of 175 students who receive at least 30 hours of 1:1-3 mentoring will show a 20% reduction in disciplinary referrals
9	**Prior Data**	If you have data for this performance measure from prior years, report it here. <u>Only include data directly reflective of the target stated.</u>

[REQUIRED] COMMON Strengthening Communities PMW Directions

Use these directions to complete the Strengthening Communities PMW.

	PMW Row	Definitions & Directions
1	**Community Need**	Provide a brief statement on why volunteers are needed and how they will enhance and/or expand the impact and reach of your program.
2	**Target Population**	Describe the <u>Target Population</u> members will recruit as volunteers (e.g. *Baby boomers, seniors, etc.)*
3	**Amount of Service**	Answer each question a. - e. These numbers apply only to this PMW. Please do not change the format. *No member service hours may be earned from home without written CV approval.*
4	**Intervention/Activity**	Describe how members will recruit volunteers, & if applicable, any other activities. Give a clear picture of member activity. Do not repeat information already provided in this PMW.
5	**Result**	Identify the result the community expects to see addressed (a short pithy statement).
6	**Indicator**	The indicator is the *thing* the <u>community</u> will look at to gauge progress toward the result. It should mirror the result. It is **not** the instrument.
7	**Measurement**	Response provided by CV on the PMW form.
8	**Target**	Fill in the numeric targets you expect to meet on this PM for each indicator stated in Row 3. If members will train and manage volunteers, in addition to recruiting volunteers, applicants are required to include <u>both</u> an outcome and output targets on the Common Strengthening Communities PMW.
9	**Prior Data**	If you have data for this performance measure from prior years, report it here. <u>Only include data directly reflective of the target stated</u>.

[REQUIRED] COMMON Member Development PMW Directions

Use these directions to complete the Member Development PMW.

	PMW Row	Definitions & Directions
1	**Community Need**	Pre-identified by CV: "Members deserve to be appropriately trained to perform the services assigned, to increase both professional skills and community development skills, and to enhance their esprit de corps experience."
2	**Target Population**	Answer a-f regarding AmeriCorps members.
3	**Amount of Training**	Enter the number of hours per member. See http://www.nationalservice.gov/sites/default/files/upload/policy%20FAQs%207.31.14%20final.pdf for orientation requirements. No member service hours may be earned from home without written CV approval.
4	**Intervention/Activity**	Briefly outline the training and support your program will provide to members. Include **core trainings** members need to deliver program services. Remember your training plan details are in your Narrative-- briefly highlight the training and development your program will provide to members. Your Core Training must include mandated AC training (e.g. prohibited activities, member rights and responsibilities, code of conduct, suspension and termination rules, etc.), training members need to deliver program services (i.e.. child abuse reporting, working with families, etc.), and any training your partnership considers mandatory. Not all training must fall into Core Training. Include frequency/number of hours. Note: Member development is about what **the program** provides to the members-- **not** about development members seek on their own (e.g., degrees, job skills programs, certification, etc.).
5	**Result**	Identify the result the community expects to see addressed (a short pithy statement).
6	**Indicator**	Pre-identified by CV: "The number of members trained in program's core training… and the number of members who increase their knowledge and skills."
7	**Instrument**	Pre-identified by CV: Output Measurement: Training Log to collect data on member names, specific topic, and # of hours Outcome Measurement: Written Member Performance Review to collect data on member skill increases. Frequency: *Two times a year*. Programs must conduct at least a midterm and End-of-Term written performance reviews for full-time and half-time members, and an end-of-term written evaluation for less than half-time members.
8	**Target**	Partially Pre-identified by CV: Fill in the numeric targets that you expect to achieve for each target. Output Target: **XX** member will complete Core Training Outcome Target: **XX** of members will increase skills by **XX%**.
9	**Prior Data**	If you have data for this performance measure from prior years, report it here. Only include data directly reflective of the target stated.

3. Labor Organization Certification Form Instructions

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, CNCS's definition for "program applicant" includes any applicant to CNCS or a State Commission, as well as any entity applying for assistance or approved national service positions through a CNCS 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.

4. Financial Management Survey

Complete the Financial Management Survey and submit a printed version with your hardcopy application. Submit any supporting documents electronically by email to funding@cv.ca.gov. Organizations with documents that are particularly large but publicly available online may submit a single document that explains why any documents cannot be provided and identifies where each can be found, including a hyperlink to each document's location. Please ensure documents submitted electronically are clearly labeled.

5. AmeriCorps Organizational Self-Assessment

This form is included in AmeriCorps Application Forms and is required of all **new** applicants. Please follow the instructions included on the form.

6. Evaluation Report

Applicable to Recompeting Applicants only. Recompeting <u>competitive</u> programs that are applying for their third three-year grant period and beyond will need to submit the report of their evaluation conducted during their current three-year grant period as part of their application.

Evaluation Requirements for Competitive Grantees (provided for reference)
The evaluation requirements differ depending on the amount of the grant, as described in 45 C.F.R. §2522.710:

- If the applicant is a competitive AmeriCorps State grantee (other than an Education Award Program grantee) whose average annual CNCS program grant is $500,000 or more, it must arrange for an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 C.F.R. §2522.730.

- If the applicant is a competitive AmeriCorps State grantee whose average annual CNCS program grant is less than $500,000, or an Education Award Program Grantee, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 C.F.R. §2522.730.

Please submit in Word. The evaluation report should 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. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.

7. AmeriCorps Budget Worksheet

Fixed Amount Grant applicants are required to submit an AmeriCorps Budget Worksheet that follows the instructions in section IV.8. Budget Instructions. Fixed Amount Grant applicants' Cost Effectiveness and Budget Adequacy will be assessed based on their AmeriCorps Budget Worksheet.

8. Evidence Base Supporting Documents

Applicants who have evaluation reports of the same intervention described in the application (see *Mandatory Supplemental Guidance* for a definition of "same intervention") may submit up to 2 of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:
- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention

- Dosage (frequency, duration) and design of the intervention, including all key components and activities
- The context in which the intervention is delivered
- Outcomes of the intervention

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in the RFA (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

9. Federally Approved 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.

10.   Request for Alternative Match Schedule Instructions

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

Special Circumstances for an Alternative Match Schedule: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below. Use the "Request for Alternative Match Schedule" form to complete your request, and submit it as part of your application to CV. **Please limit your response to 4 double-spaced pages.** Should your application be selected by CV for funding consideration, CV will review and forward your request to CNCS for final approval. If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

A. Rural County: In determining whether a program is rural, CNCS will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 4, 5, 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment I for the Table of Beale codes.

B. Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, CNCS will consider the following list of county-level characteristics. See Attachment I for a list of website addresses where this publicly available information can be found.
- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

C. Program Location: Except when approved otherwise, CNCS will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the

appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. CNCS will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

11. Requests to Waive Requirements

Applicants may request to waive requirements for Minimum Program Size and/or Minimum Number of Members per Service Site by providing a compelling rationale. These rationales must be submitted separately in narratives that do not exceed 1 single-spaced page each.

A) Request to Waive Minimum Program Size Requirement
Provide justification if your application is requesting less than 20 MSY. This justification must include a compelling rationale why the proposed program does not meet the requirement.

B) Request to Waive Minimum Number of Members per Service Site Requirement
Provide justification if your application is proposing to place single members at placement sites where they will serve. This justification must include:
1) a compelling rationale why the proposed program does not meet the requirement;
2) a description of what mechanisms are in place to prevent disruptions to service due to member absence; and
3) a plan to ensure members are adequately supports and connected to other members and the broader national service network.

ATTACHMENT A: BEALE CODES AND COUNTY-LEVEL ECONOMIC DATA

Rural Community

Beale codes are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

2003 Beale Codes		
Code#	Metropolitan Type	Description
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 6, 7, 8, or 9 is eligible to apply for the alternative match.

ATTACHMENT B: SEVERELY ECONOMICALLY DISTRESSED COMMUNITY

The following table provides the website addresses where the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels can be found.

WEBSITE address	EXPLANATION
www.econdata.net	Econdata.Net: This site Links to a variety of social and economic data by states, counties and metro areas.
http://www.bea.gov/regional/	Bureau of Economic Analysis' Regional Economic Information System (REIS): Provides data on per capita income by county for all states except Puerto Rico.
www.census.gov/hhes/www/saipe/index.html	Census Bureau's Small Area Poverty Estimates: Provides data on poverty and population estimates by county for all states except Puerto Rico.
www.census.gov/main/www/cen2000.html	Census Bureau's American Fact-finder: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
www.bls.gov/lau/home.htm	Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS): Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/	US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US.
www.census.gov/hhes/www/saipe/index.html	Census Bureau's Small Area Poverty Estimates: Provides data on poverty and population estimates by county for all states except Puerto Rico.
www.census.gov/main/www/cen2000.html	Census Bureau's American Fact-finder: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
www.bls.gov/lau/home.htm	Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS): Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/	US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US.