



1400 10th Street, Second Floor ■ Sacramento, CA 95814 ■ (916) 323-7646 phone ■ (916) 445-8317 fax
www.CaliforniaVolunteers.org

AmeriCorps Place-Based Initiative Funding Opportunity Stockton Service Corps



REQUEST FOR APPLICATIONS

Applications due March 1, 2019

IMPORTANT NOTICE TO APPLICANTS: The following documents are necessary to complete an operating grant application for AmeriCorps funding. All can be found on the CaliforniaVolunteers website, californiavolunteers.ca.gov/grants/americorps.

- (1) AmeriCorps Place-Based Initiative Funding Opportunity Request for Applications (RFA)
- (2) AmeriCorps Place-Based Initiative Funding Opportunity Mandatory Supplemental Guidance
- (3) AmeriCorps Place-Based Initiative Funding Opportunity Application Instructions
- (4) AmeriCorps State Grant Application Forms

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CONTACT INFORMATION

This Request for Applications (RFA) is available on the CaliforniaVolunteers (CV) AmeriCorps funding webpage at californiavolunteers.ca.gov/grants/americorps.

CaliforniaVolunteers is committed to providing the most current information available to all applicants. We will rely primarily upon our website to keep applicants abreast of changes. Please check our website frequently for updates and information on technical assistance opportunities.

Please submit questions about this funding opportunity to Funding@cv.ca.gov. Responses will be included in a list of **Frequently Asked Questions** (FAQs) that we will update periodically on the CV AmeriCorps funding webpage. Applicants are encouraged to submit their questions well in advance of the application deadline as CV is not obligated to respond to questions that are received 48 hours prior to the application due date.



OVERVIEW

State Entity Name:	CaliforniaVolunteers
Funding Opportunity Title:	AmeriCorps State Grants
Announcement Type:	Initial Announcement
CFDA Number:	94.006

Disclosure: Funds requested under this opportunity are subject to applicable federal laws, rules, and regulations. References to specific regulations will be linked to e-CFR at www.ecfr.gov.

Important Dates:

- **Notice of Intent to Apply:** Applicants are required to submit a Notice of Intent to Apply for this competition. The Notice of Intent to Apply is due to CV by **5:00 p.m. Pacific Time on Friday, February 8, 2019**. The Notice can be found here: <https://www.surveymonkey.com/r/PlaceBasedNOI>.
- **Deadline:** The **Complete Application** is due to CV by **5:00 p.m. Pacific Time on Friday, March 1, 2019**.
- **Application Notification:** Successful applicants will be notified by **March 22, 2019**.

Our Purpose: CaliforniaVolunteers, as part of the Office of the Governor, addresses state and community challenges by investing in high impact service solutions, while leveraging public, private, and nonprofit partnerships and resources. CV invests \$40 million annually in AmeriCorps grants to support effective community service solutions.

The *AmeriCorps Place-Based Initiative Funding Opportunity* awards AmeriCorps grants to eligible community partnerships that will engage AmeriCorps members in *evidence-informed or evidence-based* interventions/practices (see *Mandatory Supplemental Guidance*) as part of the Stockton Service Corps collaborative to improve education outcomes for South Stockton students. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

This *AmeriCorps Place-Based Initiative Funding Opportunity* should be read together with the AmeriCorps regulations 45 CFR Sections 2520-2550. The following documents are necessary to complete the application for AmeriCorps Funding:

- (1) AmeriCorps Place-Based Initiative Funding Opportunity Request for Applications (RFA)
- (2) AmeriCorps Place-Based Initiative Funding Opportunity Mandatory Supplemental Guidance (Mandatory Supplemental Guidance)
- (3) AmeriCorps Place-Based Initiative Funding Opportunity Application Instructions (Application Instructions)
- (4) AmeriCorps State Grant Application Forms



APPLICATION TIMELINE

This timeline is subject to change due to federal announcements and other events.

March 1, 2019	Applications due to CV by 5:00 p.m. Pacific Time
March 4 - 21, 2019	Application Review Period*
March 22, 2019	Final funding decisions announced
August-October 2019	Contracting process and program launch

* Applicants and their partnership representatives must be available during this timeframe to respond to CVs' clarification requests.

** During this period, applicants must have appropriate staff available to enter and submit application into CNCS's web-based management system. This will occur between March and June.



I. FUNDING OPPORTUNITY DESCRIPTION

A. Funding Program Description

CaliforniaVolunteers

As the State Service Commission for California, CaliforniaVolunteers (CV) addresses community and state challenges by investing in high impact service solutions, while leveraging public, private, and nonprofit partnerships and resources. Through AmeriCorps, Disaster Volunteering, and Volunteer Action, CV transforms small investments into big community impact. Karen Baker, State of California Chief Service Officer, leads the agency in consultation with a 25-member Commission appointed by the Governor. The Commission develops and adopts policies that guide the State's AmeriCorps grantmaking process.

CaliforniaVolunteers receives federal funds from the Corporation for National and Community Service (CNCS) to support AmeriCorps programs. CNCS's mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in community and national challenges through service and volunteer action.

Stockton Service Corps

As the local convener of the AmeriCorps Place-Based Initiative Funding the Stockton Service Corps (SSC) serves to ensure that grantees are serving and supporting the needs of the Stockton community to achieve deeper community impact through three key criteria: (1) Leveraging co-investment partnerships in AmeriCorps grant resources and evidence-based service solutions, (2) Engaging local community citizens as service members and agents of change, and (3) Coordinating multiple national service interventions to provide comprehensive wraparound educational support for South Stockton students. SSC works to maintain a clear understanding of community and partners through a Steering Committee. This group is represented by leaders in Early Childhood Education, K-12 Success, and Post-Secondary Success and Completion. In addition to the perspective of these leaders, the Steering Committee also engages parent and student advocacy organizations to ensure the student and parent/guardian voice is represented.

Purpose of AmeriCorps Funding

AmeriCorps is a national service program that provides opportunities for Americans each year to serve their country as AmeriCorps members by engaging in intensive results-driven service that addresses community problems. An AmeriCorps member is an individual who engages in community service through an approved national service position. AmeriCorps members are recruited, trained, supervised, and managed by the funded organization, and may receive a living allowance and other benefits while serving. Upon successful completion of their service, AmeriCorps members are eligible to receive a Segal AmeriCorps Education Award from the National Service Trust that they can use to pay for higher education expenses or apply to qualified student loans. Members must be: U.S. Citizens, U.S. Nationals or Lawful Permanent Residents of the United States, at least 17 years of age (no upper age limit), high school graduates or GED recipients (or working towards this goal), and are subject to criminal history checks. AmeriCorps Programs may add program-specific requirements. For more information on member eligibility requirements, please visit: http://www.americorps.gov/for_individuals/ready/eligibility.asp.

AmeriCorps grants are awarded on a competitive basis to eligible organizations that engage members in *evidence-based or evidence-informed* interventions to strengthen communities (see *Mandatory Supplemental Guidance*). AmeriCorps grants include an allotment of AmeriCorps member positions and provide partial funding to support AmeriCorps projects and programs. Grants are solely for program expenses and cannot be used for general organizational operating expenses. **AmeriCorps members or grant funds can help meet unmet needs or can expand an organization's ability to better address community needs, but cannot be used to duplicate, displace or supplant resources that already exist in a community.**



CaliforniaVolunteers AmeriCorps Values

As home to the largest and most diverse population in the country, California faces many challenges that need our attention. CaliforniaVolunteers is seeking to invest AmeriCorps resources in programs that are:

Targeted at solving a critical challenge facing California. While there are a large number of issues that are identified as “challenges,” CV is most interested in those that have been publicly labeled as concerns for California’s long-term quality of life by state government leaders as well as key civic and research institutions. While CV will generally view programs and initiatives addressing statewide challenges as more compelling, CV will also give consideration to those that are designed to tackle problems faced by a particular locality or region of the state. Issues that have been addressed in the past include low academic achievement, unemployment, child welfare, and many others.

Using national service as an appropriate strategy. CaliforniaVolunteers is committed to continuing to demonstrate that service is a powerful strategy to address community challenges. Successful program designs clearly identify those directly impacted by the challenges, identify an intervention proven to address the need, and clearly articulate why the efforts of AmeriCorps members are an appropriate strategy to deliver the intervention. This includes demonstrating how AmeriCorps member service activities will enhance or expand an organization’s ability to better address a community problem, and how the AmeriCorps program will not duplicate, displace or supplant resources that already exist to address the stated problem.

Applying an evidence-based approach. CaliforniaVolunteers expects those seeking an investment from AmeriCorps to demonstrate that their proposed intervention is guided by the best available research evidence that supports its effectiveness. This includes demonstrating that the proposed intervention will lead to the desired outcomes, and providing strong evidence that the proposed intervention is effective for the target population and community challenge identified. CV is particularly interested in programs that directly involve leading experts from the relevant subject area in the design and/or evaluation of the program. CV values programs that can demonstrate the intervention is implemented with fidelity across sites and that apply performance data and evaluation findings to continuously strengthen their model.

Based on a well-aligned logic model and focused on measurable outcomes.

CaliforniaVolunteers values strong program designs built to address community needs by logically connecting all program components and services back to these needs. Programs funded through AmeriCorps are expected to achieve results that can be quantifiably measured and reported on program impacts annually. (See *Grant Application Forms; California Performance Measurement Worksheets*)

Dedicated to quality. CaliforniaVolunteers seeks to invest in programs that are committed to making a difference and incorporate quality management practices to oversee the program and ensure appropriate investment of public funds. CaliforniaVolunteers values programs that can successfully implement the program design by assuring that the systems and processes necessary for managing and assessing the effectiveness of the program model are in place prior to operation. This includes adequate oversight in the management of each component to assure that the program design and systems are implemented and assessed, the capacity to collect data and report on program effectiveness, and that stakeholder feedback leads to continuous improvement.

B. Stockton Service Corps Focus Area

The Stockton Service Corps will emphasize measuring the impact of service with a focus on the issue area of Education. In order to carry out CaliforniaVolunteers intent of these resources, and to maximize the impact of the investment of brining national service members to Stockton, resources will be focused on supporting these specific issue areas within the Education focus area:

- Early Childhood Education: Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged



children in early childhood programs; supporting access to early childhood education interventions and ensuring that students are entering Kindergarten ready to learn.

- K-12 Success: Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools.
- Post-Secondary Success and Completion: Grants will provide support and/or facilitate access support economically disadvantaged students prepare for success in post-secondary educational institutions

C. Available Funds

The total funds available through this funding opportunity to support the Stockton Service Corps is \$2 million in federal funds to support up to 100 full-time equivalent AmeriCorps member positions. Successful applicants will receive an AmeriCorps State formula grant from CaliforniaVolunteers.

D. Performance Measurement Requirements

Applicants are required to develop a set of performance measures using the California Performance Measurement Worksheets (PMWs) that addresses requirements described in the *Application Instructions*. Each applicant will need to complete at least two PMWs, titled as follows:

- *Primary Needs and Service Performance Measurement Worksheet*—Applicants must have at least one aligned performance measure (output and outcome) that corresponds to the proposed primary program intervention. Applicants must use one output, at least one outcome, and one supplemental outcome (if desired) from the table below. Any service activities beyond the primary intervention must be included in additional aligned performance measures that cover 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 (optional)*—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.

All PMWs combined must account for all member service hours requested. Applicants should use both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. CV values the quality of performance measures over the quantity of measures. For more information, see the *Application Instructions* for specific requirements for each required performance measurement area.

National Performance Measures

CV expects applicants to use the National Performance Measures identified below as part of their comprehensive performance measurement strategy. More information on these measures, including definitions, requirements, and guidelines, can be found in the *Application Instruction*. All requirements for any National Performance Measures selected must be clearly included in the Performance Measurement Worksheets. Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the PMWs. Successful applicants will be required to report on the measures they select.

For the Primary Needs and Service Performance Measurement Worksheet, applicants must choose one output and then **at least one** of the corresponding outcomes. Applicants may choose additional outcomes.



Output (Choose ONE)	Outcome (Choose at least one)	Supplemental Outcomes (optional)
ED1A: Number of individuals served Number of families served	ED23A: Number of children demonstrating gains in school readiness	Number of children demonstrating readiness to learn
ED1A: Number of individuals served	ED5A: Number of students with improved academic performance ED9: Number of students graduating from high school on time ED10: Number of students enrolling in post-secondary education/training ED27C: Number of students with improved academic engagement or social-emotional skills ED6: Number of students with increased attendance ED7A: Number of students with decreased disciplinary incidents (referrals, suspensions/expulsions, criminal or gang involvement)	Number of students graduating high school eligible for college (A-G eligible)
ED1A: Number of individuals served	ED11: Number of individuals earning a post-secondary degree or technical certification	

E. Authority

These funds are available under authority of the National and Community Service Trust Act of 1990, as amended, (NCSA) (42 U.S.C. 12501 et seq.).



II. ELIGIBILITY

A. Eligible Applicants

The following non-federal entities (as defined in [2 CFR §200.69](#)) that propose to operate only within California who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply for AmeriCorps funding through CaliforniaVolunteers:

- Nonprofit organizations ([2 CFR §200.70](#))
- Institutions of higher education([2 CFR §200.55](#))
- Local government/public agencies ([2 CFR §200.64](#))
- State government agencies ([2 CFR §200.90](#))
- Indian Tribes within the state of California ([2 CFR §200.54](#))

Note: Organizations that propose to operate AmeriCorps programs in more than one State or Territory apply directly to CNCS. Federally-recognized Indian Tribes may also apply directly to CNCS.

Other Requirements

Under section 132A(b) of the National & Community Service Act, organizations that have been convicted of a federal crime may not receive assistance described in this RFA.

Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if CNCS is aware that any corporation has any unpaid Federal tax liability which—

- 1) Has been assessed,
- 2) For which all judicial and administrative remedies have been exhausted or have lapsed, and
- 3) That is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that corporation is not eligible for an award under this RFA. A similar restriction may be enacted with the appropriation which will fund awards under this RFA.

Pursuant to the Lobbying Disclosure Act of 1995, any organization described in Section 501 (c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply for funding.

B. Community Partnerships Requirements

In addition to reporting requirements for grant funds, grantees will identify at least one staff member to participate in monthly meetings focused on data and collective impact goals. These goals are focused on ensuring that programs are driving towards the focus areas of this program – students are entering kindergarten ready to learn, Academic Success of students K-12, students are ready for post-secondary opportunities.

All awardees are required to develop and maintain written partnership agreements with participating schools and the Stockton Service Corps Steering Committee to implement the Stockton Service Corps. These agreements will articulate the alignment between individual program design with the broader Stockton Service Corps framework and education plans of participating schools, as well as the parties' plan for ongoing collaboration throughout the grant period. These agreements must be made available to CV upon request.

The partnership agreements must be consistent with the awarded application plans, and articulate how the key entities responsible for program implementation will work together along the following elements of high-quality partnerships between participating schools, Stockton Service Corps Steering Committee, and community-based organizations:

- *Managing collaboratively:* Jointly establishing program direction and priorities, planning, budgeting, training and aligning program staff, communicating across the partnership, and continuously improving program services.



- *Sharing data and evaluation:* Sharing information, data, performance measures, and evaluation strategies that guide project management, resource allocation, and service delivery while maintaining data privacy requirements.
- *Sharing resources:* Jointly using resources such as staff, funding, administrative systems, school facilities, curricula, and instructional materials.
- *Clarifying and communicating roles and responsibilities:* Clearly articulating roles and responsibilities for each partner organization to help optimize program services and limited resources.

In addition, partnership agreements must also address the following strategies, when applicable:

- *Aligning in-school and out-of-school.* Coordinating to ensure that out-of-school academic and enrichment efforts complement in-school instruction and programming.
- *Coordinating on safety, health, and student supports.* Coordinating to promote school and community safety, reinforce health and wellness programming, and provide necessary student supports.
- *Cooperating on family engagement.* Coordinating interactions with families to strengthen positive family engagement that reinforces learning in multiple settings.
- *Coordinating among CBOS.* Coordinating and establishing agreements between multiple community-based organizations (CBOs) when working with the same schools and students.

To promote a strong AmeriCorps identity and connection to a critical common mission among members, all Stockton Service Corps programs will engage AmeriCorps Members in the following group trainings and service days:

- South Stockton AmeriCorps Consortium Quarterly Leadership Development Training: professional skill development (i.e. mock interviews, resume review, professional networking, etc...)
- Community Orientation/Introduction Training: history and vision of Stockton, including the role of National Service moving forward
- Data/Continuous Improvement Training: how to review and assess data for progress monitoring of students and school performance.
- Quarterly Service Days (e.g. Martin Luther King Day, Global Youth Service Day, Make A Difference Day, LOVE Stockton Day)

C. Dun and Bradstreet University Numbering System (DUNS) Number and System for Award Management System (SAM)

Applications must include a DUNS number **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: [DUNS Request Service](#). CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. CV suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to CV.

Applicants that do not comply with these requirements may become ineligible to receive an award. See the SAM Quick Guide for Grantees at

https://sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf



III. FUNDING RESTRICTIONS

A. Project and Award Period

The project period is generally one year. The grant award covers a three-year project period unless otherwise specified. Applications must include proposed activities and a detailed proposed budget for the first year of operation. CaliforniaVolunteers expects that programmatic activities for the second and third years of operation will build upon and be similar in scope to those of the first year. Continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance. CaliforniaVolunteers reserves the right to adjust the amount of a grant award for subsequent years, or elect to discontinue funding for subsequent years.

Grants awarded through this funding opportunity will support programming beginning in late summer of 2019. Successful applicants must start member service activities no later than October 2019 and allow up to 12 months for members to complete a term of service. Any exception to this start date expectation must be included in the application. Additionally, the program may not start prior to the execution of the program's contract with CV, which means AmeriCorps members may not begin service, certify any member hours, or accrue costs on the CNCS share of the budget prior to the conclusion of the contracting process. More information on the contracting process will be provided at funding notification.

B. Award Amount

Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions - as determined by the scope of the program. CV will review applications and determine the final award amount based on availability of funds. Award amounts may vary from the requested amounts.

C. Cost per Member Service Year (MSY)

Applicants request for the number and types of AmeriCorps member positions that are needed to address the community need stated in their application. Types of member positions available are Full-time (1,700 hour service term), Three-Quarter-time (1,200 hours), Half-time (900 hours), Reduced Half-time (675 hours), Quarter-time (450 hours), and Minimum-time (300 hours).

A 1700-hour (Full-time) AmeriCorps member position is equivalent to one Member Service Year (MSY). The MSY is similar to a Full Time Equivalent (FTE), measuring positions as a fraction of full-time, so a full-time member is 1 MSY and a half-time member is .5 MSY. An AmeriCorps grant is based on the cost per the number of MSYs that a grantee will support.

An applicant's cost per MSY is determined by dividing the total federal share of budgeted grant costs by the number of MSYs requested. For example, a request of \$325,000 to support 25 MSYs would have a cost per MSY of \$13,000 ($\$325,000 \div 25 \text{ MSY}$). It does not include child care or the value of the education award a member may earn.

Successful applicants are required to maintain their awarded cost per MSY throughout the grant period. The cost per MSY is matched by funding secured by the legal applicant to supplement the costs of the program which can include member living allowance, staff salaries, and other program expenses.

Table 1 below sets the maximum cost per MSY amount an applicant may request for each grant type. See below for more information on each grant type.

Table 1: Maximum Cost per MSY

Grant Program	Maximum
Traditional Cost Reimbursement	\$20,000*

D. Types of Award

AmeriCorps grants in this Funding Opportunity are awarded on a Cost Reimbursement basis. Cost-Reimbursement grants fund a portion of program operating costs and member living allowances with



flexibility to use all of the funds for allowable costs regardless of whether or not the program retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement and require the submission of a financial budget and financial report. Only Traditional Cost Reimbursement grants are available through this funding opportunity.

Traditional Cost Reimbursement

In a traditional AmeriCorps operating grant, all program expenses are based on an approved budget as part of the grant award and are reimbursed through the submission of expense reports to CV. Grant funds can only be spent on costs in the approved budget. A cost-reimbursement grant provides funding to pay for program costs such as member support, operational costs, and administrative costs associated with the implementation of an AmeriCorps program. An applicant that applies for a cost-reimbursement grant must provide and include in the budget cash and/or in-kind match to support its overall program costs. The minimum match level required varies for applicants depending on the number of years an applicant has received AmeriCorps funding. (See page 14 for information on match requirements.)

E. Cost Sharing or Matching

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

Table 2: Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost Reimbursement Grants (Traditional and 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-Time	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost per MSY awarded.
Fixed Amount EAP Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over \$800 per MSY awarded.
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 awarded.
No-Cost Slots	Grantees pay all program costs.

Cost Reimbursement Grants

A first-time successful applicant is required to provide a single overall match of 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to minimum overall share chart found in [45 CFR § 2521.60](#) and below:

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

Section 121(e)(5) of the National Community Service Act (42 U.S.C. 12571(e)) requires that programs that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CV on the Federal Financial Report. Grantees must track and be prepared to report on that match separately each year.

The legal applicant is the entity responsible for meeting matching funds requirements. The legal applicant may request that partnering organizations provide a share of the match necessary to meet matching funds requirements. Programs may match their share of operating costs through cash or in-kind resources. Matching funds must be verifiable, not be included as match for other federal programs, be necessary and reasonable for the purpose of the proposed program, and be allowable under OMB cost principles. Successful applicants must demonstrate matching funds are secured before CV can issue the



grant award. Additionally, successful applicants are required to maintain the awarded match and support any new costs not included in the grant award through match or its own or other resources.

Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at [45 CFR §2521.60\(b\)](#). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants that plan to request an alternative match schedule must submit a request at the time the application is submitted.

Fixed Amount Grants (EAP, Full-Time, Professional Corps, No-Cost Slots)

There is no specific match requirement for Fixed Amount Grants. CV does not provide all the funds necessary to operate the program; therefore, organizations should raise any additional revenue required.

F. Indirect Costs

Applicants are allowed to include indirect costs in application budgets. Based on qualifying factors, applicants will either use a federally approved indirect cost rate, a 5/10 percent fixed option, a 10% *de minimis* rate of modified total direct costs, or may claim certain costs directly as outlined in [2 CFR § 200.413](#) Direct costs. States, local governments and Indian Tribes may use approved cost allocation plans. All methods must be applied consistently across federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10% *de minimis* rate must include the agreement in the application. However, under section 121(d) of the NCSA and CNCS's regulations at [45 CFR 2517.710](#), no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants, of which up to two percent may be allocated to cover CV share of indirect costs. See *Grant Application Instructions* for more information on calculating indirect costs.

G. Minimum Program Size

The minimum program size funded by CV for this opportunity is 10 MSY (full-time equivalent member positions). CaliforniaVolunteers believes this MSY requirement is necessary to provide members in quantities that make a substantial difference in meeting community needs. Applicants requesting less than the minimum required MSY level must include a compelling rationale with the application in order for the application to not be disqualified.

H. Minimum Number of Members per Service Site

To ensure strong program design and to provide members with at least a minimal mutual support network, successful applicants must place a minimum of two AmeriCorps members at each service location as part of their program design. Exceptions to this requirement must be supported by compelling rationale in the application and receive approval from CV.

I. Living Allowance

The proposed budget must include a living allowance for full-time members that are within the required range per member (except as noted below). A living allowance is not considered a salary or a wage. Programs are prohibited from comparing the member living allowance to an "hourly wage" in any recruitment materials, member handbooks, etc.

Programs are not required to provide a living allowance for members who serve less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. The amount must be included in the proposed budget as either CNCS or grantee share.



Table 3: Minimum and Maximum Living Allowance

Term of Service	MSY Equivalence	Minimum # of Hours	Minimum Living Allowance	Maximum Living Allowance
Full Time	1.00	1,700	\$13,992	\$27,464
Three-Quarter Time	.700	1,200	n/a	\$19,386
Half Time	.500	900	n/a	\$14,539
Reduced Half Time	.3809524	675	n/a	\$10,905
Quarter Time	.26455027	450	n/a	\$7,270
Minimum Time	.21164022	300	n/a	\$4,847

In most instances, the grant received by an applicant will not cover the full amount of the living allowance provided to members and the applicant must use its own or other resources to supplement member living allowance. Because the minimum living allowance may not fully cover the actual living expenses of members, programs may wish to offer living allowances in excess of the minimum requirements.

Exceptions to Living Allowance Requirements

Programs existing prior to September 21, 1993 are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement but not the maximum requirement.

EAP Grantees are not required to provide a living allowance, but if but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.

Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries are paid entirely by the organizations with which the members serve, and are not included in the budget request (CNCS or grantee share).

J. Segal AmeriCorps Education Awards

AmeriCorps members who successfully complete a term of service will receive an Education Award from the National Service Trust. The amount of the Education Award is based on the value of the Pell Grant. The Education Award amounts for each member slot type is listed in the table below. Learn more about the Education Award here: <https://www.nationalservice.gov/programs/amicorps/segal-amicorps-education-award>.

Table 4: Member Term of Service and Education Award

Term of Service	MSYs	Minimum # of Hours	Education Award
Full Time	1.00	1,700	\$5,920.00
Three-Quarter Time	.700	1,200	\$4,144.00
Half Time	.500	900	\$2,960.00
Reduced Half Time	.3809524	675	\$2,255.24
Quarter Time	.26455027	450	\$1,566.14
Minimum Time	.21164022	300	\$1,252.91

K. Enrollment Requirements

Enrollment rates ultimately effect the total number of AmeriCorps members awarded to California for service in California communities. Grantees are expected to enroll all MSYs awarded in the grant and may not use unexpended funds resulting from not fully enrolling members for any other purpose in the operating budget. Grantee budgets will be adjusted as needed to maintain awarded/contracted cost per member MSY. Successful applicants that do not fully enroll may be subject to a reduction in grant award amount and are likely to receive a decrease in funding in subsequent years.



L. Retention Requirements

Retention rates are an indicator of the grantee's ability to properly design and manage an AmeriCorps program that results in achieving the outcomes contracted. We expect grantees to pursue the highest member retention rate possible. Retention rates will have a direct bearing on the number of slots and the size of awards approved in the continuation and recompetes processes. Successful applicants that do not retain members are likely to receive a decrease in funding in subsequent years.

M. Evaluation Requirements

CaliforniaVolunteers strongly encourages grantees to use evaluation as a tool to continuously improve programs and demonstrate impact and effectiveness. In doing so, programs will have the opportunity to test their program delivery model, adjust services to best meet community needs, and collect trustworthy data to support their work. In turn, these data and program improvements will strengthen the evidence base for the impact of national service as well as inform strong funding and technical assistance decisions.

New Applicants

New applicants competing for the first time are required to submit a data collection plan as part of their application. Data Collection Plans must not exceed 10,000 characters and must include 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.

For more information about evaluation plans visit the CNCS Knowledge Network's Evaluation Resources: <http://www.nationalservice.gov/resources/evaluation/planning-evaluation>.



IV. APPLICATION REVIEW INFORMATION

A. CaliforniaVolunteers Review and Selection Process

Applications will be reviewed and selected for funding using an intensive multi-stage process that includes a joint review by CV Staff and the Stockton Service Corps Steering Committee and Clarification and Feedback. The 2019 grantmaking process follows the policies adopted by the Commission, available on the CV website at californiavolunteers.ca.gov. CaliforniaVolunteers' review and selection process will occur in several stages as follow.

Compliance Check

CaliforniaVolunteers staff will review all applications to determine compliance with eligibility, deadline, and completeness requirements. Applications that are submitted by eligible organizations by the deadline and that meet minimal compliance check requirements will advance to Team Review. See the *Application Instructions* and *Application Forms* to ensure submission of a complete and compliant grant application.

Applications that have noncompliant issues identified may be disqualified or have points deducted from the application's total raw score. Criteria for assessing compliance includes, but is not limited to, the following:

- Minor Issues (3 point deduction): Packaging not completed according to guidance (see *Application Instructions* for specific packaging guidelines).
- Major Issues (6 point deduction): Items incomplete, or required items not submitted. Applicant will have 24 hours to submit incomplete or missing documents (other than those listed in Disqualifying Issues). If documents are received, the application will still receive a point deduction for Major Issues.
- Disqualifying Issues: The application will be disqualified if any of the following are missing: Program Narrative, Logic Model, Program Diagram, Performance Measurement Worksheets, or Budget Narrative.

Team Review

In Team Review, reviewers from CaliforniaVolunteers and the Stockton Service Corps Steering Committee will evaluate each application against assessment criteria outlined in this RFA and the accompanying Application Forms and Instructions. Teams of at least three will review applications and come to a consensus score for each criteria. Applications that do not meet the minimum score threshold will be released from consideration.

Clarification Period

Some applicants may receive requests to provide clarifying information and/or make changes to their application, including changes to the budget. This information is used by CV staff in making final funding recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to CVs' clarification requests in a timely manner may result in removal from funding consideration.

NOTE: Applicants selected for competitive submission may need to respond to another round of clarification from the Corporation for National and Community Service as part of their grant application review process. This is likely to occur sometime in the months of March or April. CNCS will send clarification to CV at that time, which will then be forwarded to the applicant with instructions for submission.

Risk Assessment Evaluation

CV staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds and the applicant's past performance (if applicable.) This evaluation is in addition to the evaluation of the applicant's eligibility for funding and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If CV determines that an award will be made, special conditions that correspond to the



degree of risk assessed may be applied to the award. In evaluating risks, CV may consider the following, but not limited to:

- Financial capability and capacity to manage Federal funds
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable OMB Guidance
- History of performance as reflected in the applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
 - Timeliness of compliance with applicable reporting requirements,
 - If applicable, meeting matching requirements, and
 - If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- Information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as—
 - Federal Awardee Performance and Integrity Information System (FAPIIS),
 - U.S. Treasury Bureau of Fiscal Services
 - Dun and Bradstreet, or
 - "Do Not Pay"
- Reports and findings from single audits performed under Uniform Administrative Guidance (formerly OMB Circular A-133) and findings of any other available audits
- IRS Tax Form 990
- An applicant organization's annual report
- Publicly available information including information from an applicant organization's website
- Any other information listed in 45 CFR § 2522.140
- The applicant's ability to effectively implement statutory, regulatory, or other requirements.
- Past Performance

Additionally, CV may use the results of the review of the risk assessment evaluation in determining which applications to fund. If CV concludes that the reasons for applicants having poor risk assessment evaluations are not likely to be mitigated, those applications may not be selected for funding.

Selection

The primary consideration in the selection of AmeriCorps programs is merit. Applicants must meet a minimum score threshold **and** satisfactorily address all clarification issues in order to be considered for funding. In lieu of a three-year operating grant, CaliforniaVolunteers may award an application a limited-term "planning" or "program development" grant. A planning grant provides funds to support the development of an AmeriCorps program design and infrastructures needed to operate the program. A program development grant provides funds to support one year of implementation; where continued funding would be subject to available funds and satisfactory performance.

To help achieve a balanced portfolio for the Stockton Service Corps, final selections will be made with consideration of the following:

- Stockton Service Corps will seek to ensure that programs are selected in each of the three education service areas: Early Childhood Education, K-12 Success, and Post-Secondary Success and Completion.

The Commission reserves the right to bypass an applicant's state ranking on a case-by-case basis under the following circumstances:

- An applicant has multiple national service funding opportunities available;
- The Commission has constrained resources; and/or
- The legal applicant presents serious concerns around grant performance and/or fiduciary responsibilities discovered after rankings have been completed.

Results of the grant review process are presented to the California Chief Service Officer, who will make final approval of funding decisions. Funding decisions are final—there is no appeal process.



Feedback to Applicants

At the conclusion of the grant review process applicants may request their review results and feedback on their application by email funding@cv.ca.gov.

CV reserves the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications submitted to CV in response to this RFA.

B. Assessment Criteria

Each application must clearly describe a project that will effectively deploy AmeriCorps members to address education needs in South Stockton. We urge all applicants to submit a high quality application which carefully follows the guidance in the RFA and in the *Application Instructions*. Applications will be assessed based on the quality of the response to criteria described in the *Application Instructions*. The following outlines the corresponding weight for each application component. The specific criteria that will be assessed is described in the Program Narrative section of the *Application Instructions*.

Program Design (Program Narrative, Performance Measurement Worksheets, Logic Model) – 50%

Fifty percent of the applicant's score will come from their description of the proposed program design addressing all relevant application instructions. This includes presenting a well-documented community need, a logical and well-thought out theory of change and logic model supported by evidence, the specific program intervention that AmeriCorps members will perform, and measureable outputs and outcomes as a result of member activities. Applicants will also be assessed on the plans they have in place to ensure effective service delivery and meaningful member service experience. See *Application Instructions* for the weights of specific subsections in Program Design.

Organizational Capacity (Program Narrative) – 25%

Twenty-five percent of the applicant's score will come from their description of the legal applicant's organizational capacity addressing all relative application instructions. This includes presenting the organization experience, staffing, and management structure to plan and implement the proposed program and plans in place to ensure compliance and accountability. Applicants will also need to demonstrate that their organization values learning and that they have a plan to supervise members. See *Application Instructions* for the weights of specific subsections of Organizational Capacity.

Cost Effectiveness & Budget Adequacy (Budget) – 25%

Twenty-five percent of the applicant's score will come from the quality of the application's budget based on the following criteria:

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

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

Applicants must complete the budget and ensure the following information is included:

- Current indirect rate cost if used to claim indirect/administrative costs.
- Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Amount applicants.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

C. Threshold Issues



Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

- All applicants should request at least 10 MSY. Applicants requesting less than 10 MSYs without a compelling justification will be deemed noncompliant and will not be reviewed.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: [45 CFR §2522.910-.940](#)), the applicant must describe how the program will meet these requirements.

D. Consideration of Integrity and Performance System Information

Prior to making any award that exceeds \$150,000, CNCS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

CNCS will consider any comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing its review of risk posed by the applicant under this section.

E. Potential Change to RFA Guidelines and Supplemental Guidance

This *Request for Applications* was created in good faith and based on the most recent federal guidance available. The amount of funds available for AmeriCorps, as well as new grant limits and requirements, are contingent on final federal appropriations and CNCS's final allocation of formula funds. These and other factors may require changes to the guidance and to this RFA. As necessary, CV will issue all updates and supplemental materials at the earliest possible date. All supplemental materials and updates will be available on the CV website at CaliforniaVolunteers.ca.gov. **Applicants are advised to check the website at least weekly.**

This RFA provides a broad overview of AmeriCorps guidance, highlighting many basic components and rules to provide a general understanding of the complexities and intricacies of AmeriCorps programming and requirements.

The full AmeriCorps regulations, [45 CFR § 2520-2550](#), are available online at www.ecfr.gov. Successful applicants will be required to comply with these regulations, AmeriCorps provisions, and federal and state policies. Federal funds provided under this grant are identified by the Catalogue of Federal Domestic Assistance Number 94.006.

The AmeriCorps regulations include federal criteria used to select applicants for funding and other pertinent information (Table 4).

Table 2: Program 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	§2522.900-2522.950
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
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V. APPLICATION AND SUBMISSION INFORMATION

A. Submission to CaliforniaVolunteers

Applicants must submit the application package by email to CaliforniaVolunteers by the application deadline. To complete the application, please:

1. Download the following documents from the CV website at <https://californiavolunteers.ca.gov/grants/ameri corps/>:
 - a. *AmeriCorps Place-Based Initiative Funding Opportunity Request for Applications* (this document),
 - b. *AmeriCorps Place-Based Initiative Funding Opportunity Mandatory Supplemental Guidance*,
 - c. *AmeriCorps Place-Based Initiative Funding Opportunity Application Instructions*,
 - d. *AmeriCorps State Grant Application Forms*,
2. Follow the instructions included in the *Application Instructions* document in completing and submitting an application.
3. A complete **Electronic Application** submitted by email to Funding@cv.ca.gov must include all required items (as applicable), as listed on the AmeriCorps State Grant Application Checklist. See *Application Instructions* and *Forms*.

Page Limits

The Program Narrative may not exceed 14 double spaced, single-sided, pages in portrait orientation (including the Executive Summary Page). 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 other documents with page or character limitations are as follows:

- Logic Model may not exceed 3 pages
- Member Training Plan may not exceed 3 pages
- Data Collection Plan (as applicable) may not exceed 10,000 characters
- Request for Alternative Match Schedule (if applicable) may not exceed 4 double-spaced pages

Do not submit unrequested materials such as videos, brochures, or any other items not requested in these application instructions. CaliforniaVolunteers will not review or return them.

B. Notice of Intent to Apply Submission Deadline

Submission of a Notice of Intent to Apply is required for this competition and is due **Friday, February 8, 2019**. Eligibility is not based on submission of a Notice of Intent to Apply. Please submit the notice using this link: <https://www.surveymonkey.com/r/PlaceBasedNOI>.

C. Application Submission Deadline

Applications must be submitted electronically by **Friday, March 1, 2019 at 5:00 p.m. Pacific Daylight Time** in order to be considered.

Applications that do not meet the *Application Checklist* and packaging requirements included in the *Application Instructions* will be subject to point deduction or disqualification.

Electronic Submissions will be completed by email to funding@cv.ca.gov with the subject line "Place-Based Initiative AmeriCorps Application." Please refer to the *Application Instructions*.

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

Late Applications

All applications received after the submission deadline published in this RFA are presumed to be non-compliant. CV may, at its discretion, consider an application received after the deadline, but only if the



applicant submits a written explanation or justification of the extenuating circumstance(s) that caused the delay, including the timing and specific cause(s) of the delay and any evidence that substantiates the claimed extenuating circumstance(s) via email to funding@cv.ca.gov. The written explanation and evidence must be received no later than one business day after the application deadline stated in the RFA. CV determines whether or not to accept a late application for review on a case-by-case basis.

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

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

D. Submission to CNCS

Once selected for AmeriCorps funding, applicants will be required to submit their applications electronically into CNCS's web-based management system. Please ensure staff availability to enter the application into the system as well as respond to CVs' requests for clarification. CaliforniaVolunteers will provide instructions for submitting applications into CNCS's web-based management system at a later date.



VI. AWARD ADMINISTRATION INFORMATION

A. Governing Documents

A grantee's fully executed AmeriCorps contract incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations (45 CFR Sections 2520-2550), CNCS General and Specific Terms and Conditions, and CaliforniaVolunteers Policies and Requirements.

B. CNCS Terms and Conditions

All awards made under this RFA will be subject to the 2019 CNCS General Terms and Conditions, and the 2019 Specific Terms and Conditions for the particular program (when applicable.) These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-cnccs-grants>.

C. Uniform Guidance

All awards under this RFA are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in 2 CFR Parts 200 and 2205.

D. Reporting Requirements

Successful applicants are required to submit a variety of reports which are due to CV at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Once the grant is awarded, grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing CV with high quality performance measure data. At a minimum, grantees should have policies and practices which address the following areas of data quality:

- The data measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.

In addition to reporting of progress toward the grant's approved performance measure outputs and outcomes, additional demographic and narrative data must be reported annually (as applicable), including the number of applicants for AmeriCorps positions and the number of volunteers recruited and/or supported by members.

Failure to submit accurate, complete, and timely required reports may affect the grantee's ability to secure future AmeriCorps funding. For further guidance and training resources see – [CNCS Performance Measure Resources](#).

E. National Service Criminal History Check Requirement

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, AmeriCorps members, or volunteers) receiving a salary, living allowance, stipend or education award through a program receiving CNCS funds (through either federal or grantee share of the budget). An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award. Please budget on the CNCS share at least \$54 plus the cost of a state criminal history check per covered individual (both staff and members).

CaliforniaVolunteers requires that all "Covered Positions" (program staff and AmeriCorps applicants) must



undergo NSCHCs that include:

1. Nationwide¹ name-based National Sex Offender Public Registry Check using NSOPW.gov;
 2. Statewide Name- or Fingerprint-based Criminal History Registry Check in the State of residence at the time of application **and** in the State where the individual will serve or work;
 3. FBI National Fingerprint-based Check
- All checks must be conducted and any results considered according to Program and CV policy, with the individual cleared prior to the start of service and/or time on the grant. **This includes anyone listed on the budget whether grantee or match funded.**

In addition, CaliforniaVolunteers requires that grantees comply with the following:

1. Follow all CNCS requirements outlined in [45 CFR §§ 2540.200 – 2540.207](#) and CNCS' most recent *NSCHC FAQs*; and
2. Follow CVs' definition that since all programs/grantees serve and/or enroll vulnerable populations, all covered staff and potential AmeriCorps members must complete the **State, FBI and NSOPW.gov** checks; and
3. Recheck the NSOPW.gov nationwide search prior to the start of each term of service for all returning AmeriCorps members; and
4. Ensure all required checks are completed, results are considered and the individual is cleared prior to becoming an AmeriCorps member eligible to earn hours and/or a staff person beginning work on an AmeriCorps grant; and
5. Appropriately documents the checks process and retains a verification form and NSOPW.gov results in each staff/member file; and
6. Has a written policy and procedures in place, which at a minimum addresses requirements 1-5.
7. Ensure one staff member be trained annually in National Service Criminal History Checks using CNCS' training module and maintain the resultant training certificate (per AmeriCorps Terms and Conditions).

Vendor checks (checks performed by commercial vendors) are often noncompliant with these requirements. Inability of a grantee to demonstrate that they have conducted an NSOPW and other required criminal history checks, as specified by CV may result in disallowance of all or part of the costs associated with noncompliance.

F. Requests for Improper Payment Information

At the request of CNCS, CV may, from time to time, request documentation from grantees in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, CV/CNCS may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

G. Use of Material

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CV and CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so ([2 CFR §200.315 \(b\)](#)).

H. Reallocation of Funding

CaliforniaVolunteers reserves the right to re-focus program dollars in the event of disaster or other compelling need for service.

¹ An "Advanced Search" of geographic region will not satisfy this requirement. All states that make up the nationwide NSOPR database must be checked before the check is considered complete. Use of a vendor for this check is often not compliant. (See CNCS' NSCHC FAQs regarding Vendors).

