VIRGINIA DEPARTMENT OF SOCIAL SERVICES

Virginia Commission for National and Community Service
5th Floor, 7 North Eighth Street; Richmond, VA 23219

Announces
A Request for Applications (RFA)

For Funding Under the

2004 AmeriCorps State Program

RFA Number	GNCS-04-09
Issue Date:	March 12, 2004
Location:	Statewide
Initial Contract Period:	12-month period, generally beginning September 1, 2004 through August 31, 2005
Submission Deadline:	**Friday, May 7, 2004 at 5:00pm**

Applications Received After The Deadline Will Be Returned Without Consideration.

Send or hand-deliver all applications (not scanned or regenerated pages) directly to:

Virginia Commission for National and Community Service
Attn. Steve Whitman
5th Floor, 7 North Eighth Street
Richmond, VA 23219

DO NOT FAX OR E-MAIL.

An optional pre-proposal conference will be held at 1:00 pm, Wednesday, March 31, 2004, at the Virginia Department of Social Services, 7 North Eighth Street, Richmond, Virginia, in the Vault Level Conference Rooms A & B.

All requests for information should be directed to Steve Whitman, Program Officer, at the address above or by telephoning (804) 726-7068 or (800) 638-3839.

VIRGINIA AMERICORPS *STATE PROGRAM
REQUEST FOR APPLICATIONS
(RFA)

TABLE OF CONTENTS

Section 1	PURPOSE	Page 3
Section 2	BACKGROUND	Page 3
Section 3	STATEMENT OF NEEDS	Page 5
Section 4	APPLICATION PREPARATION AND SUBMISSION INSTRUCTIONS	Page 7
Section 5.	EVALUATION AND AWARD CRITERIA	Page 17
Section 6.	REPORTING AND DELIVERY REQUIREMENTS	Page 18
Section 7	PREPROPOSAL CONFERENCE	Page 20
Section 8	GENERAL TERMS AND CONDITIONS	Page 20
Section 9	SPECIAL TERMS AND CONDITIONS	Page 24
Section 10	METHOD OF PAYMENT	Page 26
Section 11	DEFINITIONS	Page 27
Section 12	APPLICATION PACKET	Page 28

I. Application Cover Sheet (Facesheet)
II. Authorization, Assurances, and Certifications
III. Narrative (create as a Microsoft Word document)
IV. Performance Measurements
    a. Sample Performance Measurement Worksheets
    b. Actual Worksheets
V. Budget
    a. Budget Narrative Worksheets
    b. Budget Page
VI. Budget Analysis Checklist
VII. W-9 Request For Taxpayer Identification Number(s) and Certification
VIII. Additional Documents
    a. Program Evaluations

Section 13	ATTACHMENTS	Page 50

1. 2004 AmeriCorps Guidelines
2. 2003-04 AmeriCorps Provisions
3. Directions to Pre-Proposal Conference

SECTION 1 - PURPOSE

The intent and purpose of this Request for Applications (RFA) is twofold:

1. To solicit proposals to establish **Formula Full-Time Operational AmeriCorps *State** programs in Virginia, and
2. To solicit proposals to provide **Planning Grants** to organizations for AmeriCorps program year 2004-2005.

The period of the contract shall be for twelve (12) months. Contracts can be renewed for up to three years; however, applications must be submitted annually for review. After three years, a program must submit a new proposal and respond to the current RFA.

The deadline for submission of proposals is Friday, May 7, 2004 by 5:00 pm.

SECTION 2 - BACKGROUND

2.1. On September 21, 1993, the National and Community Service Trust Act was signed into law, creating the Corporation for National Service (CNS). The Corporation supports a range of national and community service programs, providing opportunities for participants to serve full time and part time, as individuals or as a part of a team. Learn and Serve America integrates service into the academic life of nearly one million students in all fifty states. The National Senior Service Corps uses the skills, talents, and experiences of nearly half a million older Americans to help make communities stronger, safer, healthier and smarter. AmeriCorps engages thousands of young Americans on a full- or part-time basis to help communities' address their toughest challenges while earning support for college, graduate school or job training. AmeriCorps joins a long tradition of programs encouraging and rewarding service – programs like the Civilian Conservation Corps, the Montgomery GI Bill and the Peace Corps. These programs provide tangible benefits to local communities and foster civic responsibility in those served.

2.1.1. ABOUT AMERICORPS

AmeriCorps is a national service network that provides part-time and full-time service opportunities for participants, called members, to serve their communities and build the capacity of nonprofit organizations to meet local environmental, educational, public safety, homeland security, or other human needs. Within these five issue areas, programs may submit proposals that address specific problems of local communities. In other words, local needs drive AmeriCorps.

The AmeriCorps national service network includes AmeriCorps*State and National programs, Indian Tribe and U.S. Territories programs, Education Awards Program, AmeriCorps*Promise Fellows, AmeriCorps*VISTA, and AmeriCorps*NCCC. Through service with local organizations and agencies, in communities large and small throughout America, AmeriCorps members serve their Nation.

In the short time since AmeriCorps' inception, its members have achieved impressive results. This year, more than 50,000 AmeriCorps members will serve communities throughout the country.

In Virginia, the AmeriCorps program is administered by the Virginia Commission for National and Community Service. This is the eleventh year of funding for Virginia AmeriCorps programs and the goal is to engage even more Virginians in national and community service. Currently, over 15,000 individuals are participating in national service programs in the Commonwealth. Hundreds of those are AmeriCorps Members "getting things done" in every region of the Commonwealth. Members in Virginia are currently providing services ranging from human services to the refugee and immigrant population, to tutoring K-3 students, to rehabilitating public housing units. In other words, the local/community needs drive the scope of services for Virginia AmeriCorps programs. Programs address problems that would not be provided without the service of AmeriCorps members and the volunteers they generate.

2.1.2. THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

In 2002, President Bush created the USA Freedom Corps, a major initiative aimed at fostering a new culture of "citizenship, service, and responsibility" and helping the nation's voluntary groups build the kind of capacity they need to better assist not only in a time of crisis, but also in the many other vital tasks they perform in our communities. In a speech reviewing the first several months of this effort, President Bush remarked:

"You know, none of us would ever wish the evil that was done on September the 11th; yet out of the tragedy can come great good. I believe that from the bottom of my heart. Out of the evil done to America will come some good. Challenging times test the character of individuals, and test the character of our nation. In the aftermath of September the 11th, Americans have responded with courage and compassion, with great resolve and determination.

"The last ten months have offered us a glimpse of what a new culture of service can be. And we're not going to let this moment pass. We'll sustain and extend the best that has emerged in our country. And there are good reasons for every American to serve our nation. We serve because it's important to our neighbors. We understand that serving others meets needs that a government can never fulfill. You see, government can hand out money, but it can't put hope in people's hearts, or a sense of purpose in people's lives. The need for kindness, and for understanding, and for love, is not a government function. It's a human function. And that's why we serve our neighbor.

"We serve because it's important to our own character. Acts of compassion add direction and purpose to our lives. Serving something greater than yourself in life is part of a fulfilling life. And finally, we serve because it's important to our country. Our nation is the greatest force for good in history, and we show our gratitude by doing our duty. We express our love for America by loving Americans."

A commitment to service builds on our Nation's long and honorable commitment to assisting individuals, families, and communities who either have not fully shared in America's prosperity or have short-term needs created by changes in life circumstances. Paired with a process of civic reflection, service also reconnects those who serve with basic American ideals such as freedom, liberty, and respect for diversity; helps to bridge ethnic, racial, religious, and economic divides; and strengthens our understanding of the responsibilities of American citizenship.

As a major part of the USA Freedom Corps, the Corporation will help assure that the government contributes to and supports the volunteer and service efforts of individuals, organizations, and communities. Specifically, our mission is to support people and organizations in using citizen service as a strategy to meet critical national and short time since AmeriCorps' inception, its members have achieved impressive organizations in using citizen service as a strategy to meet critical national and community needs, to foster an ethic of civic responsibility, and to strengthen the ties that bind us together as a nation.

We believe that service has a positive impact on those who serve. It builds civic responsibility and enables participants to practice responsible citizenship. It helps youth make the transition into adulthood. It enables seniors to leave a legacy. Through service, members of a community become citizens, not spectators, participating more fully in the civic life of the Nation. Further, through service individuals develop additional skills and gain valuable experience crucial to their future success.

For 2004, the Corporation has set several specific goals:

- Strengthening the capacity of nonprofit organizations, including community organizations (secular and faith-based), to assist individuals, families, and communities in need.
- Increasing the amount of volunteering and civic engagement in America by using Corporation resources to recruit, support, and manage volunteers.
- Achieving greater accountability and program performance.
- Leveraging resources, and investing strategically, to make the efforts of the Corporation more effective and sustainable.
- Making federal funds more responsive to state and local needs.

SECTION 3 - STATEMENT OF NEEDS

3.1 AMERICORPS PROGRAMS

In a major effort to renew communities and meet social needs by tapping faith-based and nonprofit organizations, the Virginia Commission for National and Community Service extends an opportunity for organizations to improve communities by using AmeriCorps to address challenges in national and state priority areas of education, public safety, homeland security, the environment, and other human needs.

To accomplish our goals, the Virginia Commission will award the following types of grants in service year 2003-2004:

1. Operating Grants
2. Planning Grants

3.1.1 OPERATING GRANTS support fully developed plans to establish a new national service program or to support, expand, or replicate existing national service programs. Most awards will cover a period that include one year of operations. Grants may be renewed for succeeding years subject to annual review and availability of appropriations. The grant size will vary by circumstance and need. Operating grants may be awarded for the purpose of replicating successful program models at other sites. Replication is defined as taking an existing program model and using it in a different setting with different administrative structure.

See attachment 1 – 2004 AmeriCorps Guidelines for a complete discussion of **"WHAT YOU SHOULD KNOW ABOUT DESIGNING AN AMERICORPS PROGRAM."**

3.1.2 PLANNING GRANTS provide support for a planning process that will enable communities and organizations to design and plan the systems, strategies, and partnerships that will create a successful AmeriCorps program to address locally identified community needs. The grant specifically calls for supporting an organization's planning process, not actual program implementation.

The planning grant will help to prevent potential program obstacles in the future. The planning year provides the opportunity for programs to build the necessary infrastructure vital to operating an AmeriCorps program. The planning process also allows for the program to educate itself on the AmeriCorps concepts such as the AmeriCorps history, AmeriCorps language and terminology, AmeriCorps ethic of service, AmeriCorps operating processes, and the expectations of the Virginia Commission. Throughout the planning process, the Virginia Commission will provide the planning applicant with training and technical assistance as they prepare to become an operating program. Upon the completion of the planning grant process, programs will gain a much clearer understanding of the expectations required of a full-time operating AmeriCorps program. **Applicants should be aware that the award of a planning grant does not guarantee the Virginia Commission for National and Community Service's approval to become an AmeriCorps operating program in subsequent years.**

The planning grant requires a 45% cash/in-kind match from the applicant for total program costs. Total program costs include federal funds and local funds. When estimating budget needs, the applicant must consider staffing, support services, needs assessments, planning activities and administrative costs. **The maximum planning grant is $25,000.**

3.1.3. GUIDELINES FOR PLANNING GRANTS

1. If applicable, the chief executive and board chair should be included in the planning group, and should drive development and implementation of the plan.
2. Establish clear guidelines for membership, for example, those directly involved in planning, those who will provide key information to the process, those who will review the plan document, those who will authorize the document, etc.
3. Insist that the board be strongly involved in planning, if applicable, including assigning a planning committee (often the same as the executive committee).

4. Ask if board membership is representative of the organization's clientele and community, and if they are not, the organization may want to involve more representation in planning.
5. Always include at least one person who ultimately has authority to make strategic decisions, for example, to select which goals will be achieved and how.
6. Ensure as many stakeholders as possible are involved in the planning process.
7. Involve at least those who are responsible for composing and implementing the plan.
8. Involve someone to administrate the process, including arranging meetings, helping to record key information, helping with flipcharts, monitoring status of prework, etc.
9. Consider having the above administrator record the major steps in the planning process.

3.1.4 EXAMPLES OF PLANNING ACTIVITIES

- Select members of the planning committee.
- Establish clear guidelines for committee membership; for example, those directly involved in planning, those who will provide key information to the process, those who will review the plan document, those who will authorize the document, etc.
- Devise a selection process for community partners and define their roles and responsibilities.
- Become knowledgeable about capabilities and restrictions of an AmeriCorps program.
- Identify (assess) needs of the local community.
- Consider how AmeriCorps could address those needs.
- Consider how the mission of the organization fits the identified needs.
- Create a plan for cultivating, strengthening, and expanding community partnerships.
- Bring about a recruitment plan for utilizing community partners.
- Assess the organizational capacity of your organization to administer a federal grant. Review the background and experience of the staff which will be accountable for the program and consider what percentage of time key staff will be dedicated to the AmeriCorps planning process.
- When deciding whether a single or multi-sited project will suit the needs of the community, prepare a plan for monitoring members and service activities.
- Create plans for collecting basic demographic data on AmeriCorps members, program activities, evaluation, training, and technical assistance to sites, and for measuring impact on the community as it relates to program objectives.
- Develop systems to monitor progress towards annual objectives and ongoing processes to assess impact on the community.
- Establish a strategy to build the capacity of the community to support the service activities of the program when federal funding no longer supports it.

3.2 WHO IS ELIGIBLE TO APPLY?

The Virginia Commission will give priority to statewide organizations. Larger organizations that possess oversight of smaller nonprofit groups will be given primary consideration. The following are examples of entities that will be considered: non-profit organizations, community-based and faith-based organizations, school districts, institutions of higher education, and state and local governments.

3.3. REPORTING AND EVALUATION REQUIREMENTS

Every program must develop a system for collecting and organizing data on an ongoing basis. The most common reporting mechanisms are progress, financial and final reports. In addition, your program must cooperate with national program evaluation studies the Corporation for National and Community Service may undertake. Also, you must maintain data on civil rights compliance, as detailed in the AmeriCorps Grant Provisions that are part of your grant award.

3.4. WEB-BASED REPORTING SYSTEM

Programs that receive AmeriCorps grants must make use of a web-based reporting system (WBRS) to track program expenditures and submit financial status reports and track accomplishment data in order to submit progress reports. Use of WBRS requires a computer with access to the Internet.

SECTION 4 - PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

4.1 GENERAL REQUIREMENTS

4.1.1. RFA RESPONSE: Public and private non-profit incorporated agencies or organizations located in Virginia are eligible to apply for these funds. In order to be considered for selection, applicants must submit a complete response to this RFA. **Three originals and six copies of each proposal must be submitted to the Virginia Department of Social Services.** No other distribution of the response shall be made by the applicant. The original proposals must be marked as such.

4.1.2. PROPOSAL PREPARATION:

A. Proposals shall be signed by an authorized representative of the applicant. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the purchasing agency.

B. Proposals should be prepared concisely, providing a straightforward description of capabilities to satisfy the requirements of the RFA.

D. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFA shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of 11-52D of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or material to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

4.1.3. ORAL PRESENTATION: Offerors who submit a proposal in response to this RFA may be required to give an oral presentation of their proposal to the Virginia Commission for National and Community Service. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. Virginia Commission staff will schedule the time and location of these presentations. Oral presentations are an option of the Virginia Commission and may or may not be conducted.

4.1.4. FISCAL PRE-ASSESSMENT: Offerors who submit a proposal in response to this RFA may be subject to a fiscal pre-assessment visit by Virginia Commission staff. This provides an opportunity for the Offeror to clarify or elaborate on the fiscal management self-reporting tool, budget and or organizational capacity narrative. This is a fact finding and explanation visit only and does not include negotiation. The Virginia Commission will schedule this visit. Fiscal pre-assessments are an option of the Virginia Commission and may or may not be conducted.

4.2. SPECIFIC PROPOSAL INSTRUCTIONS

4.2.1. IMPORTANT NOTICE

The Virginia Commission for National and Community Service requires that you prepare the NARRATIVE SECTION of your application as a Microsoft Word document. Applicants recommended for funding will then be required to submit their applications via e-Grants, an electronic application system. The Virginia Commission will provide training and technical assistance on using the e-Grants system.

4.2.2. Proposals must be double spaced in not less than 12-point font size with one-inch margins on 81/2" by 11" paper. Proposals may not be more than a total of 20 pages. One side counts as one page. Each copy of the proposal should be firmly bound in a single volume. All documentation submitted with the proposal should be bound in that single volume. Narrative pages must be numbered. The budget form and budget narrative are not included in the narrative page limitation. No appendices are allowed.

4.2.3. APPLICATION INSTRUCTIONS FOR NEW AMERICORPS*STATE PROGRAMS

The following application instructions detail the submission requirements for new AmeriCorps*State applications. Use these instructions to prepare your application. In addition, you need to carefully read the **2004 AmeriCorps Guidelines** (Attachment 1) and the **2003-04 AmeriCorps Provisions** (Attachment 2) to complete your application.

See Section 5 below **and** the "Review Process and Selection Criteria" section of the 2004 AmeriCorps Guidelines (Attachment 1) for a detailed description of the review and selection criteria peer reviewers and staff will apply in their review of new applications. If your program is currently in its final year of its grant cycle, you must apply using these application instructions.

General Submission Information. Your application consists of the following components. Please make sure to address each one.

- **I. Application Cover Sheet (Facesheet)**
- **II. Authorization, Assurances, and Certifications**
- **III. Narrative**
- **IV. Performance Measurements**
  - **a. Sample Performance Measurement Worksheets**
  - **b. Actual Worksheets**
- **V. Budget**
  - **a. Budget Narrative Worksheets**
  - **b. Budget Page**
- **VI. Budget Analysis Checklist**
- **VII. W-9 Request For Taxpayer Identification Number (s) and Certification**
- **VIII. Additional Documents**
  - **a. Program Evaluation**

Use only uppercase letters for all section headings and other information you would like to highlight in your narrative. **Do not use** any of the following in your application: Bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables.

Grant applications submitted after October 1, 2003, must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is known as the universal identifier and helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number will not replace the EIN. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or online at **http://www.dnb.com**. It may take up to 30 days to receive a DUNS number after applying.

I. Application Cover Sheet (Facesheet)
Complete the applcation cover sheet in its entirety.

II. Authorization, Assurances, and Certifications
Read the authorization, assurances, and certifications carefully. Sign and include with proposal.

III. Narrative
Provide a well-designed program plan with a clear and compelling justification for awarding the requested funds. The narrative covers the three-year program period for which you are requesting approval. The selection criteria and their percentage weights are cited below.

The Narrative includes:

A. **Executive Summary** (4,000 characters - Characters = all letters, punctuation, and spaces included in a document.)
B. **Summary of Accomplishments and Outcomes**, if applicable (4,000 characters)
C. **Program Design** (60%)
    1. Needs and Service Activities
    2. Member Development
    3. Strengthening Communities
D. **Organizational Capacity** (25%)
E. **Budget/Cost Effectiveness** (15%)

The maximum length for Needs and Service Activities, Member Development, Strengthening Communities, Organizational Capacity, and Budget/Cost Effectiveness is 41,000 characters. In Microsoft Word (mandatory for Narrative), go to **Tools**; then **Word Count**.

A. Executive Summary:
Provide a concise overview of your proposed program that summarizes the need, planned activities to address the need, anticipated outcomes, and how you will measure these outcomes. **The maximum length for the Executive Summary is 4,000 characters.**

B. Summary of Accomplishments and Outcomes:
Complete this section if your organization: (1) currently receives AmeriCorps program funds or (2) has received Corporation program funds of any type within the last three years. If you receive or have received Corporation program funds and you omit this section, we will not review your application.

Provide a clear description of the accomplishments and outcomes you achieved in relation to your AmeriCorps objectives during the past three-year project period.

Include a list of the other type(s) of Corporation program funds your organization received during the past three years. **The maximum length for the Summary of Accomplishments and Outcomes is 4,000 characters.**

C. PROGRAM DESIGN
If you are unable to include any element listed in the 2004 AmeriCorps Guidelines (Attachment 1) as part of your program, either because of your program model, or for any other reason, please include an explanation in your application. We will consider your explanation during the grant application review process.

Important Note for Planning Grant Applicants:

As outlined in sections 3.1.2., 3.1.3. and 3.1.4. above, Planning Grants will be awarded to organizations to provide support for a planning process that will enable communities and organizations to design and plan the systems, strategies, and partnerships that will create a successful AmeriCorps program to address locally identified community needs. The grant specifically calls for supporting an organization's planning process, NOT actual program implementation.

Therefore, the Program Design, Performance Measurements and Budget must reflect a planning process, rather than program implementation involving AmeriCorps Members.

1. Needs and Service Activities
Before you complete this section, carefully read Needs and Service Activities in the 2004 AmeriCorps Guidelines (Attachment 1). The guidelines provide specific information that will help you to address the topics below.

Needs – Describe the specific need(s) your program will address. Include a well documented, compelling description of the need in the communities you intend to serve and how the needs were identified.

Description of Activities – Include a detailed description of proposed activities that relate to the need(s) your program will address. Discuss members' role in these activities.

Accomplishment in Proposed Activity Areas – Describe your organization's history and past accomplishments in the proposed activity areas.
Involvement of Community – Describe how you involved the target communities in identifying community needs and planning your program; discuss how you will include them in your program implementation.
Prohibited Service Activities – Describe how you will ensure compliance with rules on prohibited service activities.

2. Member Development
Before you complete this section, carefully read Developing AmeriCorps Members in the 2004 AmeriCorps Guidelines (Attachment 1). The guidelines provide specific information that will help you to address the topics below.
a) Recruitment – Describe how your organization will recruit members to serve in this program.
b) Member Support – Describe clear plans for orienting, supervising, training and developing members.
c) Citizenship – Describe how members will develop an understanding of civic responsibility and attain citizenship knowledge, skills, and attitudes.

3. Strengthening Communities
Before you complete this section, carefully read Strengthening Communities in the 2004 AmeriCorps Guidelines (Attachment 1). The guidelines provide specific information that will help you to address the topics below.
Developing Community Resources – Describe how your organization plans to develop community resources including the recruitment and management of volunteers.
Community Partnerships – Describe the community partnerships you intend to develop including well-defined roles for faith and community-based organizations.
Capacity Building – Describe plans for increasing the capacity of the organizations and institutions where members are serving and its relationship to sustainability. Describe members' role in these activities.
Sustainability –Describe plans for achieving sustainability.
Higher Education Institutions only: Describe your institution's efforts to support community service under Federal Work Study (FWS). Include the percentage of your school's 2002-2003 FWS funds that were used for community service placements and your plans for further efforts in this area. See pages 25-26 in the 2004 AmeriCorps Guidelines.

D. Organizational Capacity
Describe your organization's overall capacity to operate an AmeriCorps program. In this section include the following topics.

1. Ability to provide sound program and fiscal oversight.
2. Plans for monitoring host sites, if applicable.
3. Experience in or ability to administer a federal grant.
4. Role(s) of key staff person(s) responsible for the program.
5. Track record of accomplishments as an organization.
6. Plans or systems for self-assessment, evaluation, and continuous improvement (2004 AmeriCorps Application Guidelines).

E. Budget/Cost Effectiveness
Non-federal support and sustainability

1. Discuss how your program will attempt to build community support and support from other funding sources.
2. Discuss what match commitments (in-kind and cash) you have, what commitments you plan to secure and how you will secure them.

IV. Performance Measurement Worksheet
Before you complete this section, see the Performance Measurement Toolkit on the Corporation's website: **www.americorps.org**.

We will review and consider your performance measures using the Program Design section of the selection criteria. Your performance measures should be clearly linked to the program narrative and focus on the areas in which you expect to make the greatest impact. Performance measures should

cover a period of three years, with targets set for each year whenever possible based on the type of data collected. Progress will be reviewed each year. At a minimum, we expect programs to report on an output performance measure at the end of the first year, an intermediate-outcome measure at the end of the second year, and an end-outcome measure at the end of the third year. However, we encourage programs to move rapidly to an outcome-based performance measurement system. Expectations regarding when grantees will report on their performance measures will be a part of the grant negotiation process.

Include at least three performance measures. Among those should be at least one output, one intermediate-outcome, and one end-outcome measure. We **do not require** that there be at least one performance measure in each of the three categories – Needs and Service Activities, Member Development, and Strengthening Communities. Finally, at least one of the three measures should reflect the goal related to managing and recruiting volunteers unless your narrative describes why you cannot address this element. You may submit other measures beyond those required. We will consider any additional performance measures you submit and will negotiate them along with the required measures. If volunteer recruitment and management cannot be part of your program, please explain this in your narrative

Complete a Performance Measurement Worksheet for each of your performance measures following the sample provided in **Section 12 – Application Packet**. The sample is for a brand new program. Performance measures will be different based upon the longevity of the AmeriCorps program, the nature of the program, and the performance indicators you use.

V. Budget

The budget should be sufficient to perform the tasks described in the proposal narrative. Do not include unexplained amounts for miscellaneous or contingency costs or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar.

Follow the instructions below to prepare your detailed budget. Budget Narrative Worksheets are available in **Section 12 – Application Packet**.

Before You Begin: Your detailed budget must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations. Where appropriate, your calculations should be presented in an equation format, identifying the number of persons involved with the event, the per person/unit cost, and/or the annual salary cost.

Summary of statutory budget requirements:

- You must match at least 15% of all member costs (Budget Section II) with non-federal cash. The source(s) may be state, private sector, or other non-federal funds in accordance with applicable AmeriCorps requirements. (Note: the match will be higher for programs that choose to pay higher living allowances.)
- You must match with cash or in-kind contributions at least 33% of the project's total operating costs (Budget Section I and Section III). The source(s) may be federal, state, private sector, or other funds in accordance with applicable AmeriCorps requirements. The Corporation share of these costs may not exceed 67% of the project's total operating costs.
- Equipment costs must not exceed 10% of the total federal share.
- Administrative costs must not exceed 5% of the total Corporation funds requested.

Consistency of treatment: To be allowable under this award, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the applicant. Furthermore, the costs must be accorded consistent treatment in both federally financed and other activities as well as between activities supported by different sources of federal funds.

Section I. Operating Costs

A. Personnel Expenses

Include the portion of principal staff time attributed directly to the operation of the AmeriCorps project. List each staff position.

B. Personnel Fringe Benefits
Include costs of benefit(s) for your project staff. You can identify and calculate each benefit or show cost as a percentage of all salaries.

C. 1. Staff Travel
Describe the purposes for staff travel. Costs allowable are transportation, lodging, subsistence, and other related expenses for local and outside the project area travel.

C. 2. Member Travel
Describe the purpose for which project members will travel. Costs allowable under this category are transportation, lodging, subsistence, and other related expenses for members to travel outside their service location or between sites. Costs associated with traveling locally, such as bus passes to local sites, mileage reimbursement for use of car, etc., may be included in this category.

D. Equipment
Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of $5,000 (five thousand) or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in **E. Supplies** below. Purchases of equipment are limited to 10% of the total grant amount, i.e., the federal share of all budget line items. If applicable, show the unit cost and number of units you are requesting.

E. Supplies
Include the funds for the purchase of 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 (one thousand) or more.

F. Contractual and Consultant Services
You may include costs for consultants related to the project's operations. Consultants used for evaluation should be included in **H. Evaluation** below. Payments to individuals for consultant services under this grant may not exceed $443 per day (exclusive of any indirect expenses, travel, supplies, etc.). Where applicable, indicate the daily rate for consultants.

G. 1. Staff Training
Include the costs associated with training of staff working directly on the project; especially training that specifically enhances staff project implementation and professional skills, i.e., project or financial management, team building, etc. Indicate daily rates of consultants, where applicable.

G. 2. Member Training
Include the costs associated with the training of members that will support them in carrying out their service activities, e.g., Orientation, project-specific skills such as age-appropriate tutoring, CPR, ecosystems and the environment, Life After AmeriCorps, etc. Indicate daily rates of consultants, where applicable.

H. Evaluation
Include costs for project evaluation activities; including additional staff time or subcontracts you did not budget under Section I A. Personnel Expenses, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. This **does not** include the daily/weekly gathering of data to assess progress toward project objectives, 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 Operating Costs
Allowable costs in this category may include travel to Corporation-sponsored meetings and background checks of members if their service activities involve contact with vulnerable populations, i.e., children, the elderly, disabled, etc. In addition, these costs may include office space rental (for sites where projects are operating, while national office space rental may be unallowable – check relevant OMB Circulars), utilities, and telephone and Internet expenses that are specifically used for AmeriCorps members, directly involve AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost. If shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget narrative.

Travel to Corporation-Sponsored Meetings – If you are an Indian Tribe, U.S. Territory, or a project applying through the state commission, you should include up to $2,000 in this line item to cover the cost of Corporation-sponsored technical assistance meetings.

Subtotal Section I.
This line totals all the categories in Section I. The Corporation Share of Sections I and III cannot be more than 67% of the total of Sections I and III of the complete budget.

Match. Describe the grantee match contribution for Section I by clearly indicating the source(s), the type of contribution (cash or in-kind), the amount (or estimate), and the intended purpose of the match. You may enter this information in any category in the Purpose-Calculation field.

Section II. Member Costs

You must match at least 15% of member support costs with non-federal cash. The source(s) may be state, private sector, or other non-federal funds in accordance with applicable AmeriCorps requirements.

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, and minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation and grantee match. The grantee match must be at least 15% of the total.

Members – Enter the total number of members you are requesting in each category. Enter the amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

Calculating the Living Allowance - Generally, all full-time members must receive a living allowance between $10,197 (minimum) and $20,394 (maximum). You are not required to provide living allowances for members serving less than full time. The federal share (including Corporation funds) will support up to 85% of the minimum living allowance amount. The maximum federal share of the living allowance for each type of member is shown in the chart on the next page. Please note that if your half-time program requires more than 900 but less than 1,700 hours, you may prorate the maximum living allowance to be between $10,197 and $20,394, but the maximum federal share remains $4,589.

Item	# Mbrs	Allowance Rate	# w/o Allow	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
2nd Year of 2-Year Half Time						
			Totals			

	# of Hours[1]	Ed Award	FTE[2]	Maximum Total Living Allowance	Maximum CNCS/Federal Share of Living Allowance[3]
Full Time	1700	$4,725.00	1.000	$20.394.00	$8,667.00
One Year Half Time	900	$2,362.50	0.500	$10,797.00	$4,589.00
Two Year Half Time	900	$2,362.50	0.250	$10,797.00	$4,589.00[4]
Reduced Half Time	675	$1,800.00	0.375	$ 8,098.00	$3,441.00
Quarter Time	450	$1,250.00	0.250	$ 5,398.00	$2,294.00
Minimum Time	300	$1,000.00	0.200	$ 3,599.00	$1,536.00

[1] Represents the minimum number of hours a member serves.
[2] Used to calculate cost/FTE and is fixed regardless of the number of hours served.

[3] CNCS/Federal share of living allowance is fixed for all positions regardless of hours served (this is current policy of FT and HT positions); projects are not required to provide living allowance to less than full-time members.
[4] One-half of living allowance is awarded in each of two years.

If you want to provide a living allowance in excess of the minimum, you must provide a grantee match for all funds over the amount in the column titled "Maximum CNCS/Federal Share of Living Allowance." For example, if you desire to provide a $12,000 living allowance to your full-time members and if you requested the maximum federal share of $8,667, you would then have to provide match of $3,333. Projects in existence prior to September 21, 1993 when the National and Community Service Trust Act of 1993 was enacted (see *Member Living Allowance Exceptions, Prior Existence*, 2004 Guidelines, p. 29) may offer a living allowance lower than the minimum ($10,197) to full-time members but federal funds (including Corporation funds) will support only 85% of the total amount.

B. Member Support Costs
Consistent with the laws of your state, you must provide members with the benefits described below. The grantee match for this budget category must be ***cash*** and its source must be state, local, or private sector funds, except for health insurance. In addition, any costs budgeted above the 15% minimum can be matched with other federal funds. Identify the federal share and describe any match contribution(s) as previously instructed.

- **FICA.** Unless exempted by the IRS with accompanying documentation, all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. 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.** Some states require worker's compensation for AmeriCorps members. You must check with your State Department of Labor or state commission to determine if you are required to pay worker's compensation and at what level. If you are not required to pay worker's compensation you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or incidents.
- **Health Insurance.** ***NOTE***: You must 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 half-time members with federal funds. You may choose to provide health care benefits to half-time members from other sources (i.e., non-federal). Half-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) may be eligible for health care benefits supported with our funds, subject to applicable match requirements. However, the Corporation must either approve this in the grant agreement or by prior written approval. In your budget narrative, indicate the number of members who will receive the project's existing Health Care benefits. If you have an existing health benefit policy for your full-time members that meets minimum requirements, you may request 85% of those as federal funds. You must match the remainder in cash. The federal share will not pay for dependent coverage.
- **Other.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. Unless mandated by state law, you cannot charge the cost of unemployment insurance taxes to this grant. You are responsible for determining what state law requires via your state commission, legal counsel, or applicable state agency. If state law requires unemployment coverage, include the cost in this line item. The Corporation will fund 85% of these expenses when mandated by state law.

Subtotal Section II. This line totals the categories in Section II. The Corporation Share of Section II cannot be more than 85% of the total of Section II.

Match. Describe the grantee match contribution for Section II by clearly indicating the source(s), the type of contribution (cash or in-kind), the amount (or estimate), and the intended purpose of the match. You can enter this information in the Purpose/Category field in Section B, Member Support Costs. Remember that at least 15% of the total cost must be non-federal cash match.

Section III. Administrative/Indirect Costs (choose either A OR B)

Applicants can choose to use one of two methods to calculate allowable administrative costs – a Corporation Fixed Percentage method (Option A) or a Federally Approved Indirect Cost Rate method (Option B). Select **only one** of these options. The Corporation/federal share of administrative costs is

limited by statute to 5% of total federal funds actually expended under this grant. To calculate the maximum federal share of 5%, multiply 5.26% (i.e., .0526) by the sum of the federal share subtotals for Sections I and II. This total is the maximum amount the applicant may request from the Corporation for this budget category.

Administrative costs are general or centralized expenses of overall administration of an organization that receives Corporation funds and does not include particular project costs. 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. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122. For organizations that do not have an established indirect cost rate for federal awards, administrative costs include:

1. costs are financial, accounting, auditing, contracting or general legal services, except in unusual cases whether they are specifically approved in writing by the Corporation as project costs;
2. costs for internal evaluation, including overall organization's management improvement costs (except for independent and internal evaluations of the project evaluations that are specifically related to creative methods of quality improvement); and
3. costs for general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.

Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in Corporation regulations [45 CFR 2541.220(b)].

Administrative costs ***do not*** include the following allowable expenses directly related to a project (including their operations and objectives), such as:

1. allowable direct charges for members, including living allowances, insurance payments made on behalf of members training and travel;
2. costs for staff (including salary, benefits, training and travel) who recruit, train, place or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective;
3. costs for independent evaluations and any internal evaluations of the project that are related specifically to creative methods of quality improvement;
4. costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support project activities; staff who coordinate and facilitate single or multi-site project activities; and staff who review, disseminate and implement Corporation guidance and policies directly relating to a project;
5. space, facility and communications costs that primarily support project operations, excluding those costs that are already covered by an organization's indirect costs rate; and
6. other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by the Corporation as directly attributable to a project.

Indirect Cost Rates.

1. If grantees have an approved indirect cost rate, such rate will constitute documentation of the grantee's administrative costs including the 5% maximum payable by the Corporation and the grantee match of administrative costs.
2. If a grantee wants to claim more than 10% match in administrative costs it must have or obtain an approved indirect cost rate. Where appropriate, the Corporation will establish an indirect cost rate that may be used for this and other Federal awards.
3. A grantee (state commission only) may choose to set aside a portion of the federal share to use in administering its subgrantees. This amount must not exceed 1% of the maximum 5% federal share and, therefore, the subgrantee's portion must not exceed 4% of the maximum federal share.

A. Corporation Fixed Percentage Method
If you choose Option A, you may charge, for administrative costs, a fixed 5% of the total of the federal funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures. These rates may be used without supporting documentation and are in lieu of a formally approved indirect cost rate.

1. Multiply the sum of the Corporation shares of Sections I and II by .0526. This is the maximum amount you can request as federal share. Enter this amount as the Corporation share for Section III A.

2. Then multiply the total Corporation and Grantee shares of Sections I and II by 10% (.1) and enter this amount as the grantee share for Section III A.

3. Enter the sum of the Corporation and grantee shares under Total Amount.

B. Federally Approved Indirect Cost Rate Method
Applicants who choose to use their federally approved indirect cost (IDC) rate to calculate administrative costs should select Option B. 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). It is at your discretion whether or not to use your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate under the Rate Claimed field.

1. Determine the amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as proscribed by your organization (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. Multiply the sum of the Corporation share in Sections I and II by .0526. This is the maximum amount you can claim as the Corporation share of indirect costs.

3. Subtract the amount calculated in step 2 from the amount calculated in step 1. This is the amount the applicant can claim as grantee share for administrative costs.

Subtotal Section III. Transfer your figures to the budget form as allocated to the Corporation and grantee shares; then add each column to arrive at the subtotal for Section III.

VI. Budget Analysis Checklist
Complete the Budget Analysis Checklist according to the instructions in **Section 12 – Application Packet.**

VII. W-9 Request For Taxpayer Identification Number (s) and Certification
Complete the W-9 form and include with the application to be submitted to the Virginia Commission by the application deadline.

VIII. Additional Documents
The following additional documents must be included in the proposal and submitted to the Virginia Commission by the application deadline.

A. Program Evaluations
Applicants should provide an evaluation completed in the last four years, if one is available. Submit the complete evaluation with a one paragraph summary as a coversheet.

SECTION 5 - EVALUATION AND AWARD CRITERIA

The Virginia Commission frequently receives far more applications then we can award. We select applications using an extensive, multi-stage process that may include reviews by state commissions, peer review panels, and others as outlined in the Virginia Commission Grant Selection Process.

During the peer review process we use outside experts including community service practitioners, educators, administrators, former national service participants, and specialists in the areas of environment, public safety, education, homeland security, and other human needs to evaluate the quality of applications. During the staff review we determine the relative quality among applications but also consider statutory funding requirements.

5.1. SELECTION CRITERIA

We use the following criteria to determine quality and select programs and projects that will receive funding.

5.1.1. PROGRAM DESIGN (60%)

A. Needs and Service Activities

- Well-documented compelling community need
- Well-designed activities with appropriate performance measures
- Well-defined roles for participants that lead to measurable outcomes and impact
- Previous history of accomplishments in the proposed activity areas
- Effective involvement of target community in planning and implementation
- Ability to provide or secure effective technical assistance

B. Member Development

- Effective plans for recruiting, developing, training, supervising, and recognizing participants
- Well-designed activities that promote an ethic of service and civic responsibility
- Well-designed plan to engage participants in high-quality service learning as defined by the Corporation

C. Strengthening Communities

- Developing community resources, including recruiting and managing volunteers, with appropriate performance measures
- Strong community partnerships, including well-defined roles for faith- or community-based organizations
- Potential for sustainability
- Enhanced capacity building of organizations and institutions
- Bring together people of different backgrounds

5.1.2. ORGANIZATIONAL CAPACITY (25%)

- Ability to provide sound programmatic and fiscal oversight
- Sound track record of accomplishment as an organization
- Well-defined roles for staff and administrators
- Well-designed plan or systems for self-assessment, evaluation, and continuous improvement

5.1.3. BUDGET/COST EFFECTIVENESS (15%)

- Commitment of applicant organization or host agency to securing resources, i.e., non-federal support, for program implementation or sustainability
- Adequate budget to support program design
- Cost-effective within program guidelines

The bullets under each sub-heading describe what we consider important and what you should include in your application narrative. Program Design includes three sub-categories and represents 60 percent of the basis we use to evaluate and select each program. The sub-categories of Needs and Service Activities, Member Development, and Strengthening

Communities are related and are therefore grouped as a single Program Design criteria. The Virginia Commission will give equal importance to these subcategories when judging applications.

5.1.4. ADDITIONAL CONSIDERATIONS

The following is a list of considerations in making final selections:

- Programs that are high-quality, innovative, have the potential to be replicated by programs in other areas, and that can sustain themselves or the service activities with other support when the grant period ends;
- Programs that collaborate with or propose to foster Federal Work Study students in community service;
- A wide range of program designs and approaches to community service that meet community needs;
- Programs that are geographically diverse across the state, region, or country and include urban and rural areas;
- Programs that sponsor AmeriCorps activities in areas of high concentrations of low-income people;
- Programs in areas affected by military downsizing; and
- Programs that demonstrate they can effectively develop and administer an AmeriCorps program with proper supervision, monitoring, evaluation, and financial controls.

In addition, we seek a participant pool that includes young and older adults, a balance of individuals who have not attended college and those with college education experience, approximately equal numbers of men and women, individuals with disabilities and individuals of all races, ethnicities, faiths, and economic backgrounds.

SECTION 6 - REPORTING AND DELIVERY REQUIREMENTS

The grantee shall produce the following reports of activities and services:

6.1. GRANTEES SHALL SUBMIT:

6.1.1. Monthly Progress Reports submitted to the Virginia Commission noting progress towards objectives, sustainability efforts, challenges and upcoming events. A template will be provided to grantees for this purpose.

6.1.2. Quarterly Progress Reports to include the following:

- A detailed description of activities and an assessment of the progress of the project compared to Performance Measures;
- Any gaps in services or barriers to the progress of the project, with proposed solutions;
- An explanation of any deviations from the proposal;
- Any changes in staffing;
- Identification of any particularly successful or unsuccessful project activities or components; and
- Copies of any materials that have been developed under this contract.

6.1.3 A Final Report, which shall be made to the purchasing agency within 30 days of the completion of the contract. The final report is a cumulative summary and evaluation of the project activities and services over the contract period and shall include:

- An overall evaluation of the project including an assessment of whether the project's goals and objectives were met;
- Any problems or delays that were encountered and how they were resolved;
- An assessment of the program's effectiveness and the value to the community, Members and recipients;
- Sustainability efforts that have been made to continue the program past the grant period;
- Copies of any materials that were developed under the contract.

6.1.4. A written report to the purchasing agency, which shall be submitted within seven (7) days indicating significant deviations from anticipated progress and/or problems associated with the delivery of services as agreed to by the purchasing agency and applicant. Such report shall identify the deviations and/or problems, whether anticipated or actual. The report should also include the effects the challenges had on the program performance as noted under this contract, and a proposed plan for resolution.

6.1.5. All applicants shall produce the following monthly fiscal reports:

A. Periodic Expenditure Report
B. Monthly In-Kind and Cash Match Report

6.1.6. All applicants shall produce the quarterly Financial Status Report.

6.1.7 The grantee agrees to provide any additional reports that the Virginia Commission may request by written notice to the grantee.

6.1.8. The grantee is required to submit reports in a format determined by the Virginia Commission, including WBRS, a web-based reporting system (see section 3.4 WEB-BASED REPORTING SYSTEM).

6.2 RESPONSIBILITIES FOR PROGRAMS USING AMERICORPS FUNDS

The Corporation for National and Community Service's requirements for AmeriCorps are set forth in the regulations and in the 2004 AmeriCorps Guidelines (Attachment 1). You should thoroughly read and become familiar with the regulations and guidelines because in some cases, more specific information is provided therein.

The regulations for programs funded by AmeriCorps are published in the Code of Federal Regulations (45 CFR Parts 2510, 2513, et. seq.) and may be available at your public library or can be found at www.access.gpo.gov/ecfrl. You may also refer to the Principles for High Quality National Service Programs, which includes program examples. Copies are available from the National Service Resource Center at 1-800-860-2684 ext. 105.

Federal Financial Management and Grant Administration Requirements
As with all federal grant programs, it is the responsibility of all grantees funded by the Corporation to ensure appropriate stewardship of federal funds entrusted to them. Under our regulations, each grantee must maintain financial management systems that provide accurate, current, and complete disclosure of the financial results of its program. To meet this requirement, you must have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations, requires all organizations to have financial audits if they annually expend $300,000 or more under federal awards. This requirement applies to the organization's total expenditures each fiscal year under all of its federal awards, not just an AmeriCorps grant. The amount will rise to $500,000 for fiscal years that begin after December 31, 2003. **The Virginia Commission will audit AmeriCorps grantees that do not expend $300,000 or more federal funds in a fiscal year.**

As with all federal grant programs, you must ensure that your programs or activities, including those of any subgrantees, will be conducted, and facilities operated, in compliance with the applicable civil rights statutes and their implementing regulations. You must obtain assurances of such compliance prior to extending federal financial assistance to subgrantees. For civil rights purposes, all programs and projects funded or receiving service members under the National and Community Service Act, as amended, are programs or activities receiving federal financial assistance. See your grant provisions for specific requirements.

SECTION 7 – PREPROPOSAL CONFERENCE

An optional pre-proposal conference will be held Wednesday, March 31, at 1:00pm at the Virginia Department of Social Services – Vault Level Conference Room; 7 North Eighth Street; Richmond, VA 23219. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

SECTION 8 - GENERAL TERMS AND CONDITIONS

8.1. **VENDOR'S MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia Vendor's Manual and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is normally available for review at the purchasing office and in addition a copy can be obtained by calling the Division of Purchases and Supply - (804) 786-3842.

8.2. **APPLICABLE LAWS AND COURTS**: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state, and local laws and regulations.

8.3. **ANTI-DISCRIMINATION**: By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disability Act and Section 2.2-4311 of the Virginia Public Procurement Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia, § 2.2-4300, 2.2-4343)*

8.3.1. **FOR CONTRACTS OVER $10,000:** the items below apply:

1. During the performance of this contract, the Contractor agrees as follows:
2. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disabilities, or any other basis prohibited by state law relating to discrimination in employment, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
3. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
4. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
5. The Contractor will include the provisions of 8.3.1 above in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

8.4. **ETHICS IN PUBLIC CONTRACTING**: By submitting their bids or proposals, Bidders or Offerors certify that their bids or proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder/Offeror, supplier, manufacturer or subcontractor in connection with their bid or proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than

nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

8.5. **IMMIGRATION REFORM AND CONTROL ACT OF 1986**: By submitting their bids or proposals, the Bidders or Offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

8.6. **DEBARMENT STATUS**: By submitting their Bids or proposals, Bidders or Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any persons or entity that is currently so debarred.

8.7. **ANTITRUST**: By entering into the contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

8.8 **CLARIFICATION OF TERMS**: If any prospective Bidder or Offeror has questions about the specifications or other solicitation documents, the prospective Bidder or Offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

8.9. **PAYMENT**:

8.9.1. **TO PRIME CONTRACTOR**:

8.9.1.1. Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) and the federal employer identification number for proprietorships, partnerships, and corporations.

8.9.1.2. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

8.9.1.3. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.

8.9.1.4. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when proceedings have been instituted as authorized under the Virginia Debt Collection Act.

8.9.1.5. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on determination of reasonableness with respect to all invoiced charges. Charges, which appear to be unreasonable, will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges, which are not in danger (Code of Virginia, § 2.2-4363).

8.9.2. **TO SUBCONTRACTORS**:

8.9.2.1. A contractor awarded a contract under this solicitation is hereby obligated:

8.9.2.1.1. To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

8.9.2.1.2. To notify the Agency and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.

The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following the receipt of payment from the Commonwealth, except for amounts withheld as stated in 8.10.2.1.2 above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

8.10. **PRECEDENCE OF TERMS**: Paragraphs 8.1 - 8.10 of these General Terms and Conditions, shall apply in all instances. In the event there is a conflict between any of the General Terms and Conditions and any Special Terms and Conditions in this contract, the Special Terms and Conditions shall apply.

8.11. **QUALIFICATIONS OF BIDDERS OR OFFERORS**: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder of Offeror to perform the work/furnish the item(s) and the Bidder or Offeror shall furnish the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect Bidder's or Offeror's capabilities. The Commonwealth further reserves the right to reject any bid or proposal if the evidence submitted by, or investigations of, such Bidder of Offeror fails to satisfy the Commonwealth that such Bidder or Offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

8.12. **TESTING AND INSPECTION**: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specifications.

8.13. **ASSIGNMENT OF CONTRACT**: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Commonwealth.

8.14. **CHANGES TO THE CONTRACT**: Changes can be made to the Contract in any one of the following ways:

8.14.1 The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

8.14.2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to things such as services to be performed, the method of packing or shipment and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:

8.14.2.1. By mutual agreement between the parties in writing; or

8.14.2.2. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work

performed, subject to the Purchasing Agency's rights to audit the Contractor's records and/or to determine the correct number of units independently; or

8.14.2.3. By ordering the Contractor to proceed with the work and to keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the Contractor, as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia's Vendor's Manual. Neither the existence of a claim or a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

8.15. **DEFAULT**: In the case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral and written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which the Commonwealth may have.

8.16. **ANNOUNCEMENT OF AWARD**: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the Purchasing Agency's public posting notice board located in the lobby of the Virginia Department of Social Services; 7 North Main Street; Richmond, Virginia 23219, for a minimum of 10 days.

8.17. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

8.18. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

SECTION 9 - SPECIAL TERMS AND CONDITIONS

9.1. **AUDIT**: The contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

A Contractor who expends $300,000 or more in combined federal funding is required at its expense to have an independent contract audit performed annually in accordance with the Single Audit Act and OMB Circular A-133. Three copies of the audit report will be sent to the Commonwealth within thirty days after receipt of the report by the institution or agency.

9.2. **AVAILABILITY OF FUNDS**: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

9.3 **CANCELLATION OF CONTRACT**: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract shall be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

9.4. **SMOKE FREE ENVIRONMENT**: By submitting their proposals, Offerors certify to the Commonwealth that they will comply with the requirements of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor agrees that it will require the language of this certification be included in any sub-awards (subcontracts or purchase orders), which contain provisions for children's services so that the provisions will be binding upon each subcontractor or vendor.

9.5. **MINORITY/WOMEN OWNED BUSINESSES SUBCONTRACTING AND REPORTING**: Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to minority and/or women owned business. Names of firms may be available from the Purchasing Agency and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the Contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted, and type of product/service provided.

9.6. **PRIME CONTRACTOR RESPONSIBILITIES**: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he/she may utilize, using his/her best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he/she is as fully responsible for the acts and omissions of his/her subcontractors and of persons employed by them as he/she is for the acts and omissions of his/her own employees.

9.7. **RENEWAL OF CONTRACT**: This contract may be renewed by the Commonwealth upon written agreement of both parties for three successive one- year periods, under the terms of the current contract, and at a reasonable time (approximately 60 days) prior to the expiration.

9.8. **SUBCONTRACTS**: No portion of the work shall be subcontracted without written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

9.9. **FISCAL ADMINISTRATION**: These funds are not intended to supplant existing resources or to duplicate existing funds. It is expected that this source of revenue will encourage and stimulate contributions from other public and private sources.

9.10. A contract will be signed between the Virginia Department of Social Services and the local administrator of the applying agency upon granting of an award. Upon approval of the contract, the contractor will be reimbursed for expenses on a monthly basis according to the terms of the contract. Therefore, the applicant agency must be prepared to pay expenses as they are incurred and then submit expenditure statements on a monthly basis to the Department of Social Services for reimbursement. The contractor should allow 30 days from the time expenditure statements are received by the Department until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date errors are corrected. The final invoice must be submitted in advance.

9.10.1. The applicant will be required to maintain adequate accounting records to support all requests for reimbursement. These records shall be available for review by the State.

9.11. **CONFIDENTIALITY**: Any information obtained by the contractor concerning recipients of services under this agreement shall be treated as confidential in accordance with relevant provisions of State and federal law.

9.12. **CONTRACTOR PERFORMANCE**: The purchasing agency may monitor and evaluate the contractor's performance under the contract through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the contractor's services or operations, audit reports, and other mechanisms deemed appropriate by the purchasing agency. Performance under this contract shall be a primary consideration for extension of this contract and may be a consideration in future contract awards and negotiations.

9.13. Matching funds needed for the grant proposal shall not be used as match for any other funding source. The match must be directly related to supporting the activities necessary for project success. Federal funds may not be used as match for other federal funds.

9.13.1. Salaries for existing county or city employees <u>cannot</u> be paid from these funds. Funds shall not be used as a local match for SSBG funds.

9.14. **OBLIGATION OF APPLICANT AGENCY**: By submitting a proposal, the applicant covenants and agrees that the applicant has satisfied itself, from its own investigation of the conditions to be met, that the applicant fully understands its obligation and that it will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

9.15. **OWNERSHIP OF MATERIAL**: Ownership of all data, material and documentation originated and prepared for the State pursuant to the RFA shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the contractor in the performance of its obligations under this contract shall be the exclusive property o f the purchasing agency and all such materials shall be remitted to the purchasing agency upon completion, termination or cancellation of this contract. The contractor shall not use, willingly

allow or cause to have such materials used for any purpose other than performance of the contractor's obligations under this contract without the prior written consent of the purchasing agency. Any materials produced under this contract must bear a statement that the project was supported by the purchasing agency and identify the title of the funding source.

9.16. **CONTRACTOR AS INDEPENDENT CONTRACTOR**: During the performance of this contract, the Contractor shall be regarded as an independent contractor and not as an agent or employee of the Commonwealth of Virginia or the Purchasing Agency. The Contractor shall be responsible for all its own insurance and federal, state, local and social security taxes.

9.17. **IDENTIFICATION OF PROPOSAL ENVELOPE**:

The signed proposal should be returned in an envelope or package, sealed and identified as follows:

FROM: _____ _____ _____
Name of Offeror Due Date Time

_____ _____
Street Address/P.O. Box RFA number

_____
City, State and Zip + 4

TO: The envelope should be addressed as directed on the Cover Page of the solicitation.

The offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

SECTION 10 - METHOD OF PAYMENT

Compensation to the Contractor for delivered services shall be as follows:

10.1. The Contractor shall be paid on a cost reimbursable basis.

10.2. Actual expenditures shall be invoiced pursuant to approved line item budget categories.

10.3. Deviations from the approved line-item budget of more than $100.00 in any line-item shall be submitted in writing immediately to the purchasing agency for the purchasing agency's prior approval at least thirty (30) calendar days prior to the intended effective date.

10.4. All revenue from the sale of products derived through activities performed pursuant to this contract shall be reported to the purchasing agency and may be applied as an adjustment to defray costs for the purchasing agency.

10.5. The invoice period shall be monthly. The Contractor shall invoice the purchasing agency each invoice period on forms supplied by the purchasing agency and shall submit an invoice showing no services delivered if that is the case in any invoice period. The purchasing agency shall not be obligated to pay for services when the Contractor fails to submit monthly invoices for such services within thirty (30) calendar days after the close of the invoice period in which services were delivered. Invoices, which are valid and correct, shall be processed and paid no later than thirty (30) calendar days after receipt of the invoice. Please note that the June invoice must be estimated and submitted in advance.

10.6. If the Contractor fails to correctly provide any services and/or reports as specified in this contract, and in the time period specified herein, the purchasing agency may withhold payment of invoices until said services and/or reports are provided. All services provided by the Contractor pursuant to this contract shall be performed to the satisfaction of the purchasing agency, and in accord with applicable federal, State and local laws, ordinances, rules and regulations. The Contractor shall not receive payment for work found by the purchasing agency to be unsatisfactory, or performed

in violation of federal, State or local laws, ordinances, rule or regulations.

10.7 The contractor shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State.

SECTION 11 - DEFINITIONS

11.1. Definitions

Act means the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 *et seq*).

Approved national service position means a national service position for which the Corporation has approved the provision of a national service education award as one of the benefits provided for successful service in the position.

Eligible Member means an individual: (1) who is enrolled in an approved national service position; (2) who is a U.S. citizen, U.S. national or lawful permanent resident alien of the United States; (3) who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled **(a)** in a full-time, year-round youth corps Program or full-time summer Program as defined in the Act (42 U.S.C. §12572 (a) (2)), in which case he or she must be between the ages of 16 and 25, inclusive, or **(b)** in a Program for economically disadvantaged youth as defined in the Act (42 U.S.C. §12572 (a)(9)), in which case he or she must be between the ages of 16 and 24, inclusive; and (4) has a high school diploma or an equivalency certificate [or agrees to obtain a high school diploma or its equivalent before using an education award] and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. §1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent (provided that the Corporation has waived the education attainment requirement for the individual).

Indian tribe means a federally-recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. δ 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include any tribal organization controlled, sanctioned, or chartered by one of the entities described above.

Program means a national service Program, described in the Act (42 U.S.C. §12572(a)), carried out by the Grantee through funds awarded by the Corporation and carried out in accordance with federal requirements.

Project means an activity or set of activities carried out by a Program that results in a specific, identifiable community service or improvement: (1) that otherwise would not have been made with existing funds; and (2) that does not duplicate the routine services or functions of the organization to whom the members are assigned.

Project sponsor means an organization or other entity that has been selected to provide a placement for a member.

State Commission means, for the purposes of these application instructions, the Commission on National and Community Service established by a state pursuant to the Act (42 U.S.C. §12638), including an authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties prescribed by law.

SECTION 12 - APPLICATION PACKET

I. Application Cover Sheet (Facesheet)
II. Authorization, Assurances, and Certifications
III. Narrative (create as a Microsoft Word document)
IV. Performance Measurements
    a. Sample Performance Measurement Worksheets
    b. Actual Worksheets
V. Budget
    a. Budget Narrative Worksheets
    b. Budget Page
VI. Budget Analysis Checklist
VII. W-9 Request For Taxpayer Identification Number (s) and Certification
VIII. Additional Documents
    a. Program Evaluations

Application Cover Sheet

Virginia Commission for National and Community Services

5th Floor, 7 North Eighth Street – Richmond, VA 23219

Request For Application (RFA) Number: _____

Application Type: ☐ **Planning** ☐ **Operating**

Applicant Information:	
Organization Legal Name	
Street Address/P.O. Box	
City, State, Zip + 4	
Telephone Number	
Fax Number	
Email Address	
Federal Employer Identification # (EIN)	
DUNS Number (see 4.2.3. – page 8)	
Title/Name of Project	
Contact Information: Reliable, immediate and dependable information for the individual to be contacted regarding this application.	
Program Director's Name	
Program Director's Title	
Program Director's Telephone Number	
Program Director's Email Address	
Proposed Program State Date	
Authorization:	To the best of my knowledge and belief, all data in this application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.
Signature of Authorized Representative	
Name (print) of Authorized Representative	
Title of Authorized Representative	
Date Signed	

Assurances and Certifications

Instructions

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

a) Inability to certify
Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b) Erroneous certification or assurance
The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) Notice of error in certification or assurance
You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) Definitions
The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Certification requirement for subgrant agreements
You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) Certification inclusion in subgrant agreements
You agree by submitting this proposal that you will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions,” provided by us, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

g) Certification of subgrant principals
You may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the certification is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h) Non-certification in subgrant agreements
If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i) Prudent person standard
Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES

As the duly authorized representative of the applicant, I certify, (to the best of my knowledge) and belief, that the applicant:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of program costs) to ensure proper planning, management, and completion of the program described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with all rules regarding prohibited activities, including those stated in applicable application guidelines, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
6. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
7. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a)Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990 or the Domestic Volunteer Services Act, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
8. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for program purposes regardless of federal participation in purchases.
9. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
10. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-7), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
11. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of program consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification, and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).
15. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
16. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
17. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

CERTIFICATIONS

1. Lobbying (Activities)
As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

(b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all tiers (including subawards, subgrants, contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities.

A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor any of the principals:

(a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Has, within a three-year period preceding this application, been convicted of, or had a civil judgment entered in connection with fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction or records, making false statements, or receiving stolen property.

(c) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in the above paragraph of this certification, and

(d) Has within a three-year period preceding this application, had one or more public transactions (Federal, State or local) terminated for cause or default and

B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

3. Drug-Free Workplace (Grantees other than Individuals)
This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief that the grantee will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establish an ongoing drug-free awareness program to inform employees about—

(1) the dangers of drug abuse in the workplace,

(2) the grantee's policy of maintaining a drug-free workplace.

(3) any available drug counseling, rehabilitation, and employee assistance programs, and

(4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:

(1) abide by the terms of the statement, and

(2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

(e) Notifying us within ten days after receiving notice under subparagraph (d) (2)) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted—

(1) taking appropriate personnel action against such an employee, up to and including termination or

(2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f)

Assurances and Certifications

ASSURANCE SIGNATURE
NOTE: Sign this form and include in the application.

Date: _____

Organization Name: _____

Program Name: _____

Name (print) of Authorized Representative: _____

Title of Authorized Representative: _____

Signature: _____

SIGNATURE: By signing this **assurances page**, you certify that you agree to perform all actions and support all intentions in the Assurances section.

CERTIFICATION SIGNATURE
NOTE: Sign this form and include in the application.

Date: _____

Organization Name: _____

Program Name: _____

Name (print) of Authorized Representative: _____

Title of Authorized Representative: _____

Signature: _____

SIGNATURE: By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application.
The three Certifications are:

1. Certification: Debarment, Suspension and Other Responsibility Matters
2. Certification: Drug-Free Workplace
3. Certification: Lobbying Activities

Performance Measurement Worksheet (Output Example)

Output--specify a count of the amount of service members or volunteers have completed, but do not provide information on benefits or other changes in the lives of members and/or beneficiaries.
Intermediate-outcome--specify a change that has occurred in the lives of beneficiaries and/or members, but is still short of a significant, lasting benefit to them.
End-outcome--specify a change that has occurred in the lives of beneficiaries and/or members that is significant and lasting.

Category (Select one and put the performance measure number in the box) **Number (Select One)**

☒ **NEEDS AND SERVICE ACTIVITIES** ☐ **MEMBER DEVELOPMENT** ☐ **STRENGTHENING COMMUNITIES** ☒ **1** ☐ **2** ☐ **3**

Creating Performance Measures	**EXAMPLE: OUTPUT**
1. Identify the **result** you expect to achieve and label as output, intermediate outcome or end outcome.	**OUTPUT: Parents of 9th graders at risk of dropping out of school will complete a drop-out prevention program.**
2. Describe how you will achieve this result.	5 AmeriCorps members will implement a drop-out prevention program consisting of sixteen classes for parents. The class activities will be designed to provide parents with the skills they need to keep their children in school.
3. What data and instruments will you use to measure the results?	Documentation: Attendance rosters and instructor certification.
4. What are the **targets** that you expect to meet during the three-year grant period?	First year, parents of 25% of the ninth graders deemed at-risk will complete the drop-out prevention program. Second year, parents of 35% of the ninth graders deemed at-risk will complete the drop-out prevention program. Third year, parents of 50% of the ninth graders deemed at-risk will complete the drop-out prevention program.
5. Restate the complete performance measure by combining steps 1 and 4 above. This is your **performance measure.**	**OUTPUT:** Parents of 9th graders at risk of dropping-out complete drop out prevention classes. In the first year, parents of 25% of the ninth graders deemed at-risk will **complete the drop-out prevention program**.
6. If you have **data for this performance measure from prior years**, report it here.	No data are available from previous years.

Performance Measurement Worksheet (Int. Outcome Example)

Output--specify a count of the amount of service members or volunteers have completed, but do not provide information on benefits or other changes in the lives of members and/or beneficiaries.
Intermediate-outcome--specify a change that has occurred in the lives of beneficiaries and/or members, but is still short of a significant, lasting benefit to them.
End-outcome--specify a change that has occurred in the lives of beneficiaries and/or members that is significant and lasting.

Category (Select one and put the performance measure number in the box) **Number (Select One)**

☒ **NEEDS AND SERVICE ACTIVITIES** ☐ **MEMBER DEVELOPMENT** ☐ **STRENGTHENING COMMUNITIES** ☐ **1** ☒ **2** ☐ **3**

Creating Performance Measures	**EXAMPLE:**
1. Identify the **result** you expect to achieve and label as output, intermediate outcome or end outcome.	**INTERMEDIATE-OUTCOME: Completion of drop out prevention program leads to a decrease in students' behavioral incidents at school.**
2. Describe how you will achieve this result.	5 AmeriCorps members will implement a drop-out prevention program consisting of sixteen classes for parents. The class activities will be designed to provide parents with the skills they need to keep their children in school.
3. What data and instruments will you use to measure the results?	Documentation: School records of behavioral incidents.
4. What are the **targets** that you expect to meet during the three-year grant period?	In the second year and third years, the frequency of **behavioral incidents** among students whose parents complete the drop-out prevention classes will be at least 10% lower than students who are on a wait list for the program.
5. Restate the complete performance measure by combining steps 1 and 4 above. This is your **performance measure.**	**INTERMEDIATE-OUTCOME:** Completion of drop out prevention program leads to a decrease in students' behavioral incidents at school. In the second year, the frequency of **behavioral incidents** among students whose parents complete the drop-out prevention classes will be at least 10% lower than students who are on a wait list for the program.
6. If you have **data for this performance measure from prior years**, report it here.	No data available from prior years on this performance measure.

Performance Measurement Worksheet (End Outcome Example)

Output--specify a count of the amount of service members or volunteers have completed, but do not provide information on benefits or other changes in the lives of members and/or beneficiaries.
Intermediate-outcome--specify a change that has occurred in the lives of beneficiaries and/or members, but is still short of a significant, lasting benefit to them.
End-outcome--specify a change that has occurred in the lives of beneficiaries and/or members that is significant and lasting.

Category (Select one and put the performance measure number in the box) **Number (Select One)**

☒ **NEEDS AND SERVICE ACTIVITIES** ☐ **MEMBER DEVELOPMENT** ☐ **STRENGTHENING COMMUNITIES** ☐ **1** ☐ **2** ☒ **3**

Creating Performance Measures	**EXAMPLE:**
1. Identify the **result** you expect to achieve and label as output, intermediate outcome or end outcome.	**END OUTCOME: Completion of drop out prevention program leads to decrease in student drop out rate.**
2. Describe how you will achieve this result.	5 AmeriCorps members will implement a drop-out prevention program consisting of sixteen classes for parents. The class activities will be designed to provide parents with the skills they need to keep their children in school.
3. What data and instruments will you use to measure the results?	Documentation: School records**.**
4. What are the **targets** that you expect to meet during the three-year grant period?	In the third year, the children of parents who complete the drop-out prevention program exhibit a 12% **lower drop-out rate** than the students who are on a wait list for the program.
5. Restate the complete performance measure by combining steps 1 and 3 above. This is your **performance measure.**	**Performance Measure :** In the third year, the children of parents who complete the drop-out prevention program exhibit a 12% **lower drop-out rate** than the students who are on a wait list for the program.
6. If you have **data for this target from prior years**, report it here.	No data are available for previous years.

Performance Measurement Worksheet (Output)

Output—specify a count of the amount of service members or volunteers will or have completed, but do not provide information on benefits or other changes in the lives of members and/or beneficiaries.

Category (Select one and put the performance measure number in the box) **Number (Select One)**

☐ **NEEDS AND SERVICE ACTIVITIES** ☐ **MEMBER DEVELOPMENT** ☐ **STRENGTHENING COMMUNITIES** ☐ **1** ☐ **2** ☐ **3**

CREATING PERFORMANCE MEASURES	**OUTPUT**
7. Identify the **output** you expect to achieve.	
8. Describe how you will achieve this result.	
9. What data and instruments will you use to measure the results?	
10. What are the **targets** that you expect to meet on this performance measure during the three-year grant period?	
11. Restate the complete performance measure by combining steps 1 and 4 above. This is your **performance measure.**	
12. If you have **data for this performance measure from prior years**, report it here.	

For information on completing Performance Measures, please visit the Web site of Project STAR. http://projectstar.org

Performance Measurement Worksheet (Intermediate Outcome)

Intermediate-outcome--specify a change that you expect or that has occurred in the lives of beneficiaries and/or members, but is still short of a significant, lasting benefit to them.

Category (Select one and put the performance measure number in the box) **Number (Select One)**

☐ **NEEDS AND SERVICE ACTIVITIES** ☐ **MEMBER DEVELOPMENT** ☐ **STRENGTHENING COMMUNITIES** ☐ **1** ☐ **2** ☐ **3**

CREATING PERFORMANCE MEASURES	**INTERMEDIATE OUTCOME**
1. Identify the **intermediate outcome** you expect to achieve.	
2. Describe how you will achieve this result.	
3. What data and instruments will you use to measure the results?	
4. What are the **targets** that you expect to meet on this performance measure during the three-year grant period?	
5. Restate the complete performance measure by combining steps 1 and 4 above. This is your **performance measure.**	
6. If you have **data for this performance measure from prior years**, report it here.	

For information on completing Performance Measures, please visit the Web site of Project STAR. http://projectstar.org

Performance Measurement Worksheet (End Outcome)

End-outcome--specify a change that you expect or that has occurred in the lives of beneficiaries and/or members that is significant and lasting.

Category (Select one and put the performance measure number in the box) **Number (Select One)**

☐ **NEEDS AND SERVICE ACTIVITIES** ☐ **MEMBER DEVELOPMENT** ☐ **STRENGTHENING COMMUNITIES** ☐ **1** ☐ **2** ☐ **3**

CREATING PERFORMANCE MEASURES	**END OUTCOME**
1. Identify the **end outcome** you expect to achieve.	
2. Describe how you will achieve this result.	
3. What data and instruments will you use to measure the results?	
4. What are the **targets** that you expect to meet on this performance measure during the three-year grant period?	
5. Restate the complete performance measure by combining steps 1 and 4 above. This is your **performance measure.**	
6. If you have **data for this performance measure from prior years**, report it here.	

For information on completing Performance Measures, please visit the Web site of Project STAR. http://projectstar.org

Application Packet - BUDGET WORKSHEET

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
			Totals			

B. Personnel Fringe Benefits

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
	Totals			

C.1. Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
	Totals			

C. 2. Member Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
	Totals			

D. Equipment

Item/Purpose	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
		Totals			

E. Supplies

Item	Calculation	Total Amount	CNCS Share	Grantee Share
	Totals			

F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
	Totals				

G.1. Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

G.2. Member Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

H. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

I. Other Program Operating Costs

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
	Totals			

Section II. Member Costs

A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
2nd Year of 2-Year Half Time						
			Totals			

B. Member Support Costs

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
	Totals			

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage Method

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
Corporation Fixed Amount				
	Totals			

B. Federally Approved Indirect Cost Rate Method

Cost Type	Basis	Calculation	Rate	Rate Claimed	**Total Amount**	**CNCS Share**	**Grantee Share**
				Totals			

Budget Page

Applicant Organization:					
Section I – Program Operating Costs	Column 1	Column 2	Column 3	Column 4	Column 5
A. Personnel *Name/Title*	Annual Salary	% Time Spent on Program	Total Program Cost	Corporation Funds Requested	Grantee Match
		%			
B. Benefits (includes FICA, Worker's Comp, Leave, Other Fringe)					
C1. Travel – Staff					
C2. Travel – Member					
D. Equipment (not greater than 10% of total CNCS budget costs)					
E. Supplies (includes Member service gear)					
F. Contracts and Consultants					
G1. Training – Staff					
G2. Training – Member					
H. Evaluation (Consultant rate not to exceed CNCS maximum $443/day)					
I. Other (includes CNCS-sponsored meetings)					
Subtotal–Section I (Grantee Funds minimum 33% total operating costs)			$	$	$
Section II – Member Costs			Column 3	Column 4	Column 5
A. Living Allowance	Amount	# With Living Allowance	# Without Living Allowance		
1 Year Full-Time (1700 hr)	$				
1 Year Part-Time (900 hr)	$				
Reduced Part-Time (900 hr)	$				
Quarter-Time (475 hr)	$				
Minimum-Time (300 hr)	$				
B. FICA (7.65% of total Member living allowance)					
C. Worker's Comp (or other Death & Dismemberment coverage)					
D. Health Care (required for Full-Time, optional for Part-Time)					
E. Other Member Costs					
Subtotal – Section II (add items A-E – provide minimum 15% cash match)			$	$ maximum 85%	$ minimum 15%
Section III – Administrative Costs			Column 3	Column 4	Column 5
A. Grantee Administrative Costs (not to exceed 5% of CNCS share of Section + Section II) (up to10% match allowed without approved Indirect Cost Rate)					
B. Federally-approved or State-established Indirect Cost Rate					
Subtotal – Section III			$	$	$
Total Program Operating Budget (Sum of Sections I and III)			$	$ maximum 67%	$ minimum 33%
Total Budget Costs (Sum of Sections I, II and III)			$	$	$
Cost per Full-Time Equivalent (FTE) (total CNCS funds divided by number of FTE requested) $12,400 maximum					$

BUDGET ANALYSIS CHECKLIST

Below is a checklist to help you make certain that you submit an accurate budget narrative and budget that meets AmeriCorps requirements. Read the guidance in the right column when reviewing your budget worksheet and place a check in the left column with your response.

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	Funds to pay relocation expenses of AmeriCorps members are not in the federal 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	All single supply items over $1000 per unit are specifically listed?
☐ Yes	☐ No	Justification/explanation of equipment items is included in the budget narrative?
☐ Yes	☐ No	Have the Guidelines concerning service gear been followed? If a project chooses to purchase the standard service gear package, it should budget $35.00 per member. If the project needs the collared-shirt, it should budget between $35 and $70 per member. The federal share can be up to $150 per member for additional safety apparel that is necessary to perform daily service activities. You must include a justification for these additional items in the budget narrative.
☐ Yes	☐ No	Are all consultant services budgeted below the maximum federal daily rate of $443/day?
☐ Yes	☐ No	Does the budget reflect adequate budgeted costs for project evaluation?
☐ Yes	☐ No	Are all items in the budget narrative itemized and justified?
☐ Yes	☐ No	You have included up to $2,000 for travel to CNCS-sponsored meetings in the budget narrative? (up to $750 for National Directs)
☐ Yes	☐ No	Have you provided budgeted costs for background checks of members that will be serving vulnerable populations?
☐ Yes	☐ No	Are all "Project Operating Costs" matched at least 33% by your project with cash or in-kind contributions?

Section II. Member Costs

☐ Yes ☐ No Correct living allowance? Full-time AmeriCorps members must receive at least the minimum living allowance of $10,197. 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, i.e. $20,394. Projects are not required to provide half-time members living allowances; but if they do, identify the appropriate living allowance listed in the Budget Narrative Instructions.

☐ Yes ☐ No Does the budget provide non-federal cash match for all Member Costs, except health care? You cannot use other federal funds for the first 15% of match of living allowance, FICA, or worker's compensation.

☐ Yes ☐ No Does the budget provide cash match for Member Costs at the grantee minimum 15%?

☐ Yes ☐ No If you are budgeting use of work-study funds, there must be an aggregate 15% non-federal share of all Member Costs.

☐ Yes ☐ No The federal share of living allowance for full-time members is not more than $8,667? Regardless of the size of the living allowance, the federal share cannot exceed the statutory 85% of the minimum living allowance.

☐ Yes ☐ No The federal share of living allowance for half-time members is not more than $4,589? As with full-time members, projects may provide a higher living allowance, but the federal share cannot exceed $4,589.

☐ 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. The distribution should occur in equal increments that are not based on the specified number of hours served.

☐ Yes ☐ No Is FICA calculated correctly? All projects must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, projects must calculate FICA at 7.65% of the total amount of the living allowance.

☐ Yes ☐ No Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Projects must check with your local State Department of Labor or State Commission to determine whether or not your project is required to pay worker's compensation and at what level (i.e., rate). Projects that are not required to pay worker's compensation need to 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 qualified full-time AmeriCorps members only (unless half-time serving for a sustained full-time period of time such as summer service)? 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. If projects already carry minimum benefits at a reasonable cost, they may use existing policies to cover members. The federal share will not cover health care costs for family members. *Tribes should budget $924 per full-time member as match.*

Section III. Administrative/Indirect Costs

☐ Yes ☐ No Applicant has chosen Option A – Corporation 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 Option B – Federally Approved Indirect Cost Rate Method and documentation on file? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.

☐ Yes ☐ No For all matching funds, the source(s), the type of contribution (cash or in-kind), the amount (or an estimate), and the intended purpose are clearly identified in the narrative.

W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (S) AND CERTIFICATION

Each person or organization doing business with the Commonwealth of Virginia must provide the following information. Please return this form in the enclosed envelope.

ORGANIZATION ENTITY:
Please provide reportable name where applicable.

Check Only One:

___ Individual
___ Corporation
___ Governmental
___ Estate

____ Sole Proprietor
____ Partnership
____ Trust
____ Other (Please Describe) _____

Social Security Number _____ and/or Employer Identification Number _____

ENTER THE FOLLOWING:

Legal Name
_____
(Must Match the Social Security Number, if applicable)

Trade Name
_____
(Must match the Employer Identification Number, if applicable)

Payment Address: _____ IRS 1099 Form _____

_____ Mailing Address _____

Duns # _____

Contact Person _____ Tel Number (____)_____-_____

Please respond to the following:

Is your organization tax exempt?	Yes ___	No ___
Are you a Real Estate Agent?	Yes ___	No ___
Are you a Minority owned business?	Yes ___	No ___
Are you a Woman owned business?	Yes ___	No ___
Are you a small business?	Yes ___	No ___

Government Agencies, please respond to the following:

Are you Federal ___, State ___, or Local ___? (Please check one)

If you are considered Local, what is your FIPS code? _____

Certification: Under penalties of perjury, I certify that:

(1) The number(s) shown on this form is my correct taxpayer identification number(s) (or I am waiting for a number to be issued to me), and (2) The organization entity and all other information provided is accurate, and (3) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding because of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
(You must cross out item (3) above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.)

Signature_____ Date _____

SECTION 13 - ATTACHMENTS

ATTACHMENT 1 – 2004 AMERICORPS GUIDELINES

ATTACHMENT 2 – 2004 AMERICORPS PROVISIONS

ATTACHMENT 3 – DIRECTIONS TO PRE-PROPOSAL CONFERENCE

Attachment 1 – 2004 AmeriCorps Guidelines

Table of Contents

Overview
- The Corporation for National and Community Service
- The AmeriCorps Network
- 2004 applications: key elements
  - Performance Measures/Accountability
  - Recruitment and Management of Volunteers
  - Support for Community Organizations (Secular and Faith-Based)
  - Citizenship
  - Literacy and Tutoring Programs
  - Capacity Building and Sustainability
  - Federal Work-Study and Student Service
  - On-Line Grant Application Submission

What You Should Know About Designing An AmeriCorps Program
- Needs and Service Activities
  - Literacy and Tutoring Programs
  - Homeland Security
- Developing AmeriCorps Members
  - Citizenship
  - Training Related to your Service Activities
  - Leadership Opportunities
  - Supervision, Training, and Education
  - Support Services
  - Diversity
  - Disaster/Emergency Preparedness
- Strengthening Communities
  - Recruitment and Management of Volunteers
  - Support for Community Organizations (Secular and Faith-Based)
  - Capacity Building and Sustainability
  - Community Involvement and Consultation
- Examples of Types of AmeriCorps Programs

Requirements for Programs Using AmeriCorps Funds
- Performance Measures and Accountability
- Evaluation
- Monitoring and Management Responsibilities
- Grantee Support for Programs
- On-Line Grant Application Submission
- Recruitment Tools and Resources—Grantee Requirement
- Federal Work-Study and Student Service
- Prohibited Activities
- Types of Application Submissions
- Summer Programs
- Terms of Service
- Cost Per Member
- Member Living Allowance
- Member Living Allowance Exceptions
- Child Care and Health Insurance
- National Service Identity and Service Gear
- Reasonable Accommodation For People with Disabilities
- Participation in National Days of Service
- Oath

Grant Terms and Requirements
- Grant Period
- Amounts of Grants and Restrictions
- Federal Financial Management and Grant Administration Requirements

Review Process and Selection Criteria
- Selection Criteria
- Program Design (60%)
  - Needs and Service Activities
  - Member Development
  - Strengthening Communities
- Organizational Capacity (25%)
- Budget/Cost Effectiveness (15%)
- Priorities
- Additional Considerations

Program Supplements
- AmeriCorps*National
  - Responsibilities of the Parent Organization
  - Planning Grants
- Coordination with State Commissions
- Education Awards
  - Addressing Key Application Elements
  - Fixed Amount Grant Awards
- AmeriCorps Promise Fellows Program
- U.S. Territories and Indian Tribes Waivers

Appendix A – Citizenship Goals for AmeriCorps Members

Appendix B – Performance Measures

OVERVIEW

The Corporation for National and Community Service

In his State of the Union address last year, President Bush created the USA Freedom Corps, a major initiative aimed at fostering a new culture of "citizenship, service, and responsibility" and helping the nation's voluntary groups build the kind of capacity they need to better assist not only in a time of crisis, but also in the many other vital tasks they perform in our communities. In a speech reviewing the first several months of this effort, President Bush remarked:

> "You know, none of us would ever wish the evil that was done on September the 11th; yet out of the tragedy can come great good. I believe that from the bottom of my heart. Out of the evil done to America will come some good. Challenging times test the character of individuals, and test the character of our nation. In the aftermath of September the 11th, Americans have responded with courage and compassion, with great resolve and determination.
>
> "The last ten months have offered us a glimpse of what a new culture of service can be. And we're not going to let this moment pass. We'll sustain and extend the best that has emerged in our country. And there are good reasons for every American to serve our nation. We serve because it's important to our neighbors. We understand that serving others meets needs that a government can never fulfill. You see, government can hand out money, but it can't put hope in people's hearts, or a sense of purpose in people's lives. The need for kindness, and for understanding, and for love, is not a government function. It's a human function. And that's why we serve our neighbor.
>
> "We serve because it's important to our own character. Acts of compassion add direction and purpose to our lives. Serving something greater than yourself in life is part of a fulfilling life. And finally, we serve because it's important to our country. Our nation is the greatest force for good in history, and we show our gratitude by doing our duty. We express our love for America by loving Americans."

A commitment to service builds on our Nation's long and honorable commitment to assisting individuals, families, and communities who either have not fully shared in America's prosperity or have short-term needs created by changes in life circumstances. Paired with a process of civic reflection, service also reconnects those who serve with basic American ideals such as freedom, liberty, and respect for diversity; helps to bridge ethnic, racial, religious, and economic divides; and strengthens our understanding of the responsibilities of American citizenship.

As a major part of the USA Freedom Corps, the Corporation will help assure that the government contributes to and supports the volunteer and service efforts of individuals, organizations, and communities. Specifically, our mission is to support people and organizations in using citizen service as a strategy to meet critical national and community needs, to foster an ethic of civic responsibility, and to strengthen the ties that bind us together as a nation.

We believe that service has a positive impact on those who serve. It builds civic responsibility and enables participants to practice responsible citizenship. It helps youth make the transition into adulthood. It enables seniors to leave a legacy. Through service, members of a community become citizens, not spectators, participating more fully in the civic life of the Nation. Further, through service individuals develop additional skills and gain valuable experience crucial to their future success.

For 2004, the Corporation has set several specific goals:

- Strengthening the capacity of nonprofit organizations, including community organizations (secular and faith-based), to assist individuals, families, and communities in need.
- Increasing the amount of volunteering and civic engagement in America by using Corporation resources to recruit, support, and manage volunteers.
- Achieving greater accountability and program performance.
- Leveraging resources, and investing strategically, to make the efforts of the Corporation more effective and sustainable.
- Making federal funds more responsive to state and local needs.

We have developed these application guidelines to help ensure AmeriCorps' effectiveness in achieving these goals in the coming years. They reflect input from our service partners about how to address new program directions most effectively while building upon the experience and accomplishments of AmeriCorps to date. We intend to work closely with grantees and other partners in the service field during the coming year to support the implementation of these new program directions.

For 2004, the Corporation will encourage support for high-quality programs that meet community needs, as defined by states and local communities across the country, in the issue areas of education, public safety, environment, homeland security, and other human needs.

The AmeriCorps Network

AmeriCorps is a national service network that provides full- and less than full-time opportunities for participants, called members, to serve their communities and build the capacity of nonprofit organizations to meet local environmental, educational, public safety, homeland security, or other human needs. Within these five issue areas, programs may submit proposals that address specific problems of local communities. In other words, local needs drive AmeriCorps.

The AmeriCorps national service network includes AmeriCorps*State and National programs, Indian Tribe and U.S. Territories programs, Education Awards Program, AmeriCorps*Promise Fellows, AmeriCorps*VISTA, and AmeriCorps*NCCC. Through service with local organizations and agencies, in communities large and small throughout America, AmeriCorps members serve their Nation.

In the short time since AmeriCorps' inception, its members have achieved impressive results. This year, 50,000 AmeriCorps members will serve communities throughout the country.

You should use these guidelines if you are applying for one of the following types of programs:

- AmeriCorps*State
- AmeriCorps U.S. Territories
- AmeriCorps*Indian Tribes
- AmeriCorps Promise Fellows
- AmeriCorps South Dakota
- AmeriCorps Education Awards Program
- AmeriCorps*National program (nonprofit organizations operating a program in two or more states)

If you are applying for an AmeriCorps*State program (a local nonprofit organzation operating in one state) you should use the application instructions developed by your state commission. Visit our website at www.nationalservice.org and click on 'National Service in Your State' for state commission contacts.

If you wish to apply for any of the other categories of Corporation grants, please visit our website at www.nationalservice.org where all application instructions are available.

2004 applications: key elements

In early 2002, the Corporation for National and Community Service, as part of the President's USA Freedom Corps, announced its plans to reform and enhance national and community service programs, consistent with the following principles and reforms:

- **Support and encourage greater engagement of citizens in volunteering.** The Corporation will reform and enhance national and community service programs to increase the quantity and quality of service opportunities for Americans.
- **Make federal funds more responsive to state and local needs.** The Corporation will give state, local, and community officials more authority and flexibility to provide service opportunities to the citizens they represent.
- **Make federal support more accountable and effective.** The Corporation will invest in service opportunities that will produce results for local communities.

- **Provide greater assistance to community organizations (secular and faith-based).** The Corporation will include more community organizations (secular and faith-based) in more national and community service programs.

In order to achieve these goals, we have developed the following key elements for 2004 applications for funding. These elements apply to all AmeriCorps grantees and subgrantees, including continuation grants (those applying for funding for a second or third year of a three-year grant). The Corporation is committed to working in partnership with nonprofit organizations, state commissions, and others to assure the effective implementation of these elements over the next several years.

If you are unable to include any element listed in these guidelines as part of your program, either because of your program model, or for any other reason, please include an explanation in your application. We will consider your explanation during the grant application review process.

As an applicant, you also need to know that in order to assist in the review of program applications within the state competitive pool, the Corporation will permit state commissions to describe the relationships of the portfolio of programs in their state to the key elements in the guidelines. A state may choose to describe unique circumstances or characteristics of their portfolio of programs that may be relevant to the Corporation's consideration of the competitive grant submissions. This would include situations where an individual program may be unable to include an element in these guidelines, but other programs in the state address the element. The state's comments will not be reviewed by peer reviewers but will be taken into consideration during staff review. States that would like to submit such information should see the administrative guidance for instructions.

Performance Measures/Accountability
For 2004, the Corporation will continue to help strengthen the accountability and performance of programs receiving funds under national service laws. See page 66 for a description of this element.

Recruitment and Management of Volunteers
A fundamental purpose of AmeriCorps is to help recruit, support, and manage the vast networks of volunteers assisting nonprofit organizations in meeting community needs. With the President's call for all Americans to serve two years--4,000 hours--in their lifetimes, AmeriCorps has been called upon to make volunteer recruitment and management a major focus of its efforts. Accordingly, volunteer recruitment and management is a key element for AmeriCorps programs in 2004. See page 61 for additional details.

Support for Community Organizations (Secular and Faith-Based)
For 2004, we encourage applicants to support the efforts of civic, community, educational, and faith-based organizations to solve local problems and meet critical needs of individuals and communities. Applicants and continuing programs should demonstrate partnerships (sub-grantees, host sites, or volunteer recruitment partnerships) with community or faith-based organizations. You will find more information about this on page 62.

Citizenship
The National and Community Service Act of 1990, as amended, has as one of its basic purposes to "renew the ethic of civic responsibility and the spirit of community throughout the United States." During the coming program year the Corporation will work with programs to introduce an enriched civics training program for members that will focus on what it means to be an American citizen, the responsibilities of democratic citizenship, and the obligations of freedom. See page 59 for more details.

Literacy and Tutoring Programs
A significant percentage of programs supported by the Corporation provide tutoring and other support to assist children in learning to read. The No Child Left Behind Act, enacted by the Congress in 2001, sets new scientifically-based standards for programs in schools across the country. This year with Corporation funding, successful applicants will have to demonstrate that their activities incorporate scientifically-based approaches to reading. Specifically, programs proposing tutoring and other literacy activities should address curricula, tutor training, outcomes, and standards for tutors. See page 56 for more details.

Capacity Building and Sustainability
Capacity building is a process that helps an organization gain greater independence and sustainability. The Corporation views its program grants as investments expected to yield a set of self-sustaining activities over time. Achieving sustainability enables programs to continue national and community

service activities beyond the life of a Corporation grant or with diminishing Corporation resources. For additional information on preparing a sustainability plan, see page 63.

Federal Work-Study and Student Service
Federal law requires that all institutions of higher education devote at least seven percent of their Federal Work-Study funds to community service unless they receive a waiver from the Department of Education. If you are an institution of higher education, you must describe your compliance with this requirement and your efforts to support community service under Federal Work-Study. The Corporation will take into consideration your institution's level of community service under Federal Work-Study in making grant decisions. See page 69 for specific details.

On-Line Grant Application Submission
We have developed a new grants management system that includes on-line grant applications, awards, and reporting. Applicants will submit their application using this new on-line system, eGrants. AmeriCorps programs will continue to use the existing Web Based Reporting System (WBRS) for member-related procedures and for financial and program reporting. See page 68 for more details.

WHAT YOU SHOULD KNOW ABOUT DESIGNING AN AMERICORPS PROGRAM

The Corporation funds and supports high-quality programs that develop an ethic of civic responsibility in those who participate, strengthen communities, and help meet needs through service in the areas of the environment, education, public safety, homeland security, and other human needs.

Your program should provide opportunities for your community to define and solve its problems. Successful applicants are able to demonstrate that their program or the service offered builds the capacity of nonprofit organizations to meet community needs and provides a benefit that the community values.

AmeriCorps provides a variety of specific and identifiable services to communities. For example, your program may use AmeriCorps members to organize volunteers to renovate low-income housing or build a playground in a vacant lot. You may engage members in human service projects such as tutoring or mentoring and recruit local volunteers to do so. Members may clean up streams or restore urban parks along side community residents. AmeriCorps members may help recruit, support, and manage community volunteers who support homeland security. Members may perform a wide variety of activities to enhance the capacity of the nonprofit organization in which they serve to meet community needs, including raising funds for approved projects, conducting research to maximize the impact of the organization, and providing support to staff in carrying out critical functions.

We will assess your program on the substance of what you propose to do (see Review Process and Selection Criteria, page 17). You need to demonstrate the relationship of the proposed activity with AmeriCorps members to the objectives you hope to accomplish.

Needs and Service Activities

In meeting local community needs, AmeriCorps continues to support a wide variety of activities in the issue areas of education, environment, public safety, and other human needs. As discussed in more detail below, homeland security has been added as a fifth AmeriCorps issue area. Also discussed below are new expectations for literacy and tutoring programs that operate using AmeriCorps members.

As noted earlier, we continue to make children and youth a priority that cuts across our programs and activities.

AmeriCorps programs provide a variety of specific and identifiable services that address community needs. In the past, performing direct service activities such as tutoring children, building houses, or delivering meals to homebound seniors has been the primary focus of AmeriCorps members' service. However, AmeriCorps is now increasing its emphasis on capacity-building activities such as volunteer recruitment and management, which also play an important role in addressing community needs and ensuring the sustainability of activities that AmeriCorps supports. Direct service and capacity-building activities are both integral strategies for effective national service programs.

Literacy and Tutoring Programs

The National Reading Panel, which issued its report in 2000, noted:

> "…too many children struggle with learning to read. As many teachers and parents will attest, reading failure has enacted a tremendous long-term consequence for children's developing self-confidence and motivation to learn, as well as for their later school performance."
>
> "While there are no easy answers or quick solutions for optimizing reading achievement, an extensive knowledge base now exists to show us the skills children must learn in order to read well. These skills provide the basis for sound curriculum decisions and instructional approaches that can help prevent the predictable consequences of early reading failure."

President Bush has made child literacy a national priority. He proposed, and signed into law, a comprehensive, bipartisan plan, known as the No Child Left Behind Act, to improve overall student performance in the Nation's schools. One key element of this plan is to support reading instruction built upon research-based methods that work to ensure that every child in public schools reads at or above grade level by third grade.

Consistent with this national priority, a significant percentage of national and community service programs designed by local communities assist children in learning to read.

In 2004, successful applicants conducting tutoring programs will be those that demonstrate that their activities occur in sites that incorporate scientifically-based approaches[1] to reading. Specifically, successful applicants proposing tutoring activities will address the following:

1. **Curricula**
   Your application should describe curricula and tutoring strategies that are *scientifically-based* and include the five components of reading and reading instruction identified by the *National Reading Panel* **OR** demonstrate that the activities you conduct are part of a program in a school under the No Child Left Behind Act that provides individuals with systematic instruction and practice in the five basic reading components.

2. **Tutor training**
   Tutor training should take place both before and during service and give tutors the skills and knowledge to support students' learning of the specific components of reading addressed in the report of the National Reading Panel.

   Your application should show how these reading components are incorporated into tutor training. Programs may also, where appropriate, demonstrate school site participation in training design and implementation and/or evidence of linkages between the instructional program of the tutee's school district and content of tutoring sessions conducted after school.

3. **Outcomes**
   Your application should identify student achievement goals and show links between program objectives, tutoring activities, tutor training, and proposed strategies for achieving these goals. Applicants should address the approach they will use to measure outcomes.

4. **Standards for Tutors**
   Your program should identify any standards that you propose to use to qualify individuals as tutors. For example, some programs may screen individuals through a qualifications test; others may require enrollment in, or completion of, a reading course. Still others may require demonstration of certain academic skills, such as completing at least two years of college. During the coming year, the Corporation plans to work with organizations and programs to set standards for tutors.

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[1] For information about the five basic reading components, scientifically-based reading instruction, and the National Reading Panel, see http://www.ed.gov/offices/OESE/readingfirst/publications.html and http://www.nwrel.org/learns.

The Corporation will work with successful applicants to provide training and support to achieve effective tutoring programs and to maximize their impact on the individuals being served.

As you develop your application, we encourage you to examine information about best practices provided at http://www.ed.gov and http://www.nwrel.org/learns.

The Corporation recognizes that there are a wide variety of literacy activities being conducted by AmeriCorps programs, ranging from book drives to one-to-one tutoring programs. The above expectations apply only to those applicants engaged in tutoring or reading instruction in schools and related institutions such as nonprofit organizations running after-school programs.

Homeland Security
In a speech at the Centers for Disease Control in November 2001, President Bush specifically charged the Corporation with "creating new opportunities within the AmeriCorps and Senior Corps programs for public safety and public health efforts." This charge reflects the long experience of national service programs in responding to natural disasters, working in public health, or helping to ensure public safety—all skills that are directly relevant to securing communities in the face of terrorist threats.

For 2004, the Corporation has designated homeland security as a major issue area on par with the environment, education, public safety, and other human needs for which you may apply for funding. The Office of Management and Budget (OMB) and the Corporation define homeland security as appropriately engaging citizens and communities in preparedness and response to acts of terrorism and other disasters. Homeland security includes programs that prepare to minimize the damage and recovery from any emergency, natural or man-made

How do homeland security programs differ from other AmeriCorps public safety, public health, and disaster preparedness and relief programs? While many of the day to day activities may be similar, homeland security programs also focus on preparing communities to be able to prevent, mitigate, prepare for, and respond to acts of terrorism or other disasters that breach the security and safety of their citizens. Applications submitted under this issue area should include evidence of organizing, training, and preparing people for homeland security disasters or emergencies.

The best defense is a strongly interconnected community that is able to handle a disaster or an act of terrorism. Therefore, we encourage you to partner with as many organizations and groups as possible within your community, including your Citizen Corps Council. Where such councils may not formally exist, consider partnering with organizations performing similar functions such as the local VOAD (Voluntary Organizations Active in Disaster) or other organizations that have experience in preparing for or responding to disasters or major emergencies such as the local, county, or state emergency management offices, fire, or police departments.

Examples of homeland security include programs that:

- mobilize volunteers to assist first responders such as police departments, fire departments, and other agencies involved in public security;
- provide support for professional or volunteer fire departments, including a range of administrative duties, fire prevention and outreach, public education, and emergency response;
- organize, conduct, and support community-based immunization programs related to bio-terrorism public health concerns;
- develop materials, identify resources, and educate the public to build awareness of and readiness for both natural disasters and intentional criminal/terrorist attacks;
- provide immediate support to relief agencies responding to a disaster. Services may include relief of rescue workers, search and rescue, first aid, coordination of emergency supplies, and establishment of communication links for relief workers;
- organize communities to identify and respond to crime through existing community organizations, law enforcement, schools, institutions of higher education, and the business community. Such programs may conduct needs assessments and identify resources to support improvements, such as the creation of Neighborhood Watch programs; and
- support long-term recovery efforts associated with the impact of disasters while providing periodic training for preparedness and response to homeland security emergencies.

The above serve as a small number of examples. Local communities are in the best position to determine appropriate strategies for integrating service and volunteering into homeland security efforts.

For more information about Citizen Corps, visit its website at: www.citizencorps.gov. If you wish to see descriptions of homeland security programs the Corporation approved for funding in 2002, you may find them on our website: www.nationalservice.org.

Developing AmeriCorps Members

Through AmeriCorps, members develop additional skills, gain valuable experience, and receive education awards that they can use to repay qualified school loans or for future education.

To help ensure that members are prepared for and benefit from their service, applicants are required to include plans for member recruitment and training in their applications. You should address elements such as civics training, skills training related to performing service activities, leadership opportunities, and other training necessary for a program to have a positive impact on members. Much of the training is typically achieved through use of service-learning principles. Further, we anticipate that the training will reflect the unique nature of your program and be appropriate for the age, skill level, and other differences in the backgrounds of the members.

By the end of their term of service, AmeriCorps members should:

- understand and be able to participate effectively in American democracy;
- discuss and explore their community and the people, processes, and institutions most effective in improving community conditions;
- help plan effective service projects that respond to real community needs and emergencies;
- foster within themselves and others positive attitudes regarding the value of lifelong citizenship and service for the common good;
- have new or increased existing life and/or employment skills; and
- gain a greater appreciation and understanding of what it means to be an American, including an appreciation and understanding of those of different backgrounds.

Grantees are responsible for recruiting members. The Corporation has developed and implemented an on-line recruitment system to assist grantees. You are required to supplement your recruitment efforts by using this nationwide on-line recruitment system so as to maximize opportunities for Americans who want to participate in national and community service.

The Corporation has expanded training resources available to programs develop members. Check our website at www.nationalserviceresources.org for the latest information.

The following elaborates on key elements of member development.

Citizenship
The National and Community Service Act of 1990, as amended, has as one of its basic purposes to "renew the ethic of civic responsibility and the spirit of community throughout the United States." By serving their communities in AmeriCorps, individual members are demonstrating a critical component of citizenship recognized by President Bush in recent remarks proclaiming September 17 as Citizenship Day: "Citizenship not only involves a commitment to our Nation but also to our neighbors and those in need."

Two years ago the Corporation, in partnership with a number of programs across the country, tested the impact of two curricula. The two sets of curricula were:

- *By the People*, developed by the Center for Democracy and Citizenship at the Humphrey Institute of Public Affairs at the University of Minnesota. *By the People* was designed to introduce AmeriCorps members and staff to a set of civic concepts that give a broader context to service and also a set of civic skills to help members serve more effectively.

- *A Guide to Effective Citizenship Through National Service*, developed by the Constitutional Rights Foundation. By linking citizenship to the mission of AmeriCorps, the *Guide* helps members develop the connections between their sense of themselves and their value to the community.

The *Guide* provides tools for integrating active citizenship into the AmeriCorps experience through interactive sessions.

During 2003 we modified the curricula and combined them. In 2004 we will work with a number of programs to pilot this curriculum., As part of the enriched civics training program mentioned above we think it is important that every AmeriCorps member has a selection of basic documents, such as the Declaration of Independence and the Constitution, which set out our democratic principles and invite us to reflect on who we are as a nation and why service is vital to our communities and to our nation. We expect that programs will incorporate these and other documents in the training and service experiences provided for members. You may access these materials through our website at www.nationalservice.org . There is a toolkit on Citizenship that provides links to these materials.

As we develop an enhanced civics training program for programs to adopt or adapt, AmeriCorps programs will continue to have flexibility to determine the specific methods and materials to be used to conduct civics training. See Appendix A on page 81 for a more detailed description of the citizenship goals for AmeriCorps members.

Training Related to your Service Activities
Successful applicants will ensure training is provided for the activities that members will conduct. For example, recruiting and managing volunteers requires certain skills that need to be developed. An individual raising funds for a particular project should have access to others with demonstrated skills in these areas. Whether your activities involve tutoring children in reading, housing provision and improvement, or neighborhood/ community enhancement, members need to learn the basic skills and technical information associated with good practice before they perform service.

Leadership Opportunities
We encourage programs to build member leadership capacity by providing opportunities for members to coordinate activities, recruit volunteers, and serve in team leader capacities in their programs. The Corporation also provides materials and support to help you structure such leadership opportunities. You may address leadership opportunities in the member development section of the application. Please note, however, that you may not assign members as the legal supervisors of other members.

Supervision, Training, and Education
The experiences of local programs across the country verify that successful member development depends upon proper supervision, training, and education. Successful applicants will be those that provide members with the supervision, training, skills, and knowledge they need to perform their tasks. Successful applicants will also give members the background information they need on the community in which they are serving and help them understand the community's need for a specific service or project. You may also provide specific training in a particular field to your members if appropriate. This includes training and education that allows members to explore career possibilities in areas such as child development, teaching, public health, or public safety. Where appropriate, we encourage you to train members in conflict resolution and communication skills. Your program is required to have a qualified supervisor to provide members with regular and adequate oversight.

Support Services
Our legislation requires that you support members who are school dropouts in earning the equivalent of a high school diploma. We encourage you to provide all members who are completing a term of service with information about education and career opportunities.

Diversity
Your program builds strong communities when it engages members and staff from different backgrounds in common service. You should actively seek to include members and staff from the communities where your project operates, as well as men and women of various faiths, races, ethnicities, education levels, socioeconomic backgrounds, and physical and mental abilities. In assessing whether your program meets this criterion, we will take into account that your program objectives might require you to recruit members and staff who share a specific characteristic or background. Please note, however, that your program cannot violate the non-discrimination, non-duplication, and non-displacement rules that govern member and staff selection.

Disaster/Emergency Preparedness

AmeriCorps members as a group are one of the country's largest service providers. In times of national disaster or local emergencies, this resource can be collectively mobilized to provide critical support to local communities. As a result, we encourage you to train members, where appropriate, in disaster/emergency preparedness and cardiopulmonary resuscitation (CPR).

Strengthening Communities
AmeriCorps strengthens communities by involving citizens directly in serving community needs. AmeriCorps members help bring individuals and groups from different backgrounds together to cooperate in achieving constructive change and to solve critical community problems.

Recruitment and Management of Volunteers
A fundamental purpose of AmeriCorps is to help recruit, support, and manage the vast networks of volunteers that meet community needs. By creating volunteer opportunities and helping organizations to effectively engage volunteers, AmeriCorps programs multiply their impact, build organizational capacity, and support the development of sustainable programs. Volunteering also provides an ideal opportunity to bring together people of many racial, ethnic, and religious backgrounds around a common goal and to foster the active citizenship upon which the health of our democratic system depends. With the President's call for all Americans to serve two years-- 4,000 hours--in their lifetimes, AmeriCorps has been called upon to make volunteer recruitment and management a major focus of its efforts. Accordingly, successful applicants will be those that address how their AmeriCorps program will effectively engage and support volunteers in meeting community needs.

You can deploy AmeriCorps members in a wide variety of ways to support volunteer recruitment and management. AmeriCorps members may be responsible for enlisting, training, or coordinating volunteers. They may help an organization to develop effective volunteer management systems that include clear position descriptions, screening techniques, or volunteer policy and procedure manuals. AmeriCorps members may promote retention of volunteers by planning recognition events or providing ongoing support and follow up to ensure that volunteers have a high quality experience. Members may assist an organization in reaching out to individuals and communities of different backgrounds when encouraging volunteerism to ensure a breadth of experiences and expertise is represented in service activities.

When considering how your AmeriCorps program can promote the effective involvement of volunteers, you have flexibility to determine the best approach. Our expectation is that volunteers will be engaged in ways that support the mission of the organization being served. The involvement of volunteers should enhance or build upon any direct service goals of the program or organization of which the AmeriCorps members are a part. For example, you may decide that a few members in a program should be devoted entirely to some aspect of volunteer recruitment and management. Or, you may determine that all members will spend a portion of their time supporting volunteers. Members may also create opportunities for the beneficiaries of their service to volunteer. The following examples are illustrative only and are not an exhaustive list.

- AmeriCorps members in a teacher corps program engage their students in service learning projects that support classroom learning and provide students with volunteer experience.
- An AmeriCorps program designates a small number of members as volunteer managers who focus their efforts on recruiting and supporting volunteers whose activities complement the direct service of the rest of the corps.
- AmeriCorps members tutoring in an after-school program recruit volunteers to read with students once a week so that the program can serve additional students.
- An entire corps of AmeriCorps members is dedicated to serving as volunteer coordinators at various local host sites to assist these organizations in recruiting, training, and managing volunteers.

Whichever approach to volunteer recruitment and management you propose, include it as one of your performance measures. See page 66 and Appendix B for additional information about developing performance measures.

The Corporation plans to examine ways to develop common performance measures in the area of volunteer recruitment and management to facilitate consistent reporting across programs and to permit the aggregation of data about AmeriCorps' impact in these areas nationally. We will develop these measures in consultation with grantees. For example, the Corporation is interested in creating standard

definitions or categories of community volunteers based on the level of service they contribute. We are also exploring a standard approach to assessing AmeriCorps members' involvement in or contribution to the recruitment of volunteers.

During grant negotiations, we will work with approved programs to agree upon a final performance measure for the program that is based on the nationwide need for a common definition and measure of volunteer activity while also recognizing the particular attributes that shaped the program's proposed performance measurement objective for volunteer recruitment and management.

Our increased emphasis on volunteer recruitment and management is not intended to replace direct service activities which continue to be an integral part of AmeriCorps programs. However, AmeriCorps programs have much to offer their communities by building the capacity of organizations to meet community needs. The Corporation has developed a toolkit on volunteer recruitment and management with resources that build on existing expertise in the field to support this activity of grantees. You may access these materials through our website at www.nationalservice.org .

We understand that not every program may be able to meet this requirement, particularly in the first year. If you are unable to include volunteer recruitment and management as part of your program, either because of your program model or for any other reason, please include an explanation in your application. We will consider your explanation during the grant application review process.

Support for Community Organizations (Secular and Faith-Based)
Across the country, community organizations, both secular and faith-based, are on the front lines working to improve lives in some of the most vulnerable communities across America. The religious commitment and identification with the local community found in many of these groups sustains their service, often over long periods of time. The programs and activities supported through the Corporation already give vital help to these front-line workers and their community-based efforts. But we can do more.

The Corporation's support for community organizations extends across all of our programs. In 1993, the national service legislation included community organizations as a category for support and defined them as private nonprofit organizations that represent a community or a significant segment of a community and that are engaged in meeting human, educational, environmental, and public safety community needs. The legislation specifically included churches and other faith-based organizations in this definition, recognizing the importance of such groups in dealing directly with the most difficult problems facing individuals in our communities.

Most recently, the Corporation has undertaken a number of efforts to assist state commissions and grantees in supporting community organizations. These efforts include the creation of the Faith and Communities Engaged in Service (FACES) initiative; the development of twelve champion states to develop more strategies and tools to assist such organizations; the provision of training and technical assistance to these organizations; and the funding of organizations and intermediaries to meet community needs.

For the purpose of providing a common language to applicants, we consider a faith-based organization to include:

- a religious congregation (church, mosque, synagogue, temple, etc.);
- an organization, program, or project sponsored/hosted by a religious congregation (may be incorporated or not incorporated);
- a nonprofit organization founded by a religious congregation or religiously-motivated incorporators and board members that clearly states in its name, incorporation, or mission statement that it is a religiously-motivated institution; or
- a collaboration of organizations that clearly and explicitly includes organizations from the previously described categories.

Defining a community organization is particularly challenging, and there is no universally accepted definition. Most individuals refer to community organizations as those that involve members of the community in the governing structure. Some even use the zip codes of a Board of Directors to determine if an organization is community-based.

The Corporation does not intend to impose a single definition of faith- or community- based organization, but encourages states and local programs to employ a definition that accounts for an organization's ability to represent the interests of the community in which it serves, including those organizations and groups that have not received funds from federal or state human service programs.

For 2004, our goals in this area are to increase the number of community, faith-based, and grassroots organizations that access AmeriCorps resources and to encourage larger nonprofit organizations to seek partnerships with community organizations (both secular and faith-based). We encourage applicants to support the efforts of civic, community, education, and faith-based organizations to solve local programs. Successful new applicants and continuing programs will be those that demonstrate partnerships (e.g., sub-grantees, host sites, or volunteer recruitment partnerships) with community organizations (secular and faith-based). This includes nonprofit organizations, schools, and neighborhood groups, as well as the faith-based organizations identified above.

In developing applications and strengthening activities with community organizations, we encourage you to make use of training and technical assistance resources provided by the Corporation. See our website at www.nationalservice.org.

We are not prescribing any particular approach for meeting this goal of providing support to community organizations (secular and faith-based). As noted above, in some instances, community or faith-based organizations may be direct applicants for grant funding. In other cases, Corporation-funded programs might partner with such organizations to meet their objectives. In still other cases, Corporation grantees may serve as intermediaries.

Intermediary Organizations
Intermediary organizations provide the mechanism by which a number of community or faith-based organizations or grassroots groups may access AmeriCorps and other Corporation resources. We define intermediaries as national, regional, state, or local organizations that agree to provide the technical and financial support to assist community or faith-based organizations that do not have the capacity to perform these functions. Intermediaries serve as the legal applicant for a Corporation grant, thereby ensuring that the systems to manage a federal grant are in place. Intermediaries may place individual members at the site of many neighborhood, community or faith-based organizations and assume responsibility for monitoring the progress of the sites. We encourage organizations that have the capacity to assist community or faith-based organizations in utilizing AmeriCorps members in their service activities to consider applying as an intermediary.

Examples of programs providing support to community and faith-based organizations include:

- A Texas community partnership of volunteer teams from businesses, civic groups, and churches is helping families along the path toward self-sufficiency. The program utilizes a team approach with AmeriCorps members organizing the skills, experiences, and resources of many people to help families receiving Temporary Assistance to Needy Families (TANF) to overcome barriers to getting and keeping a good job.
- Catholic Network of Volunteer Service (CNVS), an AmeriCorps Education Awards Program, is a membership organization of 220 faith-based volunteer programs. CNVS serves as an intermediary that performs the grantee responsibilities and links these local programs to federal resources. These programs operate in 50 states, and CNVS member programs work with local community social service agencies, faith-based organizations, and other non-profits to identify community needs that may be met through service primarily in the areas of education and human needs.
- The Washington State Commission on National and Community Service has provided support to the Church Council of Greater Seattle. The Council helps support a team of AmeriCorps members, provided by the Notre Dame Mission Volunteer program, who are placed in schools, community centers, and church facilities to provide mentoring and after-school tutoring and to involve youth in safe, structured, out-of-school activities.
- An urban interfaith council has decided to place AmeriCorps members at each one of its member organizations to assist in their separate community service activities including housing counseling, after school programs, pre-school, adult literacy and English as a Second Language. The interfaith council selects the member organization with the greatest capacity to manage a federal grant as the organization that will apply.

Capacity Building and Sustainability

Effective capacity building is a process that enhances the mission, strategy, skills, and culture, as well as systems, infrastructure, and human resources of an organization. Often organizations view capacity building as only "technical assistance," such as improving systems, infrastructure, and/or human resources functions. However, it also refers to an organization's relationship with other organizations, people, and institutions that can provide critical information and resources which lead to the sustainability of the organization and its programs.

Why is capacity building important? Capacity building is a process that helps an organization gain greater independence and sustainability. The Corporation views our program grants as investments expected to yield a set of self-sustaining activities over time. Our view is that an organization is achieving its sustainability goals if the activities supported enhance the capacity of the organization to meet community needs absent federal funding. But because organizations, and the challenges they face, differ, we do not have a philosophy that limits our funding to a maximum period (e.g., three years).

Achieving sustainability enables programs to continue national and community service activities beyond the life of a Corporation grant. Some examples of sustainability include:

- *Diversification of Revenue Sources:* Multiple sources of funds to support and operate national and community service programs is a good measure of whether or not a program is sustainable. In contrast, organizations that depend on a single source of funds (including Corporation funds) to support and operate national and community service programs are inherently less sustainable;
- *Earned Income:* Organizations that diversify revenue structures for national and community service programs by generating revenue through fees or other kinds of earnings, consistent with OMB rules on project income, can lead to more sustainable programs;
- *Other Public (state and local) and Private Funding:* Organizations that diversify revenue structures for national and community service programs by building relationships with other public and private funding organizations, as well as businesses, can lead to more sustainable programs, including receipt of support (in-cash and in-kind) from local and state government, community foundations, national foundations, and businesses;
- *Program Quality and Efficiencies:* Organizations that demonstrate an increased level of productivity with flat or declining levels of federal support demonstrate effective models of sustainability. While these programs may not be totally independent of federal sources of revenue, the reduction of overhead costs and increased efficiencies in the means by which services are delivered can help make the program's efforts sustainable in a community in the long term;
- *Volunteer Recruitment and Management:* Organizations that recruit large numbers of volunteers as part of their AmeriCorps program can use the volunteers to conduct a wider range of community service activities;
- *Sustained Activities:* In communities where AmeriCorps programs have collaborated with a number of partners, the partners can agree to divide the national and community service activities among themselves such that the actual service continues without a grant from the Corporation; and
- *Corporate Organizations' Role:* AmeriCorps members work to establish community service programs for which corporations can commit their employees as volunteers on an ongoing basis for an extended period of time.

The Corporation sees sustainability as vital to meeting the needs of communities across the country. In order to ensure that Corporation programs are sustainable, applications should include specific information that demonstrates how an organization intends to improve capacity and move towards sustainability, ensuring that its national and community service program can continue in the absence of Corporation funding. We will use plans and progress towards achieving sustainability as a criterion in making new and continuation grant awards.

As a means of achieving sustainability and assisting organizations in meeting community needs, AmeriCorps members may assist grantee organizations in capacity building activities. Previously, the Corporation had advised that only AmeriCorps*VISTA members may conduct certain capacity-building activities. We now encourage AmeriCorps members to engage in certain capacity building activities as well. For example, AmeriCorps members may recruit and manage other volunteers. They can write training materials that will be used to instruct the public about disaster preparedness. AmeriCorps members may assist in raising funds and securing resources to support service activities. They may conduct outreach to expand the number of individuals served by the nonprofit organization. Or AmeriCorps members may develop community partnerships that are intended to strengthen communities.

Achieving sustainability is a complex undertaking; the Corporation is committed to working with organizations to accomplish this goal. In addition, as the Corporation anticipates many specific questions about the authorized activities of AmeriCorps members, we intend to issue regulations on this topic in the near future.

Community Involvement and Consultation
We see local involvement and input as vital to the development of high-quality service programs that sustain and build communities. Successful programs will be those that use extensive, broad-based local input to design, implement, and evaluate their projects. This includes consultation with:

- representatives from the communities you serve;
- members (or potential members) in your program; and
- appropriate community agencies (secular and faith-based), businesses, foundations, local labor organizations representing employees of service sponsors, and local government.

Partnerships with community groups may help to enhance organizational capacity and strengthen communities. They afford opportunities for you to collaborate and share technical expertise and resources.

Examples of Types of AmeriCorps Programs
You have great flexibility to design a program that develops the citizenship and skills of members, strengthens nonprofit organizations, and addresses community needs. You may assign members to individual projects or organize them in teams. Similarly, you may determine whether a full-time or less than full-time schedule is more appropriate to your program's goals. Our regulations provide a list of program types that illustrate the range of national service programs (see 45 C.F.R., Chapter XXV, Section 2522.110). You may find that your program fits more than one type because program characteristics overlap in some areas.

Some examples of types of programs are:

- programs that recruit, train, and support several hundred college volunteers to serve elementary school students in after-school tutoring programs;
- college-based programs in which student AmeriCorps members, including Federal Work Study students, perform substantial service in local schools or other community settings;
- programs where members respond to disasters, recruit and train disaster responders, and teach health and safety classes;
- faith-based programs that provide literacy and English as a Second Language training for low-income adults, reading improvement for homeless elementary school-age children, or teach and model social skills to children;
- programs where members provide community disaster/emergency preparedness education and training to individuals, families, and community organizations (secular and faith-based);
- programs where members recruit volunteers to help restore and revitalize degraded urban watersheds;
- full-time service programs run by faith-based organizations, youth corps, or other entities; and
- professional corps programs that recruit and place qualified AmeriCorps members in positions as teachers, nurses, doctors, police officers, lawyers, architects, engineers, or other professionals helping to meet critical needs in communities with inadequate numbers of such professionals.

To learn about a number of programs focusing on different issue areas, visit our web site at www.americorps.org.

REQUIREMENTS FOR PROGRAMS USING AMERICORPS FUNDS

The Corporation's requirements for AmeriCorps are set forth in the regulations and in these guidelines. In addition to being thoroughly familiar with the regulations, you should read these application guidelines carefully because in some cases, more specific information is provided here.

The regulations for programs funded by AmeriCorps are published in the Code of Federal Regulations (at 45 CFR Parts 2510, 2513, et seq.), and may be available at your public library or can be found at www.access.gpo.gov/ecfrl.

Performance Measures and Accountability
The National and Community Service Act of 1990, as amended, requires applicants for funding to apply measurable performance goals to determine the impact of AmeriCorps on communities and participants. Since 1993, programs and state commissions have been using varying forms of performance measures to articulate program goals and results.

In 2003 the Corporation launched a major effort to work with applicants and programs over the next several years to strengthen the accountability and performance of organizations receiving funds under the national service laws. The Corporation is placing increased emphasis on the importance of performance measures as both a program management tool and a means by which to communicate program impact. This initiative builds upon the history of programs' efforts to measure the results of their activities and implements findings from a completed study by the Urban Institute that is available on the Corporation's website at www.nationalservice.org/research/index.html.

Experience has shown that designing measures can be difficult and that success requires flexibility and a cooperative approach. Therefore, the Corporation will work closely with state commissions and AmeriCorps programs over the next several years to determine and refine the best approach to measuring program performance. Currently, the approach we have devised (explained in detail in Appendix B) is intended to be a tool to define the need the program will address and the impact the program will have. The measures then provide indicators as to whether the program is having the intended effect.

An AmeriCorps program will:

- develop output, intermediate-outcome, and end-outcome measures [see Appendix B on page 82 for definitions of these measurement types];
- include at least three performance measures, as described in the next paragraph, in the application;
- participate in negotiating these measures as part of any grant award;
- develop a system for collecting and organizing this performance data on an ongoing basis; and
- include the results in progress and final reports.

Programs will likely have many performance measures. With respect to those reported to the Corporation, you should specify at least three performance measures in the performance measure worksheets. Among those should be at least one output, one intermediate-outcome, and one end-outcome measure. We do not require that there be at least one performance objective in each of the three categories – Needs and Service Activities , Member Development, and Strengthening Communities. Finally, at least one of the performance measures should reflect the goal related to managing and recruiting volunteers (see page 61) unless your application describes why you cannot address this element. You may submit other performance measures beyond those required. We will consider any additional performance measures you submit and will negotiate them with the required measures.

Programs seeking continuation grants, that is, those seeking funds for the second or third year of a three-year grant, are expected to provide performance measures, unless the program model makes it unable to do so. In such cases, the applicant should provide alternative measures of performance consistent with these guidelines.

The Corporation fully recognizes that these performance measures will reflect individual program goals and circumstances, and we expect that there will be a wide spectrum of different performance measures across all grantees. For example, a program that places individual members in separate nonprofit organizations (sites) to perform activities for those organizations will have measures that differ substantially from a program that uses AmeriCorps members to recruit volunteers to tutor in a single school. In certain programs, outcome measures may reflect the activities of a subset of members, not necessarily all members. We recognize that performance measures alone do not reflect the full scope and impact of AmeriCorps programs. Therefore, these measures are not the only items we will consider when evaluating an application.

During implementation of a grant, we also anticipate that performance measures may need to be adjusted based on program experience. Over time we expect that performance measures will reflect the full scope

of activities and goals of AmeriCorps programs, including meeting needs and service activities, developing members, and strengthening communities.

We encourage you to take extra care in developing performance measures that will provide meaningful and useful information on program performance. During the grant review process, we will evaluate all performance measures you submit as part of the selection criteria for new programs and in approving continuation grants.

If your organization is selected for funding, we will negotiate specific performance measures with you in the grant[2]; and we will take into account a program's record of meeting such performance measures in determining future funding. The Corporation plans to issue draft regulations on this topic for comment later this year.

As part of a broader effort to collect uniform and aggregate data across all AmeriCorps programs, in order to better understand the effectiveness of national service, we will also develop a few performance measures that will apply to all AmeriCorps programs. We will consult with grantees on the type and number of uniform measures we will require, and in developing them take into account the diversity of programs and needs those programs serve. As in the past, these measures will include tracking member enrollment and attrition data, which will be considered in future funding decisions.

Appendix B, on page 82, provides critical information concerning performance measures. Before completing your application, please read this appendix carefully. The Corporation anticipates that applicants, grantees, state commissions, and other partners will develop greater capacity to develop and implement performance measures over the next several years, and we will work with programs and organizations to receive feedback on this effort and to help build expanded capacity through training and technical assistance.

Evaluation

Performance measures are designed to capture ongoing progress towards meeting program objectives. These ongoing (at least annual) program performance assessments should be supplemented with more in-depth, rigorous evaluation studies that measure the particular impact of national and community service programs.

While performance measurement and evaluation both include systematic data collection and measurement of progress, evaluations use scientifically-based research methods to systematically investigate the effectiveness of programs by comparing the observed program outcomes with what would have happened in the absence of the program. Evaluations estimate the impacts of programs by comparing the difference between the outcomes for individuals receiving a service or participating in a program to the outcomes for similar individuals not receiving a service or not participating in a program.

The National and Community Service Act specifies that an applicant arrange for an evaluation of an AmeriCorps national service program receiving assistance from the Corporation. The Corporation will consider such evaluation studies when making judgments about an organization's application for funds. **Summary information concerning all evaluations of program outcomes completed in the last four years should be included in your application if available and the complete evaluation needs to be made available to the Corporation either via an electronic or printed version.** See the Application Instructions for information on how to submit evaluation materials.

When considering evaluation studies in assessing an applicant's proposal, we recognize that the existence, scope, and nature of evaluations will vary based on the organization, its resources, program activities, and model. However, in order to continuously improve the value of Corporation efforts for both participants and the people they serve, we will be encouraging all grantees to provide for evaluations as part of their programs.

Applicants should recognize that evaluation is an allowable grant expense.

Monitoring and Management Responsibilities

[2] An organization receiving funding under the state formula category will negotiate performance measures with the applicable state commission. An organization receiving funds under the state competitive category will negotiate performance measures with the state commission and the Corporation.

Organizations face many challenges in administering AmeriCorps programs. Certain program models may make monitoring and program management a particular challenge for organizations. These include individual placements, programs that are spread out geographically, and programs that attempt to address many issue areas at once. If your program design includes one of these challenges, you should address it specifically in your application and provide specific strategies for monitoring and management. Strategies may include: recruiting and enrolling members who can work independently; providing appropriate orientation, ongoing training, and a means of regular communication; selecting strong host sites and ensuring strong support from direct-line supervision of members; and narrowing the range of tasks members perform to make monitoring easier.

If you are approved for an AmeriCorps grant, you are responsible for managing the day-to-day operations of the grant and sub-grant-supported activities to assure you are in compliance with applicable federal requirements and you achieve your performance goals. Monitoring needs to cover each program, function, or activity. You are responsible for ensuring program quality and that your program has an impact on the problems facing the communities in which it operates. This includes monitoring the service of members. You are responsible for the timely and accurate documentation of member eligibility and service hours. Each program should develop systems that closely track and monitor these requirements.

Grantee Support for Programs
[Not applicable to Indian Tribes, Education Awards Programs, or Promise Fellows]
Programs must provide, account for, and document all financial support for programs. We encourage all programs to raise some funds from the private sector, e.g., corporations, foundations, individuals, local businesses, and nonprofit organizations. We require, at a minimum, the following aggregate matches: Member Support Costs (at least 15%) including living allowance, FICA, Unemployment Insurance, Worker's Compensation and Health Insurance; and Program Operating Costs (at least 33%) including Staff, Operating Costs, Internal Evaluation, and Administration. However, the Corporation encourages projects to secure greater support from state and local funding sources, including private sources. The selection criteria for grant applications include 15% for Budget/Cost Effectiveness (see page 17). Commitment of applicant organization or host agency to securing resources, i.e., non-federal support for program implementation or sustainability, is our major focus under this criterion.

The match for member support costs (excluding health insurance) must be in non-federal cash. You may provide your share of operating costs in cash or in kind, and may use non-Corporation federal funds as match, if permitted by the rules governing those federal funds.

On-Line Grant Application Submission
The Corporation is working with other federal agencies to simplify federal grant-making processes (as required under Public Law 106-107) and provide access to federal activities over the Internet (in response to the President's Management and Performance Plan). We have developed a new grants management system that includes on-line grant applications, awards, and reporting. AmeriCorps programs will continue to use the existing Web Based Reporting System (WBRS) for member-related procedures and for financial and program reporting. However, other activities, including applying for grants, audit resolution, and the award and close out process are now done through the new system, which is named eGrants.

This year, submit your application on-line by using the Corporation's new eGrants system. If your organization is applying for an AmeriCorps program in one state, you need to contact your state service commission to receive the appropriate application deadlines and instructions. If your organization is applying directly to the Corporation for funding, use the "eGrants: how to Complete Your Application" instructions on our website: www.nationalservice.org.

Recruitment Tools and Resources—Grantee Requirement
Historically, grantees have had to develop their own recruitment systems. The Corporation has introduced an on-line system to support grantees' efforts. In order to supplement grantees' recruiting efforts, and to make sure that the information in the nationwide system is comprehensive and of maximum benefit to individuals who want to be AmeriCorps members, use of the recruitment system, found on the AmeriCorps website (www.americorps.org), is now mandatory for AmeriCorps programs. This system allows AmeriCorps programs to post information about their programs and their member assignments. All AmeriCorps programs will be responsible for having a comprehensive program profile on-line and will consider on-line applicants for their AmeriCorps positions. Programs may list multiple

assignments as well as multiple geographic sites. Using their own criteria, programs may search for prospective members for their recruitment outreach efforts. Programs can e-mail prospective members and applicants to alert them to program information and updates, interview schedules, and other service opportunities. For more information, visit the website. As part of the web-based recruitment system, prospective members may apply directly to participating AmeriCorps programs electronically, as well as search for programs based on their interests, eligibility, and geographic preference. For those without web access or for prospective members who want information and application materials, we have an AmeriCorps hotline available at 1-800-942-2677.

Federal Work-Study and Student Service
[Required for Higher Education Institutions Applying for AmeriCorps funding]
The Higher Education Reauthorization Act of 1998 requires that all institutions of higher education who receive Federal Work Study (FWS) funds utilize a minimum of 7% of their total FWS budget for community service placements. Each college must also include a literacy component that is defined in regulations by the Department of Education. Because this is an important vehicle to encourage and expand student service, the Corporation is very interested in what campuses are doing to meet and exceed this requirement. Community service activities undertaken using FWS can be a valuable resource for national service programs. While the FWS program is administered by college financial aid offices, many colleges have built strong relationships between the community service, service-learning, or volunteer office and the financial aid office to enhance community service efforts of the campus. Some service offices even manage the community service FWS program on their campus. Both service offices and community partners can assist the financial aid office in enhancing community service FWS programs. For more information on the FWS for Community Service program, you can read about it online at www.ed.gov/offices/OPE/pubs/WorkStudy/.

The Corporation has summarized data reported to the Department of Education on Federal Work Study for Community Service usage. If you would like to see how your institution's usage compares to other institutions, you can view this report online at www.nationalservice.org/resources/.

For new and continuing programs operated by higher education institutions that are applying for funding, applicants should describe their institution's efforts to support community service under FWS. Specifically include the percentage of your school's 2002-2003 FWS funds that were used for community service placements and your plans for further efforts in this area. We will use this information in determining whether to make an award to your institution.

Prohibited Activities
In August of 2002, the Corporation published regulations concerning prohibited activities under AmeriCorps subtitle C programs. These regulations state:

What activities are prohibited in AmeriCorps subtitle C programs?
(a) while charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:
(1) attempting to influence legislation;
(2) organizing or engaging in protests, petitions, boycotts, or strikes;
(3) assisting, promoting, or deterring union organizing;
(4) impairing existing contracts for services or collective bargaining agreements;
(5) engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
(6) participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
(7) engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
(8) providing a direct benefit to--
(i) a business organized for profit;
(ii) a labor union;
(iii) a partisan political organization;

(iv) a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

(v) an organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities; and

(9) such other activities as the Corporation may prohibit.

(b) individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

In the future, as called for under the proposed Citizen Service Act, the Corporation anticipates publishing regulations that set forth additional compliance requirements for AmeriCorps programs in a variety of areas, including requirements affecting programs that: refer individuals for federal assistance; conduct sex education; serve children; and transport minor children. We will invite grantee comment on these issues, including the timing of implementation, before final regulations are issued.

Types of Application Submissions

First-time Applicants

If you are applying for the first time to become an AmeriCorps*State/Indian Tribe/South Dakota/Education Awards Program/U.S. Territory; or AmeriCorps*National program, you must submit an application following these guidelines and the specific program's application forms and instructions.

Continuing Programs

If your program seeks funds for its second or third year of operation within a multi-year grant period, you must submit a continuation request as described in the application instructions entitled "Continuation Instructions." Please read these carefully.

AmeriCorps Programs in the Final Year of Grant Cycle

If your program is in its final year of a grant cycle, you must submit a new application following these guidelines and the specific program's application forms and instructions. Your application must include a summary describing your program's impact and accomplishments for the previous three years of Corporation funding. **This summary is a requirement of the application. If you receive Corporation program funds and you omit this section, we will not review your application.** In addition to your application, our staff will review and consider previous grant performance information and data from our management information systems, including enrollment and retention rates and impact data. We will consider the quality of your program and the extent to which you have successfully met your outcome objectives in determining whether to recommend funding for a new grant.

Summer Programs

We encourage but do not require you to operate a summer program as a component of your year-round program, or to expand your operations during the summer months. Care must be taken to ensure that the summer component is consistent with the overall mission of your program and that you do not design it as separate from the year-round operation. You should also make sure that your summer program instills the ethic of service in the participants and is not just a summer job. Any members you add for a summer period must complete at least 300 hours of service.

Terms of Service

Programs may engage members full-time or less than full-time. Full-time members must serve at least 1700 hours during a period of not less than nine months and not more than one year. Half-time members must serve at least 900 hours during a period of one or two years as indicated in the approved budget. No member can serve less than 300 hours during a one-year period. Programs may propose at least 300 hours for minimum-time, at least 450 hours for quarter-time, and at least 675 hours for reduced half-time members based on the program design. However, within a program, we generally require all reduced half-time, quarter-time, and minimum-time members to serve the same number of hours. If any less than full-time program has a need for greater flexibility, we will consider a proposal for two different sets of hours within the same program.

Title	# of Hours	Education Award
Full-time	at least 1700	$4,725.00
One Year Half-time	at least 900	$2,362.50
Two Year Half-time	at least 900	$2,362.50
Reduced half-time	at least 675	$1,800.00
Quarter-time	at least 450	$1,250.00
Minimum-time	at least 300	$1,000.00

Cost Per Member

The cost per member information contained in the table below is modification provided by the Corporation on February 2, 2004.

The requirements in the following table apply to the cost per member that may be paid with Corporation funds.

AmeriCorps*State	AmeriCorps*National, South Dakota, U.S. Territories, Indian Tribes	AmeriCorps*Education Awards Program, Promise Fellows
Average budget cost per FTE, across all programs within a state, is **$12,400.** The maximum cost for any individual program is **$16,000**	Maximum cost per FTE is **$12,400.**	Not applicable.

Member Living Allowance
The minimum fiscal year 2004 living allowance for a full-time member is $10,197. By law, the amount of the living allowance that you may pay members with the Corporation's and other federal funds may not exceed 85% of the minimum living allowance, or $8.667. We do not set a minimum living allowance for members serving in Education Awards programs.

The maximum living allowance that may be paid with all sources of funds is $20,394for full-time members and is set for anything less than full-time according to the chart on the page below

We do not require you to provide a living allowance to half-time, reduced half-time, quarter-time, and minimum-time members. If you choose to provide any less than full-time members with a living allowance, you may use the chart below to determine the maximum amount you may provide and the maximum Corporation share. Please note that if your half-time program requires more than 900 but less than 1,700 hours, you may prorate the maximum living allowance to be between $10,197 and $20,394, but the maximum federal share remains $4,455.

	# of hours[1]	Maximum Total Living Allowance	Maximum Federal Share of Living Allowance[2]
Full-Time	1700	$20.394.00	$8,667.00
One Year Half-Time	900	$10,797.00	$4,589.00
Two Year Half-Time	900	$10,797.00	$4,589.00
Reduced Half-Time	675	$ 8,098.00	$3,441.00
Quarter-Time	450	$ 5,398.00	$2,294.00
Minimum-Time	300	$ 3,599.00	$1,536.00

[1] Represents the minimum number of hours a member serves.
[2] Federal share of living allowance is fixed for all positions regardless of hours served (this is current policy of FT and HT positions); programs have the option of adding more than 15% to increase member living allowance; programs are not required to provide living allowance to less than full-time members.

A living allowance is not a wage. The Corporation will continue to work with other federal agencies, states, and local entities so that they treat the living allowance appropriately for determining eligibility for other assistance categories, such as unemployment insurance.

Member Living Allowance Exceptions

Prior Existence: If your program existed prior to the National and Community Service Trust Act of 1993 (enacted September 21, 1993), the law does not require you to provide living allowances to your members. If you choose to offer living allowances, they are exempt from the minimum requirement but not from the maximum requirement. Thus, you may offer full-time members living allowances between $0 and $20,394. Even if the allowance is less than $10,197, the portion that you may pay with the Corporation's and other federal funds cannot exceed 85%. For example, if a program chooses to pay its full-time members $5,000, the Corporation will pay up to 85% of that amount, or $4,250.

Waiver or Reduction of Living Allowance: We may, at our discretion, waive or reduce the living allowance requirements of your program. You must demonstrate to our satisfaction that such requirements are consistent with the objectives of your program. Additionally you must show that without living allowances, members will be able to meet the necessary and reasonable costs of living in the area in which the program is located. These costs include food, housing, and transportation.

Residential Program: If we have granted a waiver or reduction of the living allowance and your program provides your members room and board, we will consider, on a case-by-case basis, allowing the portion of that living allowance that may be paid using Corporation and other federal funds to be between 85% and 100%.

Professional Corps: A professional corps program may recruit and place qualified AmeriCorps members in positions as teachers, nurses, doctors, police officers, lawyers, architects, engineers, or other professionals helping to meet critical needs in communities with inadequate numbers of such professionals. Public or private nonprofit employers must sponsor AmeriCorps members and agree to pay 100 percent of AmeriCorps members' salaries and benefits (excluding the national service education award that we provide). Such salaries may exceed the maximum living allowance allowed in other national service programs.

Child Care and Health Insurance

[Not applicable to Education Awards Program]

Child Care

We directly fund child care for any full-time member who is eligible for and needs such assistance to participate in the program. We pay 100% of the allowance as defined by payment rates of the Child Care and Development Block Grant (CCDBG). We can provide technical assistance to your program and can help you determine member eligibility, provider eligibility, and child care allowance. Direct payments will be made to the child care providers. Therefore, do not include child care assistance in your AmeriCorps budget. We base member eligibility for child care on need. Members' needs must be consistent with the Child Care and Development Block Grant Act of 1990:

- total family income of members must be less than 75% of the state median income, as defined by the state under CCDBG guidelines;
- members must reside with and be a parent or guardian of a child under the age of 13.

When you accept members in your program that are receiving and continue to receive child care assistance from other sources such as a parent or guardian, they are ineligible for child care from your program. On the other hand, if members become ineligible for assistance because of their enrollment in your program, or the member certifies that he or she needs child care to participate in the program, you must provide child care.

Health Insurance

You must provide full-time members with health insurance at the time of acceptance into your program if the member is not otherwise covered by a health insurance policy that provides the minimum benefits described below. If a member who previously had coverage loses it through no

deliberate act of his or her own, such as parental or spousal job loss, you must provide the member with basic health insurance that meets our requirements.

You may obtain health insurance for your members through any provider you choose, as long as the policy provides the minimum benefits and is not excessive in cost. We pay 85% of the cost of a policy that meets the above requirements as long as we do not determine the cost to be excessive. We do not pay any share of the cost of the policy that does not include the minimum benefits. Nor do we cover any person other than members. In general, we do not pay the costs of health benefits for half-time members unless they serve full-time for a sustained period of time. For example, members may receive benefits when they serve in a summer program for thirty-five hours per week with other members who receive health benefits.

Minimum Benefits
If your program has health insurance coverage, the coverage must provide or exceed these minimum benefits.

Covered Services: Physician services for illness or injury, hospital room and board, emergency room, x-ray and laboratory, prescription drugs.
Limited Coverage: Mental/nervous disorders, substance abuse.
Annual limits
Deductible: Not more than $250 per individual.
Coinsurance: Member pays no more than 20% or alternatively, comparable fixed fee. Exception: mental and substance abuse may require a 50% co-payment.
Out-of-pocket: Not more than $1,000 per individual.
Maximum Benefit: At least $50,000.

If you elect to use a current health insurance policy that meets the above minimum benefit requirements, upon selection we may require you to provide specific information on the benefits and policy.

Child Care and Health Insurance for Education Awards Programs
The AmeriCorps Education Awards Programs does not require that you provide either child care or health insurance for members. However, it may be offered by the local program that is responsible for the members.

National Service Identity and Service Gear
We ask that you identify your program as part of the national service network and as a program in which AmeriCorps members serve. You can do this by using AmeriCorps logos, common application materials, and other means. You are not required to call your program AmeriCorps, though you may use the AmeriCorps name along with your own program's name.

You may use grant funds to pay for a standard Service Gear package (AmeriCorps T-shirt, sweatshirt, hat, pin, decals, and buttons) for members. While it is optional, we encourage you to provide this package to your members. The standard Service Gear package is priced at $35. Many AmeriCorps members serve in settings where a shirt with a collar is the appropriate attire. If your members need the shirt with a collar, you may include an additional amount of up to $35, for a maximum total of $70 of Corporation funds per member in your budget. We will also reimburse up to $150 per member for additional safety apparel that is necessary for members to perform their daily service with a justification in the budget narrative. Gear can be ordered online at www.nationalservicecatalog.org.

Reasonable Accommodation for People with Disabilities
Increasing the participation of people with disabilities in national and community service programs is a key interest of the Corporation. We encourage all AmeriCorps programs to actively reach out to and include people with disabilities. Programs and activities must be accessible. You must provide reasonable accommodation to known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and program staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation. By far, the vast majority of accommodations are inexpensive. For those limited cases where reasonable accommodations are more costly, there may be money available to provide accommodations for members serving in an AmeriCorps program.

Participation in National Days of Service
As part of the National Service Network, there are a number of opportunities for your programs to take part in national service days. We expect all national service programs, including AmeriCorps programs, to participate in one or more days of service, including the Martin Luther King, Jr. Holiday, National Volunteer Week, Youth Service Day, and Make a Difference Day. In addition, we expect programs with AmeriCorps members to participate in other national service activities such as common opening ceremonies (including the administration of an oath or affirmation), orientations, and training.

Oath
During the coming year, the Corporation anticipates making available to programs for their use not only the existing AmeriCorps pledge related to service, but an oath comparable to that signed by AmeriCorps*VISTA members that incorporates the principles contained in the Federal oath of office and in the oath taken to become a citizen of the United States.

GRANT TERMS AND REQUIREMENTS

Grant Period
We generally provide funding for a three-year project period. Applications must include proposed activities and a detailed proposed budget for the first year of operation and program objectives for a one-year period.

If we approve your application and enter into a multi-year award agreement, we will usually provide funding at the outset only for the first year of the program. The Corporation has no obligation to provide additional funding in subsequent years. Funding for the second and third years of an approved program is contingent upon the availability of funds, adequate performance including satisfactory progress in relation to the approved objectives, submission of proposed changes in activities or objectives, a detailed budget and budget narrative for the applicable program year, and any other criteria established in the award agreement.

In addition, Congress is considering changes to the Corporation's authorizing statutes. If changes are enacted, they will have an effect on grants supported by the Corporation, and will likely require changes in the grant, including potentially the grant period. The Corporation will work with grantees to assure the effective implementation of any changes and improvements made by Congress to our programs.

Amounts of Grants and Restrictions
The grant amount will vary by circumstance, need, and program model. You may have only one application covering a particular project pending before the Corporation at one time. For example, if a national nonprofit organization includes a local affiliate in its application to us, the local affiliate may not seek additional funds for the same project through an AmeriCorps*State application.

Federal Financial Management and Grant Administration Requirements
As with all federal grant programs, it is the responsibility of all grantees funded by the Corporation to ensure appropriate stewardship of federal funds entrusted to them. Under our regulations, each grantee must maintain financial management systems that provide accurate, current, and complete disclosure of the financial results of its program. To meet this requirement, you must have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations, requires all organizations to have financial audits if they annually expend $300,000 or more under federal awards. This requirement applies to the organization's total expenditures each fiscal year under all of its federal awards, not just an AmeriCorps grant. The amount will rise to $500,000 for fiscal years that begin after December 31, 2003.

As with all federal grant programs, you must ensure that your programs or activities, including those of any subgrantees, will be conducted, and facilities operated, in compliance with the applicable civil rights statutes and their implementing regulations. You must obtain assurances of such compliance prior to extending federal financial assistance to subgrantees. For civil rights purposes, all programs and projects funded or receiving service members under the National and Community Service Act, as amended, are programs or activities receiving federal financial assistance. <u>See your grant provisions for specific requirements.</u>

The Corporation's requirements related to program participation, including discrimination requirements, are set forth in applicable grant provisions.

REVIEW PROCESS AND SELECTION CRITERIA

We frequently receive far more applications than we can award. We select applications using an extensive, multi-stage process that may include reviews by state commissions, peer review panels, and Corporation staff with approval by our Chief Executive Officer.

During the peer review process we use outside experts including community service practitioners, educators, administrators, former national service participants, and specialists in the areas of environment, public safety, education, homeland security, and other human needs to evaluate the quality of applications. During the staff review we determine the relative quality among applications but also consider statutory funding requirements. We may conduct clarifying interviews in person or through conference calls.

Selection Criteria
We use the following criteria to determine quality and select programs and projects that will receive assistance.

Program Design (60%)

Needs and Service Activities

- Well-documented compelling community need
- Well-designed activities with appropriate performance measures
- Well-defined roles for participants that lead to measurable outcomes or impact
- Previous history of accomplishments in the proposed activity areas
- Effective involvement of target community in planning and implementation
- Ability to provide or secure effective technical assistance

Member Development

- Effective plans for recruiting, developing, training, supervising, and recognizing participants
- Well-designed activities that promote an ethic of service and civic responsibility
- Well-designed plan to engage participants in high-quality service learning as defined by the Corporation[1]

Strengthening Communities

- Developing community resources, including recruiting and managing volunteers, with appropriate performance measures
- Strong community partnerships, including well-defined roles for faith- or community-based organizations
- Potential for sustainability
- Enhanced capacity building of organizations and institutions
- Bring together people of different backgrounds

Organizational Capacity (25%)

- Ability to provide sound programmatic and fiscal oversight
- Sound track record of accomplishment as an organization
- Well-defined roles for staff and administrators
- Well-designed plan or systems for self-assessment, evaluation, and continuous improvement

Budget/Cost Effectiveness (15%)

[1] We encourage all applicants to include service-learning activities in their program design. However, this is only a selection criterion for Learn and Serve America.

- Commitment of applicant organization or host agency to securing resources, i.e., non-federal support, for program implementation or sustainability
- Adequate budget to support program design
- Cost-effective within program guidelines

The bullets under each sub-heading describe what we consider important and what you should include in your application narrative. Program Design includes three sub-categories and represents 60 percent of the basis we use to evaluate and select each program. The sub-categories of Participant Development, Strengthening Communities, and Needs and Service Activities are related and are therefore grouped in a single Program Design criteria. The Corporation will give equal importance to these subcategories when judging applications.

PRIORITIES

1. The following is a set of priorities that the Corporation will consider in making final selections.

(A) national service programs that serve or involve children and youth;

(B) national service programs that support the efforts of civic, community, education, and faith-based organizations to solve local programs;

(C) national service programs that promote the effective involvement of volunteers;

(D) national service programs that build the capacity of community organizations;

(E) national service programs that carry out literacy and tutoring activities;

(F) innovative national service programs;

(G) national service programs that are well established in one or more States at the time of the application and are proposed to be expanded to additional States;

(H) grant programs in support of other national service programs if the grant programs are to be conducted by nonprofit organizations with a demonstrated and extensive expertise in the provision of services to meet human, educational, environmental, or public safety needs;

(I) professional corps programs; and

(J) programs that--

(i) received funding from the Commission on National and Community Service (the predecessor agency to the Corporation);

(ii) the Corporation determines to meet the requirements of sections 142, 143, and 148-150 of the original National and Community Service Act of 1990, in addition to the current requirements of the National and Community Service Act of 1990, as amended; and

(iii) include an evaluation component.

2. In making a competitive distribution of funds to State Commissions, the Corporation may give priority consideration to a national service program that is--

(A) proposed in an application submitted by a State Commission; and

(B) not one of the types of programs listed above,

if the State Commission provides an adequate explanation of the reasons why it should not be a priority of such State to carry out any of such types of programs in the State.

ADDITIONAL CONSIDERATIONS

The following is a list of additional considerations Corporation staff will give to applications in making final selections:

- programs that are high-quality and have the potential to be replicated by programs in other areas, and that can sustain themselves or the service activities with other support when the grant period ends;
- programs that collaborate with or propose to foster Federal Work Study students in community service;
- a wide range of program designs and approaches to community service that meet community needs;
- programs that are geographically diverse and include projects to be conducted in those urban and rural areas in a state with the highest rates of poverty.
- programs in areas affected by military downsizing; and
- programs that demonstrate they can effectively develop and administer an AmeriCorps program with proper supervision, monitoring, evaluation, and financial controls.

In addition, we seek a participant pool that includes young and older adults, a balance of individuals who have not attended college and those with college education experience, approximately equal numbers of men and women, individuals with disabilities and individuals of all races, ethnicities, faiths, and economic backgrounds.

PROGRAM SUPPLEMENTS

AmeriCorps*National

Responsibilities of the Parent Organization
AmeriCorps*National applications must clearly identify the parent organization, defined as the single entity responsible for implementing and managing the proposed AmeriCorps program. An operating site is a local organization responsible for managing, operating, and reporting on a high-quality program. Depending on program design, the operating site may also be responsible for receipt and disbursement of grant funds.

A parent organization may also act as an intermediary, serving to perform certain financial and management tasks where an operating site might not have the capacity to do so. An intermediary organization will typically support the involvement of faith- or small, community-based organizations in the AmeriCorps*National program.

We seek to develop high-quality service programs operated by parent organizations that have:

- national or multi-state networks;
- the existing capacity needed to monitor and support a national service program; and
- experience in operating similar programs.

The parent organization must demonstrate a strong institutional commitment of personnel, resources, training, and technical expertise. We recommend that parent organizations develop strong and well-coordinated multi-site programs rather than loosely tying together several local programs that should have applied through their state commissions.

The parent organization has several crucial roles and responsibilities in operating a high quality, multi-site AmeriCorps program. All parent organizations are expected to:

- select high-quality operating sites;
- provide ongoing monitoring, technical assistance, and support to operating sites;
- assist in member recruitment, especially with national strategies;
- conduct appropriate training for staff and members;
- foster an ethic of service;
- assist in the coordination of AmeriCorps efforts with state commissions and other local Corporation-funded programs;
- provide strong financial management for the aggregate program and at sites;
- act as liaison between the Corporation and the operating sites;
- work with sites to develop long-term sustainability;

- develop and conduct an aggregate program evaluation;
- ensure that operating sites that receive federal funds (either from the parent organization or other sources) obtain financial statement audits as required under the OMB Circular A-133, obtain and review the audit reports, and follow up on corrective action taken for relevant audit findings;
- establish procedures (in conjunction with obtaining, reviewing, and following up on audit reports) and carry out continuous monitoring of financial management, program performance, and performance measurement at operating sites; and
- submit timely aggregate financial and program reports.

Planning Grants
The Corporation is accepting planning grant applications for the 2004 – 2005 program year to assist faith- or small, community-based organizations in their development of a strong AmeriCorps program design. The purpose of planning grants is to bring small community- or faith-based programs to the verge of implementation so that they may compete successfully for operating assistance in the following grant cycle. The Corporation will make planning grants available to eligible applicants that have identified a sound concept for a national service program, but that require resources in order to plan, develop, and prepare the program for implementation. While the amounts and terms of planning grants will vary by circumstance and need, in general they will range up to $50,000 and cover a period of six months to a year**.** All planning grants are subject to a minimum 33% grantee share. See the planning grant section in the application instructions for specific details.

Coordination with State Commissions
*[applicable to Education Awards and AmeriCorps*National]*

The National and Community Service Act of 1990 requires the establishment of an independent non-partisan commissions in each state to assume responsibility for the distribution and expenditure of funds related to AmeriCorps*State programs, including commission-supported Education Awards Programs and Learn and Serve community-based organizations. In addition to their grantmaking responsibilities, state commissions operate according to a unified plan for service in the state, including statewide events, opportunities for training and technical assistance, and networking between service programs. All programs with AmeriCorps members in a state are considered part of the AmeriCorps network in that state and are expected to have an active and positive relationship with their state commission.

State commissions are responsible for coordinating all Corporation-related service in their states including technical assistance and support to Education Awards Programs that are subgrantees of the Corporation.

Each Education Awards Program and AmeriCorps*National program should maintain regular communications with its state commission and keep the commission informed of program progress, specifically:

- consult with the commission in each state where AmeriCorps members will be placed. Outcomes of this consultation and agreed-upon steps to be taken to ensure that the program fits into the commission's overall priorities in the application planning process should be included in your application;
- give the commission a summary of the program and member activities within the state;
- notify commissions of new sites that have not been determined at the time of application as soon as the site selection occurs;
- place the state commission on mailing lists;
- keep the commission informed of any general training and technical assistance needs of your operating sites;
- participate whenever possible in events, training, and meetings and the development of state plans for service; and
- respond in a timely fashion to requests, invitations, and communications.

We also invite commissions to submit their views about applications to us and we may consider such views in the review process. See our website at www.nationalservice.org for a complete list of AmeriCorps*State Commission contacts.

Education Awards

Addressing Key Application Elements

The Education Awards program can present a special challenge to sponsoring organizations, since the Corporation currently provides up to $400 per full-time equivalent member to carry out the national service program. A sponsoring organization typically will have to use non-Corporation sources to support the program. At the same time, since the Corporation is making a substantial investment of federal resources by providing education awards for members of Education Award programs, it expects to see as many of the key elements of these guidelines (as identified on pages 5-7) incorporated into these programs as possible.

We expect that the implementation of these elements by Education Award programs will vary in nature and extent. We also anticipate, however, that applicants may develop creative approaches to addressing these key elements with the resources provided or committed from non-Corporation sources. The intent of the guidelines is to encourage applicants to develop, and then to describe in their applications, the approach that makes sense for their individual programs. If there are instances where you are unable to include an element of the guidelines as part of your program, please include an explanation in your application. Your explanation will be considered during the grant application review process.

Fixed Amount Grant Awards

Upon approval, we will make a Fixed Amount Grant Award that reduces the administrative burdens related to grant management and fiscal reporting for grant recipients. This strategy also streamlines the grant award process for us. It is based on the premise that the reasonable and necessary costs inherent in carrying out the program significantly exceed the amount of assistance provided by the Corporation.

You are not required to keep separate records to document expenditures or provide financial status reports to us. Instead, the actual amount of the grant is tied explicitly to program performance. You may be awarded up to $400 per FTE, and enrollment of members is the critical standard for entitlement to the grant funds. Generally a program that fails to enroll members for whom it was awarded grant funds may not ultimately be entitled to those funds.

Grantees may treat the grant funds as funds available to support the program overall. Fixed Amount Awards do not require adherence to Federal Cost Principles. We will not issue budget requirements that you must follow. However, Federal Administrative Requirements do apply to grantees, as defined in the Education Awards Program provisions that accompany a grant award.

AmeriCorps Promise Fellows Program

In 1998, the Corporation launched the AmeriCorps Promise Fellows program to provide a leadership cadre of full-time AmeriCorps members—the AmeriCorps Promise Fellows—to spearhead state and local efforts to deliver the five promises of America's Promise to children and youth. Since then, the program has been funded as a demonstration program, using innovative features such as the fixed amount award.

For 2004, the Corporation is integrating the AmeriCorps Promise Fellows program with its standard ("subtitle C") AmeriCorps*State and National grants program. Current AmeriCorps Promise Fellow grantees will apply for Corporation funding in 2004 in accordance with the requirements and priorities established in these guidelines. All program requirements, such as volunteer recruitment and management, citizenship education, faith- and small, community-based organizations, will apply to grants currently funded as AmeriCorps Promise Fellow programs.

There are, however, potentially some unique aspects of the AmeriCorps*Promise Fellows grants that may be continued. Through the ongoing reauthorization and appropriation processes, the Corporation is seeking authority to issue fixed amount awards for subtitle C. The outcome of these legislative processes will affect how the Corporation can issue grants next year to current AmeriCorps Promise Fellow grantees. Therefore, we will issue supplemental guidance as soon as the outcome of these efforts is known to provide additional instruction about how these awards will be made.

U.S. Territories and Indian Tribes Waivers

The National and Community Service Act of 1990, as amended (NCSA), and the Corporation's grant provisions require recipients of AmeriCorps funds to provide match for funds they receive from the Corporation. In light of 48 U.S.C. §1469a, which requires that departments and agencies waive "any requirement for local matching funds under $200,000 (including in-kind contributions) required by law" for Guam, the Virgin Islands, American Samoa, and the Northern Mariana Islands, the Corporation waives the AmeriCorps matching requirements for those territories. Additionally, the Corporation will consider requests to waive the maximum cost per member for the territories listed above.

In addition, in compliance with Executive Order 13175, we will handle waiver requests from Indian tribes in an expedited manner.

Appendix A – CITIZENSHIP GOALS FOR AMERICORPS MEMBERS

A successful applicant will provide training and use the service experience to help members acquire the knowledge, skills, and attitudes needed to be active citizens of communities--local, state, and national. This primarily means enhancing members' understanding of how our democracy works and the value of their playing an active role in it.

Citizenship goals for AmeriCorps programs to consider adopting for their members are to:

- foster within themselves and among their team members positive attitudes regarding the value of lifelong citizenship and service for the common good;
- discuss and explore their community and the people, processes, and institutions that are most effective in improving community conditions;
- enhance their ability to plan effective service projects that respond to real community needs; and
- develop the social, cultural and analytical skills necessary to effectively participate in American democracy.

In achieving these goals, programs could assist AmeriCorps members in attaining the following educational outcomes:

Knowledge

Members will:

- recognize the variety of characteristics and actions of effective, participating citizens;
- identify and describe the community in which they live;
- understand and be capable of explaining the role and importance of the voluntary sector in our nation;
- understand and be capable of explaining how the principles set out in the Declaration of Independence, and the Preamble to the Constitution, are related to the voluntary sector;
- identify, define, and describe local problems and their connection to problems on the state and national levels; and
- discuss and explore the variety of ways an individual can help solve community problems.

Skills

Members will:

- process and evaluate information for objectivity, accuracy, and point of view;
- apply information to effective efforts to help solve social problems;
- assess the consequences of and appropriate context for personal action;
- further develop and use critical-thinking skills and ethical reasoning to make informed and responsible decisions;
- further develop and use verbal and written communication skills to convey ideas, facts and opinions in an effective and reasonable manner;
- work cooperatively with others and develop effective teambuilding practices;
- effectively advocate individual and shared interests; and
- assess and apply their AmeriCorps experiences for future educational or professional development.

Attitudes

Members will:

- respect what we have in common as Americans;
- recognize and respect the different backgrounds of Americans;
- develop a sense of personal efficacy;
- understand that rights and freedoms require accepting civic responsibilities; and
- foster within themselves the value of service, the importance of continued involvement in the community, and attachment to the principles of freedom and equality on which our nation rests.

APPENDIX B – PERFORMANCE MEASURES

As stated in the Performance Measures and Accountability section of the guidelines on page 66, the Corporation is placing increased emphasis on the importance of performance measures as both a program management tool and a means by which to communicate program impact. The approach presented in this document builds upon the history of AmeriCorps program managers' efforts to measure results and implements findings from a recently completed study by the Urban Institute that is available on the Corporation's website at www.nationalservice.org/research/index.html.

Performance measures are intended to be a useful tool for program managers to define and communicate **the need** their program will address and **the impact** the program will have. The measures provide indicators as to whether the program is having the intended effect.

Defining performance measures is just one step in the program design phase. If it is helpful, you may want to use a standard framework (called a "logic model") to help you 1) think through each of the different activities in which your AmeriCorps members will engage, 2) identify the likely result of those activities, and 3) determine how to measure those results. The table below is an example of how you might structure your approach to defining activities and measures to accomplish a specific goal. The table is illustrative only; you do not have to include this table in your application.

Goal: AmeriCorps members help high-school students increase school success and positive behavior

INPUTS	ACTIVITIES	OUTPUTS	Intermediate OUTCOMES	End-OUTCOMES	MEASURES
Staff; AmeriCorps members; and high-school students with low grades and poor school attendance	AmeriCorps members mentor youth in three one-hour sessions each week during the school year.	30 AmeriCorps members spent 120 hours each with 30 high-risk teenagers.	59% of teens being mentored improved school attendance 67% improved attitudes toward school 64% improved attitudes toward family life	**95% had no contact with juvenile justice system during the program** 70% were promoted to the next grade level 23% obtained employment	School attendance records Youth surveys *Criminal justice records* Employer surveys

For each major activity you should think through what the likely outputs, intermediate-outcomes, and end-outcomes might be. Below are definitions; however, it is important to note that assigning a measure to these categories is not a science. You should use this categorization as a way to help organize your thinking and recognize that there is not a "right" or "wrong" answer as each program will have its own set of circumstances.

PERFORMANCE MEASURE DEFINITIONS

Output indicators -- specify a count of the amount of service members or volunteers have completed, but do not provide information on benefits or other changes in the lives of members and/or beneficiaries.

Intermediate-outcome indicators -- specify a change that has occurred in the lives of beneficiaries and/or members, but is still short of a significant, lasting benefit for them.

End-outcome indicators -- specify a change that has occurred in the lives of beneficiaries and/or members that is significant and lasting.

Once you determine your program activities and define how to track your progress, you will choose which measures you want to report to the Corporation/State Service Commission. Remember, you only have to report one output, one intermediate-outcome and one end-outcome. These three measures could pertain to three different activities (for one activity you report only on outputs, for a second activity you report only on intermediate-outcomes, and for a third activity you report only on end-outcomes). Or, you could take one activity and apply each of the measurement types to it as shown in the school success example above.

After you have chosen which measures to report, you will fill out the performance measurement worksheets enclosed in the application packet. This year, we have redesigned the worksheet to reflect the Corporation's heightened emphasis on performance measurement. The worksheets will prompt you to identify which type of measure you will use for each objective, what activity will lead to the output, intermediate-outcome, or end-outcome you have identified, and the measurement method. These performance measurement worksheets are part of the e-grants system. We encourage you to make use of the performance measurement worksheets early in the process of completing your application, as experience indicates well-constructed objectives are essential to a quality application.

A few examples follow. See the application instructions for more details.

Outputs Examples

Environment
6 members and 40 volunteers (providing 3000 hours of volunteer service) will conduct a series of neighborhood cleanup projects to improve the safety and usability of neighborhood parks, as measured by attendance logs.

Other Human Needs
15 members and 50 volunteers (providing 3500 hours of volunteer service) will organize and pack food and clothing at a local distribution center, with 3,000 at-risk individuals receiving aid as measured by the organization's distribution logs.

Education
10 members will train 400 residents through 2 workshops on ways to prevent or better address environmental problems in the community, as documented by workshop sign-in sheets.

Intermediate-outcomes examples

Volunteer Recruitment
10 Members will recruit and manage 100 volunteers (providing 800 hours of service) to prepare and deliver nutritious meals twice a week to homebound HIV/AIDS patients, as measured by volunteer time sheets.

Member Development
40 members will receive training in housing counseling, problem-solving, and construction in order to increase members' abilities to serve homeless and low-income persons, as measured by 100% of

members receiving certification as Housing Counselors or Construction Assistants from the Federation of Appalachia Housing Enterprises (FAHE).

Community Strengthening
10 members will recruit 32 families (100 students) to participate in a parent-child reading activity resulting in 80% of parents reporting at least a one hour increase in parent-child reading each week as reported through weekly family diaries of reading activities.

Capacity Building
5 members will help expand the community computer center's programs to include fee-based courses, which will generate an additional $5,000 in revenue to sustain the center's free community services, as reported on accounting records.

End-outcomes examples
Education
12 Members will provide 7,650 hours of in-class tutoring to 85 elementary school students with 80% of students currently reading *below basic* increasing to at the least the *basic* reading level, as measured and documented by the Stanford Achievement Test Series, Ninth Edition.

Public Safety
20 members will assist victims of domestic violence to make personal safety plans, get temporary restraining orders, and find alternative living situations or housing resulting in an 80% decrease in repeat calls to police (as documented by police reports).

Other Human Needs
5 members and 15 volunteers (generating 600 hours of volunteer service) will provide job search training at the county career center to unemployed immigrants to improve their employability, resulting in a 30% increase in the number of job placements as documented by the center's annual reports.

Member Development
Members will increase their belief that they can participate in and improve civic life, as measured by a standardized questionnaire.

The Corporation has made available, on our website and through technical assistance resources, information that will facilitate the development of objectives and assist in the long-term implementation of performance measures within national and community service. Check our website – www.nationalservice.org – for information on performance measurement topics. We recommend that you use any of the following resources in developing your performance measures:

- Please see Project STAR's website at www.projectstar.org/ and their "Performance Measurement Toolkit" at www.projectstar.org/star/AmeriCorps/pmtoolkit.htm

  Project STAR also provides clarification to applicants regarding the Performance Measurement section of the application. You can reach them via e-mail at star@aiweb.com or through their telephone assistance hotline at 1-800-548-3656.

- The Urban Institute: "Key Steps in Outcome Management" http://www.urban.org/Template.cfm?Section=ByTopic&NavMenuID=62&template=/TaggedContent/ViewPublication.cfm&PublicationID=8381

- Center for Accountability and Performance www.aspanet.org/cap/index.html

- "The Measures Program: Balancing the Scales" http://www.independentsector.org/pathfinder/resources/indep_sec/index.html

- United Way of America Outcome Measurement Resources http://national.unitedway.org/outcomes/resources/

- "Urban Institute Report" on performance measurement at the Corporation for National & Community Service www.nationalservice.org/research/outcome.pdf

- The Results & Performance Accountability Implementation Guide www.raguide.org/Default.htm

We also encourage programs, when needed, to seek the help of local or regional professionals to perform and oversee performance measurement activities, including the development of a plan that encompasses the collection of and reporting on outcome data that will be used to improve program quality.

Attachment 2 – 2003-04 AmeriCorps Provisions

Key Changes to 2003 AmeriCorps Provisions

Section A – Definitions
This section was revised to add the following definitions:
(6) Community beneficiaries
(8) End-Outcome Indicators
(9) Evaluation
(10) Faith-based organizations
(13) Intermediate-Outcome Indicators
(18) Output Indicators
(20) Performance Measures

Section 2 – Affiliation with the AmeriCorps National Service Network
This section added language to clarify that a grantee may not use or display the AmeriCorps logo in connection with any prohibited activity.

Section 5 – Fundraising
(a) Approved Member Activities – This section was revised to provide clarification on allowable member activities related to fundraising.
(b) Prohibited Member Activities – This section was added to provide guidance on prohibited member activities related to fundraising.

Section 6 – Eligibility, Recruitment and Selection
(a) Eligibility to Enroll – This section was updated to reflect the current reference in the definition section of a member.
(d) Reasonable Accommodation – This section was revised to reflect the name change of The President's Committee on Employment of People with Disabilities. The new name is The Office of Disability Employment Policy of the U.S. Department of Labor. The web address has changed. The current web address is www.jan.wvu.edu. This section also deleted the sentence, "By statute, only subtitle C Competitive State and National Direct AmeriCorps Programs may use these funds." Not only are Competitive State and National Direct AmeriCorps Program eligible to use funds to support reasonable accommodation, but so are AmeriCorps State Formula Programs.

Section 8 – Terms of Service
(c) Notice to the Corporation's National Service Trust – This section was revised to include that the grantee must notify the Corporation's National Service Trust within 30 days upon entering into a commitment with an individual to serve in an AmeriCorps program.
(d) Member Enrollment Procedures – This section was added to provide guidance and clarification on when a commitment has been made to an individual to serve and when a member is enrolled in AmeriCorps. Additional guidance is provided on the process of entering into a commitment with an individual and enrolling an individual in AmeriCorps.
(e) Notice to Childcare and Healthcare Providers – This section has been revised to move the requirements for notifying childcare and healthcare providers when a member's status changes from (d) to (e).
(f) Changing Member Status – This section was revised to include that the grantee must obtain prior written approval from the Office of Grants Management for a change in the number of slots in the grant and a change in the funding amount of the grant. The grantee may no longer convert filled or unfilled AmeriCorps slots; however, the grantee may request slot corrections through WBRS, which must be approved by the Corporation.
(g) Changing Slot Types (Unfilled Positions) – This section clarifies that a grantee or sub-grantee may change the type of slots awarded to their program with prior approval from the Corporation's Office of Grants Management if the change does not increase the total number of slots or the total number of FTEs authorized in the Notice of Grant Award.
(h) Changing Term of Service (Filled Positions) - This section was revised to include clarification that changes in terms of service may not result in an increased number of slots or FTEs for the program.

Section 11- Living Allowances, Other In-Service Benefits and Taxes

(h) Federal Work Study – This section has been revised to conform to the upcoming regulation changes.

Section 14 – Member Records and Confidentiality

(b) Verification – This section has been revised to comport with Grants Management Guidance 02-02 issued in August 2002 regarding documentation of member eligibility and member record retention.

Section 15 – Budget and Programmatic Changes

(a) Programmatic Changes – This section has been revised to clarify that State Commissions are responsible for approving programmatic changes for state formula programs.

Section 16 – Reporting Requirements

(a) Financial Status and Progress Reports

i. Financial Status Report – This reporting period covered for the FSR due April 30th has been revised to cover the start of the grant through March 31

ii. Progress Report – The due date has been changed. The new due date is the first Monday in December 2004 for the period October 1, 2003 through September 30, 2004.

Section 18 – Performance Measurement and Evaluation

This section has been revised to move the requirements for performance measurement and evaluation from Section 35 (a) – (d) to Section 18 (a) – (f). Further, this section adds guidance on basic requirements for performance measurement for all AmeriCorps programs as well as Performance Measurement Requirements for Competitive versus Formula-type Programs.

(a) Performance Measurement – This section adds guidance on basic requirements for performance measurement for all AmeriCorps programs.

(b) Performance Measurement Requirements for Competitive versus Formula-type Programs – This section was added to clarify the performance measurement requirements for competitive versus formula-type programs.

(c) Changes to Negotiated Performance Measures – This section adds guidance on when Grantees should request changes to negotiated performance measures.

Section 32 - The Office of Inspector General

This section was added to provide guidance on the role of The Office of Inspector General and when a grantee should contact that office.

AmeriCorps Provisions

The AmeriCorps Provisions are binding on the Grantee. By accepting funds under this Grant, the Grantee agrees to comply with the AmeriCorps Provisions, all applicable federal statutes, regulations and guidelines, and any amendments thereto. The Grantee agrees to operate the funded Program in accordance with the approved Grant application and budget, supporting documents, and other representations made in support of the approved Grant application. The Grantee agrees to include in all subgrants the applicable terms and conditions contained in this award.

For the purposes of these Provisions, AmeriCorps refers to AmeriCorps*State, AmeriCorps*National and AmeriCorps*Tribes and Territories Programs only. All applicable Provisions of the Grant including regulations and OMB circulars that are incorporated by reference shall apply to any Grantee, sub-Grantee, or other organization carrying out activities under this award.

A. DEFINITIONS

B. AMERICORPS SPECIAL PROVISIONS

1. Purpose of Award
2. Affiliation with the AmeriCorps National Service Network
3. Local and State Consultation
4. Prohibited Program Activities
5. Fund Raising
6. Eligibility, Recruitment, and Selection
7. Training, Supervision, and Support
8. Terms of Service
9. Release from Participation
10. Minor Disciplinary Actions
11. Living Allowances, In-Service Benefits, and Taxes
12. Post-Service Education Awards
13. Matching Requirements
14. Member Records and Confidentiality
15. Budget and Programmatic Changes
16. Reporting Requirements
17. Grant Period and Incremental Funding
18. Performance Measurement and Evaluation

C. GENERAL PROVISIONS

19. Legislative and Regulatory Authority
20. Other Applicable Statutory and Administrative Provisions
21. Responsibilities under Grant Administration
22. Financial Management Provisions
23. Administrative Costs
24. Equipment and Supply Costs
25. Project Income
26. Payments under the Grant
27. Retention of Records
28. Site Visits
29. Liability and Safety Issues
30. Drug-Free Workplace
31. Non-Discrimination
32. The Office of the Inspector General
33. Supplementation, Non-Duplication, and Non-Displacement
34. Grievance Procedures
35. Ownership and Sharing of the Award Products
36. Publications
37. Suspension and Termination of the Award
38. Order of Precedence

A. DEFINITIONS

For purposes of this Grant the following definitions apply:

1. Act means the National and Community Service Act of 1990, as amended (42 U.S.C. 12501 *et seq*.)

2. Administrative Costs are expenses associated with the overall administration of a Program, and are defined in the General Provisions, in the Administrative Costs section.

3. AmeriCorps National Service Network means AmeriCorps*State, AmeriCorps*National, AmeriCorps*Tribes and Territories, Volunteers in Service to America (VISTA), and National Civilian Community Corps (NCCC) Programs taken together as programs dedicated to national service. VISTA is authorized under the Domestic Volunteer Service Act (42U.S.C. 4950 *et seq*.). NCCC is authorized under the National and Community Service Act (42 U.S.C. 12611 *et seq*.).

4. Approved National Service Position means a national service position for which the Corporation has approved the provision of a national service education award as one of the benefits to be provided for successful service in the position.

5. Corporation means the Corporation for National and Community Service established under section 191 of the Act (42 U.S.C. 12651).

6. Community beneficiaries refer to those persons who receive services or benefits from a program, but are not AmeriCorps members or staff.

7. Education Award means an award provided to a member who has successfully completed a required term of service in an approved national service position and who otherwise meets the eligibility criteria in the Act. An education award may be used: (1) to repay qualified student loans, as defined in the Act; (2) toward educational expenses at a Title IV Institution of Higher Education; and (3) toward expenses incurred in participating in school-to-work programs approved by the Secretaries of Labor and Education.

8. End-outcome indicators specify changes that have occurred in the lives of the community beneficiaries and/or members that are significant and lasting. These are actual impacts, benefits or changes for participants during or after a program.

9. Evaluation uses scientifically-based research methods to systematically investigate, on a periodic basis, the effectiveness of AmeriCorps Programs by comparing the observed program outcomes with what would have happened in the absence of the program.

10. Faith-based organizations include:

- Religious congregations (church, mosque, synagogue, temple, etc.);
- Organizations, programs, or projects operated or sponsored by a religious congregation;
- Nonprofit organizations that clearly show by their mission statements, policies, and/or practices that they are religiously motivated or religiously guided institutions;
- Organizations that, when asked, designate themselves as a faith-based or religious organization; or
- Collaborations of organizations lead by an organization from the previously described categories, or of which half or more of the members are from the previously described categories.

11. Grantee, for the purposes of this agreement, means the direct recipient of this Grant. The term sub-Grantee shall be substituted for the term Grantee where appropriate. The Grantee is also responsible for ensuring that Sub-Grantees or other organizations carrying out activities under this award comply with these provisions, including regulations and OMB circulars incorporated by reference. The Grantee is legally accountable to the Corporation for the use of Grant funds and is bound by the provisions of the Grant.

12. Indian Tribe means a federally-recognized Indian tribe, band, nation, or other recognized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of

their status as Indians. An Indian tribe also includes any tribal organization controlled, sanctioned, or chartered by one of the entities described above.

13. Intermediate-outcome indicators specify changes that have occurred in the lives of community beneficiaries and/or members, but are not necessarily a lasting benefit for them. They are observable and measurable indications of whether or not a program is making progress.

14. Member means an individual:

a. Who is enrolled in an approved national service position;

b. Who is a U.S. citizen, U.S. national or lawful permanent resident alien of the United States;

c. Who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled

- **i.** in a full-time, year-round youth corps Program or full-time summer Program as defined in the Act (42 U.S.C. 12572 (a) (2)), in which case he or she must be between the ages of 16 and 25, inclusive, or
- **ii.** in a Program for economically disadvantaged youth as defined in the Act (42 U.S.C. 12572 (a)(9)), in which case he or she must be between the ages of 16 and 24, inclusive; and

d. Has a high school diploma or an equivalency certificate (or agrees to obtain a high school diploma or its equivalent before using an education award) and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. 1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent.

15. National Service Trust is the account established in the U.S. Department of the Treasury under the Act (42 U.S.C. 12601) for the purpose of holding and making payments of education awards and other education benefits to AmeriCorps members.

16. OMB refers to the U.S. Office of Management and Budget.

17. Out-Of-School Youth means youth age 16 and older who have either dropped out or otherwise have no permanent affiliation with a secondary school. This definition does not include individuals who are in between school years and fully intend to return to school in the fall.

18. Output indicators are the amounts or units of service that members or volunteers have completed, or the number of community beneficiaries the program has served. Output indicators do not provide information on benefits or other changes in the lives of members and/or community beneficiaries.

19. Parent Organization means a grantee that is responsible for implementing and managing a National Direct AmeriCorps Program.

20. Performance Measures are indicators intended to help a grantee measure the results of an AmeriCorps program's activities on community beneficiaries and participants. Performance measures are based on outputs, intermediate outcomes, and end outcomes.

21. Program means a national service Program, described in the Act (42 U.S.C. 12572(a)),

22. Project means an activity or set of activities carried out under a Program that results in a specific, identifiable community service or improvement:

a. That otherwise would not have been made with existing funds; and

b. That does not duplicate the routine services or functions of the organization to which the members are assigned.

23. Project Sponsor means an organization or other entity that has been selected to provide a national service position for a member.

24. Service Recipient means a community beneficiary who receives a service or benefit from the service of AmeriCorps members.

25. State Commission means the Commission on National and Community Service established by a state pursuant to the Act (42 U.S.C. 12638), including an authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties prescribed by 45 C.F.R. 2550.80.

26. Sub-Grantee refers to an organization receiving AmeriCorps Grant funds from a Grantee of the Corporation.

B. AMERICORPS SPECIAL PROVISIONS

1. PURPOSES OF THE GRANT.

The general purposes of this Grant are "Getting Things Done" in communities, strengthening the ties that bind communities together, and developing the citizenship and skills of AmeriCorps members. Activities funded through this Grant must help engage Americans of all backgrounds as members in community-based service that provides a direct and demonstrable benefit that is valued by the community. Service activities must result in a specific documented service or improvement that otherwise would not be provided with existing funds or volunteers and that does not duplicate the routine functions of workers or displaced paid employees.

2. AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE NETWORK.

a. Identification as an AmeriCorps Program or Member. The Grantee must identify the Program as an AmeriCorps Program and members eligible for a Corporation-approved post-service education award as AmeriCorps members.

b. The AmeriCorps Name and Logo. AmeriCorps is a registered service mark of the Corporation for National and Community Service. The Grantee must use the AmeriCorps name and logo on service gear and public materials such as stationery, application forms, recruitment brochures, orientation materials, member curriculum, signs, banners, press releases and publications created by AmeriCorps members in accordance with Corporation requirements. The Corporation provides a camera-ready logo.
To establish the relationship between the Program and AmeriCorps, the Grantee must use the phrase "The AmeriCorps National Service Network" or "an AmeriCorps Program" and may use the slogan "Getting Things Done"™ on such materials in accordance with Corporation guidelines and requirements. The Grantee may not alter the AmeriCorps logo, and must obtain the written permission of the Corporation before:

- **i.** Using the AmeriCorps name or logo on materials that will be sold, or
- **ii.** Permitting donors to use the AmeriCorps name or logo in promotional materials.

The grantee may not use or display the AmeriCorps name or logo in connection with any activity prohibited in these grant provisions.

c. AmeriCorps Service Gear. The Grantee is encouraged to provide the Core AmeriCorps Service Gear Package for each member. The core package includes the standard items made available by the Corporation. The Grantee should direct members to wear their service gear at officially designated AmeriCorps events and may allow members to wear their service gear at other times consistent with Corporation guidelines. The Grantee may not use Corporation funds to purchase local Program service gear.

d. Participation in AmeriCorps Events. The Grantee agrees, within reasonable limits, to arrange for members to participate in AmeriCorps events and activities sponsored by the Corporation, such as the National Opening Ceremonies, conferences and national service days.

3. LOCAL AND STATE CONSULTATION.

a. Community Consultation. The Grantee must design, implement and evaluate the funded project with extensive and broad-based community involvement, including consultation with representatives from the community served, members and potential members, community-based organizations (faith-based and secular) with a demonstrated record in providing services, foundations and businesses.

b. Labor Union Concurrence. Prior to the placement of members, the Grantee must consult with local labor organizations representing employees of project sponsors or representing employees in the area to be served by the Program. This includes people engaged in the same or similar work as that proposed to be carried out by the Program, and is required to ensure compliance with the non-displacement requirements contained in these Grant Provisions.

c. State Commission Consultation. In coordination with the Corporation, AmeriCorps*National and AmeriCorps*Tribes and Territories Grantees are strongly encouraged to consult on a regular basis with the State Commission in each state that a Program operates. Such communications build upon existing programs throughout the state while avoiding the duplication of efforts in other AmeriCorps Programs.

4. PROHIBITED PROGRAM ACTIVITIES.

The Corporation acknowledges that religious and political activities play a positive role in healthy communities, that religion and politics are defining characteristics of many community organizations (faith-based and secular), and that religious and political belief and action are central to many AmeriCorps members lives.

However, it is important that AmeriCorps programs and their members do not appear to be taking sides religiously or politically. Consequently, we must impose a number of limitations on activities that AmeriCorps programs can support in which members can engage while earning service hours, or when otherwise, representing AmeriCorps. AmeriCorps members are free to pursue these activities on their own initiative, on non-AmeriCorps time, and using non-AmeriCorps funds. The AmeriCorps logo should not be worn while doing so.

While charging time to the AmeriCorps Program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities, and the grantee may not use grant funds to support the following activities:

a. Attempting to influence legislation.

b. Organizing or engaging in protests, petitions, boycotts, or strikes.

c. Assisting, promoting or deterring union organizing.

d. Impairing existing contracts for services or collective bargaining agreements.

e. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.

f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.

g. Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.

h. Providing a direct benefit to:

- **i.** A for-profit entity;
- **ii.** A labor union;
- **iii.** A partisan political organization;
- **iv.** An organization engaged in the religious activities described in the preceding subclause, unless Grant funds are not used to support the religious activities; or
- **v.** A nonprofit entity that fails to comply with the restrictions contained in section 501(c) (3) of U.S. Code Title 26.

i. Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive.

j. Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.

Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.

5. FUND RAISING.

a. Approved Member Activities. Members may raise funds directly in support of service activities that meet local, environmental, educational, public safety, homeland security or other human needs. Examples of fundraising activities members may perform include, but are not limited to the following:

- **i.** Seeking donations for of books from companies and individuals for a program in which volunteers tutor children to read.
- **ii.** Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
- **iii.** Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.
- **iv.** Securing financial resources from the community to assist a faith-based or community-based organization in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of the faith-based organization.
- **v.** Seeking a donation from alumni of the program for specific service projects being performed by current members.

b. Prohibited Member Activities. A member's service activities may not include the following:

- **i.** Raising funds for his or her living allowance.
- **ii.** Raising funds for an organization's operating expenses or endowment.
- **iii.** Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
- **iv.** Writing grant applications for funding provided by any other federal agencies.

c. Staff. An AmeriCorps staff member's time and related expenses may not be charged to the Corporation or Grantee share of the Grant while engaged in organized fund raising, including financial campaigns, endowment drives, the general solicitation of gifts and bequests, door-to-door solicitations, direct mail, or similar activities for which the sole purpose is raising capital or obtaining contributions for the organization. Expenses incurred to raise funds may be paid out of the funds raised. Development officers and fund-raising staff are not allowable expenses.

Staff time and effort spent on raising the match requirements should be incidental to the overall management of the Program, and should be focused primarily on developing and disseminating information to potential funders on the AmeriCorps Program and its achievements. Staff can make presentations and educate funders on objectives, goals and accomplishments. Efforts to involve the community in support of the AmeriCorps program, such as obtaining medical contributions or assistance at a health fair; donations of building supplies for an AmeriCorps construction project; and coordinating community participation in and support of a serve-a-thon and service activities are also allowable.

6. ELIGIBILITY, RECRUITMENT, AND SELECTION.

a. Eligibility to Enroll. The Grantee may select as AmeriCorps members only those individuals who are eligible to enroll in AmeriCorps. In order to be eligible, an individual must meet the statutory requirements of the definition of a member (see Definitions). The Grantee is responsible for obtaining and maintaining adequate documentation to demonstrate the eligibility of members.

b. Recruitment:

- **i.** **Community Recruitment.** The Grantee must seek to recruit Program members from the community in which the project is conducted, as well as members of diverse races, ethnicities, genders, ages, socioeconomic backgrounds, education levels, and mental and physical capabilities, unless and to the extent that the approved Program design requires emphasizing the recruitment of staff and members who share a specific characteristic or background. In no case may a

Grantee violate the non-discrimination and non-displacement rules governing member selection.

ii. **National Recruitment.** To supplement local recruitment efforts, the Grantee is encouraged to request referrals of eligible individuals through the Corporation's national recruitment database and the various State Commissions' recruitment systems. Grantees may be asked to consider qualified individuals on the database, but will not be required to select anyone. Prospective AmeriCorps members may access the national recruitment database through the Corporation's toll-free number, 1-800-94-ACORP/1-800-942-2677 (voice), or 1-800-833-3722 (TDD), or through the Corporation's website at www.nationalservice.org.

c. Selection. The Grantee is responsible for establishing the minimum qualifications for membership in the Program, selecting members who meet those qualifications, and assigning members to projects that are appropriate to their skill levels. The Grantee must select members in a fair, non-partisan, non-political and non-discriminatory manner, without regard to the member's need for reasonable accommodation of a disability or childcare, without displacing paid employees, and in accordance with its approved application.

d. Reasonable Accommodation. Programs and activities must be accessible to persons with disabilities, and the Grantee must provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and program staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation.

The vast majority of accommodations are inexpensive. For those cases where reasonable accommodations are more costly, there is a limited amount of money available through State Commissions to provide accommodations for service members. The Office of Disability Employment Policy operates a toll-free, confidential, free resource for employers on reasonable accommodation requirements and options for accommodating employees at (800) 526-7234 (voice/TDD), e-mail at JAN@jan.icdi.wvu.edu, or website at www.jan.wvu.edu.

Accommodations that impose an undue financial or administrative burden on the operation of the program or fundamentally alter its nature are not reasonable accommodations. However, the Grantee must document and prove any undue burden. Similarly, a person who poses a direct threat to the health or safety to himself or herself or to others, where the threat cannot be eliminated by reasonable accommodation, is not a qualified individual with a disability. In such instances the Grantee must document and prove the direct threat.

e. Level of Participation. The Grantee must seek to enroll the number of full-time and less than full-time members agreed upon in its approved application. A Program should make every effort to enroll members so that each member has a reasonable expectation of completing his/her term of service by the end of the Program's project period. Should a Program not be renewed, a member who was scheduled to continue in a term of service either may be placed in another Program where feasible, or a member can receive a prorated education award if the member has completed at least 15% of the service hour requirement.

f. Member Classification. AmeriCorps members are not employees of the Program or of the federal government. The definition of "participant" in the National and Community Service Act of 1990 as amended applies to AmeriCorps members. As such, "a participant (member) shall not be considered to be an employee of the Program in which the participant (member) is enrolled" (42 U.S.C. 12511(17) (B)). Moreover, members are not allowed to perform an employee's duties or otherwise displace employees.

For the limited purposes of the Family and Medical Leave Act of 1993, the member may be considered an eligible employee of the project sponsor. The Family and Medical Leave Act's requirements as they apply to AmeriCorps Programs are contained in 45 C.F.R. 2540.220(b). Generally, this Act will apply only to second term members.

g. Parental Consent. Before enrolling in a Program, individuals under eighteen years of age must provide written consent from a parent or legal guardian.

h. Criminal Record Checks. Programs with members or employees who have substantial direct contact with children (as defined by state law) or who perform service in the homes of children or individuals considered vulnerable by the program, shall, to the extent permitted by state and local law, conduct criminal record checks on these members or employees as part of the screening process. This documentation must be maintained consistent with state law.

i. Criminal Charges. An AmeriCorps member who is officially charged with a violent felony, or with the sale or distribution of a controlled substance during a term of service will have his/her service suspended without a living allowance and without receiving credit for hours missed. The member may be reinstated into AmeriCorps service if he/she is found not guilty or if the charge is dismissed. If an AmeriCorps member who has been cleared of such charges is unable to complete his/her term of service within one year, he/she may accept a pro-rated education award as long as he/she has completed at least 15% (255 hours full-time/135 hours less than full-time) of his/her service.

An AmeriCorps member who is convicted of a criminal charge as described above must be terminated for cause from the program, and he/she is not eligible for any portion of an education award.

7. TRAINING, SUPERVISION AND SUPPORT.

a. Planning for the Term of Service. The Grantee must develop member position descriptions that provide for meaningful service activities and performance criteria that are appropriate to the skill level of members. The Grantee must ensure that each member has sufficient opportunity to complete the required number of hours to qualify for a post-service education award. In planning for the member's term of service, the Grantee must account for holidays and other time off, and must provide each member with sufficient opportunity to make up missed hours.

b. Member Contracts. The Grantee must require that members sign contracts that, at a minimum, stipulate the following:

- **i.** The minimum number of service hours and other requirements (as developed by the Program) necessary to successfully complete the term of service and to be eligible for the education award;
- **ii.** Acceptable conduct;
- **iii.** Prohibited activities, including those specified in these grant provisions;
- **iv.** Requirements under the Drug-Free Workplace Act (41 U.S.C. 701 *et seq*.);
- **v.** Suspension and termination rules;
- **vi.** The specific circumstances under which a member may be released for cause;
- **vii.** The position description;
- **viii.** Grievance procedures; and
- **ix.** Other requirements as established by the Program.

c. Training. Consistent with the approved budget, the Grantee must provide members with the training, skills, knowledge and supervision necessary to perform the tasks required in their assigned project positions, including specific training in a particular field and background information on the community served.

The Grantee must conduct an orientation for members and comply with any pre-service orientation or training required by the Corporation. This orientation should be designed to enhance member security and sensitivity to the community. Orientation should cover member rights and responsibilities, including the Program's code of conduct, prohibited activities (including those specified in these grant provisions), requirements under the Drug-Free Workplace Act (41 U.S.C. 701 *et seq*.), suspension and termination from service, grievance procedures, sexual harassment, other non-discrimination issues, and other topics as necessary.

d. Service-Learning. The Grantee agrees to use service experiences to help members achieve the skills and education needed for productive, active citizenship, including the provision, if appropriate, of structured opportunities for members to reflect on their service experiences.

e. Limit on Education and Training Activities. No more than 20% of the aggregate of all AmeriCorps member service hours in a Program may be spent in education and training activities.

f. Supervision. The Grantee must provide members with adequate supervision by qualified supervisors in accordance with the approved application. The Grantee must establish and enforce a code of conduct for members.

g. Performance Reviews. The Grantee must conduct and keep a record of at least a midterm and end-of-term written evaluation of each member's performance, focusing on such factors as:

- **i.** Whether the member has completed the required number of hours;
- **ii.** Whether the member has satisfactorily completed assignments; and
- **iii.** Whether the member has met other performance criteria that were clearly communicated at the beginning of the term of service.

h. Support Services. The Grantee must provide specific support services to members who are school dropouts by assisting them in earning the equivalent of a high school diploma; and to members who are completing a term of service and are making the transition to other education and career opportunities.

i. Registration to Vote. The Grantee should encourage all eligible members to register and vote. However, the Grantee is prohibited from requiring members to register or to vote, and from attempting to influence how members vote. Members who are unable to vote before or after service hours should be allowed to do so during their service time without incurring any penalties. The site director should determine the length of absence.

j. Jury Duty. The Grantee must allow AmeriCorps members to serve on a jury without being penalized for doing so. During the time AmeriCorps members serve as jurors, they should continue to receive credit for their normal service hours, a living allowance, health care coverage and, if applicable, child care coverage regardless of any reimbursements for incidental expenses received from the court.

k. Member Injury. The Grantee must report any serious injuries to the appropriate Corporation Program Officer immediately.

l. Armed Forces Reserves. Generally, the Reserves of the U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, U.S. Coast Guard, the Army National Guard and the Air National Guard require reservists to serve one weekend a month plus 12 to 15 days a year (hereafter referred to as the two-week active duty service). To the extent possible, grantees should seek to minimize the disruption in members' AmeriCorps service as a result of discharging responsibilities related to their reservist duties. If members have a choice of when to fulfill their annual two-week active duty requirement, they should do so when it will not disrupt their AmeriCorps service. In instances where the dates of active duty are inflexible and conflict with AmeriCorps service, members should be granted a leave of absence for the two-week period of active duty service in the Reserves. Members may not receive time-off for additional Reserves-related service beyond the two-week active duty service. No AmeriCorps service credit is earned for the once-a-month weekend service in the Reserves. Grantees should credit members for AmeriCorps service hours during their two weeks of active duty service in the Reserves if it occurs during their AmeriCorps service. The member would receive credit for the number of hours he or she would have served during that period had there been no interruption. For example, if a full-time member is signed up to serve 30 hours of AmeriCorps service one week and 40 hours of AmeriCorps service on the following week, she or he would receive 70 hours of AmeriCorps service credit for the two weeks of active duty service regardless of the actual number of hours served in the Reserves.

Reservists in the U.S. Armed Forces receive compensation for their mandatory two weeks of active duty service. The compensation regulations governing the Army and Air National Guard may vary by state.

Grantees should continue to pay the living allowance and provide health care and childcare coverage for the two-week period of active duty.

8. TERMS OF SERVICE.

a. Program Requirements. Each Program must, at the start of the term of service, establish the guidelines and definitions for the successful completion of the Program year, ensuring that these Program requirements meet the Corporation's service hour requirements as defined below:

i. **Full-Time Members.** Members must serve at least 1700 hours during a period of not less than nine months and not more than one year.

ii. **Half-Time Members**. Half-time members must serve at least 900 hours during a period of one or two years as indicated in the approved budget.

iii. **Reduced Half-Time Members**. Reduced half-time members must serve at least 675 hours over a time not to exceed one year.

iv. **Quarter-Time Members**. Quarter-time members must serve at least 450 hours over a time not to exceed one year.

v. **Minimum Time Members**. Minimum time members must serve at least 300 hours over a time not to exceed one year.

b. Service in a Second or Subsequent Term.

i. **General**. A grantee is under no obligation to enroll a member for a second or subsequent term of service. In addition, there may be limitations on an individual's eligibility for federally-funded member benefits for any term beyond a second term.

ii. **Satisfactory Performance Review**. To be eligible to serve a second or subsequent term of service, a member must receive a satisfactory performance review for any prior term of service.

iii. **No Automatic Disqualification if Released for Cause**. A release for cause covers all circumstances in which a member does not successfully complete term of service for reasons other than compelling personal circumstances. Therefore, it is possible for a member to receive a satisfactory performance review and be released for cause. For example, a member who is released for cause for a first term for personal reasons – e.g. he has decided to take a job offer– but who, otherwise, was performing well up until the time he decided to leave would not be disqualified for a second term as long as he received a satisfactory performance evaluation for the period he served.

iv. **Required Disclosure by Member of Prior Release for Cause**. Any individual released for cause who thereafter applies to serve in any AmeriCorps program must disclose the fact that he or she was released for cause to the Program to which the individual is applying. Failure to disclose that the individual was released for cause from another AmeriCorps Program will make the individual ineligible to receive the AmeriCorps education award.

c. Notice to the Corporation's National Service Trust. The Grantee must notify the Corporation's National Service Trust within 30 days upon entering into a commitment with an individual to serve, a member's enrollment in, completion of, lengthy or indefinite suspension from, or release from, a term of service. Lengthy or indefinite suspension of service is defined as any extended period during which the member is not serving service hours or receiving AmeriCorps benefits because it is unclear when the member might return to the Program. The Grantee also must notify the Trust when a change in a member's status is approved and changed (i.e. from full-time to less than full-time or vice versa). Failure to report such changes within 30 days may result in sanctions to the Grantee up to and including suspension or termination. Grantees or sub-Grantees properly utilizing WBRS meet notification requirements when they use that system to inform the Corporation within the approved time frames. Any questions regarding the Trust may be directed to (202) 606-5000 ext. 347.

d. Member Enrollment Procedures.

i. An individual is enrolled as an AmeriCorps member when all of the following have occurred:

1. He or she has signed a member contract;
2 The program has verified the individual's eligibility to serve;
3. The individual has begun a term of service; and
4. The program has approved the member enrollment form in WBRS.

ii. Prior to enrolling a member in AmeriCorps, programs make commitments to individuals to serve. A commitment is defined as signing a member contract with an individual or otherwise entering into a legally enforceable commitment as determined by state law.

iii. Member Commitment: Within 30 calendar days of entering into a commitment with an individual, the grantee or sub-Grantee will notify the Corporation of the commitment via WBRS.

iv. Member Enrollment: Within 30 calendar days of the member's starting service, the program must complete and approve the enrollment form in WBRS.

v. If a commitment does not result in a member actually being enrolled, the program must cancel the commitment in WBRS within 30 calendar days of the member's expected start date. If a grantee or sub-Grantee does not complete an enrollment within 30 days of the member's expected start date, the grantee and sub-Grantee will receive notification that the timeframe has expired. The program will then have 15 calendar days to complete the enrollment before the commitment is removed from WBRS.

vi. Failure to notify the Corporation of member commitments or enrollments within these timeframes may result in sanctions to the grantee or sub-Grantee, up to and including reducing the number of member positions or suspending or terminating the grant.

e. Notice to Childcare and Health Care Providers. The Grantee must notify the Corporation's designated agents immediately in writing when a member's status changes such that it would affect eligibility for childcare or health care. Examples of changes in status are converting a full-time member to less than full-time member, terminating or releasing members from service, and suspending members for cause for lengthy or indefinite time periods. Program directors should contact AmeriCorps®Care at 1-800-570-4543 on childcare related changes, and their health insurance provider about health insurance related changes.

f. Changing Member Status. Circumstances may arise within a program that necessitate changing the type of unfilled AmeriCorps member positions awarded to a grantee or sub-grantees, or changing the term of service of a currently enrolled member. Note that once a member is exited with a partial education award, the remaining portion of that education award is not available for use.

Any change of member status that:

i. Necessitates a change in the number of full-time equivalent positions in the grant,

ii. An increase in the number of slots in the grant, or

iii. A change in the funding amount of the Grant

requires prior written approval from the Corporation's Office of Grants Management.

g. Changing Slot Types (unfilled positions). Grantees or sub-grantees may change the type of slots awarded to their program with prior approval from the Office of Grants Management if:

i. the change does not increase the total number of slots authorized in the Notice of Grant Award (e.g., one full-time position may be changed to one half-time or one quarter-time position) and

ii. the change does not increase the total FTEs authorized in the Notice of Grant Award (e.g. one half-time position cannot be changed to one full-time).

To request a change in slot type, the grantee must make a slot correction in WBRS and forward it to the Corporation for approval.

h. Changing a Term of Service (filled positions). Changes in terms of service may not result in an increased number of slots or FTEs for the program.

i. **Full-time**. State Commissions and Parent Organizations may authorize or approve occasional changes of currently enrolled full-time members to less than full-time members within the first 90 days of the member's service. Impact on program quality should be factored into approval of requests. The Corporation will not cover health care or childcare costs for less than full-time members. It is

not allowable to transfer currently enrolled full-time members to a less than full-time status simply to provide a less than full-time education award. A Change of Status form must be completed and forwarded to the Corporation within 30 days. This can be accomplished by completing and approving a Change of Status form in WBRS.

ii. **Less than Full-time**. Changing less than full-time members to full-time is discouraged because it is very difficult to facilitate, unless done very early in the member's term of service. State Commissions and Parent Organizations may authorize or approve such changes so long as they are within the first 90 days of the member's service, and the current budget can accommodate such changes. Programs must keep in mind that a member's minimum 1700 hours must be completed within 12 months of the member's original start date. A Change of Status form must be completed and forwarded to the Corporation within 30 days. This can be accomplished by completing and approving a Change of Status form in WBRS.

State Commissions and Parent Organizations must forward all changes and appropriate forms to the Corporation after approval. Any requests for changes that fall outside of the parameters set forth above must come to the Corporation for written approval with concurrence from the State Commission or Parent Organization.

9. RELEASE FROM PARTICIPATION.

Grantees may release members from participation for two reasons: (a) for compelling personal circumstances; and (b) for cause in accordance with 45 C.F.R. 2522.230.

a. Compelling Circumstances. The Grantee is responsible for determining whether a member's personal circumstances are sufficiently compelling to justify release on this basis. If a Grantee releases a member for compelling personal circumstances, the Grantee may elect either to authorize a pro-rated education award or temporarily to suspend service for up to two years. If a term of service is temporarily suspended, the member will not accrue service hours or receive benefits during this time period. In order to be eligible for a pro-rated education award, a member must have served a minimum of 15% of his or her term of service. If a Grantee releases a member on the grounds that an accommodation of a disability would impose an undue burden, the Grantee must document its determination and notify the Corporation. Such circumstances are to be considered "compelling" for purposes of this sub-clause. The Corporation for National and Community Service allows each program to decide on a case-by-case basis whether the situation warrants a member receiving a partial award. However, the Corporation's policy is that generally the compelling circumstance must be beyond the member's control.

Compelling personal circumstances include those that are beyond the member's control, such as, but not limited to:

i. A member's disability or serious illness;
ii. Disability, serious illness or death of a member's family member if this makes completing a term unreasonably difficult or impossible; or
iii. Conditions attributable to the program or otherwise unforeseeable and beyond the member's control, such as a natural disaster, a strike, relocation of a spouse, or the nonrenewal or premature closing of a project or program, that make completing a term unreasonably difficult or impossible.

Compelling personal circumstances also include those that the Corporation has, for public policy reasons, determined as such, including:

i. Military service obligations;
ii. Acceptance by a member of an opportunity to make the transition from welfare to work; or
iii. Acceptance of an employment opportunity by a member serving in a program that includes in its approved objectives the promotion of employment among its members.

If a member leaves AmeriCorps service for any of the reasons noted above and the Grantee or sub-Grantee determines that the member has served at least 15% of his or her service (or 255

hours for full-time service), the member is eligible for a portion of the education award corresponding to the period served.

Compelling personal circumstances do not include leaving a program:

i. To enroll in school;
ii. To obtain employment, other than in moving from a welfare to work or in leaving a program that includes in its approved objectives the promotion of employment among its members; or
iii. Because of dissatisfaction with the program.

If the member resigns for any of these reasons or other reasons that are within his or her control, the individual should receive no portion of the AmeriCorps education award. The member has the primary responsibility for demonstrating that compelling personal circumstances prevent the member from completing the term of service. Grantees must make these determinations based on these criteria and indicate the reasons for early termination on the End of Term of Service forms.

b. For Cause. A release for cause encompasses any circumstances other than compelling personal circumstances that warrant a member's release from completing a term of service. The Grantee may release a member for cause according to the conditions of the Corporation and the member's contract. A Grantee must release a member for cause if the member is convicted of a violent felony or the sale or distribution of a controlled substance during a term of service. If the member is charged with a violent felony or the sale or distribution of a controlled substance, or convicted of the possession of a controlled substance, the Grantee must suspend the member without any AmeriCorps benefits, including living allowance, and without receiving credit for hours missed.

Any member who drops out of a Program without obtaining a release for compelling personal circumstances is considered to have been released for cause. A member released for cause may not receive any portion of an education award. A member wrongly released or suspended for cause will receive credit for any service missed and reimbursement for missed living allowances as specified in 45 C.F.R. 2522.230. Members are not eligible to receive any benefits or service hour credit upon release from service for cause.

c. Resumption of Service. Any member whose service was suspended because of being charged with a violent felony or sale or distribution of a controlled substance may be reinstated to service if the member is found not guilty or if the charge is dismissed. Any member whose service was suspended because of being convicted of a first offense of possession of a controlled substance may resume service by demonstrating that the member has enrolled in an approved drug rehabilitation Program. A member convicted of a second or third offense of possession of a controlled substance may resume service by demonstrating successful completion of a rehabilitation program.

10. MINOR DISCIPLINARY ACTIONS.

The Grantee may temporarily suspend or impose a fine on a member for minor disciplinary reasons, such as chronic tardiness, as outlined in the conditions of the member contract.

a. Temporary Suspension of Service. The period of suspension does not count toward a member's required service hours. Further, members who are suspended for minor disciplinary reasons may not receive a living allowance for the suspension period.

b. Fines. If determined to be necessary for improvements in member performance or attendance, the Grantee may impose a reasonable fine on members for minor disciplinary problems consistent with the member contract. The fines may not be calculated on an hourly basis. For example, a member who is an hour late may not be fined an hour's worth of living allowance. Instead, the Grantee shall establish a written policy on fines, which is not linked to an hourly rate. The Grantee may deduct fines from that portion of the member's living allowance that is paid by non-Federal funds. Before making any deductions, the Grantee should consider how this might affect the status of members under employment laws, including minimum wage and

unemployment compensation. Further, a Grantee that deducts in this fashion may be required to provide additional matching funds.

11. LIVING ALLOWANCES, OTHER IN-SERVICE BENEFITS AND TAXES.

The living allowance match must come from non-federal sources; unless an exception for lack of available financial resources at the local level under 42 U.S.C. 12594 (g) is specifically approved in the Special Conditions of the Award document. Programs that want to provide a living allowance in excess of the minimum amount stated in the Application Guidelines must provide a Grantee match for all funds over 85% of that minimum.

a. Living Allowances. Unless otherwise agreed upon, a Grantee must provide a living allowance to full-time members in accord with the following:

- **i.** **Full-Time Requirements.** Please refer to the Application Guidelines for current year amounts. The living allowance is based on the total average annual amount provided to VISTA volunteers. The Corporation will only fund up to 85% of the minimum living allowance. A minimum of 15% must be matched by non-federal sources. A program that wants to provide a living allowance in excess of the stated minimum must provide a Grantee match for all funds over 85% of that stated amount. If the program is permitted to provide a living allowance that is less than the stated minimum, the Corporation will only fund 85% of the actual amount.
- **ii.** **Less than full-time Requirements.** Programs are not required to pay less than full-time members living allowances. If a Program chooses to pay less than full-time members, it should prorate the full-time living allowance based on the less than full-time member's service. The Corporation will fund up to 85% of the prorated living allowance.
- **iii.** **Other Requirements.** Programs may not provide a living allowance benefit above the maximum amount stated in the Application Guidelines for full-time members unless permitted under 42 U.S.C. 12594(c), or pro-rated based on number of hours for less than full-time. Programs in existence prior to September 21, 1993 may offer a lower living allowance than the stated minimum; however, Corporation funds will only support 85% of the actual amount.

b. Living Allowance Distribution. The living allowance is designed to help members meet the necessary living expenses incurred while participating in the AmeriCorps Program. Programs must not pay a living allowance on an hourly basis. It is not a wage and should not fluctuate based on the number of hours members serve in a given time period. Programs should pay the living allowance in increments, such as weekly or bi-weekly. Programs may use their organization's payroll system to process members' living allowances. However, if a payroll system cannot be altered and must show 40 hours in order to distribute a living allowance, then members' service hours should be documented separately to keep track of their progress towards the Program's total required AmeriCorps service hours.

c. Waiving the Living Allowance. A member may waive all or part of the payment of a living allowance if he or she believes his or her public assistance may be lost because of the living allowance, with the following caveats:

- **i.** Even if a member waives his or her right to receive the living allowance, it is possible—depending on the specific public assistance program rules—that the amount of the living allowance that the member is eligible to receive will be deemed available;
- **ii.** Members may revoke the waiver at any time during the course of the program;
- **iii.** If a member revokes the waiver, he or she may begin receiving the living allowance only from the date on which the waiver was revoked; the member may not receive any portion of the living allowance that accrued during the waiver period.

d. Taxes and Insurance.

- **i.** **Liability Insurance.** The Grantee must have adequate general liability coverage for the organization, employees and members, including coverage of members engaged in on- and off-site project activities.

ii. **FICA (Social Security and Medicare taxes).** Unless the Grantee obtains a ruling from the Social Security Administration or the Internal Revenue Service that specifically exempts its AmeriCorps members from FICA requirements, the Grantee must pay FICA for any member receiving a living allowance. The Grantee also must withhold 7.65% from the member's living allowance.

iii. **Income Taxes.** The Grantee must withhold Federal personal income taxes from member living allowances, requiring each member to complete a W-4 form at the beginning of the term of service and providing a W-2 form at the close of the tax year. The Grantee must comply with any applicable state or local tax requirements.

iv. **Unemployment Insurance.** The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists. The Grantee cannot charge the cost of unemployment insurance taxes to the Grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting their State Commission, legal counsel or the applicable state agency. AmeriCorps*National and AmeriCorps*Tribes and Territories Grantees must coordinate with their State Commissions to determine a consistent state treatment of unemployment insurance requirements.

v. **Worker's Compensation**. Worker's Compensation is an allowable cost to the Grant. The Grantee is responsible for determining whether state law requires the provision of worker's compensation for members. If a program is not required by state law to provide worker's compensation, the Program must obtain Occupational Accidental Death and Dismemberment insurance coverage for members to cover in-service injury or incidents.

e. Health Care Coverage. The Grantee must provide a health care policy to those full-time members not otherwise covered by a health care policy at the time of enrollment into the AmeriCorps program, or to those members who lose coverage during their term of service as a result of participating in the Program or through no deliberate act of their own. The Corporation will not cover health care costs for family members or for less than full-time members.

i. Minimum Benefits. The health care policy must meet the following minimum benefits:

- Physician services for illness or injury;
- Hospital room and board;
- Emergency room;
- X-ray and laboratory;
- Prescription drugs;
- Limited mental/nervous disorders;
- Limited substance abuse coverage;
- An annual deductible of no more than $250 charges per member;
- No more than $1,000 total annual out-of-pocket per member;
- A 20% co-pay or a comparable fixed fee with the exception of a 50% co-pay for mental and substance abuse care; and
- A maximum benefit of $50,000.

ii. Obtaining Health Care Coverage. You may obtain health care insurance for your members through any provider you choose, as long as the policy provides the minimum benefits and is not excessive in cost. If you use a health care policy that charges more than $150 per month to the Corporation you must send a copy of the policy along with a summary of its coverage and costs to the Corporation's Office of Grants Management.

iii. Half-Time Members. Although no portion of health insurance expenses for halftime members may be paid from Corporation funds, you may choose to provide health care to half-time members from other sources.

iv. Half-Time Members serving in a Full-Time Capacity. Half-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) may be eligible for health care benefits supported with Corporation funds, although that coverage must be approved in the Grant.

f. Childcare. The Grantee must ensure that childcare is made available to those full-time members who need such assistance in order to participate. Members are not eligible to receive childcare from AmeriCorps while they are receiving childcare subsidies from another source for the same period of AmeriCorps Service.

i. **Member Eligibility.** A member is considered to need childcare in order to participate in the Program if:
(a) He or she is the parent or legal guardian (or acting in loco parentis) for a child under the age of 13 who resides with the member;
(b) He or she has a family income that does not exceed the state's income eligibility guidelines for a family of the same size. At a maximum, family income can be no more than 75% of the state's median income; and
(c) At the time of acceptance into the Program, he or she is not receiving childcare from another available source that would continue to be provided while the member serves in the program.

ii. **Qualified Providers.** To be eligible for payment with AmeriCorps funds, a childcare provider must qualify under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858c (4) (A)). Each state has its own criteria. Payments will not be made to ineligible providers.

iii. **Administration of Child Care Payments.** In general, the Corporation will provide for childcare payments, which will be administered through the National Association of Child Care Resource and Referral Agencies (NACCRRA), hereafter referred to as AmeriCorps®CARE. Grantees that choose to provide childcare as a match source (as approved in their budget) may use AmeriCorps®CARE for technical assistance. Grantees can contact AmeriCorps®CARE at 1-800-570-4543 with questions regarding childcare.

iv. **Program Director's Responsibilities.** In addition to determining a member's eligibility at the start of the term of service, Program directors are required to notify AmeriCorps®CARE immediately in writing when:
(a) A member is no longer eligible for childcare benefits due to a change in the member's eligibility status (e.g., family income exceeds the limit, the child turns 13, a full-time member becomes a less than full-time member, or a member leaves the Program);
(b) New or existing members become eligible for childcare benefits;
(c) A member wishes to change childcare providers or a childcare provider will no longer provide childcare services; or
(d) A member is absent from the Program for excessive periods of time (five or more days in a month).
Costs incurred due to the Grantee's failure to keep AmeriCorps®CARE immediately informed of changes in a member's status may be charged to the Grantee's organization.

v. **Half-Time Members.** Although no portion of childcare expenses for half-time members may be paid from Corporation funds, Programs may choose to provide childcare to half-time members from other sources.

vi. **Half-Time Members Serving in a Full-Time Capacity.** Half-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) may be eligible for childcare benefits supported with Corporation funds, although that coverage must be approved in the Grant or via prior written approval from the Corporation's Office of Grants Management.

vii. **Payments**. Payments or reimbursement for childcare benefits will be made for eligible members to qualified providers from the date child care need was established after service began. No payments and reimbursements will be made in the event the AmeriCorps member was ineligible, or if the provider was not qualified under the state guidelines.

g. Family and Medical Leave. AmeriCorps members who have served for at least 12 months and 1250 hours can take family and medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA), provided the sponsoring institution, if non- federal, employs staff of more than 50 people. (See the Corporation's Regulations at 45 C.F.R. 2540.220) Under FMLA, members may take up to 12 weeks of unpaid leave during a 12 month period for the following reasons:

i. The birth of a child.

ii. The placement of a child with an AmeriCorps member through adoption or fostercare.

iii. Serious illness of an AmeriCorps member's spouse, child or parent.

iv. Serious illness prevents the AmeriCorps member from performing his or her essential service duties. According to Corporation regulations, a serious health condition is an illness requiring in-patient care or continuing treatment by a health care provider.

The grantee also may allow a member to take intermittent leave or reduce his or her service hours for any of the reasons mentioned above.

Grantees must continue to provide health care coverage to members on family and medical leave. If at the end of the leave, a member decides not to rejoin the program, FMLA allows grantees to recover their health premium payments, unless the reason for not returning is the continuation of the serious health condition or other circumstances beyond the member's control. However, given the small amounts involved (in most cases less than $300 per AmeriCorps member), Grantees may elect not to adopt this recovery policy.

Family and medical leave does not count toward the requisite service hours and members may not receive a living allowance during this period.

In the Grantee's discretion, temporary leave may also be authorized for the reasons allowed under FMLA to AmeriCorps members who do not otherwise meet the eligibility requirements for FMLA leave as described above. If temporary leave is appropriate, grantees have the flexibility to determine the duration of the absence for up to 12 weeks.

The length of the leave must be based on two considerations: (1) the circumstances of the situation; and (2) the impact of the absence on the member's service experience and on the overall program. If the disruption would seriously compromise the member's service experience or the quality of the program as a whole, then the grantee may offer the member the option of rejoining the program in the next class or completely withdrawing from the program.

h. Federal Work Study. Upon approval by the Corporation's Program Office, grantees may enroll Federal Work Study students as AmeriCorps members. Only individuals who enroll in an AmeriCorps position in a program that has been approved by the Corporation are eligible to receive AmeriCorps member benefits. Except as required by Federal Work Study regulations, AmeriCorps members may not be paid on an hourly basis**.** The Corporation for National and Community Service does not consider a wage under the Federal Work Study program to be a living allowance for purposes of the National and Community Service Act. The grantee is not required to report such wages in the AmeriCorps grant. If you have members to whom you pay a living allowance for any service beyond the hours worked under the Federal Work Study Program, then at least 15% of the amount of the living allowance must be provided from non-Federal sources.

12. POST-SERVICE EDUCATION AWARDS.

In order for a member to receive a post-service education award from the National Service Trust, the Grantee must certify to the National Service Trust that the member is eligible to receive the education benefit. The Grantee must notify the National Service Trust on a form provided by the Corporation (electronic submission via WBRS suffices) when it enrolls a member for a term of service, when the member completes the term, and whenever there is a change in the member's status during the term (e.g., release for compelling circumstances or suspension). A member may receive a post-service education award only for the first two terms of service. For example, one full-time and one half-time term of service count as two terms. If a member is released for reasons other than misconduct prior to completing 15% of a term of service, that term does not count as one of the two terms for which an education award may be provided. No Corporation or other federal funds may be used to provide member support costs for a third or subsequent term of service in an AmeriCorps State or National Program.

In order to receive a full education award, a member must perform the minimum hours of service as required by the Corporation and successfully complete the program requirements as defined by the Program. For example, if successful completion of a full-time program requires 1,800 service hours, members in that particular program are not eligible for an education award simply upon completion of 1,700 hours. If a member is released from a Program for compelling personal circumstances, the member is eligible for a pro-rated education award based on the number of hours served, if it is at least

15% of the total required hours. Questions regarding authorized uses of the education award should be directed to the Trust at (202) 606-5000 ext. 347.

Education Awards Table

Title	Number of Hours	Education Award
Full-time	At least 1700	$4,725.00
One Year Half-time	At least 900	$2,362.50
Two Year Half-time	At least 900	$2,362.50
Reduced Half-time	At least 675	$1,800.00
Quarter-time	At least 450	$1,250.00
Minimum-time	At least 300	$1,000.00

13. MATCHING REQUIREMENTS.

a. Matching Obligation. The Grantee must provide and account for the matching funds as agreed upon in the approved application and budget. All programs are encouraged to raise some funds from the private sector, i.e. non-federal funds.
The Corporation requires, at a minimum, the following aggregate matches:

i. **Member Support Costs**: **15%** including Living Allowance, FICA, Unemployment Insurance, Worker's Compensation and Health Care
ii. **Program Operating Costs: 33%** including Other Member Costs, Staff, Operating Costs, Internal Evaluation and Administration For further requirements, refer to OMB Circular A-102 and its implementation regulation (45 C.F.R. 2543) or A-110 (45 C.F.R. 2541), as applicable.

b. Cash Match for Member Support Costs. The Grantee's matching contributions for Member Support Costs (excluding health care) must be in non-federal monies. Tribal funds acquired through P.L. 93-638 are considered non-federal and may be used to match Member Support Costs. Unless otherwise agreed upon by the Corporation, programs must meet the grantee share of Member Support Costs, as indicated in the approved budget, during each reporting period.

c. Cash or In-Kind Match for Program Operating Costs. Contributions, including cash and third party in-kind, will be accepted as part of the Grantee's matching share for Program Operating Costs (defined as those other than the Member Support Costs) when such contributions meet all of the following criteria:

i. They are verifiable from Grantee records.
ii. They are not included as contributions for any other federally-assisted Program.
iii. They are necessary and reasonable for the proper and efficient accomplishment of Program objectives.
iv. They are allowable under applicable cost principles.

d. Exception for Donated Professional Service. Because the purpose of this Grant is to enable and stimulate volunteer community service, the Grantee may not include the value of direct community service performed by volunteers. However, the Grantee may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit, training of staff and AmeriCorps Programs.

e. Administrative Costs. Administrative costs cannot exceed 5% of total Corporation funds actually expended. Administrative costs that exceed the Corporation's maximum administrative cost limit of 5% but that otherwise would have been allocable to the Grant, are allowable as the matching share under the Administrative costs budget line item. See General Provisions, Administrative Costs.

f. Valuation. The value of Grantee and third-party contributions of services and property will be determined in accordance with applicable cost principles set forth in OMB Circulars A-21, A-87 and A-122, and the approved budget.

g. Cost Share. The Corporation encourages private sector support over-and-above the matching fund requirement. As a general rule, the Corporation will treat cash or in-kind matching contribution that exceeds the required minimum as cost-share. Grantees must comply with the requirements of CFR 2543.23 in documenting cash and in-kind contributions.

14. MEMBER RECORDS AND CONFIDENTIALITY.

a. Record-Keeping. The Grantee must maintain records specified in (b) below that document each member's eligibility to serve pursuant to the member eligibility requirements in the definitions section of these provisions. The records must be sufficient to establish that the individual was eligible to participate in the program and that the member successfully completed the program requirements.

b. Verification. To verify U.S. citizenship, U.S. national status or, U.S. lawful permanent resident alien status, the Grantee must obtain and maintain documentation as required by 45 C.F.R. 2522.200(b) and (c). The Corporation does not require programs to make and retain copies of the actual documents used to confirm age or citizenship eligibility requirements, such as a driver's license, or birth certificate, as long as the Grantee has a consistent practice of identifying the documents that were reviewed and maintaining a record of the review. To verify whether the member meets the requirements relating to high-school education, the Grantee must obtain from the member, and maintain in the member's file, a written declaration under penalty of law that the member meets the requirements of these provisions relating to high school education. If the member has been determined to be incapable of obtaining a high school diploma or its equivalent, the Grantee must retain a copy of the supporting independent evaluation

c. Confidential Member Information. The Grantee must maintain the confidentiality of information regarding individual members. The Grantee must obtain the prior written consent of all members before using their names, photographs and other identifying information for publicity, promotional or other purposes. Parental or legal guardian consent must be obtained for members under 18 years of age. Grantees may include an informed consent form as part of the member contract materials that are signed at the time the member enrolls. Grantees may release aggregate and other non-identifying information, and are required to release member information to the Corporation and its designated contractors. The Grantee must permit a member who submits a written request for access to review records that pertain to the member and were created pursuant to this Grant.

15. BUDGET AND PROGRAMMATIC CHANGES.

a. Programmatic Changes. The State Commission or Parent Organization must obtain the prior written approval of the AmeriCorps Program Office before making the following changes in the approved Program:

- **i.** Changes in the scope, objectives or goals of the Program, whether or not they involve budgetary changes;
- **ii.** Substantial changes in the level of participant supervision;
- **iii.** Entering into additional sub-Grants or contracts for AmeriCorps activities funded by the Grant but not identified or included in the approved application and grant budget.

b. Program Changes for Formula Programs

- i. State Commissions are responsible for approving the above changes for state formula programs.

c. Budgetary Changes. The Grantee must obtain the prior written approval of the Corporation's Office of Grants Management before deviating from the approved budget in any of the following ways:

- **i.** **Reallocation of Funds from the "Member Support Cost"** category to other categories of the approved budget. However, the Grantee may reallocate funds within the line items in this category, except for increases in health care cost per member, which must be approved. The specific line items covered by this subclause are:
  - a. Living allowance,
  - b. FICA, worker's compensation, and unemployment insurance and
  - c. Health care (or alternative health care).
- **ii.** **Specific Costs Requiring Prior Approval before Incurrence** under OMB Circulars A-21, A-87 or A-122. For certain cost items, the cost circulars require

approval of the awarding agency for the cost to be allowable. Examples of these costs are overtime pay, rearrangement and alteration costs, and pre-award costs.

iii. **Purchases of Equipment over $5,000** using Grant funds, unless specified in the approved application and budget.

iv. **Unless the Corporation share of the award is $100,000 or less**, changes to cumulative budget line items that amount to 10 per cent or more of the total program budget must be approved in writing in advance by the Corporation. The total program budget includes both the Corporation and Grantee shares. Grantees may transfer funds among approved direct cost categories when the cumulative amount of such transfers does not exceed 10 per cent of the total program budget.

d. Approvals of Programmatic and Budget Changes. The Corporation's Grants Officers are the only officials who have the authority to change the requirements of the Grant. The Grants Officers will execute written amendments, and Grantees should not assume approvals have been granted unless documentation from the Grants Office has been received.

16. REPORTING REQUIREMENTS.

a. Financial Status and Progress Reports. Progress and Financial Status reporting requirements in these Provisions apply only to the Grantee. Grantees are required to review, analyze, and follow up on progress and financial status reports it receives from AmeriCorps subgrantees or operating sites. Each Grantee must submit Progress and Financial Status Reports by the required due dates.

Requests for extensions of reporting deadlines will be granted when 1) the report cannot be furnished in a timely manner for reasons legitimately beyond the control of the grantee and 2) the Corporation receives a request explaining the need for an extension.

Extensions of deadlines for FSR's (SF 269a) may only be granted by the Office of Grants Management, and extensions of deadlines for Progress Reports may only be granted by the AmeriCorps Program Office.

i. **Financial Status Reports.** The grantee shall submit semi-annual cumulative financial status reports summarizing expenditures during the reporting period using the government Financial Status Report (FSR) form (Standard Form 269A). This form can be found at: http://www.whitehouse.gov/omb/grants/index.html. Financial Status

Report deadlines are:

Due Date	Reporting Period Covered
April 30	Start of grant through March 31
October 30	April 1 – September 30

A Grantee properly utilizing WBRS meets financial reporting requirements when the Grantee uses that system to submit reports within the approved time frames. A Grantee must set its own submission deadlines for its respective Sub-Grantees.

ii. **Progress Reports.**

a. **Reporting Dates for National Direct Parent Organizations**: A Grantee Progress Report ("GPR") is due in WBRS on the first Monday in December, 2004 for the period October 1, 2003 through September 30, 2004. The report will require the Grantee's analysis of the AmeriCorps grants it administers. This includes reporting on the operating sites that have completed their program year by the reporting end date, as well as the progress to date for operating sites still in operation for that project period.

b. **Reporting Dates for State Commissions, Tribes, and Territories:** A Grantee Progress Report ("GPR") is due in WBRS on the first Monday in December, 2004 for the period October 1, 2003 through September 30, 2004.

The report will require the Grantee's analysis of the AmeriCorps grants it administers. This includes reporting on Sub-Grantees that have completed their program year by the reporting end date and the progress to date for those Sub-Grantees still in operation for that project period.

iii. **Final Progress Reports.** A Grantee completing the final year of its grant must submit, in addition to the GPR due the first Monday in December 2004, a final Progress Report that is cumulative over the entire project period (three years). This progress report is due within 90 days after the end of the grant.

iv. **Final Financial Status Reports.** A Grantee completing the final year of its grant must submit, in lieu of the last semi-annual FSR, a final FSR that is cumulative over the entire project period. This FSR is due within 90 days after the end of the grant.

Note: Sub-Grantee Financial Status and Progress Reports
The Corporation expects each Grantee to set its own Sub-Grantee reporting requirements. Grantees are responsible for monitoring Sub-Grantee activities and training needs, tracking progress toward objectives, and identifying challenges. Sub-Grantees must adhere to the reporting requirements outlined and communicated by its Grantee for the program year.

b. AmeriCorps Member-Related Forms. The Grantee is required to submit the following documents to the National Service Trust at the Corporation on forms provided by the Corporation. Grantees and Sub-Grantees may use WBRS to submit these forms electronically. Programs using WBRS must also maintain hard copies of the forms:

i. **Enrollment Forms.** Enrollment forms must be submitted no later than 30 days after a member is enrolled.

ii. **Change of Status Forms.** Member Change of Status Forms must be submitted no later than 30 days after a member's status is changed. By forwarding Member Change of Status Forms to the Corporation, State Commissions and Parent Organizations signal their approval of the change.

iii. **Exit/End-of-Term-of-Service Forms.** Member Exit/End-of-Term-of-Service Forms must be submitted no later than 30 days after a member exits the program or finishes his/her term of service.

c. Benefit Provider Documentation. Programs are responsible for contacting applicable benefit providers immediately and when a change of status affects the eligibility of a member or when a member leaves the program early.

17. GRANT PERIOD AND INCREMENTAL FUNDING.

For the purpose of the Grant, a project period is the complete length of time the Grantee is proposed to be funded to complete approved activities under the grant. A project period may contain one or more budget periods. A budget period is a specific interval of time for which Federal funds are being provided to fund a Grantee's approved activities and budget.

Unless otherwise specified, the Grant covers a three-year project period. In approving a multiyear project period the Corporation makes an initial award for the first year of operation.

Additional funding is contingent upon satisfactory performance and the availability of funds.

The project period and the budget period are noted on the award document.

18. PERFORMANCE MEASUREMENT AND EVALUATION.

a. Performance Measurement. All grantees must establish, track, and evaluate performance measures (i.e., outputs, intermediate-outcomes, end-outcomes) for their programs. Grantees must:

i. establish performance measures in consultation with the Corporation, or State Commission, as appropriate.

ii. collect and organize performance measure data on an ongoing basis.

iii. track progress toward meeting performance goals.

iv. account for shortfalls in measured performance by explaining why they occurred and providing plans for responding to the shortfalls.

v. include the results in progress and final reports.

b. Performance Measurement Requirements for Competitive versus Formula-type Programs.

i. State Commissions are responsible for making the final determination of performance measures for state formula programs, while the Corporation makes the final determination for all other programs.

ii. The Corporation may require that formula programs revise their performance measures to be acceptable if the State Commission has not established appropriate performance measures.

iii. While State Commissions must hold their sub-grantees accountable for their performance measures, as a grantee, a State Commission is accountable to the Corporation for its formula programs performance measures.

c. Changes to Negotiated Performance Measures.

i. Grantees must request approval from the Corporation prior to making a significant change to performance measures. A significant change may occur in the following types of circumstances:

a. Refining the performance measure based on experience so that goals become more realistic and manageable.

b. Replacing a measure related to one issue area with one related to an entirely different issue area (i.e., replacing an objective related to health with one related to the environment).

c. Redefining the work performed by individuals under the grant (i.e., tutoring adults in English as opposed to running an after-school program for third-graders).

d. Eliminating an activity due to a failure to secure necessary matching funding (i.e., a program to train community volunteers was dependent on private funding).

e. Redefining the measure with another (i.e., replacing one measure of civic engagement {additional volunteer time] with another [voting]).

d. Independent Evaluations. The Grantee is encouraged to obtain an independent evaluation and must do so if provided for in the approved budget.

e. External Evaluation and Data Collection. The Grantee must cooperate with the Corporation and its evaluators in all monitoring and evaluation efforts. As part of this effort, the Grantee must collect and submit certain member data, including the total number of members in the Program, and the number of members by race, ethnicity, gender, age, economic background, education level, disability classification and geographic region. The Corporation will provide forms for collecting member data.

f. Accountability for Results. Eligibility for future funding may be contingent upon compliance with these provisions as well as satisfactory performance.

C. GENERAL PROVISIONS

19. LEGISLATIVE AND REGULATORY AUTHORITY.

This Grant is authorized by and subject to the National and Community Service Act of 1990 as amended, codified as 42 U.S.C. 12501 *et seq*., and 45 C.F.R. 2510 *et seq*.

20. OTHER APPLICABLE STATUTORY AND ADMINISTRATIVE PROVISIONS.

The following applicable federal cost principles, administrative requirements, and audit requirements are incorporated by reference:

a. States, Indian Tribes, U.S. Territories, and Local Governments. The following circulars and their implementing regulations apply to states, Indian tribes, U.S. territories, and local governments:

- **i.** Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments -- 45 C.F.R. 2541.
- **ii.** OMB Circular A-87, Cost Principles for State and Local Governments.
- **iii.** OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

b. Nonprofit Organizations. The following circulars and their implementing regulations apply to nonprofit organizations:

- **i.** Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations -- 45 C.F.R. 2543.
- **ii.** OMB Circular A-122, Cost Principles for Nonprofit Organizations.
- **iii.** OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

c. Educational Institutions. The following circulars and their implementing regulations apply to educational institutions:

- **i.** Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations -- 45 C.F.R. 2543.
- **ii.** OMB Circular A-21, Cost Principles for Educational Institutions.
- **iii.** OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

d. Other Applicable Statutes and Regulations. The Grantee must comply with all other applicable statutes, executive orders, regulations and policies governing the Program, including but not limited to those cited in these Grant Provisions, the Grant Assurances and Certifications, and those cited in 45 C.F.R. Parts 2541 and 2543.

21. RESPONSIBILITIES UNDER GRANT ADMINISTRATION.

a. Accountability of Grantee. The Grantee has full fiscal and programmatic responsibility for managing all aspects of grant and grant-supported activities, subject to the oversight of the Corporation. The Grantee is accountable to the Corporation for its operation of the AmeriCorps Program and the use of Corporation grant funds. It must expend grant funds in a judicious and reasonable manner, and it must record accurately the service activities and outcomes achieved under the grant. Although Grantees are encouraged to seek the advice and opinion of the Corporation on special problems that may arise, such advice does not diminish the Grantee's responsibility for making sound judgments and does not mean that the responsibility for operating decisions has shifted to the Corporation.

b. Notice to Corporation. The Grantee will notify the appropriate Corporation's Program or Grants Officer immediately of any developments or delays that have a significant impact on

funded activities, any significant problems relating to the administrative or financial aspects of the Grant, or any suspected misconduct or malfeasance related to the Grant or Grantee. The Grantee will inform the Corporation official about the corrective action taken or contemplated by the Grantee and any assistance needed to resolve the situation.

c. Notice to the Corporation's Office of Inspector General. The Grantee must notify the Office of Inspector General immediately of losses of federal funds or goods/services supported with federal funds, or when information discovered by someone at a program indicates that there has been waste, fraud or abuse, or any violation of criminal law, at the program or at a sub-grantee.

22. FINANCIAL MANAGEMENT PROVISIONS.

a. General. The Grantee must maintain financial management systems that include standard accounting practices, sufficient internal controls, a clear audit trail and written cost allocation procedures as necessary. Financial management systems must be capable of distinguishing expenditures attributable to this Grant from expenditures not attributable to this Grant. This system must be able to identify costs by programmatic year and by budget category and to differentiate between direct and indirect costs or administrative costs. For further details about the Grantee's financial management responsibilities, refer to OMB Circular A-102 and its implementing regulations (45 C.F.R. 2543) or A-110 and its implementing regulations (45 C.F.R. 2541), as applicable.

b. Source Documentation. The Grantee must maintain adequate supporting documents for its expenditures (federal and non-federal) and in-kind contributions made under this Grant. Costs must be shown in books or records [e.g., a disbursement ledger or journal], and must be supported by a source document, such as a receipt, travel voucher, invoice, bill, in-kind voucher, or similar document.

c. Time and Attendance Records.

i. Staff.

(a) Except as provided in (b) and (c) below, salaries and wages charged directly to this Grant or charged to matching funds must be supported by signed time and attendance records for each individual employee regardless of position, and by documented payrolls approved by a responsible official of the Grantee. Except as provided in (b) and (c) below, salaries and wages chargeable between this Grant and other programs or functions of the Grantee organization must be supported by signed time and attendance records for each individual regardless of position appropriately distributing the individual's time to the different programs or functions.

(b) Educational institutions are not required to support charges for salaries and wages with signed time and attendance records for professorial and professional staff if they are in compliance with the criteria in Section 8.b of OMB Circular A-21 for acceptable methods of documenting the distribution of charges for personal services.

(c) State, Local and Indian Tribal governmental units are not required to support charges for salaries and wages with signed time and attendance records if they are in compliance with the standards of Section 11.h of OMB Circular A-87 for the support and documentation of salaries and wages.

ii. AmeriCorps Members. The Grantee must keep time and attendance records on all AmeriCorps members in order to document their eligibility for in-service and post-service benefits. Time and attendance records must be signed and dated both by the member and by an individual with oversight responsibilities for the member.

d. Audits. A grantee organization that expends $300,000 or more of total federal awards in a fiscal year is required to obtain a single audit for that year conducted by an independent auditor in accordance with the Single Audit Act, as amended, 31 U.S.C. 7501, et seq., and OMB Circular A-133. (If the grantee expends federal awards under only one federal program, it may elect to have a program specific audit, if it is otherwise eligible.) A grantee that does not expend $300,000 in federal awards is exempt from the single audit requirements of OMB Circular A-133 for that year.

However, it must continue to conduct financial management reviews of its programs, and records must be available for review and audit.

A recipient of a Federal grant (pass-through entity) is required in accordance with paragraph 400(d) of OMB Circular A-133 to do the following with regard to its subrecipients: (1) identify the Federal award and funding source; (2) advise subrecipients of all requirements imposed on them; (3) monitor subrecipient activities and compliance; (4) ensure subrecipients have A-133 audits when required; (5) issue decisions and ensure follow-up on audit findings in a timely way; (6) where necessary, adjust its own records and financial statements based on audits; and (7) require subrecipients to permit access by the pass-through entity and auditors to records and financial statements as necessary for the pass-through entity to comply with A-133.

e. Consultant Services. Payments to individuals for consultant services under this Grant will not exceed $443.00 per day (exclusive of any indirect expenses, travel, supplies and so on).

23. ADMINISTRATIVE COSTS.

a. Definitions. "Administrative costs" means general or centralized expenses of overall administration of an organization that receives Corporation funds and does not include particular Program or project costs. 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. Such costs are generally identified with the organization's overall operation and are further described in OMB Circulars A-21, A-87 and A-122. For organizations that do not have an established indirect cost rate for federal awards, administrative costs include:

i. Costs for financial, accounting, auditing, contracting or general legal services except in unusual cases where they are specifically approved in writing by the Corporation as program costs;

ii. Costs for internal evaluation, including overall organizational management improvement costs (except for independent and internal evaluations of the Program or project evaluations that are specifically related to creative methods of quality improvement); and

iii. Costs for general liability insurance that protects the organization(s) responsible for operating a Program or project, other than insurance costs solely attributable to the Program or project.

Administrative costs may also include that portion of salaries and benefits of the Program's director and other administrative staff not attributable to the time spent in support of a specific Program or project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in Corporation regulations [45 CFR 2541.220(b)].

Administrative costs generally do not include the following allowable expenses directly related to a Program or project (including their operations and objectives), such as:

i. Allowable direct charges for members, including living allowances, insurance payments made on behalf of members, training and travel;

ii. Costs for staff (including salary, benefits, training and travel) who recruit, train, place or supervise members or who develop materials used in such activities, if the purpose is for a specific Program or project objective;

iii. Costs for independent evaluations and any internal evaluations of the Program or project that are related specifically to creative methods of quality improvement;

iv. Costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct Program or project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support Program or project activities; staff who coordinate and facilitate single or multi-site Program and project activities; and staff who review, disseminate and implement Corporation guidance and policies directly relating to a Program or project;

v. Space, facility and communication costs that primarily support Program or project operations, excluding those costs that are already covered by an organization's indirect cost rate; and

vi. Other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by the Corporation as directly attributable to a Program or project.

b. Limitation by Statute. Administrative costs cannot exceed 5% of total Corporation funds actually expended under this award.

c. Fixed 5%. If approved on a case-by-case basis by the Corporation, the grantee may charge, for administrative costs, a fixed 5% of the total of the Corporation funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures. These rates may be used without supporting documentation and are in lieu of an indirect cost rate.

d. Indirect Cost Rates.

i. If grantees have an approved indirect cost rate, such rate will constitute documentation of the grantee's administrative costs including the 5% maximum payable by the Corporation and the grantee match of administrative costs.

ii. If a grantee wants to claim more than 10% match in administrative costs it must have or obtain an approved indirect cost rate. Where appropriate, the Corporation will establish an indirect cost rate that may be used for this and other federal awards.

e. Consistency of Treatment. To be allowable under an award, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the organization. Furthermore, the costs must be accorded consistent treatment in both federally financed and other activities as well as between activities supported by different sources of federal funds.

24. EQUIPMENT AND SUPPLY COSTS.

Equipment and supplies will be handled in accordance with 45 C.F.R. 2541 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government or with 45 C.F.R. 2543 – Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations.

25. PROJECT INCOME.

a. General. Income earned as a direct result of the Program's activities during the award period may be retained by the Grantee and used to finance the non-Corporation share of the Program.

b. Fees for Service. When using assistance under this Grant, the Grantee may not enter into a contract for or accept fees for service performed by members when:

i. The service benefits a for-profit entity;

ii. The service falls within the other prohibited Program activities set forth in these Grant Provisions; or

iii. The service violates the non-displacement Provisions of the Act set forth in these Grant Provisions.

26. PAYMENTS UNDER THE GRANT.

a. Advance Payments. The Grantee may receive advance payments of Grant funds, provided the Grantee meets the financial management standards specified in OMB Circular A-102 and its implementing regulations (45 C.F.R. 2541) or A-110 and its implementing regulations (45 C.F.R. 2543), as applicable.

b. Immediate Cash Flow Needs. The amount of advance payments requested by the Grantee must be based on actual and immediate cash needs in order to minimize federal cash on hand in accordance with policies established by the U.S. Department of the Treasury in 31 C.F.R. 205.

c. Discontinuing Advance Payments. If a Grantee does not establish procedures to minimize the time elapsing between the receipt of the cash advance and its disbursement, the Corporation may, after providing due notice to the Grantee, discontinue the advance payment method and allow payments in advance only by individual request and approval or by reimbursement.

d. Interest-Bearing Accounts. The Grantee must deposit advance funds received from the Corporation in federally-insured, interest-bearing accounts. The exceptions to this requirement follow:

i. **Institutions of Higher Education and Other Non-Profit Organizations.** If a Grantee is covered by 45 C.F.R. 2543 it must maintain advance funds in interest bearing accounts unless:

(a) It receives less than $120,000 in federal funds per year;

(b) The best reasonably available account would not be expected to earn interest in excess of $250 per year on federal cash balances; or

(c) The required minimum balance is so high that it would not be feasible within expected federal and non-federal cash resources.

Earned interest must be remitted annually to HHS-PMS, Rockville, MD 20852. Grantees may keep up to $250 of interest per year to offset administrative expenses.

ii. **State and Local Governments.** All Grantees and sub-Grantees covered by 45 C.F.R. 2541, with the exception of State Governments and Indian Tribes, must remit earned interest quarterly to the Corporation. Grantees may keep up to $100 of the earned interest per year to offset administrative expenses.

27. RETENTION OF RECORDS.

The Grantee must retain and make available all financial records, supporting documentation, statistical records, evaluation and program performance data, member information and personnel records for 3 years from the date of the submission of the final Financial Status Report (SF 269A). If an audit is started prior to the expiration of the 3-year period, the records must be retained until the audit findings involving the records have been resolved and final action taken.

28. SITE VISITS.

The Corporation reserves the right to make site visits to review and evaluate Grantee records, accomplishments, organizational procedures and financial control systems; to conduct interviews; and to provide technical assistance as necessary.

29. LIABILITY AND SAFETY ISSUES

a. **Liability Insurance Coverage.** The Grantee must have adequate liability insurance coverage for the organization, employees and members, including coverage of members engaged in on- and off-site project activities.

b. **Member Safety.** The Grantee must institute safeguards as necessary and appropriate to ensure the safety of members. Members may not participate in projects that pose undue safety risks.

30. DRUG-FREE WORKPLACE.

a. Notice to Employees and Members. In accordance with the Drug-Free Workplace Act, 41 U.S.C. 701 et seq., implementing regulations, 45 C.F.R. 2542, and the Grantee's certification, the Grantee must publish a statement notifying employees and members that:

i. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the Grantee's workplace and Program;

ii. Conviction of any criminal drug statute must be reported immediately to the Grantee;

iii. The employee's employment or member's participation is conditioned upon compliance with the notice requirements; and

iv. Certain actions will be taken against employees and members for violations of such prohibitions.

b. Criminal Drug Convictions. The Grantee's employees and members must notify the Grantee in writing of any criminal drug convictions for a violation occurring in the workplace or during the performance of project activities no later than 5 days after such conviction. The Grantee must notify the Corporation within 10 days of receiving notice of such conviction. The Grantee must

take appropriate action against such employee or member, up to and including termination or member release for cause consistent with the Corporation's rules on termination and suspension of service, or require the employee or member to satisfactorily participate in an approved drug abuse assistance or rehabilitation Program.

c. Drug-Free Awareness Program. The Grantee must establish a drug-free awareness Program to inform employees and members about the dangers of drug abuse in the workplace, the Grantee's policy of maintaining a Drug-Free workplace, any available drug counseling, rehabilitation, and employee assistance and member support services, and the penalties that may be imposed for drug abuse violations.

d. Grantee Non-Compliance. The Grantee is subject to suspension, termination or debarment proceedings for failure to comply with the Drug-Free Workplace Act.

e. Non-Discrimination and Confidentiality Laws. In implementing the Drug-Free Workplace Act, the Grantee must adhere to federal laws and its Grant assurances related to alcohol and substance abuse non-discrimination and confidentiality.

31. NON-DISCRIMINATION.

a. Assurances. The Grantee must assure that its program or activity, including those of its subgrantees, will be conducted, and facilities operated, in compliance with the applicable statutes set forth below, as well as with their implementing regulations. The Grantee must obtain an assurance of such compliance prior to extending Federal financial assistance to subgrantees. The U.S. Government shall have the right to seek judicial enforcement of these assurances.

b. Discrimination Prohibited. A person, including a member, a community beneficiary, or Program staff, may not, on the grounds of race, color, national origin, sex, age, political affiliation, disability, or religion (except as noted below) be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual or other arrangements, under any program or activity receiving federal financial assistance. The prohibition on discrimination on the basis of disability protects otherwise qualified individuals with disabilities. The prohibition against discrimination on the basis of religion with respect to Program staff applies only to Program staff paid with Corporation funds but excludes staff paid with Corporation funds who were already employed by the Grantee on the date the Corporation grant was awarded.

This prohibition against discrimination includes but is not limited to:

- **i.** Denying an opportunity to participate in, benefit from, or provide a service, financial aid, or other benefit;
- **ii.** Providing an opportunity which is different or provided differently;
- **iii.** Denying an opportunity to participate as a member of a planning or advisory body integral to the program;
- **iv.** Segregating or subjecting a person to separate treatment;
- **v.** Providing an aid, benefit, or service to a qualified disabled person that is less effective in affording opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement;
- **vi.** Denying a qualified disabled person the opportunity to participate in integrated programs or activities, even though permissibly separate or different programs or activities exist;
- **vii.** Restricting a person’s enjoyment of an advantage or privilege enjoyed by others;
- **viii.** Providing different or separate aid, benefits, or services to disabled persons unless necessary in order to provide them as effectively as provided to others;
- **ix.** Treating a person differently in determining admission, enrollment, quota, eligibility, membership or other requirements;
- **x.** Using criteria or administrative methods, including failing to provide needed auxiliary aids for disabled persons, which have the effect of subjecting persons to discrimination, or defeating or substantially impairing achievement of the objectives of the program for a person;

xi. Selecting a site or location of facilities with the purpose or effect of excluding individuals from, denying them the benefits of, or subjecting them to discrimination under the program;

xii. Denying a qualified disabled person a benefit, aid, or participation because facilities whose groundbreaking occurred after May 30, 1979 are inaccessible to or unusable by disabled persons or because programs or activities in facilities predating May 30, 1979, when viewed in their entirety, are inaccessible to or unusable by disabled persons; and

xiii. Failing to provide reasonable accommodation to otherwise qualified individuals with disabilities. The Corporation's "Civil Rights Statement Regarding Volunteers, Service Participants and Other Beneficiaries," and its "Policy Against Sexual, Racial, National Origin, or Religious Harassment" which include additional discrimination prohibitions are attached and incorporated herein.

c. Public Notice of Nondiscrimination. The Grantee must notify members, community beneficiaries, applicants, Program staff, and the public, including those with impaired vision or hearing, that it operates its program or its activity subject to the nondiscrimination requirements of the applicable statutes. The notice must summarize the requirements, note the availability of compliance information from the Grantee and the Corporation, and briefly explain procedures for filing discrimination complaints with the Corporation.

Sample language is:

> It is against the law for organizations that receive federal financial assistance from the Corporation for National and Community Service to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or, in most cases, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:
> (Name, address, phone number – both voice and TDD, and preferably toll free – FAX number and e-mail address of the Grantee) or
>
> Equal Opportunity Office
> Corporation for National and Community Service
> 1201 New York Avenue, NW
> Washington, D.C. 20525
> (202) 606-5000, ext. 312 (voice); (202) 565-2799 (TDD)
> (202) 565-2816 (FAX); eo@cns.gov (e-mail)

The Grantee must include information on civil rights requirements, complaint procedures and the rights of beneficiaries in member contracts, handbooks, manuals, pamphlets, and post in prominent locations, as appropriate. The Grantee must also notify the public in recruitment material and application forms that it operates its program or activity subject to the nondiscrimination requirements. Sample language, in bold print, is "This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion." Where a significant portion of the population eligible to be served needs services or information in a language other than English, the Grantee shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

d. Records and Compliance Information. The Grantee must keep records and make available to the Corporation timely, complete and accurate compliance information to allow the Corporation to determine if the Grantee is complying with the civil rights statutes and implementing regulations. Where a Grantee extends federal financial assistance to subgrantees, the subgrantees must make available compliance information to the Grantee so it can carry out its civil rights obligations.

The Corporation will provide specific guidance regarding records and compliance information. At a minimum, the Grantee should have available racial, ethnic, sex, and disability data regarding members/applicants, service recipients/applicants and Program staff/applicants. This data should be sufficient to measure the distribution of benefits to the eligible population and evaluate the

services provided to the different segments of the population being served. Data on members and Program staff should be gathered, on a voluntary basis, directly from the individuals. Data on service recipients may be gathered, estimated, or based on census or other statistics. Racial and ethnic data should be gathered for the following categories:

- Hispanic/Latino/Spanish culture or origin or non-Hispanic/Latino/Spanish culture or origin (one or the other) and one or more of the following:
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

e. Obligation to Cooperate. The Grantee must cooperate with the Corporation so that the Corporation can ensure compliance with the civil rights statutes and implementing regulations. The Grantee shall permit access by the Corporation during normal business hours to its books, records, accounts, staff, members, facilities, and other sources of information as may be needed to determine compliance.

f. Discrimination Complaints, Investigations and Compliance Reviews. The Corporation may review the practices of the Grantee to determine civil rights compliance.
Any person who believes discrimination has occurred may file a discrimination complaint with the Corporation's Equal Opportunity Office. The Grantee may not intimidate, threaten, coerce, or discriminate against an individual to interfere with a right or privilege secured by the civil rights acts or because the person made a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing. The Corporation will keep the identity of complainants and witnesses confidential except as necessary to conduct an investigation, hearing, or judicial proceeding.

The Corporation will investigate whenever a compliance review, report, complaint, or other information indicates a possible failure to comply with the statutes and their implementing regulations. If an investigation indicates a failure to comply, the Corporation will so inform the Grantee and any applicable subgrantees and will attempt to resolve the matter by voluntary means. If the matter cannot be resolved by voluntary means, the Corporation will initiate formal enforcement action.

Discrimination complaints may be raised through the Grantee's grievance procedure. Use of the Grantee's grievance procedure may not be a required precursor to filing a federal discrimination complaint with the Corporation. Use of the Grantee's grievance procedure does not preclude filing a federal discrimination complaint. The Grantee's grievance procedure should advise members that use of the grievance procedure does not stop the running of Corporation time frames for filing a discrimination complaint with the Corporation. In all cases where discrimination allegations have been raised with the Grantee, the Grantee must submit a written report to the Corporation's Equal Opportunity Office, which has a review authority over the investigation and disposition of all discrimination complaints.

g. Self-Evaluation Requirements. The Grantee must comply with (1) the self-evaluation requirements under section 504 of the Rehabilitation Act regarding accessibility for individuals with disabilities; (2) the self-evaluation requirements of the Age Discrimination Act of 1975; and (3) the self-evaluation requirements under title IX of the Education Amendments of 1972 regarding discrimination based on sex. Guidance regarding the self-evaluation requirements may be obtained from the Corporation's Equal Opportunity Office, 1201 New York Avenue, NW, Washington, D.C. 20525, (202) 606- 5000, ext. 312 (voice); (202) 4565-2799 (TDD); (202) 565-2816 (FAX); or eo@cns.gov (e-mail).

h. Applicable Statutes. In accordance with its assurances, the Grantee must comply with all federal statutes relating to non-discrimination to the extent applicable, including, but not limited to titles VI and VIII of the Civil Rights Act of 1964 (42 U.S.C. 2000d and 3601 *et seq.*), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title IX of the Education Amendments of 1972 (20 U.S.C. 1681 *et seq.*) the Age Discrimination Act of 1975 (42 U.S.C. 6101 *et seq.*), the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and

Rehabilitation Act of 1970 (P.L. 91-616), the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), and the requirements of any other non-discrimination provision in the National and Community Service Act of 1990, (42 U.S.C. 12635) or any other applicable non-discrimination provision.

32. THE OFFICE OF INSPECTOR GENERAL

The Corporation's Office of Inspector General (OIG) conducts and supervises independent and objective audits, evaluations, and investigations of Corporation programs and operations. Based on the results of these audits, reviews, and investigations, the OIG recommends policies to promote economy and efficiency and to prevent and detect fraud, waste, and abuse in the Corporation's programs and operations.

The OIG also conducts and supervises audits of Corporation grantees, as well as legislatively mandated audits and reviews. The legislatively mandated audits include the annual financial statement audit, and fulfilling the requirements of the Government Information Security Reform Act and its successor, the Federal Information Security Management Act. A risk-based approach, along with input received from Corporation management, is used to select grantee and grants for audit. The OIG hires audit firms to conduct some of its audits. The OIG audit staff is available to discuss its audit function, and can be reached at (202) 606-5000, extension 390.

The OIG is available to offer assistance to AmeriCorps grantees that become aware of suspected criminal activity in connection with the AmeriCorps program. Grantees should immediately contact OIG when they first suspect that a criminal violation has occurred. The OIG investigative staff is available to provide guidance and ensure that the appropriate law enforcement agency is notified, if required. The OIG may be reached by email at hotline@cnsoig.gov or by telephone at 1-800-452-8210. Following notification to OIG, grantees should also inform the respective program and grants officers of the facts and circumstances surrounding these incidents.

33. SUPPLEMENTATION, NON-DUPLICATION AND NON-DISPLACEMENT.

a. Supplementation. Grant funds may not be used to replace state or local public funds that had been used to support Programs or projects of the type eligible to receive Corporation Grant funds. For any given Program, this condition will be satisfied if the aggregate non-federal public expenditure for that Program or project in the fiscal year that support is to be provided is not less than the previous fiscal year.

b. Non-Duplication. Grant funds may not be used to duplicate services that are available in the locality of a Program or project. The Grantee may not conduct activities that are the same or substantially equivalent to activities provided by a state or local government agency in which the Grantee entity resides.

c. Non-Displacement.

i. **Prohibition on Displacing an Employee or a Position.** The Grantee may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer of a member in a Program or project.

ii. **Prohibition on Promotional Infringement.** The Grantee may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.

iii. **Prohibition on Displacing Employee Services, Duties or Activities.** A member in a Program or project may not perform any services or duties, or engage in activities that would otherwise be performed by an employee, as part of the assigned duties of such employee.

iv. **Prohibition on Supplanting, Hiring or Infringing on Recall Rights.** A member in a Program or project may not perform any services or duties, or engage in activities, that:

a. Will supplant the hiring of employed workers; or
b. Are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

v. **Other Prohibitions.** A member in a Program or project may not perform services or duties that have been performed by or were assigned to any:
   a. Currently employed worker;
   b. Employee who recently resigned or was discharged;
   c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
   d. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
   e. Employee who is on strike or is being locked out.

34. GRIEVANCE PROCEDURE.

a. Setting Up a Grievance Procedure. In accordance with 42 U.S.C. 12636 and implementing regulations at 45 C.F.R. 2540.230, the Grantee must establish and implement a process for filing and adjudicating grievances from members, labor organizations and other interested parties. A grievance process may include dispute resolution programs such as mediation, facilitation, assisted negotiation and neutral evaluation. A grievance process must provide an opportunity for a grievance hearing and binding arbitration. If the grievance alleges fraud or criminal activity, it must be brought to the attention of the Inspector General of the Corporation immediately. Discrimination complaints may also be raised through the grievance procedure.

b. In the event that a Sub-Grantee of a direct Grantee of the Corporation is no longer in existence or otherwise does not provide a grievance procedure that complies with this Provision, the direct Grantee is responsible for handling any grievance in accordance with 45 C.F.R. 2540.230.

c. Alternative Dispute Resolution.

i. **Informal Resolution.** The aggrieved party may seek resolution of a grievance through alternative means of dispute resolution (ADR) such as mediation or facilitation. ADR proceedings must be initiated within 45 calendar days of the date of the alleged occurrence. At the initial session of the ADR proceedings, the party must be advised in writing of the right to file a grievance and right to arbitration. If the matter is resolved, and a written agreement is reached, the party will agree to forego filing a grievance in the matter under consideration.

ii. **Neutral Facilitation.** If ADR is instituted, the process must be aided by a neutral party who, with respect to an issue in controversy, functions specifically to aid the parties in resolving the matter through a mutually achieved and acceptable written agreement. The neutral party may not compel a resolution. Proceedings before the neutral party must be informal, and the rules of evidence will not apply. With the exception of a written and agreed-upon ADR, the proceeding must be confidential. Any decision by the neutral party is advisory and is not binding unless both parties agree. If the grievance is not resolved within 30 calendar days of initiation, the neutral party again must inform the aggrieved party of his or her right to file a formal grievance.

d. Formal grievance proceeding.

i. **Time Limits.** Except for a grievance that alleges fraud or criminal activity, a grievance must be made no later than one year after the date of the alleged occurrence. If a hearing is held on a grievance, it must be conducted no later than 30 calendar days after the filing of such grievance. A decision on any such filed grievance must be made no later than 60 days after filing.

ii. **Effect of Informal Process.** In the event an aggrieved party files a grievance after participating in an informal dispute resolution process, the neutral party may not participate in the formal grievance proceeding. In addition, no communication or proceeding of the informal dispute resolution process may be referred to or introduced into evidence at a grievance or arbitration proceeding.

e. Arbitration.

i. **Selection of Arbitrator.** If there is an adverse decision against the party who filed the grievance, or no decision has been reached after 60 calendar days after the filing of a grievance, the aggrieved party may submit the grievance to binding arbitration

before a qualified arbitrator who is jointly selected and who is independent of the interested parties. If the parties cannot agree on an arbitrator, within 15 calendar days after receiving a request from one of the parties, the Corporation will appoint an arbitrator from a list of qualified arbitrators.

ii. **Time Limits.** An arbitration proceeding must be held no later than 45 days after the request for arbitration, or if the arbitrator is appointed by the Corporation, the proceeding must occur no later than 30 calendar days after the arbitrator's appointment. A decision must be made by the arbitrator no later than 30 calendar days after the date the arbitration proceeding begins.

iii. **Cost.** In accordance with 42 U.S.C. 12636(f) (4) (D), the cost of the arbitration proceeding must be divided evenly between the parties to the arbitration unless the party requesting a grievance proceeding prevails. If the grievant prevails, the Grantee must pay the total cost of the proceeding and reasonable attorney's fees of the prevailing party incurred in connection with the ADR proceeding.

iv. **Effect of Noncompliance with Arbitration.** Pursuant to 42 U.S.C. 12636(f) (7), a suit to enforce an arbitration award may be brought in any federal district court having jurisdiction over the parties without regard to the amount in controversy or citizenship.

f. Suspension of Placement. If a grievance is filed regarding a proposed placement of a member in a Program or project, such a placement must not be made unless the placement is consistent with the resolution of the grievance.

g. Remedies. Remedies for a grievance filed under a procedure established by the Grantee may include:

i. Prohibition of a placement of a member; and

ii. In grievance cases where there is a violation of non-duplication or non-displacement requirements and the employer of the displaced employee is the Grantee:

a. Reinstatement of the employee to the position he or she held prior to the displacement;
b. Payment of lost wages and benefits;
c. Re-establishment of other relevant terms, conditions and privileges of employment; and
d. Any other equitable relief that is necessary to correct any violation of the non-duplication or non-displacement requirements or to make the displaced employee whole.

35. OWNERSHIP AND SHARING OF GRANT PRODUCTS.

a. Ownership. Unless otherwise specified, the Grantee owns and may copyright any work that is subject to copyright, including software designs, training manuals, curricula, videotapes and other products produced under the Grant. However, the Grantee may not sell any work that includes an AmeriCorps logo without prior Corporation written approval.

b. Corporation Use. The Corporation retains royalty-free, non-exclusive, and irrevocable licenses to obtain, use, reproduce, publish or disseminate products, including data, produced under the Grant and to authorize others to do so. The Corporation may distribute such products through a designated clearinghouse.

c. Sharing Grant Products. To the extent practical, the Grantee agrees to make products produced under the Grant available at the cost of reproduction to others in the field.

36. PUBLICATIONS.

a. Acknowledgment of Support. Publications created by members may include an AmeriCorps logo if they are consistent with the purposes of the Grant. The Grantee is responsible for assuring that the following acknowledgment and disclaimer appears in any external report or publication of material based upon work supported by this Grant.

"This material is based upon work supported by the Corporation for National and Community Service under AmeriCorps Grant No. ____. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, the Corporation or the AmeriCorps Program."

b. Materials Provided to Corporation. The Grantee is responsible for assuring that two copies of any such material are sent to the Corporation's Office of Public Affairs and Program Office.

37. SUSPENSION OR TERMINATION OF GRANT.

a. Suspension of the Grant. In an emergency situation the Corporation may suspend a Grant for not more than 30 calendar days. Examples of such situations may include, but are not limited to:

- **i.** Serious risk to persons or property;
- **ii.** Violations of federal, state or local criminal statutes; and
- **iii.** Material violation(s) of the Grant or contract that is sufficiently serious that they outweigh the general policy in favor of advance notice and opportunity to show cause.

b. Termination of the Grant. Pursuant to 45 C.F.R. 2540.400, the Corporation may terminate payments under the grant, revoke the designated member positions, or recover Grant funds for failure comply with applicable provisions of this Grant. However, the Corporation will provide the Grantee reasonable notice and opportunity for a full and fair hearing, subject to the following conditions:

- **i. Notice.** The Corporation will notify the Grantee by letter or telegram that it intends to terminate payments, revoke positions or recover Grant funds, either in whole or in part, unless the Grantee shows good cause why such assistance should not be terminated, revoked or recovered. In this notice, the grounds and the effective date for the proposed termination or revocation will be described. The Grantee will be given at least 7 calendar days to submit written material in opposition to the proposed action.
- **ii. Right to a hearing.** The Grantee may request a hearing on a proposed termination, revocation or recovery. Upon 5 days notice to the Grantee, the Corporation may authorize the conduct of a hearing or other meetings at a location convenient to the Grantee to consider the proposed action. A transcript or recording must be made of a hearing.

c. The Grantee may suspend or terminate assistance to a Sub-Grantee, provided that such action affords the Sub-Grantee, at a minimum, the notice and hearing rights set forth in the Provisions applicable to the Corporation in this section (36).

38. ORDER OF PRECEDENCE.

Should there be any inconsistency among the Grant Award, the AmeriCorps Special Provisions, the General Provisions, and the approved Grant Application, the order of precedence that will prevail is (1) Grant Award, (2) the AmeriCorps Special Provisions, (3) the General Provisions, and (4) the approved Grant Application.

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE
POLICY AGAINST SEXUAL, RACIAL, NATIONAL ORIGIN,
OR RELIGIOUS HARASSMENT

Our policy is to provide work and service environments free from sexual, racial, national origin, or religious harassment. Whether in Corporation or grantee offices, in other work- or service-related settings such as service sites, training sessions, or site visits, or at work- or service-related social events, such harassment is unacceptable.

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, or any verbal, physical or graphic conduct of a sexual nature when:

(1) submission is explicitly or implicitly a term or condition of employment or service;
(2) submission or rejection is a basis for work or service decisions; or
(3) such conduct has the purpose or the effect of interfering with work or service performance or creating an intimidating, hostile, or offensive work or service environment. Slurs and other verbal or physical conduct relating to an individual's race, national origin or religion also constitute harassment when that conduct's purpose or effect is to interfere with work or service performance or create an intimidating, hostile, or offensive work or service environment.

We expect Corporation and grantee supervisory and management personnel to immediately take appropriate action to prevent or stop any harassment of employees, service participants, or clients of which they become aware, whether the harassing conduct is by employees, service participants, or outside individuals such as service site or contractor personnel. Also, we will not retaliate or tolerate any attempt at retaliation against a person who raises harassment concerns in good faith. Any Corporation employee who violates our policy against harassment, or asserts a false claim of harassment with a malicious intent, will be subject to appropriate disciplinary action, up to and including termination. Any grantee that permits harassment in violation of this policy will be subject to a finding of noncompliance and administrative procedures that may result in termination of federal financial assistance from the Corporation and all other federal agencies.

Persons who believe they have been subjected to harassment in violation of non-harassment provisions of applicable laws, regulations or this policy may raise their concerns with our Equal Opportunity Office. However, claims of unlawful harassment not brought to the attention of our Equal Opportunity Office within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. Our Equal Opportunity Office may be reached at (202) 606-5000, extension 312 (voice), (202) 565-2799 (TDD), eo@cns.gov, or through www.nationalservice.org.

We encourage, but do not require, volunteers, service participants, and other beneficiaries to first bring concerns about harassment to the director or appropriate supervisory personnel of the program or project. We likewise encourage programs and projects to facilitate prompt resolution of these concerns.

Directors of all programs and projects are requested to provide a copy of this policy to all volunteers or service participants.

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE CIVIL RIGHTS STATEMENT REGARDING VOLUNTEERS, SERVICE PARTICIPANTS AND OTHER BENEFICIARIES

We continue to maintain the policy stated in our June 6, 1994 Civil Rights Statement:
Recognizing that the fabric of our society is strengthened by the diversity of its citizens, the policy of the Corporation for National and Community Service is to ensure a mutual respect for all differences among us. Participation in the Corporation and its programs and projects will be based on merit and equal opportunity for all, without regard to factors such as race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community, or social affiliations. By adhering to this policy, the Corporation will be able to foster civic responsibility, strengthen the ties that bind us together as a people, and provide educational opportunity for those who make a substantial commitment to service.

This policy applies to programs and projects we conduct, as well as those receiving federal financial assistance from us. For civil rights purposes, all programs and projects funded or receiving volunteers or service participants under the National and Community Service Act, as amended, or the Domestic Volunteer Service Act, as amended, are programs or activities receiving federal financial assistance. Any grantee found to have unlawfully discriminated against a volunteer, service participant, client, employee or beneficiary of such a program or project will be subject to a finding of noncompliance and administrative procedures which may result in termination of federal financial assistance from the Corporation and all other federal agencies.

Any volunteer, service participant, client, employee or beneficiary of a program or project who believes he or she has been subjected to discrimination in violation of nondiscrimination provisions of applicable laws, regulations or this policy may raise his or her concerns with the Corporation's Equal Opportunity Office. However, discrimination claims not brought to the attention of our Equal Opportunity Office within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. Our Equal Opportunity Office may be reached at (202) 606-5000, extension 312 (voice), (202) 565-2799 (TDD), eo@cns.gov, or through www.nationalservice.org.

The Corporation's Equal Opportunity Office attempts to resolve concerns about discrimination promptly and when possible uses an informal conciliation process to do so. We encourage, but do not require, volunteers, service participants, and other beneficiaries to first bring concerns about discrimination to the director or appropriate personnel of the program or project. We likewise encourage directors of programs and projects to facilitate prompt resolution of these concerns.

Directors of all programs and projects are requested to provide a copy of this policy to all volunteers or service participants.

Attachment 3

Virginia Department of Social Services
Virginia Commission for National and Community Service
7 North Eighth Street
Richmond, Virginia 23219-1849

FROM I-95 NORTH

If you are driving South on Interstate 95, take Exit 75, bearing to the right in the direction of the Coliseum and 3rd Street signs. Turn left on Marshall Street to 8th Street, and turn right onto 8th Street. Take 8th Street past Broad Street (major intersection) and continue for 2 & ½ blocks, just past Franklin Street. The Virginia Department of Social Services is on the left halfway between Franklin and Main Streets.

FROM I-95 SOUTH

If you are driving North on Interstate 95, take Exit 74C to Broad Street West - Downtown. Turn left at the stop light on 8th Street and follow for 2 & ½ blocks, just past Franklin Street. The Virginia Department of Social Services is on the left halfway between Franklin and Main Streets.

FROM I-64 WEST

If you are driving East on Interstate 64, take Interstate 95 South (towards Williamsburg) and follow I-95 to Exit 75. Take Exit 75, bearing to the right in the direction of the Coliseum and 3rd Street signs. Turn left on Marshall Street to 8th Street, and turn right onto 8th Street. Take 8th Street past Broad Street (major intersection) and continue for 2 & ½ blocks, just past Franklin Street. The Virginia Department of Social Services is on the left halfway between Franklin and Main Streets.

FROM 1-64 EAST

If you are driving West on Interstate 64, take the 5th Street/Coliseum Exit. You will be on 5th Street. Follow 5th Street to Broad Street, turn left on Broad Street. Turn right on 8th Street and follow for 2 & ½ blocks, just past Franklin Street. The Virginia Department of Social Services is on the left halfway between Franklin and Main Streets.