

Request for Proposals

AmeriCorps Grant Overview

Title: 2009-2010 AmeriCorps State Competitive Grants

Funding Authority: CFDA 94.006

Funding Purpose: The purpose of these grants is to establish and support AmeriCorps programs in local communities. AmeriCorps members perform services that address needs across the areas of human needs, public safety, education, the environment, and homeland security.

Type of Award (s): Awards are generally granted for three-year projects. Applicants are required to submit an application for each year of continued funding.

Project Amount(s): Award amounts are based upon a cost per full-time AmeriCorps member service year or MSY. The approved MSY is \$12,600. Grant funds are awarded on a cost reimbursement basis.

Funding Period: Programs are funded to begin operations August 2009, September 2009 or January 2010.

Match Requirements: Applicants must meet an overall increasing match requirement according to the following table:

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

Eligible Applicants: Local non-profits, faith and community-based organizations, government and educational institutions.

Proposal Submission: Deadline for submission via the federal eGrants system is **Friday November 7, 2008 at 5:00 p.m. Eastern Standard Time.**

Additional hard copy documents (program/agency evaluation and most recent fiscal audit) are required and must be received (not postmarked) by the deadline. Hard copy documents should be mailed to:

Volunteer Florida
Attn: Amieko Watson
401 South Monroe Street
Tallahassee, Florida 32301



OVERVIEW OF AMERICORPS

AmeriCorps is a national service program that provides opportunities for citizens to serve their country and community in local communities. Each year participants of AmeriCorps, called Members, join a local program and provide specific, intensive community services such as: tutoring students who need extra help, teaching community residents about issues directly affecting them, and other services that strengthen communities. The grant award spans a period of three years but is renewable annually subject to performance reviews, availability of federal funds and progress toward sustainability.

AmeriCorps is a program funded by the U. S. Congress under the Catalog of Federal Domestic Assistance number 94.006. The national public/private partnership supporting AmeriCorps is the Corporation for National and Community Service (CNCS). CNCS receives AmeriCorps program funding from Congress and awards funding to state commissions, such as Volunteer Florida, to grant and oversee AmeriCorps programs in their state. For more information about starting up an AmeriCorps program, CNCS, and/or national AmeriCorps programs, visit www.americorps.org or www.cns.gov.

VOLUNTEER FLORIDA

Volunteer Florida, The Governor's Commission on Volunteerism and Community Service, was established in 1994 by the Florida Legislature to administer grants under the National and Community Service Trust Act of 1993. The Commission grants funds to Florida AmeriCorps and National Service programs through a competitive grant process; encourages volunteerism for everyone from youths to seniors and people with disabilities; promotes volunteerism in emergency management and preparedness; and helps to strengthen and expand Volunteer Centers in Florida.

TYPES OF AMERICORPS PROGRAMS

AmeriCorps Programs are funded across five different focus areas: **human needs, public safety, environment, education, and homeland security.**

There are two types of AmeriCorps programs offered through this funding opportunity: operational and educational award only. The two program types can be distinguished by the specific benefits offered through each program:

Operational

An operational AmeriCorps program provides funding to pay AmeriCorps Members' benefits. Full-time AmeriCorps Members in operational programs receive a modest living allowance and healthcare coverage. Additionally, they may also be eligible for childcare during their service. In exchange for their year of service, Members receive a

educational award to pay for college or repay student loans at approved institutions.

An agency that applies for an operational program must provide a cash and in-kind match to support its Members. A certification of at least 60-days operating capital is required, since funding is based on cost reimbursement. The award is a three-year grant that requires continuing applications for years two and three.

Education Award Only

An Education Award Only program provides Members with an education award (scholarship) once they have fulfilled their commitment to the program. Unlike the AmeriCorps operational program, no funding is provided for AmeriCorps Members’ living allowances or healthcare. Most AmeriCorps Education Award Only programs are existing volunteer programs that recruit work-study students, retired seniors, or volunteers who would not rely on a living allowance or healthcare to make a commitment to the program.

TYPES OF AMERICORPS MEMBER POSITIONS

One of the major decisions to make before submitting an application for AmeriCorps funding is determining how many and what type of AmeriCorps Members for which to apply.

AmeriCorps Members can serve in different capacities depending on the program design, such as: (1) full-time Members serve 1700 hours over a nine to twelve month period; (2) half-time Members serve 900 hours; and (3) minimum-time Members serve 300 hours. See the chart below for Member benefit details and the other types of Members. While developing a budget, AmeriCorps Member positions must be figured on a Member Service Year (MSY) basis.

To determine the appropriate number of AmeriCorps Members to request, consider the amount of time that each Member will serve, the task or service the lead organization will need Members to provide, and (for operational programs) how much match funding the Lead Agency (organization that will serve as fiscal agent) can provide.

AMERICORPS MEMBER BENEFITS

Operational Programs:

Required Hours Served Per Year	MSY	Approx. Hours Per Week	Minimum Living Allowance	Maximum Living Allowance	Health-Care Required	Child Care Assistance Available	End Of Service Scholarship
Full-time (1700 hrs)	1.000	30-40	\$11,400	\$22,800	Yes	If eligible	\$4,725.00
Half-time (900 hrs)	0.500	15-20	\$6,035*	\$12,070	No	No	\$2,362.50

Reduced half-time (675 hrs)	0.381	10-15	\$4,526*	\$9,050	No	No	\$1,800.00
Quarter-time (450 hrs)	0.2646	7-10	\$3,017*	\$6,035	No	No	\$1,250.00
Minimum-time (300 hrs)	0.2117	5-7	\$2,011*	\$4,025	No	No	\$1,000.00

*There is no requirement to pay a living allowance for less than full-time members. However, it is recommended that a living allowance be provided to support members and increase the likelihood that members will successfully complete the program.

Education Award Only (Scholarship) Programs:

Members will only receive the scholarship at the end of service. No other benefits are provided.

AMERICORPS MEMBERS

Since AmeriCorps first began in 1994, over 500,000 citizens have served their country through AmeriCorps. Florida averages between 500-800 Members each year. Being a Member in AmeriCorps is for everyone!

To become an AmeriCorps Member, a person must:

- Be a U.S. Citizen, U. S. National or a permanent legal resident
- Be at least 17 years of age
- Have a High School Diploma or GED
- Pass a background check (required if serving with vulnerable populations)
- Commit to at least a one year term of service in a local program.

Because of the educational award benefit, AmeriCorps attracts college students and college-bound high school students. Additionally, Florida has many retired seniors and persons with disabilities serving in its AmeriCorps programs, making them some of the strongest programs in the country.

RESPONSIBILITY OF THE LEAD AGENCY

AmeriCorps programs should be viewed as an investment in the community and the grant funding is intended to serve as “seed money” for building the community’s capacity to use volunteers in addressing community problems. Agencies can utilize AmeriCorps Members to provide much needed services that otherwise would be unmet due to the lack of necessary human resources. AmeriCorps programs are changing lives by increasing the number of citizens who have an opportunity to further their education and instilling in them the desire to give back to their community for a lifetime.

A lead agency operating an AmeriCorps program is responsible for the following:

- Recruit, select, enroll, place, train and manage AmeriCorps members .
- Develop partnerships with local disability organizations and provide reasonable accommodations for any Member with a disability.
- Report to Volunteer Florida on program progress and fiscal progress using a web-based reporting system.
- Identify and hire staff to manage the program. At least a half-time coordinator/manager is required for any size program; however, if the program has 10 or more AmeriCorps Members, a full-time coordinator/manager is required.
- Meet match requirements and be able to operate the program on a cost reimbursement basis (having 60 days worth of operating funds/capital available).
- Demonstrate broad community participation in planning to conduct and sustain service(s) when AmeriCorps funding ends.
- Integrate Member living allowances and FICA taxes into agency payroll system.
- Provide workmen's compensation and liability insurance for Members.
- Participate in the Program Director Orientation and quarterly AmeriCorps Program Management Trainings, Conference calls, or other Volunteer Florida training activities.
- Participate in statewide Member events and/or trainings.
- Provide documentation of how the organization conducts ongoing internal assessment and improvement of its systems, structure, staffing and other capacities to insure it remains sound and well managed.
- When reasonable, facilitate AmeriCorps Members assisting in disaster preparedness and response services.
- Participate in national and state evaluation efforts.

Each program is assigned a Volunteer Florida Program Consultant. The Program Consultant will serve as a key contact and assist in managing the program. Volunteer Florida will also provide opportunities for the lead agency to receive recognition as an AmeriCorps program.

SUSTAINABILITY AND CAPACITY BUILDING

Sustainability refers to a community continuing to meet identified needs beyond AmeriCorps funding with significantly reduced or no federal funding. Capacity building is the process by which a program or organization enhances its mission, strategy, skills, systems, infrastructure, and human and financial resources, thus helping the community gain greater sustainability.

Sustainability is viewed along a continuum as communities incrementally reduce the percentage of AmeriCorps funding received while they simultaneously build their capacity and increase the diversity and amount of other resources identified to sustain services. All applicants will be required to develop a sustainability plan that demonstrates how their community intends to build and improve its capacity to meet identified needs and at the same time reduce the federal share for costs of services. By

establishing a Sustainability Plan before a grant is awarded, communities increase their potential to continue to meet identified needs. Planning for sustainability should include active participation of community partners/stakeholders. Applicants are required to describe the extent of community input in the identification of needs, program planning, and capacity building that will lead to sustainability.

COMPONENTS OF AN AMERICORPS PROGRAM

An AmeriCorps program consists of three major components.

1. Needs and service activities
2. Community strengthening
3. Member development

Needs and Service Activities is the major service that Members will provide. There are two types of needs and service activities 1) direct service and 2) capacity building.

1. Direct Service – Direct services specifically address an identified need. For example,

- Educational programs where Members may provide both in-school and after-school tutoring (individual or small group) in reading, math, or FCAT preparation in low performing schools;
- Health and Human Needs programs where Members may provide outreach and preventive health services through community clinics;
- Environmental Programs where Members may eliminate environmental risks, especially those that affect at-risk children and youth;
- Public Safety programs where Members may enhance community policing by working with local law enforcement to develop specific crime prevention strategies; and
- Homeland Security programs where Members may serve in partnership with local agencies like the Red Cross to coordinate disaster preparedness efforts in high-risk communities.

2. Capacity Building - Indirect Service activities that support an agency to serve more people, provide better services, or sustain existing services. Capacity building can include volunteer recruitment and management, or outreach activities that increase awareness and/or create partnerships in communities.

Community Strengthening component includes volunteer recruitment and management, partnership development, outreach and awareness, and other sustainability efforts.

Member Development is the foundation of any AmeriCorps programs. About 90% of the grant awarded will go toward supporting the Members. It is important for each AmeriCorps program to (1) train AmeriCorps Members for their year of service and (2) assist them in preparing for their life after AmeriCorps service.

Training AmeriCorps Members for service includes:

- Providing Members with an orientation to the program, including information on the lead agency, overview of AmeriCorps and National Service, Member

expectations and service commitment;

- Providing Members initial training to prepare them for service to their community;
- Ensuring that Members are competent and have the necessary knowledge and skills to perform the specific service activities of the program;
- All Members are required to be trained in CPR/First Aid, Diversity Appreciation (can include Conflict Resolution), Disability Awareness & Sensitivity, Citizenship, and Disaster Preparedness. Members must complete introductory Disaster Training plus another training of their choice (ex: Shelter Operations, Volunteer Reception Center Training).

Training AmeriCorps Member for life after AmeriCorps service includes:

- Civic engagement activities that promote a lifelong ethic of service and volunteerism;
- Leadership Development;
- Goal Setting and Accomplishments; and
- Resume Writing and Career Exploration.

A current listing of AmeriCorps programs may be found on our website www.volunteerflorida.org .

2009-2010 PRIORITY AREAS

There are both national and state priority areas for AmeriCorps programs. Applicants are encouraged to describe how their program is proposing to address state and national priorities when applicable. The national and state priorities are as follows:

- Mobilizing Youth in Service
- Volunteer Recruitment and Support
- Engaging Baby Boomers in Service
- Inclusion of People with Disabilities in Service
- Engaging AmeriCorps Members in Disaster Preparedness and Response Services

REVIEW PROCESS AND SELECTION CRITERIA

Once the full proposal is submitted, it will be reviewed and scored by staff and community reviewers. Reviewer scores and comments are presented to the Grants Committee of the Volunteer Florida Commission. The Grants Committee makes the final funding decisions.

Proposals selected by the Grants Committee will be forwarded to the Corporation for National and Community Service for final funding approval. Programs may start August 2009; September 2009; or January 2010 and operate for twelve months.

In evaluating applications for funding, reviewers will assess the program design, organizational capability, and the program's cost-effectiveness and budget adequacy. The weights assigned to each category and, sub-category are listed in the chart below. Reviewers will measure your application narrative against these criteria, and weigh them

accordingly. Please see the AmeriCorps Regulations, 45 CFR §§ 2520.420-255.448, for additional detail regarding these criteria and what reviewers will assess in each category.

Basic Selection Criteria: Categories, Sub-Categories and Respective Weights

Category	Percentage	Sub-Categories and Weights
Program Design	50%	Rationale and Approach- 10%
		Member Outputs and Outcomes- 20%
		Community Outputs and Outcomes- 20%
Organizational Capability	25%	No sub-categories
Cost Effectiveness and Budget Adequacy	25%	Cost-Effectiveness- 15%
		Budget Adequacy- 10%

RFP TIMELINE

RFP announcement published in the Florida Administrative Weekly September 5, 2008
 Applications posted on Volunteer Florida Website September 8, 2008
 Volunteer Florida Technical Assistance Conference Calls October 7&8 – 10:00 am
 Proposals due in eGrants November 7, 2008
 Staff and Community Review Period November 10-21, 2008
 Volunteer Florida Grants Committee Conference Call December 8, 2008 10:00 am
 Feedback Letters out to Approved Grantees December 11, 2008
 Staff final Review of Revised Grants December 18-January 8, 2009
 Egrants packet submitted to CNCS January 9, 2009
 Funding Notification letters mailed out After competitive announcement

to all applicants.

Technical Assistance Conference call

Volunteer Florida staff will host technical assistance conference calls to provide training on high quality program design and provide applicants an opportunity to ask questions and receive general feedback from Volunteer Florida staff. Participation in these calls is strongly encouraged. Each call will provide the same training information. To register for a call, please email anitra@volunteerflorida.org . You will be provided a call-in number and password once you register. The schedule of calls is as follows:

Technical Assistance Conference Calls October 7, 2008 10:00 a.m. EST
Technical Assistance Conference Calls October 8, 2008 10:00 a.m. EST

For general questions about AmeriCorps or questions regarding information being requested in the program narrative, performance measures, or evaluation, **please email** Amieko Watson @ amieko@volunteerflorida.org . For questions regarding budget, **please email** Kelly Gallavan @ kelly@volunteerflorida.org. **AmeriCorps*State 2009-2010 Program Proposal Instructions**

This packet includes proposal instructions for the following:

New Programs – Has no previous AmeriCorps funding or has not had AmeriCorps funding for the past 5 years. New applicants must use the instructions for New or Recompeting proposals.

Recompeting Programs – Current AmeriCorps grantee completing a third year of funding and applying for another three-year cycle of funding. Recompeting applicants must use the instructions for New or Recompeting.

Continuing Programs – Current AmeriCorps grantees completing the first or second year of a three year grant funding cycle. Continuing applicants must use the instructions for continuations.

Your proposal for funding must be submitted via the federal eGrants system. We **strongly** recommend you write your entire proposal in a **Microsoft Word document first**, then copy and paste the document in eGrants by the deadline. The deadline for this funding competition is **Friday, November 7, 2008 at 5 p.m. EST**.

Please note that eGrants has character limitations. Remember to follow the character limits listed in the narrative section below. We use character limits rather than page limits because of the structure of eGrants. Characters are letters, punctuation, **and spaces** included in your document. Your word processing software can provide a character count. The following outlines character limitations for each section of the proposal, and as you complete each section of the narrative, you must stay within the character limits specified in the table below:

Narrative Item	Maximum Number of Characters (including spaces and punctuation)
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Program Design (50%) A) Rationale and Approach (10%) B) Member Outputs and Outcomes (20%) C) Community Outputs and Outcomes (20%)	71,000 characters for all sections combined. Important Note: In eGrants, enter text as outlined in the narrative item column. For example, Rationale and Approach should be under section A, Member outputs/outcomes should be under section B, and so forth. Your total characters for all sections may not exceed 71,000 .
D, Organizational Capability (25%)	
E. Cost Effectiveness and Budget Adequacy (25%) a.) Cost Effectiveness (15%) b.) Budget Adequacy (10%)	
F. Program Evaluation	

Writing The Application for Continuing Programs

(The following instructions are for current grantees operating in their first or second year within a three year grant cycle only). **Requests for expansion (i.e., additional MSYs) will not be considered for this funding process. Proposals must be submitted in eGrants www.nationalservice.org/egrants no later than **November 7, 2008 at 5:00 p.m. Eastern Standard Time.**

What to Include in Your Continuation Request:

- Your request consists of the following components.
 - SF424 Facesheet
 - Narrative
 - Performance Measurements (Performance Measures section)
 - Budget

SF424 Facesheet (Applicant and Application Section)

- Update the Applicant Information and Application Information sections in eGrants if necessary.

Narrative (Narratives Section) – Your original application will appear in the narrative sections. Please delete text that does not respond to the prompts below.

In the Rationale and Approach Section:

- Describe any changes you are proposing to your program in the Rationale and Approach section.
- Describe the status of your program in meeting its needs and service performance measures.

In the Member Outputs and Outcomes Section:

- Describe any changes you are proposing to your program in the Member Outputs and Outcomes Section.
- Describe the status of your program in meeting program its member development performance measures, if applicable.
- Enrollment – If you enrolled less than 100% of slots received during your last full year of program operations, provide an explanation, and describe your plan for improvement in the member outputs and outcomes field.
- Retention – If your program retention rate was less than 90%, provide an explanation and describe your plan for improvement in the member outputs and outcomes field.
- Describe any efforts made to recruit and retain members with disabilities.

In the Community Outputs and Outcomes Section:

- Describe any changes you are proposing to your program in the Community Outputs and Outcomes Section.
- Describe the status of your program in meeting its volunteer recruitment performance measure.
- Describe progress made toward sustainability.
- Describe efforts taken to develop and implement your program's Community Development Disability Plan

- Volunteer Florida requires participation of all AmeriCorps programs in the Florida Statewide Evaluation to be conducted by Florida State University, beginning in January 2009. This requirement applies to ALL programs, regardless of funding level. Briefly describe plans to participate in the statewide evaluation.

- Volunteer Florida requires all grants to conduct at least an annual Satisfaction Survey of community stakeholders. Please describe how you will include this required survey and subsequent use of survey results into your plans for self-assessment and/or program improvement.

Performance Measures (Performance Measures Section)

- Your performance measures are copied from your previous year’s application into your continuation request. If you need to revise your performance measures, please do so by clicking on the view/edit button. You may also add a new performance measure(s), if applicable.

Budget

- Your budget from the previous years’ application will be copied into your continuation request so you can make the necessary adjustments.

SUBMITTING YOUR PROPOSAL ON THE EGRANTS SYSTEM – CONTINUING APPLICANTS

- To create your continuation requests in eGrants, Click *Continuation* on your eGrants Homepage. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. Make sure you select the correct one. The system will copy your most recent awarded application.

Edit your continuation application (including the budget) as directed in the continuation request instructions below. When you have completed your edits, click on the SUBMIT button.

If you experience problems with eGrants, please contact the eGrants Help Desk at (888) 677-7849 or (202) 606-7506 or email at egrantshelp@cns.gov .

Your budget from the previous year’s application is copied into your continuation request so you can make the necessary adjustments. Your budget adjustments should be made to reflect the new match requirements in the chart below:

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

- Once you have completed your edits, click the **SUBMIT** button.

- If you have questions about the content of your continuation request, please contact your program consultant (850) 921-5172. If you experience problems using eGrants, contact the eGrants Help Desk at (888) 677.7849 or (202) 606.7506, or

email at egrantshelp@cns.gov.

Writing the Application for New or Re-competing Programs

The narrative in your application for funding must meet two key requirements: (1) the narrative must be written, addressing the components of an AmeriCorps program, in the order listed below and (2) the narrative must be written to adhere to the character limitations listed in the chart. The application narrative sections should be written in the following order:

I. Program Design

A. Rationale and Approach (10%)

1. Compelling Community Need:

- Describe the specific compelling community need(s) that your AmeriCorps program will address within the target community.
- Why was this need selected as a focus?
- Include a description of how you identified the need, which community partners participated, and where the need is documented. Cite data as supporting evidence to demonstrate the identified need(s) as a compelling issue facing the targeted community.
- If your program will operate at multiple sites, demonstrate a compelling need in each community you propose to serve.

Tutoring programs only:

- If your program will operate at multiple school sites, identify the schools that you intend to serve. Include a description of compelling needs at each school you propose to serve, including summary of each school's performance data. Serving low performing schools is a state funding priority. If you are proposing to serve high performing schools, include a justification for service. High performing schools are defined as those receiving a grade of "A" from the Florida Department of Education or 80 percent or more of third grade students in the school scoring a "3" or above on the FCAT in reading.
- Describe target students to be served and how they will be identified. Identify grade levels to be served. For reading tutoring programs, serving students in grades K-3 is a state funding priority. If you are proposing to serve other grades, include a justification for service.

2. Description of Activities and Member Roles:

- Provide a detailed description of the activities you propose to address the identified need. Be sure to specifically identify the beneficiaries and the community to be served.
- Describe Members' roles in these activities and how they relate to addressing the identified need
- Describe how the member role addresses the need and does not displace staff.
- Explain your program structure, including where Members will serve (for

example, at the applicant organization or at local service sites).

- Explain how the types of Member slots you are requesting (for example, full-time, half-time, quarter-time) align with the program design and activities.
- Describe how you will ensure Member compliance with rules on prohibited service activities, including how Members will be informed of prohibited activities and monitored for compliance by program staff. See 45 CFR § 2520.65 for a list of prohibited service activities.
- Describe how your plan for member development, training, and supervision will contribute to achieving your desired outcomes.
- Describe how receiving an AmeriCorps grant will add value to your existing service activities.

Tutoring programs only:

- Describe the tutoring methods that will be used, including the identification of specific tutoring curricula that will be used. Describe how the methods and curricula/programs are scientifically based, consistent with and complementary to the regular school program.
- Describe a typical tutoring day for a member to include a tutoring schedule and description of where services will be provided. If you are proposing to serve schools with a mandatory 90-minute reading block, describe services to be provided by members during that period.
- Describe the tutor/student ratio in terms of number of students to be served by each member. For reading tutoring programs, one-to-one tutoring is a priority. If you are proposing to have Members tutor students in small groups, provide a justification.

3. Measurable Outputs and Outcomes:

- Describe the measurable outputs and outcomes you expect to achieve because of your activities.
- What systems will you use to track these outputs and outcomes? Note: In the **Performance Measures section**, you will develop your measurable outputs and outcomes in more detail, including how they will be measured, your targets for each year, and the data you will gather.

Tutoring programs only:

- Identify the specific assessment instruments that will be used to measure outcomes.
- Describe how the proposed assessment instruments are valid measures of the proposed outcomes.

4. Plan for Self-Assessment and Improvement:

- Describe your plans for tracking and evaluating progress toward meeting and achieving your performance measures.
- Describe how your organization conducts ongoing assessments and

improvement of its systems, structure, staffing and other capacities to insure it remains sound and well managed.

- Describe your plans to identify strengths and weaknesses and gather feedback from and provide feedback to Members, service sites, and partners.

5. Community Involvement:

- Describe how you involved the target community (or target communities) in identifying the needs and in the planning process. Be specific in explaining which community partners and stakeholders were involved, what roles they played, and what their responsibilities were.
- Explain how you will continue to engage your community partners and stakeholders throughout the three-year program. Provide specifics about their roles and responsibilities, and outline their financial and non-financial support for your program.

Tutoring programs only:

- Specifically describe the involvement of the proposed school sites in the planning process. Include the roles played by the principals, reading coaches, teachers, etc.

6. Relationship to other National and Community Service Programs:

- Describe the extent to which your program builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation. A list of corporation programs can be found (by state) at http://www.americorps.org/about/role_impact/state_profiles.asp. A list of Florida AmeriCorps State and National programs can be found at www.volunteerflorida.org under the AmeriCorps link.

7. Potential for Replication:

- Describe the extent to which your program is designed to be replicated. Discuss any plans or strategies for replication.

B. Member Outputs and Outcomes (20%)

1. Member Recruitment and Recognition:

- Describe in detail your plans for recruiting members for your program. Include in your description the type (full-time, half-time, etc) of member and whether the members will receive living allowances or be education award only.
- Describe the criteria you will use to select your Members, including specific qualifications, characteristics, or backgrounds.
- Describe how you will actively seek a Corps that is diverse and that includes members from the communities to be served.
- Describe how you will conduct outreach to the disability community to recruit and retain members with disabilities.
- Describe how your plan for ongoing assessment of member satisfaction and how this will be promoted through your member training plan.

- Explain how you will reward Members for their service and how you will demonstrate Members' satisfaction with their service.
- Describe your plan for providing incentives to Members such as opportunities for skill building and professional development, educational opportunity or benefit, promoting esprit de corps, and recognizing Members' achievements.
- Discuss how you will retain Members in your program and promote their successful completion of a full term of service.

Tutoring programs only:

- Describe how your strategy for recruiting and selecting Members complies with AmeriCorps requirements for Member tutoring qualifications. Members who tutor must have a high school diploma, higher education degree, or pass a proficiency test that the program has determined is effective in ensuring that members tutoring have the necessary skills to achieve program goals. See AmeriCorps Regulations 45 CFR §§ 2522.900-2522.940. (available online)

2. Member Development, Training and Supervision:

- Describe in detail your plans for orienting Members to AmeriCorps, the community, their lead organization, and service site. Members should also receive pre-training in the area in which they will provide services. All AmeriCorps Members are required to complete an orientation that includes history and overview of AmeriCorps, review of prohibited activities, and review of program expectation and member contract.
- Describe in detail how you will adequately train Members to perform all the activities they will engage in and, as necessary, provide them with ongoing training throughout their terms. Provide a member training plan with a general timeline for training and identify the training curricula and materials you will use. Required trainings include CPR; First Aid; Disaster Preparedness, Response, Recovery and/or Mitigation; Diversity Appreciation; Citizenship; Disability Awareness and Sensitivity.
- Describe a Member supervision plan that ensures Members will receive adequate support and guidance throughout their terms.
- Describe plans to support and provide reasonable accommodations for members with a disability.

Tutoring programs only:

- Describe how your strategy for training Members complies with AmeriCorps requirements for Member tutor training. Member tutor curriculum must be high quality and research based, consistent with the instructional program of the local agency or with state academic content standards. See 45 CFR §§ 2522.940 – 2522.950.
- Members must be supervised by qualified instructional staff with expertise in tutoring and/or effective reading strategies.
- Describe your proposed tutoring training schedule to include ongoing trainings. Identify the qualifications of proposed trainers.

3. Ethic of Service and Civic Responsibility:

- Demonstrate how you will incorporate training and service-learning activities that include structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility.

4. Member Enrollment and Retention:

- **Current grantees only**, AmeriCorps will review your enrollment and retention rates (in percentages) on an annual basis. Provide an explanation if your enrollment is less than 100% and your retention rate is below 90%. Grantees are expected to recruit and retain all AmeriCorps members. If your program did not meet this standard, please provide a plan for improvement.

5. Measurable Outputs and Outcomes:

- **Current grantees only**, describe your success in meeting performance measures for AmeriCorps Member development, if you have approved performance measures in this area.

C. Community Outputs and Outcomes (20%)

1. Community Impact:

- Describe the extent to which your program is meeting targeted, compelling community needs including impact on partnering agencies and the general community. Include information on increased capacity, cost savings, increased awareness, and/or volunteer participation.

OR

- **Current grantees only, discuss the extent to which your program** has met community-based performance measures and outputs and outcomes in previous grant cycles (including progress to date in the current grant cycle and, if applicable, previous grant awards), and is continually expanding and increasing its reach and impact in the community.

2. Sustainability:

- Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how your community relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is complete.

3. Volunteer Recruitment and Support:

- Describe how your program will use volunteers to expand the reach of the program in the community, Include in this description a discussion of how you will recruit, support, and recognize volunteers.
- Identify how many volunteers you expect to recruit and the number of hours of service they will provide, in total and on average. Also discuss if your volunteers will be episodic (committing to one-time or occasional events) or ongoing (committing to a regular, ongoing role in the program). If selected for funding, you will be expected to report on your actual volunteer recruitment levels.
- Describe the role that members will play in your volunteer recruitment and support efforts.

Tutoring programs only:

- Describe the specific roles of volunteers in the program. For example, volunteers may be used as regular, ongoing one-to-one reading tutors, episodic “read-aloud” volunteers, or literacy mentors.
- Describe the training volunteers will receive and include identification of trainers.

4. Capacity Building:

- Describe how your program will enhance the capacity of your organization, service sites and, as applicable, other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations.
- Explain Members’ roles in your capacity-building activities.
- Describe existing or new partnerships with disability organizations and how you will collaborate with that organization to include members with disabilities.

II. Organizational Capability (25%)

A. Sound Organizational Structure

1. Ability to Provide Sound Programmatic and Fiscal Oversight:

- Provide a brief history of your organization and the year your organization was established.
- Describe your organization’s experience in the proposed areas of activity and your experience operating and overseeing a program comparable to the one proposed. Include specific examples of your prior accomplishments and outcomes.
- Describe your capacity to manage a federal grant and to provide on site monitoring of the financial and other systems required to administer an AmeriCorps grant.

- Explain how receiving an AmeriCorps grant will add value to any existing service activities you perform in these areas.

If you are proposing a multi-site program or statewide initiative model:

- Explain how you are able to support and oversee multiple service sites.
- Describe your process for selecting service sites and ensuring they have adequate programmatic and financial capabilities. Include information about how your site selection process incorporates the criteria required by AmeriCorps Regulations, 45 CFR § 2522.475.
- Explain your plans for ensuring service sites are accessible for members and service beneficiaries who may have a disability.
- Describe your current or previous programmatic and funding relationships with the sites.
- Describe your plans for monitoring sites' compliance with fiscal and programmatic requirements. Discuss how you will develop connections among the sites through common program elements or activities to ensure that your overall mission and vision for the AmeriCorps program is maintained at each site.

2. Board of Directors, Administrators, and Staff:

- Describe your organization's management and staff structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.
- Identify the key program and fiscal positions responsible for your proposed program. Describe the background and experience of key staff members, or your plans to recruit, select, train, and support additional staff if necessary.

3. Plan for Self-Assessment or Improvement:

- Describe how your organization conducts ongoing assessment and improvement of its systems, structure, staffing, and other capacities to ensure that it remains sound and well managed.
- Volunteer Florida requires all grants to conduct at least an annual Satisfaction Survey of community stakeholders. Please describe how you will include this required survey and subsequent use of survey results into your plans for self-assessment and/or program improvement.
- Describe how you identify strengths and weaknesses and resolve problems with members, service sites, and partners.
- Volunteer Florida requires participation of all AmeriCorps programs in the Florida Statewide Evaluation to be conducted by Florida State University, beginning in January 2009. This requirement applies to ALL programs, regardless of funding level. This evaluation will provide valuable data about the impact your program services have on your partnering agencies. Briefly describe plans to participate in the statewide evaluation.

4. Plan for Effective Technical Assistance:

- Demonstrate how you are able to provide or secure any needed financial and programmatic technical assistance for your program, and if applicable, for your service sites.
- Outline plans for providing financial and programmatic orientation, training and technical assistance to your program and service sites.
- Explain how you will identify and respond to your programs' and, if applicable, your service site's ongoing training and technical assistance needs.
- Describe how you will engage the disability community in providing technical assistance and feedback on your program, particularly if you have recruited a members from the disability community.

B. Sound Record of Accomplishment as an Organization

1. Volunteer Generation and Support: Describe how your organization recruits and supports a diverse group of volunteers to increase your own organizational capacity (as distinguished from how you use volunteers to expand the reach of the program in the community).

2. Organizational and Community Leadership: Provide examples of how you have demonstrated leadership as an organization and in the community, you serve. For example, describe awards received by the organization or individuals within the organization, public positions of leadership such as staff serving on other community boards, or participation in community events, task forces, and other community activities.

3. Promoting Higher Education Service: This section applies only to Higher Education Institutions. See 45 C.F.R. § 2522.450(b)(6). a) In your narrative, describe your institution's current efforts and plans to further support community service through Federal Work Study. b) In your narrative, describe your efforts to promote and expand college student and/ or staff service, and to collaborate with campus community service offices and activities. AmeriCorps will also review your Federal Work Study data.

4. Success in Securing Match Resources: Current grantees only: Describe your successes and challenges in securing match resources for prior grant awards, including the current grant cycle and, if applicable, previous awards.

C. Success in Securing Community Support

1. Collaboration: Describe any collaboration you have developed that increase

the quality and reach of services you provide. Discuss the roles that community organizations, including faith-based organizations and the disability community play in these collaborations.

2. Local Financial and In-kind Contributions: Discuss examples of how such contributions have continued over time, expanded in scope, increased in amount, or become more diverse.

3. Wide Range of Community Stakeholders: Describe the various types of community stakeholders in your organization. Provide examples of how non-financial support from your community stakeholders has continued over time, expanded in scope, increased in amount, or become more diverse.

SPECIAL CIRCUMSTANCES: In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:

- The age of your organization and its rate of growth; and
- Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

If you feel that any of these circumstances have an impact on your organizational capability that has not already been discussed, please describe.

III. Cost Effectiveness and Budget Adequacy (25%)

A. Corporation Cost Effectiveness Per MSY (Member Service Year) (15%):

- Explain how your cost per MSY is cost-effective. In considering cost effectiveness, we will be looking at how the proposed program makes best use of financial resources to expand the reach of the program and maximize outcomes.

B. Diversity of Non-Federal funding: Demonstrate how your program has or will obtain diverse non-federal resources for program implementation and sustainability.

- **Current Grantees Only:** Include a discussion of the non-Corporation resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. In the budget narrative, you must list and detail the sources of your match funds.

- **Decreased Reliance on Federal Support:** Current grantees only, describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in federal costs.

C. Budget Adequacy (10%)

- Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and is linked to your desired outputs and outcomes.

IV. Evaluation Summary or Plan – Evaluation Plan or Summary is required for funding consideration

Volunteer Florida requires participation of all AmeriCorps programs in the Florida Statewide Evaluation to be conducted by Florida State University, beginning in January 2009. This requirement applies to ALL programs, regardless of funding level. The Volunteer Florida Statewide Evaluation will satisfy the requirement for an Internal Evaluation that is required of all programs funded under \$500,000 annually. All new and re-competing programs funded under \$500,000 must indicate in their proposal and eGrants evaluation section that they plan to participate in this statewide evaluation.

In addition, **re-competing grantees whose average annual funding exceeds \$500,000/year must also outline and submit their plan/results for the required Independent Evaluation.** Evaluation plans should include the following:

- Budget (for either Internal or Independent Evaluation)
- Who will conduct the evaluation and summary of their qualifications
- Period of time to be covered by the evaluation and general implementation timeline
- Purpose and Goal(s) of the evaluation
- How the evaluation aligns with your identified community need and program design
- Data to be obtained from the evaluation
- Process for data collection, including scientifically-based research methods to be employed
- How data/results will be analyzed and utilized.

This information should be submitted as a hard copy document and placed in the eGrants evaluation narrative section. See below for information on submission of hard copy documents.

COMPLETED EVALUATION

All current re-competing grantees who have made progress or completed an evaluation should submit their completed program evaluation. You must submit this evaluation if it is not already on file with Volunteer Florida. (If the evaluation is not yet completed, provide a report on progress to date.) See section below for information on submission hard copy documents.

Completed evaluation should include:

- Who completed the evaluation;
- What the goal of the evaluation was and what aspects of the program were evaluated;

- What data/results were obtained; and
- How the data/results will be utilized by the program.

Documents: A hard copy of any documents identified must be received at Attention: Amieko Watson, Volunteer Florida 401 S. Monroe Street, Tallahassee, FL 32301 by the proposal deadline of November 7, 2008 at 5 p.m. Eastern Standard Time.

PERFORMANCE MEASURES

Please see the eGrants application instructions for details on how to complete this section. You will be entering N/A in the Performance Measure Worksheets (Appendix A) which must be submitted to Volunteer Florida with your application.

All programs must establish, track, and assess performance measures. Performance measures are measurable indicators of a program's performance as it relates to member service activities. All programs are required to submit at least two performance measures as a part of your proposal. One aligned performance measure related to your primary needs and service and one volunteer recruitment measure is required. Performance measures must be written as follows:

V. PERFORMANCE MEASURE REQUIREMENTS

All AmeriCorps programs establish, track, and assess performance measures. Your performance measures help determine how well the services provided by your program assisted those served. Volunteer Florida requires that each applicant submit a minimum of:

- 1. One set of Aligned Performance Measures directly related to your primary direct needs and service activity (mentoring, tutoring, park patrols, clean ups). Aligned performance measures contain an output, intermediate outcome and end outcome for the same primary activity.**

An example of an aligned performance measure is as follows:

PROGRAM FOCUS: Disaster Relief: AmeriCorps Members conduct intakes, assist families with paperwork, and make referrals to help families who were dislocated by hurricanes.

*OUTPUT: **Number** of displaced families registered as documented by intake forms. Outputs are counts of the products or services.*

*INTERMEDIATE OUTCOME: **Families receive help with paperwork, appointments, and referrals according to their needs as documented by intake forms, client evaluations and case files.** Intermediate outcomes indicate positive change is occurring, but are not end outcomes measured at mid-year.*

END OUTCOME: Families have semi-permanent or semi-permanent housing, temporary or permanent employment and/or financial assistance as documented by case files, certification of employment and client follow-up surveys. End outcomes demonstrate specific changes that have occurred in the lives of service recipients that are significant.

2. One Community Strengthening Performance Measure directly related to the recruitment and/or support of volunteers.

The worksheet in Appendix A is provided as a tool to help you think through the development of your performance measures and assemble the information you will need to input into eGrants. For example, to create one set of aligned performance measures you would complete three worksheets—one for an output, one for an intermediate outcome and one for an end outcome.

There is no limit on the number of performance measures that a program can submit. The applicant can submit relevant additional measures of their performance in other areas that do not necessarily need to be aligned. For example, a tutoring program can submit a set of performance measures around tutoring and, in addition, provide various outputs, intermediate outcomes and/or end outcomes relating to other program activities such as volunteer recruitment or member development.

Budget (Budget Section)

Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your proposal narrative. We will consider the information you provide in this section as part of the Cost-Effectiveness and Budget Adequacy component of our selection criteria. **We strongly suggest that you develop your budget first using the attached budget worksheet then input those numbers in eGrants.**

Your total AmeriCorps budget consists of federal dollars (the amount you are requesting from Volunteer Florida) and the match (cash or in-kind) that your agency is committing. The budget consists of the following sections that make up the sample Budget Worksheet:

Budget Section I: Program Operating Costs

Budget Section II: Member Support Costs

Budget Section III: Administrative/Indirect costs

The first step in preparing your budget is to determine the total amount of federal (Volunteer Florida) funds that you are eligible to receive. **Your total federal share cannot exceed \$12,600 per MSY.** This amount depends upon how many and the type of Members you are requesting.

One MSY is equivalent to 1700 service hours or one full-time Member. It **does not** include childcare or the cost of the education award a member may earn through serving with your program. The AmeriCorps Member benefits chart on page 2 has the MSY

equivalent for each type of AmeriCorps position. For example, one MSY is equal to one full-time Member (1.000). Two half-time Members (0.500) are equal to one MSY.

You should then begin to complete each section of the budget based upon the needs of the program. Some costs, such as member living allowance, will be set costs. Member living allowance costs should be figured by taking the amount of living allowance (see chart on page two for living allowance amounts) and multiplying it by the number of actual members (not MSY) that you are requesting. For example, if you are requesting 10 full-time Members, your total Member costs will be 10 x \$11,400 (the minimum living allowance amount for full-time Members).

For each section of the budget, determine the amount of money needed to effectively operate your program, and then determine what amount will be requested from federal funds and what amount your organization will commit. Remember, the total amount of federal funds requested cannot exceed \$12,600 per MSY.

Your budget must follow the same order as the Budget Worksheet. In eGrants, you are required to input numbers in the budget and **complete the budget narrative**.

Overview of Key Statutory and Regulatory Budget Requirements:

- Administrative costs must not exceed 5% of the total Corporation funds requested.
- Your budget must meet certain minimum match requirements for operating and member support costs:

Sections I & III: The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements. *Note:* Most federal funds are not authorized to be used as match for another federal grant. **While the Corporation’s legislation may permit the use of non-Corporation federal funds as match for the grantee share of the budget for operating and administrative costs, the determining factor is the other federal agency. You must ensure that your use of another federal agency’s funds as match for this national service program grant is permitted by the other agency.**

- **Section II:** The matching sources may be state, local, private sector, or other non-federal funds in accordance with applicable AmeriCorps requirements.

- In each section of the budget, you should clearly and specifically identify the source and total dollar amount of cash match from private, state and local and federal funds, and the source and total amounts of in-kind support. All acronyms should be defined the first time they are used to reference non-Corporation programs and sources.

- In addition to the limits on the Corporation and federal shares of funding for each budget section, grantees are required to meet an overall matching rate that increases over time as indicated in the following match requirement table:

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

Consistency of treatment: For any cost to be allowable under a grant award based on an application for AmeriCorps program funding, the cost must be accorded consistent treatment using policies and procedures that apply uniformly to both the federal grant funded activities and to all other activities of the applicant.

Calculating the Corporation Cost per Member Service Year (MSY) (formerly Cost per Full Time Equivalent (FTE)): An important factor in our consideration of the proposed budget is the Corporation cost per MSY. One Member Service Year is equivalent to 1,700 hours of service. You calculate your Corporation cost per MSY by dividing the Corporation's share of budgeted grant costs by the number of member service years you are requesting in your grant. You do not include child care or the cost of the education award a member may earn through serving with your program.

Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the "Total Amount," "CNCS Share," and "Grantee Share" for Parts A-J, as follows:

A. Personnel Expenses

Under "Position/Title Description," list each staff position title and provide a brief 5 or 6 word position description, salary, and percentage of effort devoted to this award.

B. Personnel Fringe Benefits

Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation or rate for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. Typically, holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but rather are absorbed into the personnel expenses (salary) budget line item. Uncommon or exceptionally high-cost benefits should be itemized.

C. 1. Staff Travel

Describe the purpose for which program operating staff will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other travel related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Only domestic travel is allowable.

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites or mileage reimbursement for use of car should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit (including

accessories, attachments, and modifications). Include items that do not meet this definition in “**E. Supplies**” below. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment.

E. Supplies

Include the amount of funds to purchase consumable supplies and materials, including Member Service Gear and equipment that does not fit the definition above. You must individually list any single item costing \$500 or more. The cost of member service gear, inclusive of any standard packages which may be offered, should not exceed \$35 per member. For programs that require the professional uniform, a collared shirt, the cost should not exceed \$70 per member. Programs that require additional safety gear can budget up to an additional \$150 per requested member. All other costs associated with member gear, outside of the set parameters, should be charged to the grantee share.

F. Contractual and Consultant Services

Include costs for consultants related to the project’s operations. Payments to individuals for consultant services under this grant may not exceed \$540 per day (excluding costs for indirect expenses, travel, supplies, etc.). The \$540 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate for consultants you are proposing to use, their contractual services, and provide the names of the organizations when available. Indicate the daily rate, number of days, and total cost. For pro bono work by a contractor in combination with fee-based work, verify that the vendor’s normal fee schedule and market-based work warrant the in-kind value placed on the donated portion.

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, such as project or financial management or team building. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring, CPR, or ecosystems and the environment. You may also use this section to request funds to support training in Life After AmeriCorps. Please note required trainings detailed in Section III, D. 2). If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

H. Evaluation

You must include \$250.00 in this line item to support the statewide 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 cost **does not** include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other Operating Costs

You must include \$2,000 in this line item for funds to travel to Corporation sponsored technical assistance meetings:

Allowable costs in this budget category should include when applicable:

- Background checks of members and grant-funded staff who have recurring access to vulnerable populations, i.e., children, the elderly, disabled, etc.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. For national office space, rental may be unallowable; check relevant OMB Circulars. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

J. Source of Match

Within the “Source of Match” box, enter the total amount of cash and in-kind match under columns for “Private,” “State and/or local,” and “Federal.” Then, for each amount entered, identify the source of the matching funds or in-kind contributions by entering text under “Sources.” Be sure to define any non- Corporation acronyms the first time they are used.

Section II. Member Costs

Member Costs are identified as “Living Allowance” and “Member Support Costs.” Within each category of member costs, identify the total amount(s) of cash and in-kind match that are from private, state and local and federal funds (when allowable). You should enter this information in the ‘Source of Match’ box. Include a description of the source of each type of funds.

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., fulltime, half-time, reduced-half-time, quarter-time, minimum-time, 1st and 2nd Years of 2-Year Half Time) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation’s share (CNCS Share) and grantee match (Grantee Share).

Required time served per year	MSY	Minimum Living Allowance
Full-time (1700 hrs)	1.000	\$11,400
Half-time (900 hrs)	0.500	\$6,035*
Reduced half-time (675 hrs)	0.375	\$4,526*

Quarter-time (450 hrs)	0.250	\$3,017*
Minimum-time (300 hrs)	0.200	\$2,011*

*There is no requirement to pay a minimum living allowance for less than full-time members. However, it is recommended that a living allowance be provided to support members and increase the likelihood that members will successfully complete the program.

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.

B. Member Support Costs

Consistent with the laws of Florida, you must provide members with the benefits described below.

- **FICA.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when 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.** – Florida statute requires that all Members are covered under a worker’s compensation policy. Your budget must show this cost budgeted on either the federal or grantee side.

- **Health Care** - 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 Corporation 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. The Corporation will not pay for dependent coverage. Cost effective National Health Care plans for AmeriCorps Members are available.

- **Other Member Support Costs.** Florida does not require unemployment compensation for members as members are not employees of the organization.

Leave this line item blank as there are no other required member support costs.

Section III. Administrative/Indirect Costs

A. Definitions

Administrative costs are general or centralized expenses of the 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 agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122. Administrative costs include:

1. Costs for 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).
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.
4. Costs of space, base utilities, and communication (telephone, fax, and Internet) that support administrative personnel.
5. Administrative costs may also include that portion of salaries and benefits of the executive 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 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 allocated specifically to AmeriCorps project operations, excluding those costs that are already covered by an organization's indirect costs rate.

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.

B. Calculating Administrative/Indirect Costs

As our fiscal agent requires a 1.05% fee, applicants must choose option A even if they have a federally approved indirect cost rate. If applicable, the federally approved indirect cost rate may be budgeted under the Corporation Fixed Percentage not to exceed a reimbursement rate of 4.21%.

1. Corporation Fixed Percentage Method

The Corporation fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. The allocation budgeted and claimed should not exceed actual expenses. If you choose the Corporation Fixed Percentage Method, you may charge for administrative costs, a fixed rate up to 5% of the total of the Corporation funds expended. Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. Enter this amount as the Corporation share for Section III A.

b. Then multiply the total (both Corporation and grantee share) for of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.

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

State Commission 1% Fiscal Agent Fee.

To allocate the Commission share of this amount: Multiply the sum of the Corporation shares of Sections I and II by 1.05% (i.e. 0.0105). This amount is the total the commission can retain to administer the subgrant(s). Enter this amount as the Corporation share for Section IIIA, line item commission share amount.

Increasing Grantee Overall Share of Total Budgeted Costs

In addition to the limits on the Corporation and federal shares of funding for each budget section, grantees are required to meet an overall matching rate that increases over time.

AmeriCorps Match Requirement Chart

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

2008 AmeriCorps Sample Budget Worksheet

**PROGRAM
NAME
LEAD
AGENCY**

Expenses:	Commissio n	Recipient	Total Outlay s
	Federal Funds	Match	
Section I. Program Operating Costs			
A. Personnel Expenses	0	0	0
B. Personnel Fringe Benefits	0	0	0
C. Travel			
Staff Travel	0	0	0
Member Travel	0	0	0
D. Equipment	0	0	0
E. Supplies	0	0	0
F. Contractual and Consultant Services	0	0	0
G. Training			
Staff Training	0	0	0
Member Training	0	0	0
H. Evaluation	0	0	0
I. Other Program Operating Costs	0	0	0
Subtotal:	0	0	0

**Section II.
Member
Support Costs**

A. Living Allowance	list # of member s	
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Full-time Member		0	0	0
Half-time Member		0	0	0
Reduced Half-time		0	0	0
Quarter-time		0	0	0
Minimum-time		0	0	0
Subtotal		0	0	0

B. Member Support Costs				
FICA (7.65%)		7.65%	7.65%	

Percentage s:				
Worker's Compensation		0	0	0
AmeriCorps Health Care		0	0	0
Other (Specify in Budget Narrative)		0	0	0
Subtotal:				

Percentage s:	(CNS max. 76%)	(max.76%)	(min.24%))
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Section III. Administrative/Indirect Costs

Corporation Fixed Amount (Max Federal: 4.21% of Section I & 2)

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Commission Fixed Amount (1.05% of Section I and II) **REQUIRED**

--	--	--	--

Subtotal:

--	--	--	--

Percentage

s:

Total Section I and III (in dollar amounts)

--	--	--

Percentages:

Total Budget (in dollar amounts)

--	--	--

(max.76%)

(min.24%)

)

Total Per MSY

Total Per MSY may not exceed \$12,600

SUBMITTING YOUR PROPOSAL ON THE EGRANTS SYSTEM – NEW OR RECOMPETING APPLICANTS

HOW TO SUBMIT YOUR AMERICORPS PROPOSAL:

• Proposals will be submitted in eGrants (www.nationalservice.org/egrants), **no later than November 7, 2008 at 5:00 p.m. EST.**

• To access eGrants, you must create an eGrants account. We suggest you first prepare and save your Proposal as a word processing document prior to inputting it into eGrants, then copy and paste the document into eGrants.

• Remember to follow the character limits listed in the narrative section below. We use character limits rather than page limits because of the structure of eGrants. Characters are letters, punctuation, **and spaces** included in your document. Your word processing software can provide a character count.

• Grant Proposals must provide a Duns 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. There is a DUNS number field in the Organization section in eGrants.

To CREATE YOUR APPLICATION IN EGRANTS (after you have established an account login and are at your homepage):

1. At your homepage, click on ***Start a New Application***.

2. Under Select a NOFA in the “select a program area”, Select AmeriCorps and click GO.

3. Select the NOFA that says:

NOFA: Commission AmeriCorps State FY **2009**
Due Date: 01/13/09
Summary: These grant funds support community service programs under AmeriCorps and operate through state service commissions.” Then Click ***Next***

4. Select a state: FLORIDA

5. Select Prime ID #: Volunteer Florida AmeriCorps State Formula Programs

6. Click on the “next” button.

You are ready to start your application. Use the navigation toolbar on the left to complete your application.

Your AmeriCorps proposal consists of the following components. Please make sure to address, in full, each section as necessary and respond to the additional information described below.

- I. **Applicant Info**
- II. **Application Info**
- III. **Narratives**
- IV. **Performance Measures**
- V. **Documents**
- VI. **Budget Section 1**
- VII. **Budget Section 2**
- VIII. **Budget Section 3**
- IX. **Review**
- X. **Authorize and Submit**

I. NEW APPLICANT INFO

Review the Applicant Info sections. Sections are self-explanatory.

A. NOFA Information

B. Applicant Information

C. Project Information

The project information section defines the name and location of the project, the state in which the volunteers or members will be serving, and the name and contact information for the project director. **First-time applicants:** Use the "enter new" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.) **Continuation Requests and Recompete Applicants:** Use the view/edit link to review the project name and address and update as necessary and confirm that the project name associated with this request matches the project name used last year.

1. Select a Project
2. Enter Project Location
3. Enter Project Focus
4. Select Project Director
5. Enter Project Website (if applicable)

II. APPLICATION INFO

A. Areas affected by the project

B. Project Start and End dates

C. Subject to Review by State Executive Order 12372 (NO for all applicants)

D. Delinquent of any Federal Debt (pertains to individual organization)

III. NARRATIVES

As you cut and paste each section of the narrative into Egrants, you

must stay within the character limits specified in the table below.

Narrative Item	Maximum Number of Characters (including spaces and punctuation)
C. Program Design (50%) 1) Rationale and Approach (10%) 2) Member Outputs and Outcomes (20%) 3) Community Outputs and Outcomes (20%)	71,000 characters for all sections combined. Important Note: In eGrants, enter text as outlined in the narrative item column. For example, Rational and Approach should be under section A, Member outputs/outcomes should be under section B, and so forth. Your total characters for all sections may not exceed 71,000 .
D. Organizational Capability (25%)	
E. Cost Effectiveness and Budget Adequacy (25%) 1) Cost Effectiveness (15%) 2) Budget Adequacy (10%) F. Program Evaluation	
Total Maximum Number of Characters per Application	

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include “miscellaneous,” “contingency” or other undefined budget amounts.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity being budgeted. Do not include fractional amounts (cents). Round to the nearest dollar.
- AmeriCorps program staff will be required to travel to Volunteer Florida trainings at least 3 times a year. Volunteer Florida will cover most of the lodging and food costs. Minimally, you should budget for travel to Orlando three times a year and some meals.

IV. Review -Review your entire document for errors or needed details.

V. Verify Budget

In e-Grants, you must verify your budget by selecting the “verify” budget at the end of entering all of your budget information. eGrants will notify you of any errors and you can not authorize and submit your grant without eGrants verifying you’re your budget has no errors.

VI. Authorize and Submit

Please read the authorization, assurances, and certifications below. If your name appears, please click on "I Agree." You must view or print the assurances/certifications before you can click on each "I Agree" for assurance or certification. If your name does not appear, but you are the appropriate person for that section, you may click on it anyway.

Verification: When an application is submitted, eGrants checks to make sure all the required information has been entered. You can optionally run a check before submitting by clicking this link. If there are errors in your application, a box will be displayed explaining each error.

VII. Documents: A hard copy of any documents identified must be received at Attention: Amieko Watson, Volunteer Florida 401 S. Monroe Street, Tallahassee, FL 32301 by the proposal deadline of November 7, 2008 at 5 p.m. Eastern Standard Time.

1) Financial Audit/Information and Program Evaluations

Applicants for new funding must provide their most recent A-133 audit, their organization’s financial audit, or other financial statements if they have not had a formal audit.

In eGrants, you must change the status of the evaluation and audit documents from the default “Not Sent” to the applicable status (Sent, Not Applicable, or Already on File). Volunteer Florida is also requiring a copy of your organization or program’s most recent internal or external evaluation or report.

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Appendix A

APPENDIX A: ALIGNED PERFORMANCE MEASURES WORKSHEET

Program Name: _____ **Date:** _____

Issue Area: _____ *Measure Category:* ___ *Needs & Service* *Activity Start Date:* _____

Service Category: _____ *Participant Development* *Activity End Date:* _____

 _____ *Strengthening Communities Report Date(s):*

<i>Identify information for each result</i>	OUTPUT	INTERMEDIATE OUTCOME	END OUTCOME
NEED. Briefly describe the need the performance measure will address. (What are the causes or contributing factors).			
ACTIVITY. Briefly describe how you will achieve the results, including number of members, average number of days per week and hours per day for this activity.			
RESULT. Identify the output intermediate outcome, and end outcome that you intend to track for this activity.			
INDICATOR. Describe the specific tool you will use to record the data (what is the name of the instrument)?			
TARGET. What			

<p>are the targets you expect to meet on this performance measure each year? Specify a number (#) or percent (%) that will change in your target description.</p>			
<p>DATA AND INSTRUMENT. What data will you collect to measure the result? What specific tool will you use to record the data (what is the name of the instrument)?</p>			
<p>PERFORMANCE MEASURE STATEMENT. Combine the expected RESULT and TARGET into a sentence.</p>			
<p>PRIOR YEARS' DATA. Report prior year's data for this result, if available.</p>			