



Request for Proposals
AmeriCorps Grant Overview

Title	
Funding Authority	2006-2007 AmeriCorps*State Disaster Response Grants
Funding Purpose	CFDA # 94.006 The purpose of these funds is to support AmeriCorps programs that can assist in preparing and responding to communities before or after a major disaster.
Type of Award (s)	
Project Amount(s)	Competitive, Cost Reimbursement
Funding Period	Up to \$12,600 per AmeriCorps Member MSY (Member-service year)
Match Requirements	Programs will be funded between January 2007 and December 2009
Eligible Applicants	First year of funding: 33% of operating costs and 15% of Member support costs.
Proposal Submission	Local non-profit and faith-based organizations, state and local government, and education institutions Deadline September 28, 2007, 5:00 pm EST (Fax and e-mail not accepted) One original and 2 copies mailed to 401 South Monroe Street Tallahassee, FL 32301 Attn: AmeriCorps Disaster Response & Mitigation Program

OVERVIEW OF AMERICORPS

AmeriCorps is a national service program that provides opportunities for citizens to serve their country and community in local non-profit agencies. 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. AmeriCorps is a three-year grant and should be viewed as seed-money. The grant award covers a period of three years renewable annually subject to review of performance, 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, like Volunteer Florida, to grant and oversee AmeriCorps programs in their state. For more information about starting up an AmeriCorps program, the Corporation for National and Community Service and national AmeriCorps programs, visit www.americorps.org.

An excellent resource is the New Program Start-Up Guide at http://www.nationalserviceresources.org/resources/online_pubs/amerikorps/startup_guide.php.

VOLUNTEER FLORIDA

Volunteer Florida, the Governor's Commission on Volunteerism and Community Service, grants AmeriCorps funds through a competitive grant process. 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; encourages volunteerism for everyone from youths to seniors to people with disabilities; promotes volunteerism in emergency management and preparedness; and helps to strengthen and expand Volunteer Centers in Florida.

*AMERICORPS*STATE DISASTER RESPONSE GRANTS*

For decades Florida has led the nation in preparing for disasters, responding to the needs of survivors, supporting relief workers and helping communities to get back to normal after the disaster. Year after year, when major disasters and smaller local emergencies occur, the public outpouring of donations and voluntary assistance is led by local organizations, including nonprofits, faith-based and civic groups, neighborhood associations and volunteer centers. The purpose of this grant opportunity is to engage community-based organizations in pre-disaster mitigation projects to minimize the impacts of disasters. Some examples of AmeriCorps programs with a mitigation focus include:

Disaster Preparedness

- Participating in state mitigation priorities and leveraging state mitigation funds as match
- Partnering with CERT to train citizens to be CERT members and form "neighborhood watch style" CERT areas.
- Train local public safety personnel to Federal standards on Incident Command System (ICS) and National Incident Management System (NIMS) – this is currently a very fluid and evolving set of standards and all agencies are struggling to keep up – a coordinated/centralized training effort is needed.

- Prepare hospitals, assisted living facilities, etc. for disasters – sheltering and/or evacuation plans.
- Identify and work with the elderly and the less fortunate in the community to establish procedures/methods for evacuation.
- Identify potential shelter sites and train personnel to manage/operate them.
- Identify potential food/water distribution sites and train personnel to manage/operate them.
- Coordinate a volunteer base to assist in operating shelters and food/water distribution sites.
- Identify evacuation routes and standard operating procedures for activating and operating them.
- Manage tabletop/mock disaster exercises for the community to prepare them for an actual event.

Disaster Response

- Coordinate shelter setup and management.
- Coordinate food/water distribution point setup and management.
- Coordinate family/loved-one reunification sites/databases/websites/processes.
- Coordinate pet sheltering and reunification sites.

TYPES OF AMERICORPS MEMBER POSITIONS

One of the major decisions to make before applying for AmeriCorps funding is deciding how many and what type of AmeriCorps Members for which to apply.

AmeriCorps Members can serve in five different capacities depending on the program design.

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 benefits other types of Members. For the purpose of developing a budget, AmeriCorps Member positions must be figured on a Member service year (MSY) basis.

To decide the 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 organization can provide.

AMERICORPS MEMBER BENEFITS

Required time served per year	MSY	Approx. Hours per Week*	Minimum Living Allowance	Health-Care Required	Child Care Assistance Available	Scholarship at end of service
Full-time (1700 hrs)	1.000	30-40	\$11,100	Yes	If eligible	\$4,725.00
Half-time (900 hrs)	0.500	15-20	\$5,876	No	No	\$2,362.50
Reduced half-time (675 hrs)	0.375	10-15	\$4,407	No	No	\$1,800.00
Quarter-time (450 hrs)	0.250	7-10	\$2,938	No	No	\$1,250.00
Minimum-time (300 hrs)	0.200	5-7	\$1,959	No	No	\$1,000.00

* Based on 50 weeks

AMERICORPS MEMBERS

Since AmeriCorps first began in 1994, over 250,000 citizens have served their country through AmeriCorps. Florida averages between 500-700 Members each year. Being a Member in AmeriCorps is for everyone!

Requirements to become an AmeriCorps Member:

- A U.S. Citizen, U. S. National or a permanent legal resident
- Must 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 a term of service in a local program

Because of the scholarship benefit, AmeriCorps attracts students and college bound juniors and seniors. However, many retired seniors and persons with disabilities are serving in Florida's AmeriCorps programs to make them the strongest in the country.

RESPONSIBILITY OF THE LEAD AGENCY

AmeriCorps should be viewed as an investment into the community and "seed money" to build the community's capacity to use volunteers to address community problems. Agencies can utilize AmeriCorps Members to provide much needed services that otherwise would be unmet without needed manpower. The average cost to support a full-time AmeriCorps Member is about \$2,000, not including operating expenses... still just a fraction of what the services would typically cost! Besides the savings, the program is changing lives, increasing the number of citizens who have an opportunity to further their education and providing 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 the web-based reporting system
- ❖ Identify and hire staff to manage the program. If the program has 10 or more AmeriCorps Members a full-time coordinator/manager is required. A half-time coordinator/manager is required for any size program.
- ❖ Meet match requirements and be able to operate the program on a cost reimbursement basis (60 days operating funds/capital).
- ❖ Demonstrate broad community participation in planning to conduct and to sustain service when AmeriCorps funding ends.
- ❖ Integrate Member living allowance 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 (historically in the Orlando area).
- ❖ Participate in statewide Member events and/or trainings.

Each program is assigned to 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 be recognized as an AmeriCorps program.

SUSTAINABILITY AND CAPACITY BUILDING

Sustainability refers to a community continuing to meet identified needs beyond AmeriCorps 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 detail a plan for sustainability 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 even awarded, communities increase their potential to continue to meet identified needs. Planning for sustainability should include active participation of community partners/stakeholders. Applicants will be 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.

- Rationale and Approach,
- Member Outputs and Outcomes, and
- Community Outputs and Outcomes.

Rationale and Approach details the need and primary service activities for Members. There are two types of service activities; direct service and capacity building.

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

- Disaster Preparedness programs where Members may serve in partnership with local agencies like the Red Cross to coordinate disaster preparedness efforts in high-risk communities.
- Disaster Mitigation programs where Members may provide support to low income and at risk areas by working with the community to address specific disaster prevention strategies such as debris and tree removal.

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

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

Member Outputs and Outcomes is the foundation of any AmeriCorps programs. About 90% of the grant awarded will go toward supporting the Members. It is important for each 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, and Member expectations and commitment;
- Providing Members initial training to prepare them for service to their community;
- Ensuring that Members are competent and have the necessary skills to perform the specific service activities of the program.

Training AmeriCorps Member for life after AmeriCorps 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.

TECHNICAL ASSISTANCE

A Technical Assistance Conference Call is scheduled for September 18, 2007 11:00 a.m. EST. Please contact anitra@volunteerflorida.org if you would like to participate and you will be provided a call in number and passcode.

These calls will provide an opportunity for interested applicants to receive technical assistance in completing a proposal for funding.

REVIEW PROCESS

Once the full proposal is submitted, it will be reviewed and Volunteer Florida staff and/or community peer reviewers. Volunteer Florida's proposal scoring criteria is available on our website at www.volunteerflorida.org. Reviewer scores and comments are then aggregated and presented to the Volunteer Florida governing board Grants Committee. 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 funding. Volunteer Florida will notify all applicants of funding decisions.

AmeriCorps*State 2007 Disaster Response Proposal Instructions

How to Submit Your AmeriCorps Proposal. Proposals must be submitted to Volunteer Florida by **September 28, 2007 5:00 p.m. EST**. One original and two hard copies must be submitted in order to be cleared for review. Proposals not submitted as required will not be considered for funding. Volunteer Florida can not accept fax or email proposals.

Remember to follow the character limits listed in the narrative section below. **Characters are letters, punctuation, and spaces included in your document.** Your word processing software can provide a character count.

The AmeriCorps proposal consists of the following components. Please make sure to address each section.

- I. Application Cover**
- II. Narratives**
- III. Performance Measures**
- IV. Documents**
- V. Budget Instructions**

AmeriCorps Application for Funding Cover Sheet

Section I: Applicant Information

ORGANIZATION NAME: _____

Federal Employer Identification No: _____ Applicant Type and Program Name: _____
Operational -

Agency DUNS Number _____

Program Contact's Name and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () - Fax: () -

Website: _____ E-mail _____

To the best of my knowledge and belief, all data in this concept paper is true and correct. The governing body of this organization has duly authorized this proposal and we will comply with the CFDA 94.006 and the guidance in the Request for Proposal if the assistance is awarded.

Type Name of Authorized Representative

Title

Signature of Authorized Representative

() -

Phone Number:

E-mail:

/ /

Date Signed:

II. Narratives

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)
A. Executive Summary	4,000 characters
B. Summary of Accomplishments and Outcomes (if applicable)	8,000 characters
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 Sections C, D, and E combined. Organizational Capability, and Cost Effectiveness and Budget Adequacy. Each of these fields has a 32,000 character limit. This allows for some flexibility in how you split your narrative between these fields. You may not exceed 71,000 characters in total for Sections C, D, and E.
D. Organizational Capability (25%)	
E. Cost Effectiveness and Budget Adequacy (25%) 1) Cost Effectiveness (15%) 2) Budget Adequacy (10%)	
Total Maximum Number of Characters per Application	83,000

A. Executive Summary

Provide a concise overview of your proposed program that summarizes the purpose, need, planned service activities to address the need, number and type of members to be requested, anticipated outcomes, and how you will measure these outcomes. Please include your organization's mission statement and how this program supports the mission.

B. Summary of Accomplishments

1. If your organization currently receives AmeriCorps funds, provide a clear description of the accomplishments, outputs, and outcomes you have achieved to date in relation to your AmeriCorps performance measures for the current grant period.
2. If you have received other Corporation program funds of any type within the past three years, list the amounts you have received from each Corporation program.

C. Rationale and Approach

1. Compelling Community Need:

Describe a compelling community need that you will address within the target community. Include a description of how you identified the need and where it is documented. If your program will operate at multiple sites, demonstrate a compelling need in each community you propose to serve.

2. Description of Activities and Member Roles:

- Provide a detailed description of the Member activities to address the need.
- Describe Members' roles in the activities and how they relate to addressing the need.
- 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, halftime, quarter-time, etc.) 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 C.F.R. § 2520.30 for a list of prohibited service activities.

3. Measurable Outputs and Outcomes:

Describe the measurable outputs and outcomes you expect to achieve as a result of your activities. This description should include a data collection plan to determine if you met your targets. This plan should also describe data needed, the data source, who is responsible for data collection and when. For additional reference, the Volunteer Florida Website includes a link to a PowerPoint presentation titled “Instruments and Data Collection.”

<http://www.volunteerflorida.org/secondlevel/training.html>

Note: In Section IV. Performance Measures, you will develop your measurable outputs and outcomes in more detail, including how they will be measured, targets for each year, and the data you will gather as evidence.

4. Plan for Self-Assessment and Improvement:

- Describe your plans for tracking and evaluating progress toward meeting and achieving your performance measures. For example, a program advisory committee may meet quarterly to accomplish this.
- Provide plans for continuous program improvement, such as how you will identify strengths and weaknesses, resolve problems, and gather feedback from and provide feedback to members, service sites, and partners. The feedback should be used to improve your program. The plan could be the responsibility of an internal evaluator.
- Volunteer Florida requires all programs to conduct at a minimum, an annual community stakeholders’ satisfaction survey. Describe how you will conduct and use the results of this required survey for program improvement.

5. Community Involvement:

- Describe how you involved the target community (or target communities) in identifying the needs and 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 period. Be specific in describing their roles and responsibilities.

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.

7. Potential for Replication: Describe the extent to which your program is designed to be replicated. Discuss any plans or strategies for replication.

D. Member Outputs and Outcomes

1. Member Recruitment and Recognition:

- Describe in detail your plans for recruiting members for your program.
- 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.
- 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.

2. Member Development, Training and Supervision:

- Describe in detail your plans for orienting members to AmeriCorps, the community, their placement site, and to the service they will perform.
- 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 general timeline for training and identify the training curricula and materials you will use. Required trainings include CPR, First Aid, Disaster Response, Recovery and/or Mitigation, Diversity Appreciation and Disability Awareness and Sensitivity.
- Describe a member supervision plan that ensures members will receive adequate support and guidance throughout their terms.

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.

E. Community Outputs and Outcomes

1. Community Impact:

- Describe the extent to which your program will meet targeted, compelling community needs.

2. Sustainability:

- Describe how the organization plans to build and improve capacity to continue to address identified needs beyond AmeriCorps funding.
- Describe how broad community input was and will continue to be provided in the identification of needs, program planning and capacity building that will lead to sustainability. In the description specifically identify the key community partners, their contribution and how they will participate in the sustainability efforts.

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 or 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.

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.

F. Organizational Capability

1. Sound Organizational Structure

a) 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:

- o Explain how you are able to support and oversee service sites.
- o 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.
See 45 C.F.R. § 2522.475.
- o Describe your current or previous programmatic and funding relationships with the sites.
- o Describe your plans for monitoring sites' compliance with fiscal and programmatic requirements.
- o 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.

b) 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. Specifically identify the staff position that will serve as the primary coordinator/manager of the program including percentage of time dedicated to the program.

c) 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, your service sites.

- Describe plans for providing financial and programmatic orientation, training and technical assistance to your program and service sites.

2. Sound Record of Accomplishment as an Organization

a) 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).

b) 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.

c) 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.

3. Success in Securing Community Support that Recurs, Expands in Scope, Increases in Amount, and is More Diverse

a) Collaboration:

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

b) 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.

c) Wide Range of Community Stakeholders:

- Describe the various types of community stakeholders in your organization.
- Discuss examples of how non-financial support from your community stakeholders has continued over time, expanded in scope, increased in amount, or become more diverse.

d) 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 it.

G. Cost Effectiveness and Budget Adequacy

1. Cost Effectiveness

a) Efficiency

- Describe how the proposed program services are less costly than other strategies that would be needed in the absence of your program. For example, respite services save precious resources that would be spent if elders were unable to remain in their home and required nursing home care. You may also include future projections based on research. For example, over 80% of first-time offenders read below grade level according to X source. With tutoring and mentoring, costs to the community for incarceration will mount.

b) Corporation Cost per Member Service Year (MSY):

- Your Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of member service years you are requesting in your grant.
- One MSY is equivalent to 1700 service hours. It does not include child care or the cost of the education award a member may earn through serving with your program.
- MSY exceeding \$12,600 will not be approved by Volunteer Florida.

c) Diverse Non-Federal Support:

- Demonstrate how your program has or will obtain diverse non-federal resources for program implementation and sustainability.

- 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, you must list and detail the sources of your match funds.

d) 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.

2. Budget Adequacy

- a) 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.

III. Performance Measures

A. Performance Measures (Performance Measures Section)

The worksheet in Appendix A is provided as a tool to help you develop your performance measures.

All programs are required to submit one set of aligned performance measures that relate to the program's primary service activity or significant activity area. Aligned performance measures are **OUTPUTS, INTERMEDIATE AND END OUTCOMES THAT ALL RELATE TO THE SAME PRIMARY ACTIVITY OR PRIORITY.** Primary or significant activity areas are those where members put most of their effort and time, activities that are important to the program mission, or significant activities that most sites are implementing. An example of an aligned performance measure is as follows:

Volunteer Mobilization: AmeriCorps members will recruit, train, and/or manage (#) non-AmeriCorps volunteers in service activities that address reading/tutoring (or other identified community need that the program addresses) resulting in the provision of (#) service hours by 12/31/07.

OUTPUT: A minimum of 50 non-AmeriCorps community volunteers will be recruited & trained as documented by Volunteer Service Logs and Training Sign-In Sheets.

INTERMEDIATE OUTCOME: Community volunteers will provide at least 1200 volunteer service hours as documented by Volunteer Service Logs.

END OUTCOME: 60% (or 30 of the 50 recruited and trained volunteers) of the community volunteers will indicate on a survey that they are willing to volunteer for the agency again.

Applicants **must** submit a performance measure related to volunteer recruitment and/or support. There is no limit on the number of performance measures that a program can submit, but if you choose to submit a performance measure you must be able and prepared to measure and report on it. The applicant can submit relevant additional measures of their performance in other areas (Community Outputs and Outcomes, Member Outputs and Outcomes) 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 community literacy and volunteer recruitment.

IV. Documents

1. Financial Audit/Information and Program Evaluations

You will be asked to submit your most recent audit report if selected for funding.

2. Program Evaluations

Grantees with an average annual grant of \$500,000 or more over five years are required to arrange for an independent evaluation of their program. Smaller grantees are required to perform an internal evaluation.

INDEPENDENT evaluations are those conducted by an independent person(s) external to the program or organization. Volunteer Florida will consider independent evaluations that take into consideration agency capacity and provide for (a) using an external evaluator to take the lead and write the formal report while internal evaluation personnel insure implementation of the evaluation plan and do data collection and other time-consuming tasks or (b) an evaluation committee with an independent person serving as facilitator who performs the evaluation and oversees development and implementation of the independent evaluation plan.

INTERNAL evaluations are performed “in-house” without the use of an independent external evaluator. Internal evaluations may be performed by individuals who are knowledgeable about the community and the services performed by the program. This could include Board members, community stakeholders, national service members, agency personnel such as school district evaluation personnel or a combination of these.

Applicants must provide a summary of their evaluation plan or evaluation efforts with their application for year four or more. The completed evaluation, covering a period of at least one year, and a formal report is required to be submitted with an application for year seven (7) or more. (The Corporation reserves the right not to review the applications if the required evaluation is not included.)

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.

VI. Budget Instructions

AmeriCorps grants are performance based and a renewal application is required each year. However, your funding approval will be based upon a three year granting cycle. Therefore, you are required to submit a budget for all three years. Years two and three can be estimates.

Example:**Section I. Personnel:**

Program Director – year 1: 100% of time: @ \$37,000

Program Director – year 2 with 3% increase: 100% of time: @ \$38,110

Program Director – year 3 with 3% increase: 100% of time: @ \$39,253

Section I. Benefits:

Fringe benefits include FICA, Health, life, dental and retirement. To be reported at actual, budgeted at 25% of salary. Year 1: \$9,250

Fringe benefits include FICA, Health, life, dental and retirement. To be reported at actual, budgeted at 25% of salary. Year 2: \$9,528

Fringe benefits include FICA, Health, life, dental and retirement. To be reported at actual, budgeted at 25% of salary. Year 3: \$9,813

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.

Budget Section 1: Program Operating Expense

Budget Section 2: Member costs

Budget Section 3: Administrative/Indirect costs

We recommend you prepare your budget following the same order as the Budget Worksheet in Appendix B.

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.

How to Begin: Your detailed budget narrative must provide a full explanation of the proposed costs **for all three years** including their purpose, justification, and the basis of your calculations. Where appropriate, your calculations should be presented in an equation format, e.g., Two (2) staff traveling @ \$350/trip for 2 trips = \$1400; or, Salary \$60,000 @ 20% devoted to program = \$12,000.

Overview of Key Statutory and Regulatory Budget Requirements:

- Equipment costs must not exceed 10% of the total Corporation share.
- 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:** You must match with cash or in-kind contributions of at least 33% of the project's total Operating (Section I) plus Administrative (Section III) costs. 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:** You must match at least 15% of all member costs (Section II) with non-federal cash. The matching sources may be state, local, private sector, or other non-federal funds in accordance with applicable AmeriCorps requirements. Other federal funds are not an acceptable source of the required 15% cash match for member costs, except for health care.

- 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.

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; other travel is allowable only if specifically identified and approved as a condition of a grant award.

C. 2. Member Travel

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

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. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment.

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 the 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 any pro bono work by a contractor in combination with fee-based work, affirm 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, i.e., project or financial management, team building, etc. 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

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.

Subtotal Section I. The grantee share of Sections I plus III must be at least 33% of these operational 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). The grantee match must be at least 15% of the total.

Required time served per year	MSY	Minimum Living Allowance
Full-time (1700 hrs)	1.000	\$11,100
Half-time (900 hrs)	0.500	\$5,876
Reduced half-time (675 hrs)	0.375	\$4,407
Quarter-time (450 hrs)	0.250	\$2,938
Minimum-time (300 hrs)	0.200	\$1,959

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 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 care. In addition, any non-federal share (matching) of costs budgeted above the 15% minimum can be matched with other federal funds, subject to the other federal agency’s approval.

Identify the federal share and describe any match contribution(s) as previously instructed.

- **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.

• **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. If you have an existing health benefit policy for your full-time members that meets minimum requirements, you may request 85% of those as CNCS/federal funds. You must match the remainder in cash. 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

Subtotal Section II. The grantee share of Section II must be at least 15%.

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. In addition to this fixed rate for reimbursement, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

- a. 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.

Subtotal Section III.

The grantee share of Sections I plus III must be at least 33%.

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. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum matches—15% (for Section II) and 33% (for Sections I and III)—are maintained.

Budget (Budget Section)**Match Requirements:**

	Section II	Sections I and III	Overall Match
Year of Funding	Member Support (minimum match 85% / 15%) CNCS/Organization	Program Operations (minimum match 67% / 33%) CNCS/Organization	Minimum Match Req.
Year 1	85% / 15%	67% / 33%	18%
Year 2	85% / 15%	55% / 45%	22%
Year 3	80% / 20%	50% / 50%	27%

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 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.			
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)?			
PERFORMANCE MEASURE STATEMENT. Combine the expected RESULT and TARGET into a sentence.			
PRIOR YEARS' DATA. Report prior year's data for this result, if available.			

Appendix B
2007 AmeriCorps Sample Budget Worksheet

PROGRAM NAME
LEAD AGENCY

Expenses:	Commission	Recipient	Total
	Federal Funds	Match	Outlays
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 Costs			
A. Living Allowance	list # of members		
Full-time Member	1	9,265	1,635
Half-time Member	1	4,905	866
Reduced Half-time	1	3,679	649
Quarter-time	1	2,453	433
Minimum-time	1	1,635	289
Subtotal		21,937	3,872
B. Member Support Costs			
FICA (7.65%)		1,678	296
Percentages:		7.65%	7.65%
Worker's Compensation		0	0
AmeriCorps Health Care		0	0
Other (Specify in Budget Narrative)		0	0
Subtotal:		23,615	4,168
Percentages:	(CNS max. 85%)	85%	15%
		(max.85%)	(min.15%)
		27,783	27,783

Section III. Administrative/Indirect Costs

Corporation Fixed Amount (Max Federal: 4.21% of Section I & 2)	994	2,778	3,773
(max grantee: 10% of Section I & 2 total) - no max with federal approved indirect cost rate			
Commission Fixed Amount (1.05% of Section I and II)	248	0	248
REQUIRED			
Subtotal:	1,242	2,778	4,020
Percentages:			
Total Section I and III (in dollar amounts)	1,242	2,778	4,020
	31%	69%	
Percentages:			
Total Budget (in dollar amounts)	24,857	6,947	31,804
Total Per MSY	2.325	10,691.33	
		Total Per MSY may not exceed \$12,600	