Grant Opportunity: AmeriCorps Formula Funding Opportunity 2016-2017

Due: April 7, 2016, 5 p.m. EST
Applications are due in eGrants and all supporting documents must be received by Volunteer Florida by Thursday, April 7, 2016, 5 p.m. EST. Applications submitted after this date will not be considered for funding. Volunteer Florida does not require organizations to submit an intent to apply.

For complete application information, review the Corporation for National and Community Service (CNCS) Notice of Funding Opportunity, Application Instructions, Glossary, School Turnaround Appendix and Performance Measure Instructions:

- To access the AmeriCorps State and National Grants FY 2016 Notice of Funding Opportunity (NOFO), click here
- To access the FY 2016 NOFO Application Instructions, click here
- To access the FY 2016 NOFO Glossary, click here
- To access the FY 2016 School Turnaround Appendix, click here
- To access the CNCS National Performance Measures Instructions, click here
- To access the FY 2016 Planning Grant Instructions, click here

Volunteer Florida serves as the State Commission referenced in AmeriCorps State and National Grants FY 2016 NOFO and Application Instructions. Please reference this document for specific guidance on Volunteer Florida’s AmeriCorps Formula Funding Cycle.

About Volunteer Florida

Volunteer Florida, the Florida Commission on Community Service, was established in 1994 by the Florida Legislature to administer grants under the National and Community Service Trust Act of 1993. Volunteer Florida is the Governor’s lead agency for volunteerism and national service in Florida, administering more than $31.7 million in federal, state, and local funding to deliver high impact national service and volunteer programs in Florida. Volunteer Florida promotes and encourages volunteerism to meet critical needs across the state. Volunteer Florida also serves as Florida’s lead agency for volunteers and donations before, during, and after disasters.
Purpose of Funding

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based (e.g., based on proposed program’s data or a similar program’s data) interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members receive a Segal AmeriCorps Education Award from the National Service Trust. This AmeriCorps State and National Grants FY 2016 NOFO will focus grant making for fiscal year 2016 in six focus areas: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families.

2016 AmeriCorps Funding Priorities

CNCS seeks to prioritize the investment of national service resources in:
• Disaster Services - improving community resiliency through disaster preparation, response, recovery, and mitigation
• Economic Opportunity - increasing economic opportunities for communities, specifically opportunity youth (see Glossary), both as the population served and as AmeriCorps members
• Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM) or addressing student and school needs through School Turnaround AmeriCorps programming (see Glossary and Appendix)
• Environmental Stewardship - increasing energy efficiency, weatherization, green jobs, stewardship practices and the improvement of public land and waterways
• Healthy Futures – improving health access, food security, independent living and reducing childhood obesity
• Veterans and Military Families - positively impacting the quality of life of veterans and improving military family strength
• Programming that supports My Brother’s Keeper (see Glossary)
• Safer communities - activities that focus on public safety and preventing and mitigating civil unrest.

Volunteer Florida Technical Assistance and Conference Calls

Volunteer Florida staff will host technical assistance conference calls to provide applicants an opportunity to ask questions and receive general feedback from Volunteer Florida staff. Participation in one of the technical assistance calls is strongly encouraged. Questions and responses from the technical assistance calls will be posted in an FAQ document listed at www.volunteerflorida.org/grants/.
Technical Assistance Conference Calls are scheduled for March 11, 2015 at 10:00 a.m., Continuation Applicants and 2:00 p.m. EST, New Applicants. To register for a call, please email anitra@volunteerflorida.org. You will be provided a call-in number and password once you register.

To ensure that this funding process is carried out in a fair and equitable manner, all questions concerning the application should be submitted to americorpsrfp@volunteerflorida.org. Answers will be compiled in a Frequently Asked Questions (FAQ) document posted at www.volunteerflorida.org/grants/.

Volunteer Florida Application Criteria

• All proposals must request a minimum or the equivalent of 10 AmeriCorps member positions.

• Volunteer Florida will accept applications for Planning Grants up to $30,000. Planning grants are non-renewable and for one year only. Please refer to the FY 16 Planning Grant Instructions.

• New applicants are eligible for cost reimbursement grants only.

• Volunteer Florida will consider cost reimbursement and fixed amount grants for continuation and recompete applicants only. If you are in a year two or three of a cost reimbursement grant cycle, you need to submit a new application to participate in the fixed amount grant. Volunteer Florida reserves the right to consider your continuation or recompete request as cost reimbursement if your fixed amount application is not funded. Refer to fixed amount grant guidance (pg. 10 of the FY 2016 NOFO Application Instructions).

• Maximum allowable federal reimbursement is $13,730 per MSY (Member Service Year) for cost reimbursement applications

• A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the Table 2: Match Requirements chart found on pg. 10 of the FY 2016 Notice of Funding Opportunity and in 45 CFR §2521.60.

• Volunteer Florida will no longer be engaged in the standard AmeriCorps Statewide Evaluation. Volunteer Florida will support AmeriCorps State grantees to align with the CNCS evaluation requirements. Recompete applicants should include an Evaluation Plan with application submission (pg. 16 of AmeriCorps State and National Grants FY 2016 NOFO).

• Note: pg. 22 of the AmeriCorps State and National Grants FY 2016 NOFO E. Application Review Information, refers to federal competition only.

• Continuation applicants requesting expansion should modify performance measures and application budget accordingly.
• Volunteer Florida’s internal and external application review will align with the Assessment Criteria published on pg. 10 of the AmeriCorps State and National Grants FY 2016 NOFO.

• A logic model is required and included in the eGrants submission process (see pg. 10 of AmeriCorps State and National Grants FY 2016 NOFO and Attachment L of the NOFO Application Instructions)

• New applicants must opt in to an August 1, 2016 start date.

Performance Measures

Applicants are required to select at least one set of aligned National Performance Measures (see Attachment B of FY 16 NOFO Application Instructions). Performance Measures should focus on core activities for member service and should not exceed 2-3 aligned sets of measures. AmeriCorps State applicants should focus on direct service and not Capacity Building Performance Measures as primary measures. Applicants should be familiar with CNCS definitions for each Performance Measure output and outcome including defining the target population, how data is collected, dosage of intervention and rationale for proposed outcome resulting from the intervention.

Applicants are encouraged to review CNCS National Performance Measures information.

Application

The funding period, match requirements, living stipend minimum, education award amounts, maximum cost per MSY, filing in e-Grants, and other general AmeriCorps provisions are the same as those listed in the AmeriCorps State and National Grants FY 2016 NOFO and Application Instructions.

Application Instructions for Volunteer Florida Applicants (eGrants system)

• For New Applicants: When submitting your application into the eGrants system, under the Creating an Application box (in the lower left hand corner of the page) click on New.

• For Re-compete or Continuation Applicants (applicants that are currently funded by Volunteer Florida): When submitting your application into the eGrants system, under the Creating an Application box (in the lower left hand corner of the page) click on Continuation/Renewal.

• Next, all applicants must select the following NOFA: FY 2016 AmeriCorps State Commission (New and Continuation) (Due date: 1/20/2016)

• Next, all applicants must select Florida from the State dropdown listing. Applicants should see that their application is linked to the Volunteer Florida Prime Application Grant ID Number: 16AC183142
Budget

Detailed budget directions can be located in the FY 16 NOFO Application Instructions, Attachment C., pg. 32. Within your budget, the following MUST be included:

Within Staff Training: For the 2016-2017 program year, all funded programs will be expected to attend two (2) trainings hosted by Volunteer Florida. Budgets should include the cost of a $50 per person registration fee for each of two Volunteer Florida mandatory training sessions held during the grant period. Only CNCS funds may be used to cover the $50 registration fee. Programs should include travel costs in their proposed budget.

Evaluation Costs: Budgets should include applicable evaluation expenses associated with CNCS evaluation requirements.

Background screening: National background checks are required for ALL grant-funded staff and members.

Member Gear: Applicant should budget appropriately for AmeriCorps members to wear AmeriCorps and Volunteer Florida branded gear (i.e. shirts/polos) every day of service.

Travel Costs: In addition to those required guidelines found in the application instructions, Volunteer Florida adheres to strict Food and Beverage Purchasing Guidelines. They are as follows:

• If the meal is provided at the training or meeting, the traveler cannot claim that meal for reimbursement. If the traveler does not eat the meal provided and purchases a meal, they cannot request reimbursement for the purchased meal.

• Overnight travel is required to claim meals. No meals for same day travel will be reimbursed.

• To be eligible for reimbursement of food and beverage during a training and/or meeting, the training and/or meeting must provide the following:

  o There must be a dissemination of knowledge.

  o The training must be reasonable and necessary.

  o There must be a necessity to keep attendees in the training for the length of time and not merely just to provide food.

  o The training and/or meeting must be a minimum of 6 hours in order to request reimbursement for any meal.

Volunteer Florida follows the State of Florida per diem rates and requires all programs to follow the requirements as stated in section 112.061, F.S. Maximum meal allowances are as follows:

• Breakfast – cannot exceed $6 per person
• Lunch – cannot exceed $11 per person
• Dinner – cannot exceed $19 per person
• Snacks are considered an unallowable expense

The following supporting documentation is required in order for training meals to be reimbursed:

• There must be a sign-in sheet that identifies all participants (including staff and trainers) that were in attendance.
• There must be a detailed agenda that outlines the sessions and activities that were covered in the meeting.

Administrative/Indirect Costs

Section III is comprised of the Corporation Fixed Amount and Commission Fixed Amount. Section III cannot exceed 5 percent of the total CNCS Award. The Corporation Fixed Amount includes the administrative costs that are incurred by the lead agency for administering this grant. These costs are reimbursable under this line item.

The Commission Fixed Amount is the fiscal agent fee paid to Volunteer Florida for overseeing the AmeriCorps grant awards. Each program must allocate a minimum of 2% of the total CNCS award in their budgets to this line item. The Commission Fixed Amount must be paid from CNCS funds. Volunteer Florida will draw the Commission Fixed Amount from each program based on the amount expended monthly.

Volunteer Florida recommends Indirect Cost option A. CNCS-Fixed Percentage Method, Five Percent Fixed Administrative Costs Option (pg. 36, FY 2016 NOFO Application Instructions).

Volunteer Florida Required Supporting Documentation (due by April 7, 2016 by 5 p.m. EST).
Supporting documents should be electronically submitted to: americorpsrfp@volunteerflorida.org.

New Applications

• The most recent Audit Report including the Management Letter and the Schedule of Findings and Questioned Costs.
• Completed Provider Assessment Questionnaire (located at www.volunteerflorida.org/grants/).
• Certification of 60 day operating capital (located at www.volunteerflorida.org/grants/).
• Most recent agency-wide YTD Consolidated Financial Statement and Balance Sheets.
• Evaluation reports and up to two evaluation briefs, reports and/or peer reviewed articles. See Submission of Additional Documents Instructions (FY 16 AmeriCorps NOFO, pg. 8)
Continuation Applications

• The most recent Audit Report including Management Letter and Schedule of Findings and Questioned Costs.

• Completed Provider Assessment Questionnaire (only required if agency hired a new CEO, Executive Director, CFO or Project Director within last twelve months).

• Most recent agency wide YTD Consolidated Financial Statements and Balance Sheets.

Links

AmeriCorps State and National Grants FY 2016 (NOFO, Application Instructions, Other Documents)

Volunteer Florida Available Grants (Location for application supporting documents, FAQs and other grant information)

Volunteer Florida Timeline

February 26, 2016 - Release Volunteer Florida AmeriCorps Formula Funding Application

March 11, 2016 (10:00 a.m., Continuation Applicants and 2:00 p.m New Applicants) - AmeriCorps Funding Application Technical Assistance Calls

March 18, 2016 – April 7, 2016 - AmeriCorps Funding Application FAQs posted at http://www.volunteerflorida.org/grants/

April 7, 2016, 5:00 p.m. EST - Applications due in eGrants and supporting documentation submitted to americorpsrfp@volunteerflorida.org

April 15 – April 29, 2016 - Peer, Financial and Staff Review

May 9, 2016 - Clarification provided to applicants considered for funding

May 26, 2016, 5:00 p.m. EST - Revised AmeriCorps Funding Applications due in eGrants

June 17, 2016 - Estimated submission of approved funding recommendation to CNCS

July 2016 – Estimated notification provided to applicants awarded funding

August 1, 2016 or January 1, 2017 - Anticipated contract start date
**June 17, 2016** - Estimated submission of approved funding recommendation to CNCS

**July 2016** – Estimated notification provided to applicants awarded funding

**August 1, 2016 or January 1, 2017** - Anticipated contract start date
NOTICE OF FEDERAL FUNDING OPPORTUNITY

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: AmeriCorps State and National Grants FY 2016
Announcement Type: Initial Announcement
CFDA Number: 94.006

Key Dates
Notification of Intent to Apply: Submission of a Notification of Intent to Apply is required to be eligible for this competition and is due Wednesday, December 9, 2015 at 5:00 p.m. Eastern Time. Single-State applicants should not provide this information directly to CNCS, but rather to the Commission in the state in which the applicant intends to operate the program. The State Commissions’ deadlines are earlier than this deadline. See section Types of Applicants for definitions of National Direct and Single-State applicants.

Application Submission: Applications are due Wednesday, January 20, 2016 at 5:00 p.m. Eastern Time to CNCS. Single-state applicant deadlines to State and Territory Commissions may be significantly before the CNCS deadlines, so prospective state applicants are encouraged to contact the commission in the state or territory where they intend to apply as early as possible. The list of State and Territory Commissions can be found here: http://www.nationalservice.gov/about/contact-us/state-service-commissions

Disclosure: Publication of this Announcement of Federal Funding Opportunity (Notice) does not obligate the Corporation for National and Community Service (CNCS) to award any specific number of grants or to obligate the entire amount of funding available.

A. PROGRAM DESCRIPTION
The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. CNCS - through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund - has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Through all its programs, CNCS seeks to expand economic opportunity – helping Americans acquire the skills, education, and training they need for productive employment. By helping more Americans graduate, pursue higher education, and find work: national service can provide immediate and long term benefits by expanding individual opportunity, building family stability, and creating more sustainable, resilient communities.

1. Purpose of AmeriCorps Funding
AmeriCorps grants are awarded to eligible organizations (see page 4) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

CNCS may award a Cost Reimbursement, a Fixed Amount grant, or an AmeriCorps Partnership Challenge grant to any successful applicant, but the availability of a Full Time Fixed Amount grant is limited to certain applicants. See Section C.1 and Glossary for more information. In addition to the
funding allocated for competitive distribution under this Notice, CNCS provides funding based on population directly to Governor-appointed State Service Commissions which they, in turn, award through a process they administer according to state priorities.

This Notice should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the Notice Glossary, Application Instructions, and the Performance Measure Instructions which are incorporated by reference. These documents can be found at http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities. The full regulations are available online at www.ecfr.gov. The TTY number is 800-833-3722. For a printed copy of related material, call 202-606-7508.

CNCS Focus Areas
In order to carry out Congress’ intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

Disaster Services
Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals’ readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

Economic Opportunity
Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, including youth identified in My Brother’s Keeper to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

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

Environmental Stewardship
Grants will provide support for increased individual behavioral change leading to increased energy efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and/or increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

Healthy Futures
Grants will provide support for activities that will improve access to primary and preventive health care for communities served by CNCS-supported programs; increase seniors’ ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

Veterans and Military Families
Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, military service members, and their families served by CNCS-supported
programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

2. 2016 AmeriCorps Funding Priorities
CNCS seeks to prioritize the investment of national service resources in:

- Disaster Services - improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity - increasing economic opportunities for communities, specifically opportunity youth (see Glossary), both as the population served and as AmeriCorps members
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM) or addressing student and school needs through School Turnaround AmeriCorps programming (see Glossary and Appendix)
- Environment - 21st Century Service Corps (see Glossary)
- Veterans and Military Families -- positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor Initiatives (see Glossary)
- Programming that supports My Brother’s Keeper (see Glossary)
- Multi-focus intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities (see Glossary)
- Safer communities - activities that focus on public safety and preventing and mitigating civil unrest e.g., summer programming or engaging communities that are part of The National Forum on Youth Violence Prevention.
- Elder Justice AmeriCorps (see Glossary)

In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

Next Gen AmeriCorps

Depending on overall funding available, CNCS is inviting applicants to propose the Next Generation AmeriCorps or Next Gen AmeriCorps. The importance of service remains even within tight fiscal constraints we face as a nation. The goal of Next Gen AmeriCorps is to use innovative strategies to offer the same service opportunities but at a more efficient cost to the government. To participate, applicants must have a cost per member that is lower than $10,000 per year per full time member using CNCS funding. CNCS is looking for innovative approaches and models to implement, for example: locating operations in Promise Zones, areas that meet Promise Zone criteria, or that demonstrate other indicators of severe need.

Encore Programs

Congress set a goal that 10 percent of AmeriCorps funding should support Encore service programs that engage a significant number of participants age 55 or older. CNCS seeks to meet that target in this competition and encourages Encore programs to apply. Encore will provide an opportunity for current evidence-based Senior Corps Foster Grandparents Program and Senior Companion Program grantees to expand their programs through AmeriCorps funding.

3. National Performance Measures
The Serve America Act (SAA) emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS’s five-year Strategic Plan establishes an ambitious set of objectives that guided the
development of 16 agency-wide Priority Performance Measures. CNCS expects organizations to use National Performance Measures as part of their comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions [http://www.nationalservice.gov/documents/main-menu/2014/2015-performance-measures-instructions].

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary service activity. CNCS does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. CNCS values the quality of performance measures over the quantity of performance measures. As described in the Application Instructions, applicants must include all their information about their proposed performances measure in the Performance Measure section of the applications in eGrants (CNCS’s web-based grants management system). All information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met. Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the Performance Measures section of the application in eGrants.

4. Program Authority

CNCS’s Fiscal Year 2016 Congressional Budget Request includes a request for additional statutory authority to operate summer-based programs for disadvantaged Opportunity Youth who are 14 or older at the time they begin their national service.

B. FEDERAL AWARD INFORMATION
1. Estimated Available Funds
CNCS expects a highly competitive AmeriCorps FY 2016 grant competition. The actual level of funding will be subject to the availability of annual appropriations, which have not yet been made. Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions.

2. Award Period
Unless otherwise specified, the grant generally covers a three-year project period. In approving a multi-year project period, CNCS generally makes an initial award for the first year of operation. In most cases, the application is submitted with a one-year budget. Continuation funding is not guaranteed. Factors considered in awarding continuation grants include satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, agency priorities, and the availability of appropriated funds. CNCS reserves the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

3. Project/Award Period
The project start date is generally one year with a start date proposed by the applicant. The project start date may not occur prior to the date CNCS awards the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.
C. ELIGIBILITY INFORMATION

1. Eligible Applicants
The following entities are eligible to apply: public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; and federally recognized Indian Tribes. Receiving funding previously from CNCS or another Federal agency is not a prerequisite to apply under this Notice.

In addition to being eligible to apply under this Notice, federally recognized Indian Tribes will also be eligible to apply under a separate Notice of Federal Funding Opportunity for Indian Tribes for operating or planning grants released later in the fall with an application deadline of spring 2016.

Organizations that have been convicted of a federal crime are disqualified from receiving the assistance described in this Notice. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. § 501(c)(4), that engages in lobbying activities is not eligible to apply.

New Applicants
CNCS encourages organizations that have never received funding from CNCS to apply. The general practice is to award no more than 50 member positions (slots) and at least 20 member positions (slots) to organizations receiving an AmeriCorps grant for the first time.

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but not eligible to apply for Full Time Fixed Amount grants. Existing subgrantees/operating sites of Fixed Amount and Cost Reimbursement grantees that can demonstrate a track record and capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and therefore can apply for Fixed Amount grants. School Turnaround AmeriCorps applicants may not apply for Full Time Fixed Amount grants.

Continuation Applicants
Organizations that have current AmeriCorps awards that do not end in FY16 must submit an application in order to be eligible to receive funding for the following year. Please see p. 13 of the Application Instructions. Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the criteria under this Notice.

Type of Applicants
Single-State Applicants
Organizations that propose to operate in only one state must apply through the Governor-appointed State or Territory Commissions. Each state and territory commission administers its own selection process and submits to CNCS the applicants it selects to compete for funding. Single-State applicants must contact their State Commissions to learn about their state or territory processes and deadlines which may be significantly earlier than the CNCS deadlines and may have additional requirements. The list of State and Territory Commissions can be found here: http://www.nationalservice.gov/about/contact-us/state-service-commissions. A single state application submitted directly to CNCS by the applicant rather than the State Commission will be considered noncompliant and will not be reviewed.

National Direct Applicants
Multi-state: Organizations that propose to operate AmeriCorps programs in more than one state or territory apply directly to CNCS.
**Federally-recognized Indian Tribes:** Applicants that are Indian Tribes apply directly to CNCS. An Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above.

**Territories without Commissions:** Applicants in American Samoa, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to CNCS because these Territories have not established a State Commission.

2. **Cost Sharing or Matching**

   **Fixed Amount Grants and Education Award Program Grants**

   There is no specific match requirement for Full Time Fixed Amount, Education Award Program, and AmeriCorps Partnership Challenge grants. CNCS does not provide all the funds necessary to operate the program; therefore organizations must raise the additional revenue required to operate the program.

   **Cost Reimbursement Grants**

   A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR §2521.60

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

   The living allowance or salary provided to AmeriCorps members in Professional Corps programs (see Glossary) does not count toward the matching requirement.

   **Alternative Match**

   Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants that plan to request an alternative match schedule must submit a request at the time the application is submitted. State programs submit requests for alternative match to the State Commission. State Commissions submit on behalf of their state applicants and National Directs submit their requests directly to ACAlternateMatchScheduleRequests@cns.gov.

D. **APPLICATION AND SUBMISSION INFORMATION**

1. **Address to Request Application Package**

   Organizations should refer to the CNCS website to obtain the necessary information to apply.

2. **Content and Form of Application Submission**

   **What are the steps that organizations need to take to apply?**

   - Determine whether you are a National Direct applicant that will apply directly to CNCS or a Single-State applicant that will apply through a State Commission
   - For Single-State Applicants: Contact the State Commission for the application materials and deadline
   - Submit a Notification of Intent to Apply
   - Obtain a DUNS number
   - Establish an eGrants account
• For National Direct applicants: Coordinate with State Commission(s) for the location where proposed grant activities will occur
• Write a high quality application that is responsive to the Notice
• Provide required additional documents via email, if applicable
• Complete and submit the application via eGrants by the deadline
• Submit a request for an alternative match schedule, if applicable.

Please note that single-state applicants that apply to a State Commission may have different deadlines (likely earlier than those listed in this Notice), may have additional narrative questions and/or supplemental materials to submit as determined by the State Commission, and may have different directions and/or systems for submitting their applications.

Coordination among State Commissions and National Direct Applicants
CNCS expects State Commissions and National Direct applicants to consult and coordinate activities at the local level, as specified in Section 131 of the NCSA (42 U.S.C. § 12583). This consultation is designed to ensure the most effective use of national service resources and lead to enhanced coordination. The list of State and Territory Commissions can be found here: http://www.nationalservice.gov/about/contact-us/state-service-commissions.

To ensure coordination:
National Direct applicants, except federally-recognized Indian Tribes, must:
Before application submission:
• Consult with the State/Territory Commission of each state and/or Territory in which the organization knows it will operate and describe this consultation in their applications. Contact the State/Territory Commissions for details about the consultation process. Provide information that connects the proposed activities to the current State/Territory Service plan and/or State logic model.

After Award:
• Provide the State/Territory Commission with contact information for National Direct programs in the state and/or Territory and update these lists on an annual basis.
• Participate in the State/Territory Commission’s annual needs assessment and training plan development activities, and in the development of its state/territory service plan, as well as appropriate training and other events.
• Include the State/Territory Commission on the National Direct’s mailing list and invite it to appropriate training and other events.

State/Territory Commissions must:
Before application submission:
• Consult in a timely manner with the National Direct applicants, except Indian Tribes, that contact them prior to application submission.

After Award:
• Consider the schedules and needs of National Direct applicants, including Indian Tribes, operating in their states when planning annual events and technical assistance activities.
• Include National Direct programs, including Indian Tribes, in their annual needs assessment and training plan development activities, and in the development of their state/territory service plan.
• Add staff of multi-state programs in their state/territory to their mailing/email distribution list and invite them to appropriate training and other events.

CNCS will solicit State/Territory Commission input on National Direct applicants, except Indian Tribes, proposing to operate in their state/territory. Via eGrants, Commissions have the opportunity to select
support, do not support, or neutral, and provide comments. Participation by State/Territory Commissions in providing this input is strongly encouraged. CNCS reviews and considers Commission input.

**How to Submit an Application in eGrants**

Applicants must submit their applications electronically via the CNCS web-based system, eGrants (egrants.cns.gov). Because it is a unique system, it is recommended that applicants create an eGrants account and begin the application creation process at least three weeks before the deadline. Applicants should draft the application as a word processing document and copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline. Please note the length of a document in word processing software may be different than what will print out in eGrants. CNCS will consider the number of pages as they print out through eGrants when determining compliance with any page limits in this *Notice*.

Contact the National Service Hotline at 800-942-2677 or [https://questions.nationalservice.gov/app/ask_eg](https://questions.nationalservice.gov/app/ask_eg) if a problem arises while creating an account or while preparing or submitting an application in eGrants.

National Service Hotline hours are as follows: Mon - Fri, 9 am – 7 pm ET (Jan, Aug, Sept) Mon - Thu, 9 am – 7 pm EST (Oct, Nov, Dec). In addition to those hours, the Hotline will also be open Oct 30, 31 and November 1, December 4-6 and 11-13 as well as the one weekend prior to the application deadline (January 16-18) from 10:00 a.m. – 7:00 p.m. ET to assist applicants. If you contact the Hotline, be prepared to provide the application ID, organization name, and the *Notice* to which your organization is applying.

If technical issues prevent an applicant from submitting an application on time, please contact the National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via eGrants. If an applicant is unable to submit by the deadline, follow the guidance in the Late Application section.

If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application and include a cover letter detailing the circumstances that make it impossible to submit via eGrants to the address provided in Section IX. Agency Contacts, via overnight carrier. Applicants must use a non-U.S. Postal Service carrier because of security-related delays in receiving mail from the U.S. Postal Service. All deadlines and requirements in this *Notice* apply to hard copy applications. CNCS does not accept applications submitted via fax or email.

**Submission of Additional Documents**

Applicants must submit all required additional documents by the application deadline. All additional required documents should be labeled with the applicant organization name and Application ID number at the top of the page and are due by the application deadline at AdditionalDocuments@cns.gov. Emails should include in the Subject line, the applicant organization name and Application ID number. State/territory applicants should check the state or territory’s application information to determine the process for submission of documents.

Additional documents may include (if applicable): letter(s) of support for the Governor/Mayor Initiative, evaluation reports, letters from the consortium members for Multi-focused intermediaries, and up to two evaluation briefs, reports, and/or peer reviewed articles if the applicant has a moderate or strong evidence base. School Turnaround AmeriCorps applications must submit the additional documents that are outlined in the Glossary and Appendix.

Failure to submit the required additional documents may have a negative impact on the assessment of an application. Do not submit other items not requested in this *Notice*. CNCS will not review or return them.
Application Fields and Page Limits
In eGrants, applicants will enter text in the following fields:

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Applications may not exceed 15 pages for the Narratives (16 pages for Multi-State applications with more than five operating sites, 18 pages for Multi-Focus Intermediaries, School Turnaround, and Next Gen AmeriCorps applicants). Application content considered in determining page limit compliance includes the Executive Summary, SF 424 Facesheet, and the Narrative Sections contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy as the pages print out from eGrants. Please note the length of a document in word processing software may be different than what will print out in eGrants. CNCS will consider the number of pages as they print out through eGrants when determining compliance for page limits. CNCS strongly encourages applicants to print out the application from the “Review and Submit” page prior to submission to check that the application does not exceed the page limit. The application page limit does not include the budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

The Logic Model may not exceed more than three pages when printed from the application.

Reviewers will not consider submitted material that is over the page limits in the printed report, even if eGrants allows an applicant to enter and submit text over the limit. This applies to both the application page limit and the logic model page limit. Do not submit other items not requested in this Notice or Application Instructions. CNCS will not review or return them.

Assessment Criteria
Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. CNCS urges applicants to submit high quality applications that carefully follow the guidance in this Notice and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

Threshold Issues
Applications should reflect that they meet the threshold requirements for the grant type for which they are applying. No applicant should submit an application with less than 20 member slots. If an applicant is applying for a Professional Corps grant, its application should demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals. If an applicant is applying for a Full Time Fixed Amount grant, the application should reflect that only full-time or less than full-time positions serving in a full-time capacity will be permitted. An application for the Governor and Mayor Initiative should clearly reflect that the application is from one Governor, one Mayor, and a minimum of two nonprofits. If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910-.940), the applicant must describe how the program will meet these requirements. School Turnaround AmeriCorps applicants must meet the threshold requirements outlined in the Glossary and Appendix.

New and recompeting applicants must submit an application with a minimum of 20 AmeriCorps members. Applications that have less than 20 members will be deemed noncompliant and will not be reviewed.
CNCS will assess an applicant’s strategic considerations. Applicants must check the relevant boxes in the Performance Measure tab in eGrants in order to be considered for CNCS’ assessment of the strategic considerations. Applicants should only check the boxes if the strategic consideration is an intentional part of their program design and the implementation strategies are described in the application.

Application Fields

A. Executive Summary (Required - 0 percent)
Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [what the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing].

This program will focus on the CNCS focus area(s) of [Focus Area(s)].* The CNCS investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, and federal funds] in public funding and $[amount of non-governmental funds] in private funding.

*If the program is not operating in a CNCS’ focus area, omit this sentence.

Fixed Amount grant applicants (EAP, Fulltime Fixed, and AmeriCorps Partnership Challenge) should list their Other Revenue (see Glossary) because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program. CNCS will post all Executive Summaries of awarded grant applications on www.nationalservice.gov in the interest of transparency and Open Government.

B. Program Design (50 percent)
Reviewers will consider the quality of the application’s response to the criteria below. Do not assume all sub-criteria are of equal value. School Turnaround AmeriCorps applicants should respond to the additional criteria in the Glossary and Appendix.

1. Problem/Need (9 points)
   • The community problem/need is clearly defined and aligns with the proposed intervention.
   • The community problem/need is prevalent and severe in communities where members will serve and has been well documented with relevant data.

2. Theory of Change and Logic Model (15 points)
   • The applicant’s proposed intervention is clearly articulated including the design, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
   • The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s theory of change. The theory of change should be either evidence-informed or evidence-based, meaning that the proposed intervention is guided by the best available research evidence that supports its effectiveness in the evidence section.
   • The proposed outcomes represent meaningful progress in addressing the community problem/need identified by the applicant.
   • The applicant’s AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.
The logic model shall depict:

- A summary of the community problem/need outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including:
  - Number of locations or sites in which members will provide services
  - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served.) Identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

Programs may include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program’s theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds the three pages will not be reviewed.

3. Evidence Base (12 points)
Applicants will be awarded up to 12 points for providing evidence that their proposed intervention will lead to the outcomes identified in the logic model. Applicants shall provide a description of up to two research studies or evaluations that provide evidence that the proposed intervention is effective for the target population and community problem, and should describe how this evidence places them in the highest evidence tier for which they are eligible. Applicants should pay particular attention to the requirements for each tier of evidence. More points are awarded for higher tiers of evidence.

Applicants requesting consideration for the moderate and strong evidence levels should reference the Submission of Additional Documents section for guidance on the submission of evaluation studies.

All applicants must include as much detailed information as possible in the Evidence section of the application. Applicants are advised to focus on presenting high-quality evidence from two of the strongest and most relevant studies. Studies must be evaluations of specific programs or interventions. Research that does not focus on a specific program or intervention, but rather focuses on a broader issue area or population, will not be considered applicable and will not be reviewed or receive any points.

All applicants must include a description of up to two research studies or evaluations in order to earn points, including the following information:

1) The date of the research or evaluation was completed, and the time period for which the intervention was examined
2) A description of the target population studied (e.g. the demographics)
3) The methodology used in the study (e.g.; outcome study, random assignment, regression discontinuity design, or propensity score matching)
4) A description of the data, data source, and data collection methods
5) The outcomes or impacts examine and the study findings
6) The strength of the findings (e.g. confidence level, statistical power of the study design and statistical significance of findings).

Reviewers will examine the descriptions (and attached studies if relevant) using the following criteria:

a) How closely the intervention evaluated in the studies matches the one proposed by the applicant;

b) The methodological quality and rigor of the studies presented (e.g., sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);

c) Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels; and

d) The date of the study, with a preference towards studies that have been conducted within the last six years.

If the evidence submitted as part of an application does not describe a well-designed and well-implemented evaluation, the applicant will be considered for a lower tier of evidence and related point values.

Requirements associated with the five evidence tiers are described next.

No evidence (0 points) means that the applicant has not provided evidence that they have systematically collected any qualitative or quantitative data to date.

Pre-preliminary evidence (1-2 points) means the applicant has demonstrated data collection experience testing or tracking at least one aspect of its logic model. For example, the applicant has collected systemic and accurate data on one or more of the following: the community need the proposed intervention will address, the program intervention’s activities and services delivered, participation in the intervention by the target population, and/or participant outcomes (for example, performance measurement data or a process evaluation assessing implementation of the intervention.)

The data collection process and results must be described fully and the applicant should explain the link between data collection and the relevant component(s) of its logic model. Evidence for the pre-preliminary tier should be described in the Evidence section of the application but does not require submission of supplemental documentation.

Preliminary evidence (3-6 points) means the applicant has described up to two outcome studies about the intervention that yielded promising results for the proposed intervention or a similar intervention that the applicant will replicate with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:

- The applicant must describe at least one outcome study that was conducted of their own intervention. This must include a detailed description of the outcome study data from pre and post-tests without a comparison group or post-test comparison between intervention and comparison groups. An outcome study includes data beyond that which is collected as part of routine performance measurement. This description should explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant.

OR
The applicant must describe at least one random control trial study or quasi-experimental evaluation (e.g., propensity score matching) that found positive results for the same intervention that the applicant plans to replicate. The description should include details about how the intervention studied and the applicant’s proposed approach are the same and how the applicant will replicate the intervention with fidelity to the program model. The study must have been conducted by an entity external to the organization whose program was studied.

OR

The applicant may submit evidence from both bullets listed above. In this case, the applicant must provide data from an outcome study of an intervention it has previously implemented (see above) and also proposes to modify their program by replicating another random control trial study or quasi-experimental evaluation. Applicants should describe their previous outcome study and should also describe and submit the study (ies) of the proposed evidence-based intervention.

For the purposes of this Notice, “replicate” means that the key elements of the applicant’s intervention are implemented as the evidence-based program model describes (e.g., in terms of content or curriculum, delivery process, and target population), and the applicant’s adaptations are relatively minor. For example, an applicant implementing an intervention using certified teachers to administer the curriculum would not be considered replicating that program with fidelity if it replaces teachers with AmeriCorps members who are not certified teachers, because the documented success of the intervention relied on the specialization of certified teachers.

**Moderate evidence** (7-9 points) means the applicant has submitted up to two well-designed and well-implemented studies that evaluated the same intervention described in this application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant’s logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or quasi-experimental design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site). The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Moderate** must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments.

Current CNCS grantees are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for Moderate evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not a current grantee, then more than two studies will not be considered.

**Strong evidence** (10-12 points) means the applicant has demonstrated that the intervention has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT. Alternatively, the proposed intervention’s evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive. Findings from the RCT or QED studies may be generalized beyond the study context. The studies were conducted by an independent entity external to the organization implementing the intervention.
Applicants classifying their evidence as Strong must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments.

Current CNCS grantees are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for Strong evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not a current grantee, then more than two studies will not be considered.

4. Notice Priority (3 points)
   • The applicant proposed program fits within one or more of the 2016 AmeriCorps funding priorities as outlined on page 3 and more fully described in the Glossary.
   • The proposed program meets all of the requirements detailed on page 3 and in the Glossary.

5. Member Training (4 points)
   • AmeriCorps members will receive high quality training to provide effective service.
   • AmeriCorps members and volunteers will be aware of, and will adhere to AmeriCorps requirements including the rules regarding prohibited activities (see Glossary).

6. Member Supervision (2 points)
   • AmeriCorps members will receive high quality guidance and support from their supervisor to provide effective service.
   • AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

7. Member Experience (3 points)
   • AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
   • AmeriCorps members will have access to meaningful service experiences, including opportunities for reflection and connection to the broader National Service network.
   • The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.

8. Commitment to AmeriCorps Identification (2 points)
   • Members will know they are AmeriCorps members.
   • Staff and community members where the members are serving will know they are AmeriCorps members.
   • AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.

C. Organizational Capability (25 percent)
Reviewers will consider the quality of the application’s response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Organizational Background and Staffing (10 points)
   • The organization has the experience, staffing, and management structure to plan and implement the proposed program.
   • The organization has adequate experience administering AmeriCorps grants or other federal grants effectively.
   • The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.
As documentation of community support and commitment to the program please procure, keep on file, but do not submit to CNCS, letter(s) from the applicant’s most significant community partner(s). The letter(s) should include what the partner(s) see as the benefit to the community provided by the applicant’s AmeriCorps members and what activities would not happen without the AmeriCorps members.

2. Compliance and Accountability (15 points)

- The applicant’s organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).
- The AmeriCorps members service will not duplicate, displace, or supplant volunteers, staff and/or interns.

D. Cost Effectiveness and Budget Adequacy (25 percent)

Reviewers will consider the quality of the application’s response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Cost Effectiveness (18 points)

- The budget is sufficient to carry out the program effectively.*
- The budget aligns with the applicant’s narrative.*
- The program design is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
- The applicant, if recompeting, has a lower cost per Member Service Year (MSY – see Glossary) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

*Program costs not included in the formal budget, including for Fixed Price and Partnership Challenge grantees, must be described in this section in sufficient detail to allow reviewers to assess their sufficiency and alignment.

Having a low cost per Member Service Year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than funded in previous years must justify their requests. If an applicant requests above the maximum cost per MSY (see Section 5.C.), it must justify its request. Please note that such requests are rarely approved.

2. Budget Adequacy (7 points)

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.

Applicants must complete the budget and ensure the following information is in the budget narrative (requested information in the budget screens):

- Identify the non-CNCS funding and resources necessary to support the project.
• Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

E. Evaluation Plan (Required for recompeting grantees - 0 percent)

If the applicant is competing for the first time, please enter N/A in the Evaluation Plan field since it pertains only to recompeting grantees. If the applicant is recompeting for AmeriCorps funds for the first time (see definition of “recompeting” below) the program must submit its evaluation plan in the Evaluation Plan field in eGrants. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report via email to AdditionalDocuments@cns.gov by the application deadline, as well as an evaluation plan for the next three-year period in the Evaluation Plan field in eGrants. Evaluations plans submitted outside of eGrants will not be reviewed.

Evaluation plans must include as much information as possible for each of the following (see Frequently Asked Questions: Evaluation, available at http://www.nationalservice.gov/resources/evaluation/cnsc-evaluation-policies):

• A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
• Outcome of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
• Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
• Study components – a) a proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan
• Qualifications needed for the evaluator
• The estimated budget.

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

The evaluation requirements differ depending on the amount of the grant, as described in 45 CFR §2522.710:

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

A program will be considered a recompeting application if it satisfies the CNCS definition of “same project” (see Glossary) and has been funded competitively for at least one complete three-year cycle. If the project satisfies the definition of same project and the applicant has completed one three-year cycle, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed two or more three-year cycles, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming 3 year grant. If the project does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan, or completed evaluation report.
The Evaluation Plan field of eGrants does not count towards the page limit of the application; however, it does have a set character limit. Applicants should print out the plan to ensure the narrative does not exceed the character limits when entered in eGrants.

State/Territory subgrantees and/or National Direct Grantees with an average annual CNCS program grant of $500,000 or more that are recompeting for funds are eligible to apply for approval of an alternative evaluation approach. Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan in the Evaluation Summary or Plan field in eGrants. The request should clearly explain: (a) the evaluation constraints faced by the program, (b) why the proposed approach is the most rigorous option feasible, and (c) how the proposed alternative approach will help the grantee build their evidence base. Evaluation plans should include, at a minimum, the required elements listed in this Notice. The evaluation plan must be consistent with the information submitted in the competitive funding application and in the request for approval of an alternative evaluation approach. More information on alternative evaluation approaches can be found at:


If the request for the alternative evaluation approach and the evaluation plan itself will exceed the character limit of the evaluation summary or plan field in eGrants, the applicant should do the following:

- Enter the evaluation plan in the evaluation summary or plan filed in eGrants.
- Include a note in the evaluation summary or plan field stating that the applicant is requesting an alternative evaluation approach.
- Include the alternative evaluation approach at the END of the application narrative with the heading “REQUEST FOR ALTERNATIVE EVALUATION APPROACH.” This section of the application narrative will not count against the page limit.

F. Amendment Justification (0 percent)

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

G. Clarification Information (0 percent)

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

H. Continuation Changes (0 percent)

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

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

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: http://fedgov.dnb.com/webform. The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, CNCS suggests registering at least 30 days in advance of the application due date. After obtaining a DUNS number, all applicants must be registered with the Systems for Award Management (SAM) at https://www.sam.gov/portal/public/SAM/.

SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays
in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to https://www.sam.gov/portal/public/SAM/.

4. Submission Dates and Times

Notification of Intent to Apply
Submission of a Notification of Intent to Apply is required to be eligible for this competition and is due 
Wednesday, December 9, 2015 at 5:00 p.m. Eastern Time. Please send the intent by using this link: 
https://www.surveymonkey.com/r/CNCSIntentToApply2016AmeriCorps. Single-State/Territory applicants should not provide this information directly to CNCS, but rather to the Commission in the state or Territory in which the applicant intends to operate. The Commissions’ deadlines are earlier than this deadline.

National Direct Applicants: The Notification of Intent to Apply must include contact information (name of the applicant organization, address, contact person, email address, and phone number) and the focus area(s) the anticipated application will address.

State/Territory Commissions: The Notification of Intent to Apply submitted by each Commission must include an estimate of the number of applications planned for submission by focus area. The number of full applications submitted cannot exceed the estimate provided in the Intent to Apply.

CNCS will not consider notifications received after the deadline. Failure to submit a Notification of Intent to Apply will render an applicant ineligible to apply. All Notifications of Intent to Apply will receive an email response acknowledging receipt.

Continuation grantees that are only submitting continuation applications should not submit a Notice of Intent to Apply nor should State/Territory Commissions include them in their estimate of anticipated applications.

Application Submission Deadline
Applications are due Wednesday, January 20, 2016 at 5:00 p.m. Eastern Time to CNCS. State and Territory Commissions deadlines may be significantly before the CNCS deadlines, so prospective state applicants are encouraged to contact with the Commission in the state or territory where they intend to apply as soon as possible.

CNCS will not consider applications received after the deadline, except as noted below. CNCS reserves the right to extend the submission deadline and any notice of such extended deadline will be posted. This deadline applies to new, recompeting, and continuation applicants.

Late Applications
In cases where an applicant is unable to submit the application by the deadline, CNCS may, at its discretion, consider an application received after the deadline; but only if the applicant submits a letter to LateApplications@cnscs.gov explaining the extenuating circumstance that caused the delay. Applicant must continue working with the National Service Hotline to submit the application. Communication with CNCS staff, including the program officer of a current grantee, is not a substitution for the above protocol. The letter must be received no later than one business day after the application deadline. An applicant will not receive a response from this mailbox. If the applicant experiences technical difficulties with eGrants that are unresolved, the correspondence must include the National Service Hotline ticket number. CNCS determines whether or not to accept a late application for review on a case-by-case basis.

If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application and include a cover letter detailing the circumstances that make it impossible to submit via eGrants to the address provided in Section G. Agency Contacts, via overnight carrier. Applicants must use
a non-U.S. Postal Service carrier because of security-related delays in receiving mail from the U.S. Postal Service. All deadlines and requirements in this Notice apply to hard copy applications. CNCS does not accept applications submitted via fax or email.

5. Funding Restrictions
A. Types of Grants
AmeriCorps grants can be awarded on a cost reimbursement or fixed amount basis. CNCS will not provide both types of grants for the same project in one fiscal year. See Glossary.

<table>
<thead>
<tr>
<th>Grant Types</th>
<th>Cost Reimbursement</th>
<th>Fixed Amount</th>
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<td>Available Subtypes</td>
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<tr>
<td>Traditional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Corps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Cost per MSY</td>
<td>$13,730</td>
<td>$13,430</td>
</tr>
<tr>
<td>Type of Slots in the National Service Trust</td>
<td>All</td>
<td>Full-Time or Less than Full-Time Serving in a full time capacity Only</td>
</tr>
<tr>
<td>Budget Submission Required</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Availability of Funds linked to enrollment and retention of awarded MSY</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Special Requirements</td>
<td>N/A</td>
<td>School Turnaround AmeriCorps applicants are not eligible for Full Time Fixed Amount grants</td>
</tr>
<tr>
<td>Match Requirements</td>
<td>Yes</td>
<td>No, but organizations must raise the additional revenue required to operate the program.</td>
</tr>
<tr>
<td>Financial Reporting Requirements</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Available to New Applicants</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
*CNCS’s assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non-CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider requests for operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non-CNCS resources.

B. Member Living Allowance

The proposed budget must include a living allowance for full-time members that is between $12,530 (minimum) and $25,060 (maximum) per member except as noted below. A living allowance is not considered a salary or a wage.

Cost reimbursement programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in Table 1 below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. (EXCEPTION: as noted in Section B.1. and B.3.)

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements to members (EXCEPTION: as noted in section B.2. and B.3.) Most Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

<table>
<thead>
<tr>
<th>Service Term</th>
<th>Minimum # of Hours</th>
<th>Minimum Living Allowance</th>
<th>Maximum Total Living Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1700</td>
<td>$12,530</td>
<td>$25,060</td>
</tr>
<tr>
<td>One-year Half-time</td>
<td>900</td>
<td>n/a</td>
<td>$13,265</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>675</td>
<td>n/a</td>
<td>$9,950</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>450</td>
<td>n/a</td>
<td>$6,635</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>300</td>
<td>n/a</td>
<td>$4,420</td>
</tr>
</tbody>
</table>

1. Exceptions to the Living Allowance Requirements (for programs existing prior to September 21, 1993)

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

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

3. Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. School Turnaround AmeriCorps EAPs may exceed the maximum living allowance.

C. Maximum Cost per Member Service Year (MSY)

Maximum Costs per MSY are set forth in Table 2 below. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include
child care or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

New and recompeting State Commission sub-grantees/applicants will be held to the maximum cost per MSY for their grant type.

**Table 2: 2016 Maximum Cost per MSY**

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Competitive State/Territory Program</td>
<td>$13,730</td>
</tr>
<tr>
<td>(cost reimbursement)</td>
<td></td>
</tr>
<tr>
<td>Multi-state (cost reimbursement)</td>
<td>$13,730</td>
</tr>
<tr>
<td>Professional Corps Grant (Cost Reimbursement)</td>
<td>Up to $1,000*</td>
</tr>
<tr>
<td>Professional Corps Fixed Amount Grant</td>
<td>Up to $1,000*</td>
</tr>
<tr>
<td>Education Award Program Fixed Amount Grant</td>
<td>$800</td>
</tr>
<tr>
<td>Education Award Program Partnership Challenge Grant**</td>
<td>$0</td>
</tr>
<tr>
<td>Fulltime Fixed Amount Grant</td>
<td>$13,430</td>
</tr>
<tr>
<td>State/Territory Commission Formula Prime</td>
<td>$18,000</td>
</tr>
<tr>
<td>Individual State/Territory Formula Program</td>
<td>$20,000</td>
</tr>
<tr>
<td>State/Territory Commission Average (of all its subgrants)</td>
<td>$13,730</td>
</tr>
</tbody>
</table>

*CNCS’s assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non CNCS resources.

** Partnership Challenge applicants should apply as an EAP program in eGrants but will request $0 cost per MSY.

Programs operating in rural communities (as defined in the Glossary) and programs that recruit opportunity youth as AmeriCorps members may request up to $13,930 cost per MSY for the AmeriCorps members that will be serving in rural areas or who are opportunity youth. School Turnaround AmeriCorps applicants serving exclusively in rural schools may request up to $15,000 cost per MSY. All applicants must include a compelling case as to why the applicant’s cost per MSY must be higher.

D. Amount of the Segal AmeriCorps Education Award for FY 2016

AmeriCorps members serving in programs funded with FY 2016 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of $5,775 for a year of full-time service, with correspondingly smaller awards for less than full-time service. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award.

**Table 3: Term of Service and FY16 Education Award**

<table>
<thead>
<tr>
<th>Term of Service</th>
<th>Minimum # of Hours</th>
<th>Education Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>1700</td>
<td>$5,775.00</td>
</tr>
<tr>
<td>Half Time</td>
<td>900</td>
<td>$2,887.50</td>
</tr>
<tr>
<td>Reduced Half Time</td>
<td>675</td>
<td>$2,199.92</td>
</tr>
<tr>
<td>Quarter Time</td>
<td>450</td>
<td>$1,527.45</td>
</tr>
<tr>
<td>Minimum Time</td>
<td>300</td>
<td>$1,221.96</td>
</tr>
</tbody>
</table>
E. APPLICATION REVIEW INFORMATION

1. Selection Criteria
The assessment of applications involves a wide range of factors and considerations. CNCS will engage external reviewers to provide insight and input with respect to eligible applications. In addition, CNCS staff will apply their experience and expertise in evaluating applications. In the end, the review and selection process will produce a diversified set of high-quality programs that represent the priorities and strategic consideration described in this Notice.

Specifically, the review and selection process will:

A. Identify eligible applications that satisfy the following considerations:
   • High alignment with narrative assessment criteria
   • High alignment with priorities outlined in this Notice, including priority-specific requirements as detailed in the Glossary
   • Relative risk and opportunity.

B. Consider:
   • State/Territory Commission rank and recommendations on state applicants
   • State/Territory Commission input on National Direct applications, except federally-recognized Indian Tribes.

C. Yield a diversified portfolio based on the following strategic considerations:
   • Meaningful representation of
     o Geographic diversity
     o Rural communities (see definition in Glossary)
     o Small and medium programs
     o Single and multi-state programs
     o Faith- and community-based organizations
   • Focus area representation
   • Organizations and/or program models that recruit and engage traditionally underrepresented populations as AmeriCorps members (e.g.; people with disabilities, low-income individuals, older Americans, etc) and expand opportunities to serve as AmeriCorps members
   • High ratio of match and/or other revenue to CNCS investment
   • Evidence levels
   • Promise Zone designees or cities that have had a Strong Cities, Strong Communities community solutions team.

2. Review and Selection Process
   A. Compliance and Eligibility Review
CNCS staff will review all applications submitted to CNCS to determine compliance with eligibility, deadline, and completeness requirements. In order to be compliant and advance to Phase One Review, an applicant must satisfy all the following requirements:
   • Submit a Notification of Intent to Apply by the deadline
   • Submit an application by the application submission deadline
   • Submit an application that is complete, in that it contains all required elements and follows the instructions provided in this Notice
   • Submit an application with a minimum of twenty AmeriCorps members.
B. Phase One Review
There are three components to Phase One: 1) An assessment of the applicant’s past performance for the same program model (if applicable), 2) a review of Theory of Change and Logic Model portion of the application narrative, and 3) a review of the Evidence Base portion of the Application. Each application will be read by several CNCS staff.

State Commission staff will assess their recompeting subgrantees’ past performance and submit those assessments to CNCS. CNCS will assess its recompeting direct grantees related to past performance. This assessment is in addition to the evaluation of the applicant’s eligibility for funding or the quality of its application on the basis of the Selection Criteria. Results from this assessment will inform funding decisions. In evaluating programmatic performance, CNCS will consider the following for applicants that are current formula and competitive grantees and are submitting applications for the same program model:

- Grant progress reports – attainment of Performance Measures
- Enrollment and retention
- Compliance with 30 day enrollment and exit requirements in the AmeriCorps portal
- Site visit or other monitoring findings (if applicable)
- Significant opportunities and/or risks of the grantee related to national service
- Commission Rank

External reviewers will review and assess the evidence base criteria in the Notice.

C. Selection of Applications for Phase Two Review
Applications will advance to Phase Two Review based on the results of the Phase One Review, as well as consideration of the priorities and the strategic considerations outlined in the Notice. Those applications that do not advance to Phase Two Review will not be recommended for funding.

D. Phase Two Review
Several CNCS staff will assess the remaining portions of the application on the basis of the selection criteria. Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used by CNCS staff in making final recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for additional information in response to clarification questions in a timely fashion will result in the removal of applications from consideration.

E. Financial and Risk Assessment Evaluation
CNCS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant’s eligibility for funding, the quality of its application on the basis of the Selection Criteria, and the assessment of programmatic past performance. Results from this evaluation will inform funding decisions. If CNCS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, CNCS may consider the following, but not limited to:

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

F. Selection for Funding
Applicants that do not advance to Phase Two will not be selected for funding. The CEO will select the final portfolio, based on staff recommendations on the quality of response (including clarification responses) against the criteria, programmatic and financial risk assessments, external review input, Notice’s priorities and strategic considerations.

G. Feedback to Applicants
Following grant awards, each applicant will receive the summary comments of Phase One and, if applicable, Phase Two Review pertaining to their application. Feedback will be based on the review of the original application and will not reflect any information that may have been provided in response to clarification questions, if any.

CNCS is committed to transparency in grantmaking. The following information pertaining to this competition for new and recompeting applications will be published on the CNCS website (http://www.nationalservice.gov/about/open-government-initiative/transparency/results-grants-competition), within 90 business days after all grants are awarded:
• A blank template of the internal review form.
• A blank template of the external review form of the Evidence Base.
• A list of all compliant applications submitted.
• Executive summaries of all compliant applications submitted by the applicants as part of the application.
• Data extracted from the Standard Form 424 Face Sheet (SF424) and Program Narrative submitted by applicants for successful applications.
• Summaries of external reviewers’ comments for successful applications.
• A list of external reviewers who completed the review process.

3. Anticipated Announcement and Federal Award Dates
CNCS will award grants following the grant selection announcement. Depending on the availability of funding, CNCS expects that successful State and Territory Commissions and National Directs will be notified no later than May 13, 2016, contingent on timely full year appropriations.
F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices
Applicants will be notified via email as to funding decisions. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the grant officer is the authorizing document for grant activities.

2. Administrative and National Policy Requirements

Documents that Govern the Grant
The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards
Grants under this program are subject to 2 CFR Part 200 and CNCS regulations issued to implement Part 200. Those regulations supersede and streamline requirements the from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidances); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

National Service Criminal History Check Requirements
The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend or education award through a program receiving CNCS funds. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks–

All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:
1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW); and
2. Either
   • A name- or fingerprint-based search of the statewide criminal history registry in the person’s state of residence and in the state where the person will serve/work or
   • A fingerprint-based FBI criminal history check.

Special Rule for Persons Serving Vulnerable Populations. Award-funded staff, national service participants, and volunteers with recurring access to vulnerable populations (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:
1. A nationwide name-based check of the NSOPW; and
2. Both
   • A name- or fingerprint-based search of the statewide criminal history registry in the person’s state of residence and in the state where the person will serve/work; and
   • A fingerprint-based FBI criminal history check.

See 45 C.F.R. § 2540.200–§ 2540.207 and http://www.nationalservice.gov/resources/criminal-history-check for complete information and FAQs. Vendor checks (checks performed by commercial vendors) are often noncompliant with these requirements. Inability of a grantee to demonstrate that they have conducted an NSOPW and other required criminal history checks, as specified in CNCS’s regulations,
may result in disallowance of all or part of the costs associated with noncompliance.

Use of Material
To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so. 45 CFR §2543.36; 2541.30

3. Reporting
Cost reimbursement grantees are required to provide mid-year and end of year progress reports, semi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations 45 CFR §§2522.500-2522.540 and §§2522.700-2522.740.

Fixed Amount grantees are required to provide mid-year and end of year progress reports and an internal or external evaluation report. All grantees, including Fixed Amount grantees, submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System.

If you receive an award directly from CNCS, you will be required to report at www.FSRS.gov on all subawards over $25,000 and may be required to report on executive compensation for your organization and for your subgrantees. You must have the necessary systems in place to collect and report this information. See 2 CFR. Part 170 for more information and to determine how these requirements apply.

While applications will not be evaluated on these criteria, grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing CNCS with high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

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

Progress Report Data
In addition to semi-annual reporting of progress toward the grant’s approved performance measure outputs and outcomes, additional demographic and narrative data must be reported annually (as applicable).

Re-Focusing of Funding
CNCS reserves the right to re-focus funding in the event of disaster or other compelling need for service.

G. FEDERAL AWARDING AGENCY CONTACT(S)
This Notice is available at http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities. The TTY number is 202–606-3472. For further information or for a printed copy of this Notice, call (202) 606-7508. For questions regarding multi-state or Indian Tribes applications submitted directly to CNCS, please call (202) 606-7508 or send an e-mail to americorpsgrants@cns.gov. Questions about single state applications should be addressed to the respective State and Territory Commission. A list of all Commissions can be found here: http://www.nationalservice.gov/about/contact-us/state-service-commissions. CNCS’ mailing address is:

Corporation for National and Community Service
ATT: Office of Grants Policy and Operations/ASN Application
1201 New York Avenue N.W.
H. OTHER INFORMATION
In addition to consulting the Application Instructions, Supplementary Materials, and AmeriCorps regulations as directed in this Notice, State/Territory Commissions and National Direct applicants are encouraged also to consult the CNCS web site for a schedule of technical assistance conference calls, and Frequently Asked Questions that are updated during the competition period. Applicants in a single state should consult with their State/Territory Commission.
APPLICATION INSTRUCTIONS

State and National Competitive New and Continuation
Including:

As applicable to the Notice of Funding Opportunity or Notice of Funding Availability

OMB Control #: 3045-0047

Expiration Date: 1/31/2017
IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service’s online grant application system, eGrants. All funding announcements by the Corporation for National and Community Service (CNCS) are posted on www.nationalservice.gov and www.grants.gov.

Public Burden Statement: Public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Jennifer Bastress Tahmasebi, 1201 New York Avenue, NW, Washington, D.C. 20525. CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (See 5 CFR 1320.5(b)(2)(i).)

Privacy Act Notice: The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. § 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department’s efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Executive Summaries of all compliant applications received and applications of successful applicants will be published on the CNCS website as part of ongoing efforts to increase transparency in grantmaking. This is described in more detail in the Notice of Federal Funding Opportunity. The information will not otherwise be disclosed to entities outside of AmeriCorps and CNCS without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

Federal Funding Accountability and Transparency Act: Grant recipients will be required to report at www.FSRS.gov on all subawards over $25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

Indirect Cost Rates: CNCS allows applicants to include administrative (indirect) costs in grant budgets. Based on qualifying factors, applicants have the option of using a federal or state approved indirect cost rate, a 10% de minimus rate of modified total direct costs, or may claim certain administrative costs directly as outlined in 2 CFR 200.413.

Applicants who hold a state or federal negotiated indirect cost rate or will be using the 10% de minimus rate must enter that information in the Organization section in eGrants.

Universal Identifier: Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor’s Registry (CCR). All grant recipients are required to maintain a valid registration, which must be renewed annually.
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ATTACHMENTS
These Attachments are Worksheets only. All information must be entered in eGrants.

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APPLICATION RESOURCES

Please use these application instructions if you are a new or recompeting applicant to CNCS.

If you are submitting a request for continuation to CNCS, please see the Continuation Instructions which begin on page 12.

Use these instructions in conjunction with the Notice of Federal Funding Opportunity (Notice), and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. The Notice includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY),¹ and other information that is specific to the grant competition.

The AmeriCorps regulations include pertinent information (see Table 1, below). The Notice can be found at http://www.americorps.org/for_organizations/funding/nofa.asp. The full regulations are available online at www.gpoaccess.gov/ecfr.

<table>
<thead>
<tr>
<th>Table 1: Requirements in the AmeriCorps Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
</tr>
<tr>
<td>Citation in the AmeriCorps Regulations</td>
</tr>
<tr>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Member Service Activities</td>
</tr>
<tr>
<td>Prohibited Activities</td>
</tr>
<tr>
<td>Tutoring Programs</td>
</tr>
<tr>
<td>Matching Funds</td>
</tr>
<tr>
<td>Member Benefits</td>
</tr>
<tr>
<td>Calculating Cost Per Member Service Year (MSY)</td>
</tr>
<tr>
<td>Performance Measures</td>
</tr>
<tr>
<td>Evaluation</td>
</tr>
<tr>
<td>Selection Criteria and Selection Process</td>
</tr>
</tbody>
</table>

If there is any inconsistency between the AmeriCorps regulations, the Notice, and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
2. Notice of Federal Funding Opportunity/Notice of Federal Funding Availability, which takes precedence over the
3. Application Instructions.

SUBMITTING YOUR APPLICATION IN EGRANTS

New and Recompeting Applicants

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

In eGrants, before Starting Section I you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA (see the Notice for a listing)

Your application consists of the following components. Make sure to complete each section.

I.  Applicant Info
II. Application Info
III. Narratives

¹ One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. It does not include childcare or the cost of the education award.
I. Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. If you are submitting your application in hard copy, you will find the SF 424 in Attachment A.

- If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select Continuation/Renewal
- If you are not a current grantee, but have received a competitive AmeriCorps grant in the past five years, select Continuation/Renewal
- If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select New
- If you are a current planning grantee applying for an implementation grant, select New

Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

II. Application Info

In the Application Info Section enter:
- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. The length of the project period is specified in the Notice.
- Enter Funding Type
- State Application Identifier: Enter N/A.
  - The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation as described in Section V.E.
- Leave the box for “Program Initiative” blank unless otherwise noted in the Notice.

In the Funding/Demographics Section enter:
- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified as CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed grants will have other revenue.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Percentage of MSY’s who are opportunity youth, if any
- Number of reported in performance measure O15 who are opportunity youth
- Number of reported in performance measure O17 who are opportunity youth
In the Program Information Section:

General Information: select either Yes or No from the drop down menu
- My organization has received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
- Opt in to the National Service Registry. Applicants wishing to make information from their application to potential private sector funders can opt in during the application process.

2016 AmeriCorps Funding Priorities
Check any priority area(s) that apply to the proposed program. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes.
- Disaster Services
- Economic Opportunity – especially opportunity youth
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM) or addressing student and school need through School Turnaround AmeriCorps programming (see Glossary and Appendix)
- Environment – 21st Century Service corps
- Veterans and Military Families
- Governor and Mayor Initiative
- Programming that supports My Brother’s Keeper
- Multi-focus Intermediary
- Safer Communities
- Next Generation AmeriCorps School Turnaround
- Elder Justice AmeriCorps
- No NOFO priority area

Populations Served
Check the appropriate box(es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above."
- Individuals who are homeless.
- Adult ESL participants.
- Youth ESL participants.
- Disadvantaged youth (K-12).
- Head Start participants.
- Immigrants and refugees.
- Individuals receiving hospice or other care for terminal illness.
- Individuals receiving mental health services.
- Individuals receiving substance abuse services.
- Individuals with HIV/AIDS.
- Individuals with physical or developmental disabilities.
- Senior Citizens
- Victims/Survivors of violence and abuse.
- Veterans.
- Veteran family members
- Caregivers.
- None of the Above

Grant Characteristics
Check any grant characteristics that apply to the proposed program:
- Encore Program
- Faith based organizations
• Community-based organizations,
• SIG/Priority Schools
• Professional Corps
• STEM Program
• Geographic Focus – Urban
• Geographic Focus – Rural
• None of the above grant characteristics

Applicants must check the relevant boxes in order to be considered for CNCS’ assessment of the strategic considerations and Special Initiatives.

Grant Characteristics:
• AmeriCorps member Population – Communities of Color
• AmeriCorps member Population – Low-income individuals
• AmeriCorps member Population – Native Americans
• AmeriCorps member Population – New Americans
• AmeriCorps member Population – Older Americans
• AmeriCorps member Population – People with Disabilities
• AmeriCorps member Population – Rural Residents
• AmeriCorps member Population – Veterans, Active Military, or their Families
• AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
• AmeriCorps member Population – None of the above categories

AmeriCorps Identity/Co-branding Questions. Check all that apply.

In the Multi-State Operating Section (For applicants that are operating in more than one state):
• Please fill in the following information for your operating sites: organization name, address, city, and state, zipcode + 0000 (egrants will correct the last four digits to the correct numbers), amount of funding going to the operating site, number of proposed AmeriCorps members that will be located at the site.

III. Narratives
The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the Notice. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

• Lead from your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the Notice.
• Be clear and succinct. Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
• Avoid circular reasoning. The problem you describe should not be defined as the lack of the solution you are proposing.
• Explain how. Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
• Don’t make assumptions. Even if you have received funding from CNCS in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
• Use an impartial proofreader. Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
• Follow the instructions and discuss each criterion in the order they are presented in the instructions. Use headings to differentiate narrative sections by criterion.

In eGrants, you will enter text for
• Executive Summary.
• Rationale and Approach (Program Design).
• Organizational Capability.
• Cost Effectiveness and Budget Adequacy.
• Evaluation Plan.

Note: The Narratives Section also includes fields for Clarification Information, Amendment Justification, and Continuation Changes. **Please enter N/A in these fields. They will be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.**

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the Notice and Application Instructions, we suggest that you include a brief discussion of each bullet if it pertains to your application.

**A. Executive Summary**
Please complete the executive summary per the guidance in the *Notice.*

**B. Selection Criteria**
Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem. Specifics about the selection criteria are published in the Notice.

1. **Rationale and Approach/ Program Design (50 percent)**
In assessing Rationale and Approach/ Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members are particularly well-suited to solving the identified community problem.

2. **Organizational Capability (25 percent)**
Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing, sustainability, compliance and accountability, enrollment and retention (for current and former grantees), consultation with State Commissions (not required for Indian Tribes), and operating and member service sites (as indicated in the Notice.)

3. **Cost Effectiveness and Budget Adequacy (25 percent)**
In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the intervention being proposed is cost effective and the budget is appropriate for the program being proposed.

**C. Evaluation Summary or Plan**
If you are competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to recompeting grantees. If you are recompeting for AmeriCorps funds for the first time please follow the guidance in the NOFO.

**D. Amendment Justification**
Enter N/A. This field will be used if you are awarded a grant and need to amend it.

**E. Clarification Information**
Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please clearly label new information added during clarification with the date.

**F. Continuation Changes**
Enter N/A. This field will be used to enter changes in your narratives in your continuation requests.

**IV. Performance Measures**
All applicants must submit performance measures with their application. See Attachment B for instructions for entering performance measures. The performance measures may be used after grant making separate from the grant narrative. Thus all information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met. Should an applicant choose to provide duplicate information about performance measures in the narrative, this information will also need to be in the performance measures module.

For more information about Performance Measures go to: http://www.nationalserviceresources.org/star/ac.

For more information about the National Performance Measures go to: http://www.nationalserviceresources.org/national-performance-measures/home.

V. Documents

In addition to the application submitted in eGrants, you are required to provide your evaluation, labor union concurrence (if necessary – see B., below) a federally-approved indirect cost agreement (if applicable and as indicated in the Notice), other required documents listed in the Notice (if applicable), and an explanation of federal debt delinquency (if applicable) via the e-mail listed in the Notice, as part of your application. After you have submitted the documents, change their status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at CNCS.”

A. Evaluation
Submit any completed evaluation plan or report as described in F., below. Select Evaluation and select “Sent” once you have submitted a completed evaluation plan or report. If an evaluation is required, you must submit a copy at the time of application even if you think CNCS may already have it on file.

B. Labor Union Concurrence
1) If a program applicant:
   a) Proposes to serve as the placement site for AmeriCorps members; and
   b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
   c) Those employees are represented by a local labor organization, then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

2) If a program applicant:
   a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
      i) AmeriCorps members won’t be placed in positions that were recently occupied by paid staff.
      ii) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

For the purposes of this section, “program applicant” includes any applicant to CNCS or a State Commission, as well as any entity applying for assistance or approved national service positions through a CNCS grantee or subgrantee.

If either 1) or 2) above applies to you, please select “Enter New,” name the new document 1) “Labor Union Concurrence,” or 2) “Displacement Assurance” and select “Sent.”

C. Federally-approved Indirect Cost Agreement
Applicants applying directly to CNCS that include a federally approved indirect cost rate amount in their budget must submit the current approved indirect cost rate agreement to americorpsgrants@cns.gov at the same time they submit their application.

**D. Other Documents**

Provide other required documents list in the *Notice* (if applicable) via the email listed in the Notice, as part of your application.

**E. Delinquent on Federal Debt**

Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation to Additionaldocuments@cns.gov at the same time they submit their application.

**F. Submission Instructions for Evaluations, Labor Union Concurrence, Indirect Cost Rate Agreements, Other Required Documents, and Explanation of Federal Debt Delinquency, as applicable.**

Please submit the required documents to the email listed in the *Notice* with the subject line of the name of your organization and the application ID number. This information must be received at CNCS by the deadline in the *Notice*.

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### VI. Budget Instructions

**For Fixed-Amount grants, including EAPs:** Use the Budget Instructions for Fixed-Amount applicants (Attachment E) and the Budget Worksheet (Attachment F) to prepare your budget.

#### A. Match Requirements

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

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Match Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Reimbursement including Professional Corps,</td>
<td>Minimum grantee share is 24% of program costs for the first three years. Overall</td>
</tr>
<tr>
<td>States and Territories without Commissions, Indian</td>
<td>grantee share of total program costs increases gradually beginning in Year 4 to 50%</td>
</tr>
<tr>
<td>Tribes</td>
<td>by the tenth year of funding and any year thereafter.</td>
</tr>
<tr>
<td>EAP Fixed-Amount Grants</td>
<td>There are no specific match requirements for fixed-amount grants. Grantees pay</td>
</tr>
<tr>
<td></td>
<td>all program costs over the cost in the NOFO provided by CNCS.</td>
</tr>
<tr>
<td>Professional Corps Fixed-Amount Grants</td>
<td>There are no specific match requirements for fixed-amount grants. Grantees pay</td>
</tr>
<tr>
<td></td>
<td>all program costs over the cost in the NOFO provided by CNCS.</td>
</tr>
<tr>
<td>Stipended Fixed-Amount Grants</td>
<td>There are no specific match requirements for full-time Fixed-amount grants.</td>
</tr>
<tr>
<td></td>
<td>Grantees pay all program costs over the maximum cost in the NOFO provided by CNCS</td>
</tr>
</tbody>
</table>

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

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

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

Follow the detailed budget instructions in Attachment C to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in Attachments C and D.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist (Attachment G) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:
• All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
• Itemize each cost and present the basis for all calculations in the form of an equation.
• Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
• Do not include fractional amounts (cents).

Programs must comply with all applicable federal laws, regulations, and the requirements of the Omni Circular. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as, audit requirements, including the need to provide audits to the Clearinghouse if expending over $750,000 in federal funds as required in the OmniCircular. The OMB OmniCircular can be found on-line at www.whitehouselgov/OMB/circulars.

VII. Review, Authorize, and Submit
eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:
• Review
• Authorize
• Assurances
• Certifications
• Verify
• Submit
Read the Authorization, Assurances, and Certifications carefully (Attachment J). The person who authorizes the application must be the applicant’s Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.

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

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

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and recompeting programs. In addition, if you are in year two or three of a cost-reimbursement grant cycle, you need to submit a new application to participate in the fixed-amount grant; you cannot continue your existing project period and switch from cost-reimbursement to fixed-amount. CNCS reserves the right to consider your continuation request if your fixed-amount application is not funded.

When to Submit Your Continuation Request:
See the Notice for application deadlines.

How to Submit Your Continuation Request:
• Click Continuation/Renewal on your eGrants home page. 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. Do not start a new application. The system will copy your most recently awarded application. Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, click the SUBMIT button.

Be sure you also review the Notice when preparing your request. If you have questions about the content of your continuation request, please contact your Program Officer.

What to Include in Your Continuation Request:

I. Applicant Info and Application Info
Update the Applicant Info and Application Info Sections in eGrants if necessary. Note in the Continuation Changes field that you have updated the Applicant Info or Application Info Section(s).

Application Info

In the Application Info Section enter:
• Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
• Requested project period start and end dates. The length of the project period is specified in the Notice.
• Enter Funding Type
• State Application Identifier: Enter N/A.
  • The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
• Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation as described in Section V.E.
• Leave the box for “Program Initiative” blank unless otherwise noted in the Notice.

In the Funding/Demographics Section enter:
• Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
• Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
• Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
• Percentage of MSYs who are opportunity youth
• Number of reported in O15 who are opportunity youth
• Number of reported in O17 who are opportunity youth

In the Program Information Section:

General Information: select either Yes or No from the drop down menu
• My organization has received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
• Opt in to the National Service Registry. Applicants wishing to make information from their application to potential private sector funders can opt in during the application process.

2016 AmeriCorps Funding Priorities
Check any priority area(s) that apply to the proposed program. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes.
• Disaster Services
• Economic Opportunity – especially opportunity youth
• Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM) or addressing student and school need through School Turnaround AmeriCorps programming (see Glossary and Appendix)
• Environment – 21st Century Service corps
• Veterans and Military Families
• Governor and Mayor Initiative
• Programming that supports My Brother’s Keeper
• Multi-focus Intermediary
• Safer Communities
• Next Generation AmeriCorps
• School Turnaround AmeriCorps
• Elder Justice AmeriCorps
• No NOFO priority area

Populations Served
Check the appropriate box (es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above."
• Individuals who are homeless.
• Adult ESL participants.
• Youth ESL participants.
• Disadvantaged youth (K-12).
• Head Start participants.
• Immigrants and refugees.
• Individuals receiving hospice or other care for terminal illness.
• Individuals receiving mental health services.
• Individuals receiving substance abuse services.
• Individuals with HIV/AIDS.
• Individuals with physical or developmental disabilities.
• Senior Citizens
• Victims/Survivors of violence and abuse.
• Veterans.
• Veteran family members
• Caregivers.
• None of the Above
Grant Characteristics
Check any grant characteristics that apply to the proposed program:

- Encore Program
- Faith based organizations
- Community-based organizations,
- SIG/Priority Schools
- Professional Corps
- STEM Program
- Geographic Focus – Urban
- Geographic Focus – Rural
- None of the above grant characteristics

Grant Characteristics:
- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above categories

AmeriCorps Identity/Co-branding Questions. Check all that apply.

- In the Multi-State Operating Sites Section (For applicants that are operating in more than one state): Please fill in the following information for your operating sites: organization name, address, city, and state, zip code +0000 (egrants will correct the last four digits to the correct numbers), amount of funding going to the operating site, number of proposed AmeriCorps members that will be located at the site.

II. Narrative (Narratives Section)
Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate.

Do not enter continuation changes in the original narrative fields. If you are not proposing changes to your continuation request, simply leave your original narrative as it is, and enter No Changes in the Continuation Changes field.

Provide the following information in the Continuation Changes narrative field:
1. Identify whether this is a Year 2 and Year 3 continuation in the heading of this section.
2. Did the program enroll 100% of the slots in the last full year of program operation? If no, provide an explanation and describe the plan for improvement.
3. Did the program retain 100% of the members in the last full year of program operation? If no, provide an explanation, and describe the plan for improvement. CNCS recognizes retention rates may vary among equally effective programs depending on the program model but expects all grantees to pursue the highest retention rate possible.
4. Was the program 100% compliant with 30-day enrollment and exit requirements? If no, provide an explanation and the plan to ensure future compliance.
5. For national direct applicants: describe the manner and extent to which you consulted with the State Commission in the states in which you plan to operate (not applicable to Tribes or single state applications applying through state commissions.)
6. Are you proposing a change in operating sites or service locations? This includes expansion to new sites. If yes, describe these changes and provide a justification for the change. The justification should include the need that will be met at any new sites, the activities of the members, and organizational capacity to support new sites.

7. Are you proposing a change in program scope or design? If yes, describe the change and provide a justification.

8. Are you requesting an expansion (increase in members, increase in funding, and/or an increase in cost/MSY)? Please note that continuation requests for increases in funding are rarely approved and are considered against the criteria outlined in the Notice and subject to available funding.

Continuation applicants requesting expansions should not modify performance measures and the application budget to reflect the increase. Instead, please respond to the questions below. If your continuation request is approved, you will be invited to modify your performance measures and budget accordingly.

a. What type of expansion is being requested (increase in members, increase in funding, and/or increase in cost per MSY)?

b. What is the level of increase being requested?

c. Provide a justification for the expansion. The justification should include an explanation of the problem/need that will be met, how or whether member activities will differ from those already included in the approved grant, and a description of the organizational capability to support the expansion, including the organizational staffing and experience to manage the expansion and ensure quality and compliant programming and member experience.

d. Provide a detailed description of how the expansion would change the application budget and a dollar amount of the total increase. Include any additional staffing that would be added, changes to member training, criminal history checks, etc.

e. Provide a detailed description of how the expansion would change the application performance measures. Indicate how the expansion will impact program outcomes and make the program more effective.

9. Are you proposing other changes not captured above? If yes, describe these changes and provide a justification for them.

The page limit for the Continuation Changes field is 6 pages, as the pages print out from eGrants.

III. Performance Measures (Performance Measures Section)
Your performance measures are copied from your previous year’s application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. To revise performance measures, “View/Edit” the performance measures that copy over from your original application, or add new performance measures (see Attachment B for instructions). Note in the Continuation Changes field that you have updated your performance measures.

IV. Budget (Budget Section)
Your budget from the previous year’s application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required CNCS increases, such as an increase to the member living allowance into your budget. The CNCS total share of the budget should generally not be increased. Continuation applicants requesting increase in funding should describe their request in the Continuation Changes section of the application and make modifications to the budget ONLY if this request is approved. CNCS expects that the Cost per MSY for continuation applicants will decrease or remain the same. Any proposed increase in Cost per MSY must be justified in the Continuation Changes field. This applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs set by CNCS.

Source of Funds (Match)
In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match
classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your entire match. Define all acronyms the first time they are used.

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

See Attachment H for instructions for applying for the Alternative Match Schedule.
ATTACHMENT A: Facesheet Instructions
(eGrants Applicant Info and Application Info Sections)
Modified Standard Form 424 (Rev. 11/02 to conform to eGrants)

This form is required for applications submitted for federal assistance.

**Item #**

1. Filled in for your convenience.
2. Self-explanatory.
3. 3. a. and 3. b. are for state use only (if applicable).
4. Item 4. a: Leave blank.
   Item 4. b: If you are a recipient in year 2 or 3 of an already-awarded grant, enter the grant number, otherwise, leave blank.
5. Enter the following information:
   a. The complete name of the organization that will be legally responsible for the grant, not the name of the organizational unit within the legally responsible organization. (For example, indicate “National University” instead of “Liberal Arts Department.”)
   b. Your organization’s DUNS number (received from Dun and Bradstreet). This is a required field. Please see the Notice for instructions on how to obtain a DUNS number.
   c. The name of the primary organizational unit that will undertake the assistance activity, if different from 5. a.
   d. Your organization’s complete address with the 9 digit ZIP+ 4 code.
   e. The name and contact information of the project director or other person to contact on matters related to this application.
6. Enter your Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Item 7. a.: Enter the appropriate letter in the box.
   Item 7. b.: Please enter the characteristic(s) that best describe your organization.

<table>
<thead>
<tr>
<th>K-12 Education</th>
<th>Non-Profit Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 School (K-12)</td>
<td>11 Community-Based Organization</td>
</tr>
<tr>
<td>2 Local Education Agency</td>
<td>12 Faith-Based Organization</td>
</tr>
<tr>
<td>3 State Education Agency</td>
<td>13 Chamber of Commerce/ Business Association</td>
</tr>
<tr>
<td></td>
<td>14 Community Action Agency/ Program</td>
</tr>
<tr>
<td><strong>Higher Education</strong></td>
<td>15 Service/Civic Organization</td>
</tr>
<tr>
<td>4 Vocational/Technical College</td>
<td>16 Volunteer Management Organization</td>
</tr>
<tr>
<td>5 Community College</td>
<td>17 Self-Incorporated Senior Corps Project</td>
</tr>
<tr>
<td>6 2-year College</td>
<td>18 Statewide Association</td>
</tr>
<tr>
<td>7 4-year College</td>
<td>19 National Non-Profit (Multistate)</td>
</tr>
<tr>
<td>8 Hispanic Serving College or University</td>
<td>20 Local Affiliate of National Organization</td>
</tr>
<tr>
<td>9 Historically Black College or University</td>
<td>21 Tribal Organization (Non-government)</td>
</tr>
<tr>
<td>10 Tribally Controlled College or University</td>
<td>22 Other Native American Organization</td>
</tr>
<tr>
<td><strong>Government</strong></td>
<td></td>
</tr>
<tr>
<td>23 Local Government-Municipal</td>
<td>28 Other State Government</td>
</tr>
<tr>
<td>24 Health Department</td>
<td>29 Tribal Government Entity</td>
</tr>
<tr>
<td>25 Law Enforcement Agency</td>
<td>30 Area Agency on Aging</td>
</tr>
<tr>
<td>26 Governor’s Office</td>
<td>U.S. Territory</td>
</tr>
<tr>
<td>27 State Commission/Alternative Administrative Entity</td>
<td></td>
</tr>
</tbody>
</table>
8. Check the appropriate box for type of application and enter the appropriate letter(s) in the lower boxes:
   - If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal**
   - If you are not a current grantee, but have received a competitive AmeriCorps grant in the past five years, select **Continuation/Renewal**
   - If you are applying for the first time, but have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select **New**
   - If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select **New**
   - If you are a current planning grantee applying for a three-year implementation grant, select **New**


10. Use the following list of CFDA (Catalog of Federal Domestic Assistance) numbers for the applicable program listing, or other source if so instructed in the Notice: 94.006 AmeriCorps State and National.

11. Enter the project title.
   a. When applying for a “Continuation” or “Amendment” applicants should use the same title as used for their existing grant program. When applying as a “New Applicant/Previous Grantee” if the application is for re-funding of a previous grant program, use the same title as was used in the prior grant program if appropriate (i.e., if the program is unchanged).
   b. Enter the name of the program initiative, if any, as provided in the instructions corresponding to the Notice for which you are applying; otherwise, leave blank.

12. List only the largest political entities affected (e.g., counties, and cities). Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.

13. (See item 8) Enter the dates for the proposed project period. “Continuation” or “Amendment” application: Enter the dates of the approved project period. This period should be one year in duration. The start date generally should reflect the start of the member enrollment period.

   Performance Period: this appears only in eGrants, and is for the use of staff only.

14. Leave blank, staff use only.

15. Estimated Funding. Check the appropriate box to indicate the grant year for which funding is being requested. Enter the amount requested or to be contributed **during this budget period** on each appropriate line, as shown below. The value of in-kind contributions should be included in these amounts, as applicable. For revisions (See item 8), if the action will result in a dollar change to an existing award, include only the amount of the change. For decreases, enclose the amounts in parentheses.

   a. **Federal** The total amount of federal funds being requested in the budget.
   b. **Applicant** The total amount of the applicant share as entered in the budget.
   c. **State** The amount of the applicant share that is coming from state sources.
   d. **Local** The amount of the applicant share that is coming from local governmental sources (e.g., city, county and other municipal sources).
   e. **Other** The amount of the applicant share that is coming from non-governmental sources.
   f. **Program Income** The amount of the applicant share that is coming from income generated by programmatic activities (i.e., use of the additive option where program income is
g. **Total**  The applicant’s estimate of the total funding amount for the agreement.

16. Pre-filled for your convenience. This program is excluded from coverage by Executive Order 12372.

17. Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes. If Yes, attach an explanation.

18. The person who signs this form must be the applicant’s authorized representative. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.

**Note:** Falsification or concealment of a material fact, or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine of not more than $10,000 or imprisonment for not more than five (5) years, or both. (18 U.S.C. § 1001)
### 1. TYPE OF SUBMISSION:

<table>
<thead>
<tr>
<th>2. a. DATE SUBMITTED:</th>
<th>3. a. DATE RECEIVED BY STATE:</th>
<th>3. b. STATE APPLICATION IDENTIFIER:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4. a. DATE RECEIVED BY FEDERAL AGENCY:</td>
<td>4. b. FEDERAL IDENTIFIER: (Staff Only)</td>
</tr>
</tbody>
</table>

### 5. APPLICANT INFORMATION

| 5. a. LEGAL NAME: | 5. b. ORGANIZATIONAL DUNS: | 5. d. ADDRESS (give street address, city, county, state and zip code):
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5. e. NAME AND TELEPHONE NUMBER OF PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION:</td>
<td></td>
</tr>
<tr>
<td>NAME:</td>
<td>TELEPHONE NUMBER:</td>
<td>FAX NUMBER:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME:</td>
<td>FAX NUMBER:</td>
<td>EMAIL:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTERNET E-MAIL ADDRESS:</td>
<td>WEBSITE:</td>
<td></td>
</tr>
</tbody>
</table>

### 6. EMPLOYER IDENTIFICATION NUMBER (EIN):

### 7. TYPE OF APPLICANT:

<table>
<thead>
<tr>
<th>ENTER APPROPRIATE LETTER IN BOX</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. State</td>
</tr>
<tr>
<td>B. County</td>
</tr>
<tr>
<td>C. Municipal</td>
</tr>
<tr>
<td>D. Township</td>
</tr>
<tr>
<td>E. Interstate</td>
</tr>
<tr>
<td>F. Intermunicipal</td>
</tr>
<tr>
<td>G. Special District</td>
</tr>
<tr>
<td>O. Federal Government</td>
</tr>
<tr>
<td>Q. State Education Agency</td>
</tr>
<tr>
<td>S. Other (specify)</td>
</tr>
</tbody>
</table>

### 8. TYPE OF APPLICATION

- NEW
- NEW/PREVIOUS GRANTEE
- CONTINUATION
- REVISION

If Revision, enter appropriate letter(s) in box(es):

- A. AUGMENTATION
- B. BUDGET REVISION
- C. NO COST EXTENSION (enter date)
- E. OTHER (specify below)

### 9. NAME OF FEDERAL AGENCY:

Corporation for National and Community Service

### 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

### 11. DESCRIPTIVE TITLE OF APPLICANT’S PROJECT:

### 12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc.):

### 13. PROPOSED PROJECT: START DATE: ENDING DATE:

### 14. Performance Period (Staff Use Only)_

### 15. ESTIMATED FUNDING: Check applicable box: Yr 1: Yr 2: Yr:

<table>
<thead>
<tr>
<th>a. FEDERAL</th>
<th>b. APPLICANT</th>
<th>c. STATE</th>
<th>d. LOCAL</th>
<th>e. OTHER</th>
<th>f. PROGRAM</th>
<th>g. TOTAL</th>
</tr>
</thead>
</table>

### 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

- a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS
- b. NO. PROGRAM IS NOT COVERED BY E.O. 12372

### 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DUTY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE

<table>
<thead>
<tr>
<th>a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:</th>
<th>b. TITLE:</th>
<th>c. TELEPHONE NUMBER:</th>
<th>d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:</th>
<th>e. DATE SIGNED:</th>
</tr>
</thead>
</table>

21
ATTACHMENT B: Performance Measures Instructions

(eGrants Performance Measures Section)

About the Performance Measures Module

In the performance measures module, you will:
- Provide information about your program’s connection to CNCS focus areas and objectives.
- Show MSY and member allocations.
- Create one or more aligned performance measure.
- Set targets and describe data collection plans for your performance measures.

Home Page

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

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

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

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

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

Objectives Tab

An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective.

First click on a focus area. Then click on an objective. All national performance measures fall under a strategic plan objective. Only the performance measures that correspond to the strategic plan objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the CNCS Performance Measures Instructions

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

Choose your program’s primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure that contains your primary intervention.

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

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program’s objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program’s resources are allocated. If you have selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps objective (under the Education focus area), enter 0 MSYs for these objectives and allocate your MSYs to the other objectives you selected.

As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget (+/- 1 MSY).

In the members column, enter the number of members that will be assigned to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives. For example, if one member works on both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for members in this table to exceed total slots requested in the application due to double counting members’ service across multiple objectives.

**Performance Measure Tab**

This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure. You must create at least one aligned performance measure that includes your primary intervention. You may create additional aligned performance measures.

To create an aligned performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab.

Provide a short, descriptive title for your performance measure.

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

Select the intervention(s) to be delivered by members and member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outcomes of this aligned performance measure. If you selected “other” as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click “add user intervention” and enter a one or two word description of the intervention.

Select output(s) for your aligned performance measure. The output list includes only the National Performance Measures outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures, you may create an applicant-determined output by clicking “Add User Output.”

Select outcome(s). If you have selected a National Performance Measures output with a corresponding National Performance Measures outcome, these outcomes will be available to select. If you have not selected a National Performance Measures output, or if there is no corresponding outcome, create an applicant-determined outcome by clicking “Add User Outcome.”

For Capacity Building National Performance Measures, you may select optional end outcomes. Complete the corresponding drop-down box for any end outcome selected. To select more than one focus area, click “Add new focus area.” To select more than one beneficiary population, click “Add new beneficiary.” To de-select an item in the drop-down box, click the first (blank) line in the drop-down. To identify focus area outcomes that are connected...
to your capacity building activities, check the “Focus Area Outcome” box. To select more than one focus area outcome, select “Add new outcome.” To de-select an item in the drop-down box, click the first (blank) line in the drop-down.

Enter the number of MSYs and members your program will allocate to achieving the outcomes you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Members tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Members may be double-counted across performance measures, but MSYs may not. Note that MSYs and members cannot be entered for performance measures associated with the Find Opportunity objectives. For the Teacher Corps objective, enter 0 MSYs and members.

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

**Data Collection Tab**

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

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

The performance measures may be used after grant making separate from the grant narrative. Thus all information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met. Should an applicant choose to provide duplicate information about performance measures in the narrative, this information will also need to be in the performance measures module.

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

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable.

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

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the population you intend to count (children, miles, etc.). Do not enter percents or member hours as units of measure.

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

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

To print a summary of all performance measures, click “Print PDF for all Performance Measures.”
To print one performance measure, expand the measure and click “Print This Measure.”

Click “Edit Performance Measure” to return to the Performance Measure tab.

Click “Edit Data Collection” to return to the Data Collection tab.

“Click Validate Performance Measures” to validate this module prior to submitting your application.

Understanding MSY and Member Allocations in the AmeriCorps State and National Application

How to Calculate MSY and Member Allocations
In the performance measure module, applicants enter the total share of program resources (MSYs and members) that will be directed to each objective. Member and MSY allocations entered in the application are understood to be the program’s best estimate of how member time will be allocated to various program objectives. The charts below show how a sample program could calculate its MSY allocations for different member types and different percentages of member time spent per objective. In this example, the program has a total of 135 members. All members spend some time contributing to the K-12 Success objective. Only the program’s 105 full-time and half-time members contribute to the School Readiness objective.

Objective #1: K12 Success

<table>
<thead>
<tr>
<th>Type of Member</th>
<th>MSY Multiplier for Type</th>
<th>X</th>
<th>Number of Members for Type</th>
<th>X</th>
<th>% of Member Time for Objective</th>
<th>= MSY Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT</td>
<td>1</td>
<td>X</td>
<td>100</td>
<td>X</td>
<td>.50</td>
<td>= 50</td>
</tr>
<tr>
<td>HT</td>
<td>.5</td>
<td>X</td>
<td>5</td>
<td>X</td>
<td>.80</td>
<td>= 2</td>
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<tr>
<td>RHT</td>
<td>.3809524</td>
<td>X</td>
<td>5</td>
<td>X</td>
<td>1.00</td>
<td>= 3.81</td>
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<td>X</td>
<td>10</td>
<td>X</td>
<td>1.00</td>
<td>= 2.65</td>
</tr>
<tr>
<td>MT</td>
<td>.21164022</td>
<td>X</td>
<td>10</td>
<td>X</td>
<td>1.00</td>
<td>= 2.17</td>
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<tr>
<td>Total Members</td>
<td></td>
<td></td>
<td>135</td>
<td></td>
<td></td>
<td>Total MSYs: 60.63</td>
</tr>
</tbody>
</table>

Objective #2: School Readiness

<table>
<thead>
<tr>
<th>Type of Member</th>
<th>MSY Multiplier for Type</th>
<th>X</th>
<th>Number of Members for Type</th>
<th>X</th>
<th>% of Member Time for Objective</th>
<th>= MSY Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT</td>
<td>1</td>
<td>X</td>
<td>100</td>
<td>X</td>
<td>.50</td>
<td>= 50 MSY</td>
</tr>
<tr>
<td>HT</td>
<td>.5</td>
<td>X</td>
<td>5</td>
<td>X</td>
<td>.20</td>
<td>= .5 MSY</td>
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<tr>
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<td>X</td>
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<td>X</td>
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<td>=</td>
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<td>X</td>
<td>0</td>
<td>X</td>
<td>0</td>
<td>=</td>
</tr>
<tr>
<td>Total Members</td>
<td></td>
<td></td>
<td>105</td>
<td></td>
<td></td>
<td>Total MSYs: 50.5</td>
</tr>
</tbody>
</table>

How It Looks on the MSY Tab
The program enters the total number of MSYs and members for each objective on the MSY/Members tab of the performance measures module. The system automatically calculates the percentage of MSYs allocated to each objective.

---

2 Objectives are objectives of the CNCS strategic plan. Activity that does not contribute to a strategic plan objective is categorized as “Other.”
Note: Programs that select the Find Opportunity objective (Economic Opportunity Focus Area) or the Teacher Corps objective (Education Focus Area) must enter 0 MSYs for these objectives and allocate their MSYs to other objectives. This is because the MSY allocations are designed to show how programs’ resources are allocated to activities that benefit the community. The Find Opportunity and Teacher Corps objectives are focused on benefits to members.

How It Looks in the 424 PDF
Table 1 and its corresponding pie chart show the total number of MSYs by Focus Area. Since both the K-12 Success and School Readiness objectives are in the Education Focus Area, Table 1 shows 100% of MSYs in Education.

Table 1: MSYs by Focus Areas

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>% MSYs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>100%</td>
</tr>
</tbody>
</table>

Table 4 in the PDF report shows the number of MSYs and members allocated to each objective, as seen on the MSY/Members tab:
Note that the total number of members does not accurately reflect the number of slots the program is requesting since some members are performing service in both objectives. The total number of MSYs does, however, reflect the total number of MSYs requested by the program.

Table 2 and its corresponding pie chart show the same MSY information expressed as percentages of the total MSYs:

### How To Assign MSYs to Performance Measures

When a program creates an aligned performance measure, it must indicate how many MSYs and how many members will contribute to the outcomes of the aligned measure. Based on the MSY allocations already entered for the sample program, the program may allocate no more than 60.63 MSYs to K-12 Success performance measures, and no more than 50.5 MSYs to School Readiness performance measures. However, programs are not required to measure all of their activities, so it is possible that not all of these MSYs will be allocated to performance measures. Our sample program has three performance measures, one for the K-12 Success objective and two for the School Readiness objective.

<table>
<thead>
<tr>
<th>Objective #1: K-12 Success</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intervention</strong></td>
<td><strong>Aligned Performance Measure</strong></td>
<td><strong>Percent of K-12 Success Time Spent on Achieving PM Outcomes</strong></td>
<td><strong>X</strong></td>
<td><strong>Total MSYs in Objective</strong></td>
<td><strong>MSYs Allocated to Performance Measure</strong></td>
</tr>
<tr>
<td>Mentoring</td>
<td>ED3A, ED4A, ED27A</td>
<td>.75</td>
<td>X</td>
<td>60.63</td>
<td>45.47</td>
</tr>
</tbody>
</table>
### Objective #2: School Readiness

<table>
<thead>
<tr>
<th>Intervention</th>
<th>Aligned Performance Measure</th>
<th>Percent of K-12 Success Time Spent on Achieving PM Outcomes</th>
<th>X</th>
<th>Total MSYs in Objective</th>
<th>MSYs Allocated to Performance Measure</th>
<th>Percent of Total MSYs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutoring 1:1</td>
<td>ED20, ED21, ED23</td>
<td>.75</td>
<td>X</td>
<td>50.5</td>
<td>= 37.88</td>
<td>34%</td>
</tr>
<tr>
<td>Parent Engagement</td>
<td>Applicant-Determined Measure</td>
<td>.25</td>
<td>X</td>
<td>50.5</td>
<td>= 12.62</td>
<td>11%</td>
</tr>
</tbody>
</table>

Note: Any aligned performance measure that has member outcomes rather than beneficiary outcomes should have an MSY allocation of 0 members since MSY allocations are designed to show how programs’ resources are allocated to achieving beneficiary outcomes.

**How It Looks in the 424 PDF**

Table 3 and its corresponding pie chart in the 424 PDF report shows the percentage of MSYs allocated to National Performance Measures, applicant-determined performance measures, or to no performance measures. As seen in the table above, the program has two National Performance Measures (ED3A/4A/27A and ED20/21/23), accounting for 75% of total MSYs. The program has one applicant-determined measure, and a small percentage of program activity is not being measured.

![Pie chart showing MSY allocations](image)

Table 3: %MSYs by NPM vs. Applicant vs. Not in ANY

<table>
<thead>
<tr>
<th>% MSYs</th>
<th>NPM</th>
<th>Applicant</th>
<th>Not in ANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>75%</td>
<td>14%</td>
<td>11%</td>
<td>14%</td>
</tr>
</tbody>
</table>

CNCS requires all applicants to have one aligned performance measure for the primary intervention. Applicants may have additional aligned measures provided that they measure significant programmatic activities. There is no expectation that 100% of program activity would be allocated to National Performance Measures, or to any performance measures at all.

**Performance Measures Checklist**

This checklist is used to assess performance measures during the review process. Items on the checklist are common problems that require clarification. The checklist is not a comprehensive list of all performance measure items that may require clarification. Refer to the Performance Measure Instructions and NOFO FAQs for full requirements.
### Alignment with Narrative/TOC
Focus areas, objectives, interventions, outputs and outcomes are consistent with the application narrative, logic model and theory of change.

### Interventions
The interventions selected contribute directly to the outputs and outcomes.
Interventions are not repeated in multiple aligned performance measures.

### Dosage
The dosage (frequency, intensity, duration of intervention) is described and is sufficient to achieve outcomes.

### Resource Allocation
MSY and member allocation charts are consistent with the member activities/time spent on member activities described in the application narrative.

MSY allocations for performance measures are reasonable. (If it is clear that not all interventions are being measured, then 100% of MSYs should not be allocated to performance measures. CNCS expects an accurate estimate of MSYs that will lead to performance measure outcomes and does not require applicants to measure 100% of program activity or to allocate a certain percentage of activity to National Performance Measures.)

MSYs are zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10).

### Selection Rules/Performance Measure Instructions
Unless the applicant is a continuation, no retired measures (e.g., measures marked deleted or not appearing in the 2015 Performance Measures Instructions) have been selected.

The applicant has at least 1 aligned performance measure for the primary intervention.

National Performance Measures conform to selection rules, definitions and data collection requirements specified in the Performance Measure Instructions. (Compliance with definitions and data collection requirements must be clearly explained in the performance measure text boxes or must be clarified.)

Individuals counted in National Performance Measures meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

It is clear that beneficiaries are not double-counted in an aligned performance measure.

National Performance Measures count beneficiaries, not AmeriCorps members, unless the measure specifies that national service participants are to be counted.

The population counted in each National Performance Measure is the population specified in the Performance Measure Instructions.

Capacity Building interventions meet the CNCS definition of capacity-building in the Performance Measure Instructions.

Member development measures (O12, O13, O14, O15, O16, O17) have a 30-day timeline, not the previously acceptable 90-day timeline.

Applicant is not using applicant-determined member development or volunteer generation measures that are the same or similar to National Performance Measures or Grantee Progress Report demographic indicators (e.g., number of volunteers.)
Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) are only present if these activities are the primary focus of the program or a significant component of the program's theory of change.

### Education Selection Rules/Performance Measure Instructions

Completion is defined for education outputs measuring completion. (ED2, ED4A, ED21, ED32). Note: Dosage and completion are not necessarily the same. The applicant must specify the minimum dosage necessary to be counted as having completed the program, which may or may not be the same dosage specified in the intervention description.

ED1/ED2 and ED3A/ED4A are not used in the same aligned PM.

The mentoring intervention is selected for ED3A/ED4A, and no other interventions are selected for ED3A/ED4A. Mentoring is not selected as an intervention in any education measures other than ED3A/ED4A.

The mentoring dosage meets the dosage requirements described in the Performance Measure Instructions for ED3A/ED4A.

It is clear that the proposed standardized test for ED5 and/or ED30 meets the definition in the Performance Measure Instructions.

If the state standardized test is proposed to measure ED5 and/or ED30, a justification is provided as directed in the Performance Measure Instructions. (Note: Request must be approved by CNCS.)

If the applicant is measuring multiple subjects under ED5 and/or ED30, it is clear whether/how much students must improve in reading, math or both subjects in order to be counted.

For ED27A or ED27B, the applicant specifies which dimension(s) of academic engagement described in the Performance Measure Instructions will be measured.

### Alignment & Quality

Applicant-determined outputs and outcomes are aligned correctly.

Outputs and outcomes clearly identify what is counted.

Each output or outcome counts only one thing (except certain National Performance Measures).

Outcomes clearly identify a change in knowledge, attitude, behavior or condition. (Counts that do not measure a change are outputs and must be labeled as such.)

Outcomes clearly specify the level of improvement necessary to be counted as "improved" and it is clear why this level of improvement is significant for the beneficiary population served.

Outcomes count individual level gains, not average gains for the population served.

Outcomes measure meaningful/significant changes and are aligned with the applicant's theory of change. (Note: Outcomes that do not measure significant changes in knowledge, attitude, behavior or condition should be revised. If the applicant is not able to propose a meaningful outcome, the aligned performance measure should be removed. CNCS prefers that applicants measure a small number of meaningful outcomes rather than a large number of outputs paired with insignificant outcomes.)

Outcomes can be measured during a single grant year.

### Data Collection/Instruments

Data collection methods are appropriate.

Instruments are likely to yield high quality data.

The instrument, and what it measures, is clearly described.

If the Performance Measure Instructions specify the instrument to be used, the applicant is using that instrument (e.g., pre/post test).

The instrument measures the change specified in the outcome. (For example, if the outcome is a change in knowledge, the proposed instrument measures a change in knowledge, not a change in attitude.)
Output instruments are sufficient to count all beneficiaries served and to ensure that individuals are not double-counted.

Outcome instruments will be administered to all beneficiaries receiving the intervention or completing the program. (Note, competitive grantees may propose a sampling plan for CNCS approval if this is not the case. Formula grantees are not permitted to sample.)

**Pre/Post Test**

If using a pre/post test to measure knowledge gains from training activities, it is clear how the pre/post test is connected to the learning objectives of the training.

The timeline for administering the pre/post test is clear.

If a pre/post test is required by the Performance Measure Instructions, the instrument described is a pre/post test.

The applicant can successfully match pre-test data with post-test data at the individual level. The same instrument must be used for the pre-test and the post-test.

**Targets**

Target values appear ambitious but realistic/It is clear how targets were set.

Outcome targets are smaller than output targets, with some exceptions (i.e., capacity-building National Performance Measures). Note: In some cases it may be appropriate for the outcome target to be equal to the output target.

The output and outcome targets are reasonably proportional. Note: What constitutes reasonably proportional may depend on what is being counted, how and when.

**Unit of Measure**

The unit of measure is not AmeriCorps members except in National Performance Measures that count national service participants.

The unit of measure is consistent for all outputs or outcomes in the PM unless otherwise specified in the Performance Measure Instructions.

The unit of measure is not hours.

The unit of measure is a number, not a percent.

**Sampling**

If sampling is proposed, the targets represent the total for the population being served, not just the sample. (Note: Formula grantees are not permitted to sample.)

If sampling is proposed, the sampling plan is forwarded to CNCS for consideration. (Note: Formula grantees are not permitted to sample.)

**Misc.**

The applicant has not opted into National Performance Measures but has the potential to do so. (In this case, clarify why the applicant has not opted into National Performance Measures and, if applicable, direct them to select appropriate National Performance Measures.)

The applicant has not created applicant-determined measures that are identical to National Performance Measures. (Note: This is a common problem that occurs when applicants have not selected the correct objective. Applicants must review the selection rules and choose the correct objectives or the corresponding performance measures will not be available for selection. Applicant-determined measures are recognizable by the labels OUTPT or OUTCM, followed by numbers. Any applications containing these labels are NOT National Performance Measures, even if the applicant has labeled them with the number of a national measure.)
ATTACHMENT C: Detailed Budget Instructions for Cost Reimbursement Grants (eGrants Budget Section)

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-I, for Year 1 of the grant, as follows:

A. Personnel Expenses
Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

B. Personnel Fringe Benefits
Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates, but are absorbed into the personnel expenses (salary) budget line item.

C. Staff Travel
Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

We expect all State Commissions and National Direct applicants to include funds in this line item for travel for staff and site staff to attend CNCS-sponsored technical assistance meetings. There are two to three such opportunities per year.

Please itemize the costs. For example: Two staff members will attend the Annual AmeriCorps Symposium in Washington, DC.
2 staff X $750 airfare + $50 ground transportation + (1 day) X $400 lodging + $35 per diem = $2,470 for Annual AmeriCorps Symposium.

C. Member Travel
Describe the purpose for which members will travel. Provide a calculation that includes itemized 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). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10%
of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies
AmeriCorps members must wear an AmeriCorps logo on a daily basis – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please note that your program will be using the AmeriCorps logo in the budget description.

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing $1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

F. Contractual and Consultant Services
Include costs for consultants related to the project’s operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. There is not a maximum daily rate.

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. There is not a maximum daily rate.

G. 2. Member Training
Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

H. Evaluation
Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other Program Operating Costs
Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost for these checks for staff and members or explain how your program will be covering the cost in the budget narrative.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization’s indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
- Multi-state applicants: Indicate the number of subgrants and the average amount of subgrants. Indicate any match that you will require of your subgrants under the “grantee share” column in this category. Subgranted funds may only cover costs allowable under federal and AmeriCorps regulations and provisions.
Section II. Member Costs

Member Costs are identified as “Living Allowance” and “Member Support Costs.” Your required match can be federal, state, local, or private sector funds.

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS share (CNCS Share) and grantee share (match).

The minimum and maximum living allowance amounts are provided in the Notice.

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

B. Member Support Costs

Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.

- **Worker’s Compensation.** Some states require worker’s compensation for AmeriCorps members. You must check with State Departments of Labor or State Commissions where members serve to determine if you are required to pay worker’s compensation and at what level. If you are not required to pay worker’s compensation, you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or accidents.

- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with CNCS funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but the cost cannot be included in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS will not pay for dependent coverage.

- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. You may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting State Commissions, legal counsel, or the applicable state agencies.

Section III. Administrative/Indirect Costs

Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives CNCS funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization’s indirect cost rate agreement. Such costs are generally identified with the organization’s overall operation and are further described in Office of Management and Budget Omni Circulars.

Options for Calculating Administrative/Indirect Costs (choose either A, B, OR C)
Applicants choose one of three methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method, a federally approved indirect cost rate method, or a de minimis method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds actually expended under this grant. Do not create additional lines in this category.

A. CNCS-Fixed Percentage Method
Five Percent Fixed Administrative Costs Option
The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the CNCS-fixed percentage rate method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.

2. To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.

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

If a commission elects to retain a share of the 5% of federal funds available to programs for administrative costs up to 2%, that decision is identified within each subgrant’s budget. If the commission elects to retain 1% of the administrative costs, to calculate these fractional shares, within Section III of the subgrant budget, one-fifth (20%) of the federal dollars budgeted for administrative costs is allocated to the commission’s share and four-fifths (80%) of the federal dollars budgeted for administrative costs are allocated to the program’s share. The allocation between commission and program shares would be calculated as follows:

\[(\text{[Section I]} + \text{[Section II]} \times 0.0526) \times 0.20 = \text{Commission Share}\]

\[(\text{[Section I]} + \text{[Section II]} \times 0.0526) \times 0.80 = \text{Subgrantee Share}\]

If a commission elects to retain a share that is less than 1% budgeted for administrative costs, adjust the calculation above, as appropriate.

Commissions are not eligible to retain any portion of funds from fixed amount subgrants.

B. Federally Approved Indirect Cost Rate
If you have a federally approved indirect cost rate, the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum payable by CNCS. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.
If a commission elects to retain a share of the 5% of federal funds available, please note the percentage or amount in the text. There is no separate line item to show this calculation.

3. To determine the Grantee share: Subtract the amount calculated in step b (the CNCS administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

C. De Minimis Rate of 10% of Modified Total Direct Costs
If you have never had a federally negotiated indirect cost rate and receive less than $35 million in direct federal funding, you may indefinitely use a de minimis rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

Source of Funds
In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your entire match. Define all acronyms the first time they are used. The total amount of Source of Match should equal the Grantee Share amount.

Note: the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible full-time members is not included in the budget.
### ATTACHMENT D: Budget Worksheet (eGrants Budget Section)

#### Section I. Program Operating Costs

**A. Personnel Expenses**

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<thead>
<tr>
<th>Position/Title/Description</th>
<th>Qty</th>
<th>Annual Salary</th>
<th>% Time</th>
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<th>CNCS Share</th>
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**B. Personnel Fringe Benefits**

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<th>Purpose/Description</th>
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**C.1. Staff Travel**

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<th>Grantee Share</th>
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**C.2. Member Travel**

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**D. Equipment**

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<th>Item/ Purpose/Justification</th>
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**E. Supplies**

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### F. Contractual and Consultant Services

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</tbody>
</table>

### G.1. Staff Training

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Daily Rate</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Totals</td>
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</table>

### G.2. Member Training

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Daily Rate</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
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<tbody>
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<td>Totals</td>
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</tbody>
</table>

### H. Evaluation

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Daily Rate</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
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<td>Totals</td>
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</tr>
</tbody>
</table>

### I. Other Program Operating Costs

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Daily Rate</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Totals</td>
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</table>

Subtotal Section I: | Total Amount | CNCS Share | Grantee Share |
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<thead>
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<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Section II. Member Costs**

**A. Living Allowance**

<table>
<thead>
<tr>
<th>Item</th>
<th># Mbrs</th>
<th>Allowance Rate</th>
<th># w/o Allowance</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (1700 hrs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half Time (900 hrs)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Reduced Half Time (675 hrs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarter Time (450 hrs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum Time (300 hrs)</td>
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<tr>
<td><strong>Totals</strong></td>
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</tr>
</tbody>
</table>

**B. Member Support Costs**

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Daily Rate</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td><strong>Totals</strong></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Subtotal Section II:**

<table>
<thead>
<tr>
<th></th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
</table>

**Subtotal Sections I + II:**

|                                |              |            |               |
## Section III. Administrative/Indirect Costs

### A. Corporation-fixed Percentage Rate

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Totals

### B. Federally Approved Indirect Cost Rate

<table>
<thead>
<tr>
<th>Cost Type</th>
<th>Cost Basis</th>
<th>Calculation</th>
<th>Rate</th>
<th>Rate Claimed</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### C. De Minimis Rate of 10% of Modified Total Direct Costs

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals

Total Sections I + II + III:

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Budget Total: Validate this budget

Required Match Percentages:

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Source of Funds

---

40
<table>
<thead>
<tr>
<th>Section</th>
<th>Proposed vs Secured</th>
<th>Amt</th>
<th>Type</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources of Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Source of Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT E: Detailed Budget Instructions for Fixed Amount Grants including Partnership Challenge (eGrants Budget Section)

These instructions apply only to applicants for fixed-amount grants, including education award programs (EAPs) and Partnership Challenge applicants.

EAP and Fixed-Amount grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed-Amount applicants are not required to complete a detailed budget or complete the grantee share column. However, you must complete the source of match chart to identify the sources of the additional revenue you need to operate the program. If you are applying for a Stipended Fixed-Amount grant, you must pay at least the minimum living allowance listed in the Notice for each type of position you are proposing.

Budget Section II. AmeriCorps Member Positions

Member Positions

Identify the number of members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled #w/o Allow (without CNCS-funded living allowance.) Leave all other columns blank.

The total number of member service years (MSY) will automatically calculate at the bottom of the Member Positions chart. The MSY are calculated as follows:

<table>
<thead>
<tr>
<th>Member Positions</th>
<th>Calculation</th>
<th>MSY</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____Full-time (1700 hours)</td>
<td>(_____ members x 1.000)</td>
<td>=</td>
</tr>
<tr>
<td>_____Half-time (900 hours)</td>
<td>(_____ members x 0.500)</td>
<td>=</td>
</tr>
<tr>
<td>_____Reduced half-time (675 hours)</td>
<td>(_____ members x 0.3809524)</td>
<td>=</td>
</tr>
<tr>
<td>_____Quarter-time (450 hours)</td>
<td>(_____ members x 0.26455027)</td>
<td>=</td>
</tr>
<tr>
<td>_____Minimum-time (300 hours)</td>
<td>(_____ members x 0.21164022)</td>
<td>=</td>
</tr>
<tr>
<td>Total MSY</td>
<td></td>
<td>Under</td>
</tr>
</tbody>
</table>

“Calculation,” you will enter the calculation for your grant request. Applicants may request up to $800 per member service year (MSY).
**Fixed Award**
Display your calculation in the following format:
Total # of MSYs ________  x MSY amount (See NOFO for amounts) ______ = Total Grant Request $____

Type the total amount requested in the “Total Amount” & “CNCS Share” columns. Leave the “Grantee Share” blank. See example below (applies to a Stipended Fixed Amount grant):

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>edit</th>
<th>del</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Grant Request</td>
<td>47.5 MSY</td>
<td>$451,250</td>
<td>$451,250</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>X $9,500/MSY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>$451,250</td>
<td>$451,250</td>
<td>$0</td>
<td></td>
<td>view</td>
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</tbody>
</table>

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**Source of Funds**

<table>
<thead>
<tr>
<th>Section</th>
<th>Proposed vs Secured</th>
<th>Amt</th>
<th>Type</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources of Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Source of Funds</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT F: Budget Worksheet for Fixed Amount Grants (eGrants Budget Section)

Complete the fields for the # w/o Allowance only.

**Member Positions**

<table>
<thead>
<tr>
<th>Item</th>
<th># Mbrs</th>
<th>Allowance Rate</th>
<th># w/o Allow</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (1700 hrs)</td>
<td></td>
<td></td>
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</tr>
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</tr>
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<td>Minimum Time (300 hrs)</td>
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<tr>
<td>Subtotal</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
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<th>CNCS Share</th>
<th>Grantee Share</th>
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</thead>
<tbody>
<tr>
<td>Program Grant Request</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
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<td></td>
</tr>
</tbody>
</table>

**Source of Funds**

<table>
<thead>
<tr>
<th>Section</th>
<th>Proposed vs Secured</th>
<th>Amt</th>
<th>Type</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources of Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Source of Funds</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
## ATTACHMENT G: Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements. Note: This does **not** apply to Fixed-amount grants.

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Section I. Program Operating Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
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<td>Yes</td>
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<td>Yes</td>
<td>No</td>
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<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>In Compliance?</td>
<td>Section II. Member Costs</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance. Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance. If exempted from paying FICA, is the exemption noted in the budget narrative?</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Is the Worker’s Compensation calculation correct? Some states require worker’s compensation for AmeriCorps members. Check with your local State Department of Labor or State Commission to determine whether or not you are required to pay worker’s compensation and at what level (i.e., rate). If you are not required to pay worker’s compensation, you will provide similar coverage for members’ on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage).</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Health care is provided for full-time AmeriCorps members only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Unemployment insurance is only budgeted if state law requires it?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Section III. Administrative/Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes __ No ___</td>
<td>Applicant does not have a current federally approved indirect cost rate and has chosen to use the CNCS-fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Applicant has chosen to use CNCS fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Applicant has a federally approved indirect cost rate method and documentation submitted to CNCS if multi-state, state or territory without commission or Indian Tribe applicant? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Applicant has a current approved indirect cost rate – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Applicant has a current approved indirect cost rate-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Applicant has a current approved indirect cost rate – the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Applicant is directly apply to CNCS and has a copy of the current approved indirect cost rate agreement has been submitted to <a href="mailto:additionaldocuments@cns.gov">additionaldocuments@cns.gov</a></td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Applicant has never had a federally approved indirect cost rate and is choosing to use a de minimis rate of 10% of modified total direct costs has been budgeted?</td>
</tr>
<tr>
<td>In Compliance?</td>
<td>Match</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Yes</td>
<td>Is the overall match being met at the required level, based on the year of funding?</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>For all matching funds, proposed vs secured, the source(s) [private, state, local, and/or federal], the type of contribution (cash or in-kind), and the amount of match, are clearly identified in the narrative and in the Source of Funds field in eGrants?</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>The amount of match is for the entire amount in the budget narrative.?(The total amount of match equals the amount in the budget?)</td>
</tr>
</tbody>
</table>
ATTACHMENT H: Alternative Match Instructions

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

Special Circumstances for an Alternative Match Schedule: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

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

B. Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, CNCS will consider the following list of county-level characteristics. See Attachment I for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

C. Program Location: Except when approved otherwise, CNCS will determine the location of your program based on the legal applicant’s address. If you believe that the legal applicant’s address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. CNCS will, in its sole discretion, determine whether some other address is more appropriate for determining a program’s location.

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule. You must submit your request to the alternative schedule per the information contained in the Notice. CNCS will review your request and notify you within 30 days if you qualify for the alternative schedule and provide instructions for entering your budget into eGrants under the Alternative Match Schedule.

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

D. Instructions for the Alternative Match Schedule: Programs operating in one state must send their requests to the State Commission for review and approval. The Commission will then forward the approved request to CNCS for consideration.

Submit mail applications per the NOFO instructions.
ATTACHMENT I: Beale Codes and County-Level Economic Data for Alternative Match Requests

Rural Community

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

<table>
<thead>
<tr>
<th>Code#</th>
<th>Metropolitan Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Metropolitan</td>
<td>Counties in metro areas of 1 million population or more</td>
</tr>
<tr>
<td>2</td>
<td>Metropolitan</td>
<td>Counties in metro areas of 250,000 to 1 million</td>
</tr>
<tr>
<td>3</td>
<td>Metropolitan</td>
<td>Counties in metro areas of fewer than 250,000</td>
</tr>
<tr>
<td>4</td>
<td>Non-metro</td>
<td>Urban population of 20,000 or more, adjacent to a metropolitan area</td>
</tr>
<tr>
<td>5</td>
<td>Non-metro</td>
<td>Urban population of 20,000 or more, not adjacent to a metropolitan area</td>
</tr>
<tr>
<td>6</td>
<td>Non-metro</td>
<td>Urban population of 2,500 to 19,999, adjacent to a metropolitan area</td>
</tr>
<tr>
<td>7</td>
<td>Non-metro</td>
<td>Urban population of 2,500 to 19,999, not adjacent to a metropolitan area</td>
</tr>
<tr>
<td>8</td>
<td>Non-metro</td>
<td>Completely rural or less than 2,500 urban population, adjacent to a metropolitan area</td>
</tr>
<tr>
<td>9</td>
<td>Non-metro</td>
<td>Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area</td>
</tr>
</tbody>
</table>

Any program located in a county with a Beale code of 4, 5, 6, 7, 8, or 9 is eligible to apply for the alternative match.

Severely Economically Distressed Community

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

<table>
<thead>
<tr>
<th>WEBSITE ADDRESS</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.econdata.net">www.econdata.net</a></td>
<td><strong>Econdata.Net:</strong> This site Links to a variety of social and economic data by states, counties and metro areas.</td>
</tr>
<tr>
<td><a href="http://www.bea.gov/regional/">http://www.bea.gov/regional/</a></td>
<td><strong>Bureau of Economic Analysis’ Regional Economic Information System (REIS):</strong> Provides data on per capita income by county for all states except Puerto Rico.</td>
</tr>
<tr>
<td><a href="http://www.census.gov/hhes/www/saife/index.html">www.census.gov/hhes/www/saife/index.html</a></td>
<td><strong>Census Bureau’s Small Area Poverty Estimates:</strong> Provides data on poverty and population estimates by county for all states except Puerto Rico.</td>
</tr>
<tr>
<td><a href="http://www.census.gov/main/www/cen2000.html">www.census.gov/main/www/cen2000.html</a></td>
<td><strong>Census Bureau’s American Fact-finder:</strong> Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.</td>
</tr>
<tr>
<td>WEBSITE ADDRESS</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------</td>
</tr>
<tr>
<td><a href="http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/">http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/</a></td>
<td>US Department of Agriculture’s Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US.</td>
</tr>
<tr>
<td><a href="http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/">http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/</a></td>
<td>US Department of Agriculture’s Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US.</td>
</tr>
</tbody>
</table>
ATTACHMENT J: Assurances and Certifications
(eGrants Review, Authorize and Submit Section)

Instructions

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

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

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

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

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

ASSURANCES

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

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits
discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.

- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).

- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and 2 CFR Part 200, Chapter II, Subpart.

- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by CNCS will be used to support any such prohibited activities.
Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-CNCS funds or paid with CNCS funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document “Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants”: [link](http://www.usdoj.gov/archive/fbci/effect-rfra.pdf).

Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;

Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the National and Community Service Act of 1990 (NCSA);

Will, in the case of an AmeriCorps program that includes or serves children, consult with the parents or legal guardians of children in developing and operating the program;

Will, before transporting minor children, provide the children’s parents or legal guardians with the reason for the transportation and obtain the parent’s or legal guardian’s permission for such transportation, consistent with state law;

Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.

Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;

Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the NCSA, and in CNCS’s regulations at § 2540.100;

Will comply with the grievance procedure requirements as set out in section 176(f) of the NCSA and in CNCS’s regulations at 45 CFR § 2540.230;
• Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform, including training on prohibited activities;

• Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;

• Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the NCSA or, with the approval of CNCS, conduct an internal evaluation of the program;

• Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program’s impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by CNCS;

• Will ensure the provision of a living allowance and other benefits to participants as required by CNCS;

• Has not violated a Federal criminal statute;

• If a state applicant, will ensure that the State subgrants will be used to support national service programs selected consistent with the requirements of the NCSA;

• If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;

• If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless CNCS approves otherwise.
CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters
This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

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

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace
This certification is required by the Corporation’s regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

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

A. Publishing a drug-free workplace statement that:
   a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace;
   b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
   c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;

B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;

C. Establishing a drug-free awareness program to inform employees about:
   a. The dangers of drug abuse in the workplace;
   b. The grantee’s policy of maintaining a drug-free workplace;
   c. Any available drug counseling, rehabilitation, and employee assistance programs; and
   d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;

D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;

E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
   a. Taking appropriate personnel action against the employee, up to and including termination; or
   b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities
As required by 31 U.S.C. 1352, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

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

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

Definitions
The terms “debarment”, “suspension”, “excluded”, “disqualified”, “ineligible”, “participant”, “person”, “principal”, “proposal”, and “voluntarily excluded” as used in this document have the meanings set out in 2 CFR Part 180, subpart I, “Definitions.” A transaction shall be considered a “covered transaction” if it meets the definition in 2 CFR part 180 subpart B, “Covered Transactions.”

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

Assurance inclusion in subgrant agreements
You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

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

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

Prudent person standard
Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
Certification - Grant Review Process (State Commissions Only)
I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, and all state laws and conflict of interest rules.

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

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

Organization Name:  
Program Name:

Name and Title of Authorized Representative:

Signature:  
Date:

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

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

☐ Certification: Debarment, Suspension and Other Responsibility Matters
☐ Certification: Drug-Free Workplace
☐ Certification: Lobbying Activities

Organization Name:  
Program Name:

Name and Title of Authorized Representative:

Signature:  
Date:
ATTACHMENT K: Beneficiary Populations/Grant Characteristics

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above
- Geographic Focus – Rural
- Geographic Focus – Urban
- Encore Program
- Faith- and community-based organizations
- Governor and Mayor Initiative
- SIG/Priority Schools
- Professional Corps
- 21st CSC
- School Turnaround AmeriCorps
- Other
ATTACHMENT L: Logic Model Instructions for New/Recompeting and Continuation Applicants  (eGrants Logic Model Section)

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

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

You may add an unlimited number of rows to the logic model by clicking “add a new row.” However, please be mindful of any page limits specified elsewhere in the application instructions or NOFO.

You may edit or delete an existing row by clicking “edit” or “delete” in the last column of the logic model.
Attachment M:  eGrants Indirect Cost Rate (IDCR) User Instructions

eGrants Indirect Cost Rate (IDCR) User Instructions

A new feature has been introduced to eGrants which allows users to input Indirect Cost Rate information into their eGrants account. Grantees that will be claiming or budgeting for indirect costs on CNCS awards are required to enter the following indirect cost rates in eGrants: federally negotiated rates, state negotiated rates, and the use of de minimis rate of 10% of modified total direct costs (MTDC). Recipients of AmeriCorps State and National awards may only charge 5% of their negotiated rate to the federal share of the award, with the remaining balance being charged to match (See 45 CFR §§ 2521.95 and 2540.110).

**Once a rate is entered & saved in eGrants, it cannot be edited.** If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

**Entry for the IDCR screen can be accessed using the following steps:**

1) From the eGrants Home screen, in the lower panel under Managing My Account, click on My Account

![Managing My Account](image)

2) From the My Account screen, under Edit My Organization Info, click on Add and View Indirect Cost Rate

![Edit My Organization Info](image)
3) From the **Add and View Indirect Cost Rate** screen, select **add a new** to add a rate or **cancel** to back out of the screen.

Field by field instructions can be found by clicking the “?” located next to Indirect Cost Rate or Indirect Cost Rate Record.

If **add a new** is selected, the screen below will pop up.
4) **Do you have an Indirect Cost Rate to record?** Respond Yes or No. If **NO** is selected, users cannot go any further & nothing will be recorded. If **Yes** is selected, users can continue on.

If your organization has a current, approved indirect cost rate, it must be reported on this page.

5) **Rate Type:** If your rate type is not one of the following options, contact your grants officer for guidance:
- **Federally Negotiated** – select if your rate has been negotiated by your cognizant federal agency. Cognizance is determined by the agency which provides the highest amount of direct federal funding;
- **State Negotiated** – select if your rate has been negotiated by a state agency or other pass through entity; or
- **10% of MTDC** – select if your organization qualifies for & elects to use the 10% de Minimus rate of Modified Total Direct Costs (MTDC). Organizations qualify for this rate if they have NEVER had a federally negotiated rate. State entities must also not receive more than $35 million in direct federal funding.
**Rates must be used consistently across ALL federal awards.**

6) **Issuing Agency.** Respond by selecting the federal agency that approved your rate, or if the federal agency who issued your rate is not listed, select Other, or if your rate is issued by a state agency select Other.

Identify federal agencies using the drop down list. If your rate is approved by a federal agency other than the ones listed, notify your grants officer. Other federal agencies may be added as needed.

7) **Acceptance Date.** Enter a valid date.

The acceptance date is usually identified where the rate was signed by the issuing state or federal agency.

8) **Rate Status.** Select one of the following options: Final, Provisional, Predetermined, Fixed, Other, or Other – 10%.

Rates issued by federal agencies will almost always be final or provisional. However, if your organization has formally notified a federal or state agency of your eligibility and intent to use the 10-percent of MTDC rate, select Other – 10%. If your organization has a predetermined or fixed rate, select those options accordingly. If a state rate indicates a term that is not listed here select Other and notify your grants officer. Additional rate status options may be added as needed.

9) **Effective From.** Enter a valid date.

The effective from date is found on your indirect cost rate document. If using the 10-percent of MTDC rate, enter today’s date or the date your organization formally started charging costs under the 10-percent of MTDC rate.

10) **Effective To.** Enter a valid date.

The effective to date is found on your indirect cost rate document. If your organization has received approval to extend your rate, enter the end date of the extension.

11) **No Expiration.** Check or leave unchecked.

If your rate does not have an expiration date, as is the case with the use of the 10-percent of MTDC rate, check this box, otherwise, leave unchecked.

12) **Extended?** Respond Yes or No.

If the rate “effective to” date has been extended with approval of the federal cognizant agency under authority of the 2014 Omni Circular, respond Yes. If it is not an extended rate effective to date, respond No.

13) **Rate Base.** Enter up to 500 characters including spaces.
Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the rate base used to determine the indirect cost pool as stated on your indirect cost rate approval document or “State Rate N/A.” If you need more than 500 characters, indicate “Summary” and record the most important content.

14) **Treatment of Fringe Benefits.** Enter up to 500 characters including spaces. Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how fringe benefits were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or “State Rate N/A.” If you need more than 500 characters, indicate “Summary” and record the most important content.

15) **Treatment of Paid Absences.** Enter up to 500 characters including spaces. Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how paid absences were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or “State Rate N/A.” If you need more than 500 characters, indicate “Summary” and record the most important content.

16) When you have completed all of the above entries, click the “save & close” button at the bottom of the page.

- If you would like to cancel your entry, click the “cancel” button and the entry will be cancelled. All entry information will be lost & no entry will be shown.
- **Once a rate is saved it cannot be modified.**
- If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

17) **Order of Rates** - Once an entry is saved, users will be able to see the rates they have entered. Rates will display in the order of entry. Entry of rates will provide users and CNCS with a historical record which can be used to clarify indirect cost rate inquiries for monitoring, consistent record maintenance, & audits.

If you have any questions or concerns, please contact your assigned grants officer.
2016 Notice

Glossary
21st Century Service Corps (21st CSC): The 21st Century Conservation Service Corps (21CSC) is a bold national effort to put young Americans and veterans to work protecting, restoring, and enhancing America’s great outdoors. The 21CSC, built on the legacy of the Civilian Conservation Corps, will complete high quality, cost effective projects on public and tribal lands and waters across the nation. The 21CSC goals:

Put Americans to work: The 21CSC will provide service, training, education and employment opportunities for thousands of young Americans and veterans, including low income and disadvantaged youth.

Preserve, protect, and promote America’s greatest gifts: The 21CSC will protect, restore and enhance public and tribal lands and waters as well as natural, cultural, and historical resources and treasures. With high-quality, cost-effective project work, the 21CSC will also increase public access and use while spurring economic development and outdoor recreation.

Build America’s future: Through service to America, the 21CSC will help develop a generation of skilled workers, educated and active citizens, future leaders, and stewards of natural and cultural resources, communities and the nation.

In order to qualify for this priority area, applicants must demonstrate that they are a 21CSC member organization. Applications for membership are reviewed quarterly. Instructions for applicants are available in the Federal Register Notice, here: http://www.gpo.gov/fdsys/pkg/FR-2014-04-11/pdf/2014-08101.pdf

AmeriCorps Partnership Challenge: Partnership Challenge applicants are organizations that request only member positions and $0 in CNCS funding. These applicants must demonstrate that they have the resources to support an AmeriCorps program and must respond to all other relevant criteria in the Notice.

Capacity Building: A set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. These activities achieve lasting positive outcomes for the beneficiary populations served by CNCS-supported organizations (i.e. AmeriCorps programs.) As a general rule, CNCS considers capacity building activities to be indirect services that enable CNCS-supported organizations to provide more, better, and sustained direct services. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building activities must:

1) Be intended to support or enhance the program delivery model.
2) Respond to the program’s goal of increasing, expanding, or enhancing services in order to address the most pressing needs identified in the community, and
3) Enable the program to provide a sustained level of more or better direct services after the capacity building services ended.

Cost Reimbursement Grants: These grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.
Elder Justice AmeriCorps: In 2014, the Department of Justice, in partnership with CNCS, launched justice AmeriCorps, a legal aid program to serve vulnerable populations. DOJ (through the Elder Justice Initiative and the Office for Victims of Crime) and CNCS are announcing a new grant program to provide legal assistance and support services to victims of elder abuse, neglect, and exploitation, and to promote pro bono capacity building in the field.

The Elder Justice AmeriCorps program, which is intended to complement the Office for Victims of Crime (OVC) 2012 Wraparound Victim Legal Assistance Network Demonstration grants and the 2014 Vision 21 Legal Assistance Network Program grants (the Network Grants, which support the development of legal assistance networks providing comprehensive, pro bono legal services for victims of crime), will consist of a single grant to an intermediary organization that will support approximately 60 full-time AmeriCorps positions for each year of the two-year program.

A successful applicant must engage Network Grant recipients (the Alaska Institute for Justice, Legal Aid Foundation of Los Angeles, Lone Star Legal Aid, Metropolitan Family Services, Rocky Mountain Victim Law Center, the Montana Board of Crime Control, the District of Columbia Office of Victim Services, the Georgia Criminal Justice Coordinating Council, and the New York Office of Victim Services, and/or their legal assistance network partners) and include (but not be limited to) any such entities wishing and eligible to participate in the program as proposed service sites.

In addition to responding to the requirements in the NOFO interested applicants should:

1) describe the applicant’s efforts to engage the Network Grant recipients (and/or their legal assistance network partners) and to determine their interest in and eligibility to participate in the program;

2) explain how the applicant will partner with any interested and eligible Network Grant recipients (and/or their legal assistance network partners) and any other entities that wish to serve as service sites for lawyers and paralegals, who will provide legal aid to victims of elder abuse, neglect, and exploitation and build pro bono capacity in the field;

3) provide memoranda of understanding or signed letters of commitment from proposed service sites (sent via email to additionaldocuments@cns.gov by the application due date);

4) describe the training program(s) that the applicant will provide to members;

5) propose how the applicant will use members to provide legal services to victims of elder abuse, neglect and exploitation and elders at risk of such mistreatment;
6) explain how the applicant and proposed service sites will use members to conduct community outreach and promote pro bono capacity building;

7) describe how the applicant will support connections between service sites and other local agencies and service providers that respond to elder abuse, including law enforcement agencies, adult protective services, long-term care ombudsmen, financial service providers, and victim service providers;

9) identify and propose specific performance measures to address the effectiveness of legal aid interventions in addressing elder abuse, neglect, and exploitation;

10) explain how the intermediary will collect and report data, including the required data identified below and any other data relating to the performance measures, and conduct an evaluation of the program; and

11) identify the source of funds the intermediary will use to provide full-time lawyer members the maximum living allowance of $24,200, and paralegals a minimum living allowance of $15,000 (though the intermediary may propose alternative minimum living allowances for paralegals serving on less than a full-time basis).

Applicants should be aware that paralegals need not have had prior legal training or certification, though such credentials may be preferable. Additionally, special preference may be given to applicants with experience (or external expertise or support) in elder abuse, neglect, and exploitation cases. Absent extraordinary circumstances all members must be enrolled no later than October 2017.

The total available funding at the time of publication is $1.5 million dollars from the Department of Justice.

DATA COLLECTION REQUIREMENTS FOR ELDER JUSTICE AMERICORPS SERVICE SITES

Total number of clients served by Grantee:

Source of client referrals to Grantee (indicate number of clients for each category):
__ Adult protective services
__ Law enforcement
__ Family member
__ Family member caregiver
__ Non-family member caregiver
__ Self
__ Long-term care ombudsman
__ Other (please describe)

Number of clients presenting with indicia of (indicate number of clients for each category):
__ Physical abuse
__ Neglect
__ Sexual abuse
__ Psychological abuse
__ Financial exploitation
__ Multiple forms of abuse (polyvictimization)
__ Prior complaints about abuse or exploitation
__ Cognitive impairment
__ Physical disability
__ Cognitive impairment and physical disability

Alleged perpetrator of abuse, neglect, or exploitation:
__ Family member
__ Family member caregiver
__ Non-family member caregiver
__ Long-term residential facility
__ Other (please describe)

Types of service provided by Grantee (indicate number of cases for each category):
Legal intake
Legal counseling
Guardianship proceedings
Other legal proceedings
Basic needs assistance (access to care, housing, meals, medical care, transportation, utilities)
Benefits assistance (Medicare/Medicaid, Veterans, Social Security)
Other forms of assistance (please describe)

Number of case referrals from Grantee to other agencies or entities:
Adult protective services
Law enforcement
Long-term care ombudsmen
Medical service providers
Financial service providers
Domestic violence organizations
Victim service organizations
Other (please describe)

Narrative response. Please provide a summary of your accomplishments during the reporting period. The summary should include anonymized case examples (touching on each of the applicable case categories to the extent possible) and describe the nature of the client’s situation, services provided, and case outcome (or, short of case completion, progress on the case to date).

Encore Programs: Congress set a goal that 10 percent of AmeriCorps funding should support encore service programs that engage a significant number of participants age 55 or older. CNCS seeks to meet that 10 percent target in this competition and encourages encore programs to apply.

Enrollment Rate: Enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

Fixed Amount Grants: These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining costs. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. However, CNCS provides only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based
on the MSY level awarded. Professional Corps programs applying for operational funding through a Fixed Amount Grant must submit a budget in support of their request for operational funds.

- **Full Time Fixed amount grants**: Fixed amount grants are available for programs that enroll full-time members or less than full-time members serving in a full time capacity only, including Professional Corps.

- **Education Award Grants (EAP) fixed amount grant**: Programs apply for a small fixed amount per MSY, can enroll less than full-time members, and use their own resources to cover all other costs. Programs can access funds under the grant based on enrolling the full complement of members supported under the grant. As with full-time fixed amount grants, there are no specific match or financial reporting requirements for EAP fixed amount grants.

**Governor and Mayor Initiative**: CNCS will accept one application per state in each year’s new and recompete competition. If a state has a Governor and Mayor Initiative in continuation status, the state commission can submit a new application. However, CNCS is interested in increasing the number of states that have Governor and Mayor’s Initiatives as well as funding high quality program designs.

The application must address a pressing challenge the Governor wishes to solve in her or his state. A Governor must apply with one Mayor in his or her state and a minimum of two nonprofits. In conjunction with the Mayor, the Governor will be responsible for identifying and selecting those nonprofits that are best able to achieve a demonstrated positive impact on the problem. The application should include letters of commitment from all relevant parties. If the Governor and Mayor have not yet selected partnering nonprofit entities, they should describe the process that the Governor and Mayor will use to select the nonprofit entities. The application, submitted to the State Commission, will respond to the application criteria and explain how several nonprofits working together, with the Governor’s office serving as a convener, will effectively deploy AmeriCorps members for a collective impact. Only the Governor, Mayor, their designated government office (but not the state commission), or a public university may apply for grants under the Governor and Mayor initiative. Applications from other entities will be deemed non-compliant and will not be considered under this initiative.

For example, a Governor and a Mayor in a state could conclude the most pressing challenge facing the state is its high school graduation rate. The Governor and/or Mayor would submit one application describing:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (State, locality, and nonprofit entities).
- The proposed theory of change and program model.
- How they will utilize an identified consortium of nonprofits that are well positioned to achieve outcomes identified in the theory of change.

Applications submitted as part of the Governor and Mayor Initiative must check the “Governor and Mayor Initiative” box in the Performance Measure tab and email a letter of endorsement cosigned by the Governor and Mayor, as well as signed letters of commitment from partnering nonprofits to additionaldocuments@cns.gov by the application due date in order to be considered for this Initiative.

**Member Service Year (MSY)**: One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1700 service hours.)

**Multi-focus Intermediaries**: CNCS recognizes that severely under-resourced communities may have limited capacity to successfully apply for and implement an AmeriCorps program, due to the size and organizational capacity of eligible applicant/host site organizations or the lack of available matching
funds in these communities. Thus it may be effective for a single eligible applicant (intermediary) to develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots non-profits/eligible applicants (consortium) that, individually, do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program. Given the desire to address community needs holistically, the nonprofits/eligible applicants that make up the consortium may have but are not required to have different focus areas (including the non focus area capacity building) and thus the non profit/eligible applicant intermediary will be multi-focused.

Applications seeking consideration under this priority must demonstrate that they will be serving in severely under-resourced communities; that their application represents a consortium, and that the activities provided by the consortium collectively address a compelling community need or set of needs; and that they have sufficient financial and management capacity to act as an umbrella organization for the consortia.

The nonprofit/eligible applicant intermediary should submit one application which describes:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (intermediary and consortia members).
- The proposed theory (ies) of change and program model(s).
- How they will utilize an identified consortium of nonprofits/eligible applicants that are well positioned to achieve outcomes identified in the theory of change.

Applicants must email memoranda of understanding or signed letters of commitment from all members of the consortia to additionaldocuments@cns.gov by the application due date in order to be considered for this Initiative.

**My Brother’s Keeper:** President Obama launched the My Brother’s Keeper initiative to address persistent opportunity gaps faced by boys and young men of color and ensure that all young people can reach their full potential.

Through this initiative, the Administration is joining with cities and towns, businesses, and foundations who are taking important steps to connect young people to mentoring, support networks, and the skills they need to find a good job or go to college and work their way into the middle class.

My Brother’s Keeper is focused on five milestones:

1. Getting a Healthy Start and Entering School Ready to Learn: All children should have a healthy start and enter school ready – cognitively, physically, socially and emotionally.

2. Reading at Grade Level by Third Grade: All children should be reading at grade level by age 8 – the age at which reading to learn becomes essential.

3. Graduating from High School Ready for College and Career: Every American child should have the option to attend postsecondary education and receive the education and training needed for quality jobs of today and tomorrow.

4. Successfully Entering the Workforce: All those who want jobs should be able to find work that allows them to support themselves and their families.
5. Keeping Kids on Track and Giving Them Second Chances: All children should be safe from violent crime; and individuals who are confined should receive the education, training and treatment they need for a second chance.

In order to qualify for this priority area, applicants must demonstrate that their program addresses one or more of the five milestones.

**National Direct Applicants**

*Multi-state*: Organizations that propose to operate AmeriCorps programs in more than one state or territory apply directly to CNCS.

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

**Territories without Commissions**: Applicants in American Samoa, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to CNCS because these Territories have not established a State Commission.

**National Forum on Youth Violence Prevention**: A network of communities and federal agencies that work together, share information and build local capacity to prevent and reduce youth violence. Established at the direction of President Obama in 2010, the Forum brings together people from diverse professions and perspectives to learn from each other about the crisis of youth and gang violence in the U.S and to build comprehensive solutions on the local and national levels. Participating Federal agencies include the Departments of Justice, Education, Health and Human Services, Housing and Urban Development, Labor, and the Office on National Drug Control Policy. The communities participating in the Forum include Boston, Camden, Chicago, Detroit, Memphis, Minneapolis, New Orleans, Philadelphia, Salinas, San Jose, Long Beach, Cleveland, Louisville, Seattle, and Baltimore. - See more at: [http://youth.gov/youth-topics/preventing-youth-violence](http://youth.gov/youth-topics/preventing-youth-violence). Each of these cities are charged with making a comprehensive plan and driving against that plan to reduce youth violence.

**Opportunity Youth**: Opportunity youth are economically disadvantaged individuals ages 16-24 who are disconnected from school or work for at least six months prior to service. CNCS defines “economically disadvantaged” consistent with the definition used in the member development performance measures, “Receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.” CNCS defines “disconnected from school or work” as unemployed, underemployed, and not in school for at least six months prior to their term of national service. A member who was not economically disadvantaged prior to becoming an AmeriCorps member, but became economically disadvantaged because the living allowance was low enough to make them eligible for SNAP, etc., cannot be counted as economically disadvantaged. In order to apply under this priority the applicant must demonstrate the programmatic elements they will implement in order to recruit
and support Opportunity youth as members, and a substantial portion of their requested MSYs must fall into this category.

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

**Professional Corps**: Professional Corps programs recruit and place qualified members in communities with an inadequate number of such professionals in positions as teachers, health care providers, police officers, engineers, or other professionals. CNCS’ assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and challenges to raising non-CNCS resources. Professional Corps members’ salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community (ies) where the corps seeks to place members. These grants can either be fixed amount or cost reimbursement grants.

**Prohibited Activities**: While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to— a. a business organized for profit; b. a labor union; c. a partisan political organization; d. a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and e. an organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;  
10. Providing abortion services or referrals for receipt of such services; and  
11. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training,  
or managing others for the primary purpose of engaging in one of the activities listed above. Individuals  
may exercise their rights as private citizens and may participate in the activities listed above on their  
initiative, on non-AmeriCorps time, and using non-CNCS funds. Ind.

Promise Zones: Promise Zones are high poverty communities where the federal government partners  
with local leaders to increase economic activity, improve educational opportunities, leverage private  
investment, reduce violent crime, enhance public health and address other priorities identified by the  
community. Through the Promise Zone designation, these communities will work directly with federal,  
state and local agencies to give local leaders proven tools to improve the quality of life in some of the  
country’s most vulnerable areas. The current promise zones are: Los Angeles, CA; Sacramento, CA;  
Hartford, CT; Indianapolis, IN; Southeastern KY; Minneapolis, MN; St. Louis/St. Louis County, MO;  
Camden, NJ; Choctaw National of Oklahoma, Philadelphia, PA; Barnwell, SC; Low Country of South  
Carolina; Pine Ridge Indian Reservation of the Oglala Sioux Tribe; SD; Porcupine, SD; San Antonio, TX.

Retention Rate: Retention rate is calculated as the number of members exited with education award (full  
or partial award) divided by the number of members enrolled.

Rural: CNCS uses rural-urban commuting area (RUCA) codes to classify program addresses as either  
rural or urban for analytic purposes. RUCA codes classify U.S. census tracts using measures of  
population density, urbanization, and daily commuting. Census tracts with an urban cluster population  
less than 50,000 are considered rural (RUCA codes 4 – 10). Applicants are encouraged to designate  
themselves as serving rural communities if some or all service locations are in rural areas as defined by  
RUCA codes or if the program can provide other compelling evidence that the program is rural in the  
narrative portion of the application. This self-designation will be considered in grant-making decisions.

For more information about RUCA codes, please visit the USDA website found here:  

The assessment of rural for School Turnaround AmeriCorps uses the definition for a rural school, below.

A Rural School is a school that is assigned a locale code of 41 (located in a census-defined rural territory  
less than 5 miles from an urban cluster), a locale code of 42 (located in a census-defined rural territory  
more than 5 miles but less than or equal to 25 miles from an urban cluster), or a locale code of 43 (located  
in a census-defined rural territory that is more than 25 miles from an urban cluster) by the National Center  
for Education Statistics (NCES). Note: To identify the locale code of any school, access the NCES public  
school database here: http://nces.ed.gov/ccd/schoolsearch/

The Office of Grants Management uses Beale Codes when assessing alternative match requirements as  
the statute (45 CFR 2521.60(c) requires it.

Same Project: Two projects will be considered the same if they: Address the same issue areas, address  
the same priorities, address the same objectives, serve the same target communities and population, utilize  
the same sites.

Programs need to get approval from their CNCS program officers to be considered a new project.
School Turnaround AmeriCorps: School Turnaround AmeriCorps is an initiative to place AmeriCorps members in schools implementing turnaround models under the Department of Education’s School Improvement Grants (SIG) program or turnaround principles under Elementary and Secondary Education Act (ESEA) flexibility to improve student academic performance, academic engagement, attendance outcomes, or some combination thereof, in eligible schools. School Turnaround AmeriCorps grantees must meet special program design requirements that are described in the Appendix. Applicants for a School Turnaround AmeriCorps program must provide high quality responses to special selection criteria, submit additional documents and demonstrate that they meet the special program design requirements. See Appendix for details.

Single-State Applicants: Organizations that propose to operate in only one state must apply through the Governor-appointed State or Territory Commissions. Each state and territory commission administers its own selection process and submits to CNCS the applicants it selects to compete for funding. Single-State applicants must contact their State Commissions to learn about their state or territory processes and deadlines which may be significantly earlier than the CNCS deadlines and may have additional requirements. The list of State and Territory Commissions can be found here: http://www.nationalservice.gov/about/contact-us/state-service-commissions.

A single state application submitted directly to CNCS by the applicant rather than the State Commission will be considered noncompliant and will not be reviewed.

Strong Cities, Strong Communities (SC2) initiative: This initiative, first announced in July 2011, seeks to strengthen neighborhoods, towns, cities, and regions around the country by enhancing the capacity of local governments to develop and execute their economic vision and strategies, providing necessary technical assistance and access to federal agency expertise, and creating new public and private sector partnerships. The cities participating are Greensboro, NC; Hartford, Connecticut; and Las Vegas, Nevada.
2016 Notice

School Turnaround AmeriCorps Appendix
Appendix – School Turnaround AmeriCorps

A. Program Description

School Turnaround AmeriCorps is an initiative to place AmeriCorps members in low-performing schools identified under the U.S. Department of Education’s School Improvement Grants (SIG) program or Elementary and Secondary Education Act (ESEA) flexibility to implement interventions in order to improve student academic performance, academic engagement, attendance outcomes, or some combination thereof, in eligible schools. School Turnaround AmeriCorps grantees must meet special program design requirements that are described below. Applicants for a School Turnaround AmeriCorps program must provide high quality responses to special selection criteria, submit additional documents and demonstrate that they meet the special program design requirements.

The U.S. Department of Education’s SIG program provides grants to state educational agencies (SEAs) that make competitive subgrants to local educational agencies (LEAs) that demonstrate the greatest need for the funds and the strongest commitment to use the funds to provide adequate resources in order to raise substantially the achievement of students in the state’s lowest-performing schools. School Turnaround AmeriCorps grantees, in coordination with local school and LEAs’ turnaround efforts under SIG and ESEA flexibility (requirements), will support schools and communities in improving student performance. The initiative reflects CNCS’ commitment to increasing opportunities for children in disadvantaged communities through high-quality education.

B. Special Requirements - In order to receive priority consideration, applications must demonstrate alignment with the requirements below. Approved School Turnaround AmeriCorps grantees must comply with these requirements.

1. All School Turnaround AmeriCorps projects funded under this Notice are expected to improve student academic performance, academic engagement, attendance outcomes, or some combination thereof, in eligible schools.

2. School Turnaround AmeriCorps programs must align programming with comprehensive school turnaround plans by engaging members in one or more of the following six strategies, which are based on research on turning around the lowest-performing schools:\[3\]:
   a. Providing ongoing mechanisms for family and community engagement;
   b. Establishing a school culture and environment that improve school safety, attendance, and discipline and address other non-academic factors that impact student achievement, such as students’ social, emotional, and health needs;
   c. Accelerating students’ acquisition of reading and mathematics knowledge and skills;
   d. Increasing graduation rates through strategies such as early warning systems, credit-recovery programs, and re-engagement strategies;
   e. Increasing college enrollment rates through college preparation counseling assistance to include completing the Free Application for Federal Student Aid (FAFSA) and college...

\[3\] For a summary of research supporting the interventions implemented under SIG and ESEA flexibility, please visit http://www2.ed.gov/policy/elsec/leg/blueprint/college-career-ready.pdf.
applications, and educating students and their families on financial literacy for college; or

f. Supporting school implementation of increased learning time.¹

3. School Turnaround AmeriCorps programs must place 100% of members at eligible schools. Eligible schools are SIG Tier I and Tier II schools² at the time of the applicant’s application submission; and/or priority schools or focus schools during the in 2015-2016 school year. A list of schools is required as part of the School Turnaround AmeriCorps application (see Additional Documents section, below). Approved School Turnaround AmeriCorps grantees may not add new schools without pre-approval.

4. Letters of commitment from school leaders and LEAs are required as part of School Turnaround AmeriCorps application (see Additional Documents section, below).

5. To maximize the impact of the public investment in national service and school improvement, School Turnaround AmeriCorps programs must work directly with school leaders to identify needs, develop interventions that are aligned with LEA and school turnaround efforts, and, in compliance with applicable state and federal laws, use data to measure progress and inform continuous improvement efforts. School Turnaround AmeriCorps awardees will be required to develop and update yearly written partnership agreements among an eligible school or schools, LEA, and community-based partners working together to implement the program. These agreements should be submitted to CNCS as soon as possible and must be submitted to CNCS at least two weeks before the start of the 2016-2017 school year or submitted to CNCS at least two weeks before members begin service (see Written Partnership Agreement section, below).

6. School Turnaround AmeriCorps programs must select from the following Performance Measures in Education: ED2, ED4A, ED5, ED27A, ED27B, ED30. 100% of the MSYs must be in those performance measures. Programs may also select ED1, ED3A, ED7, ED9, and/or ED10.

7. School Turnaround AmeriCorps programs may not include activities that address non-School Turnaround AmeriCorps priorities, include non-School Turnaround AmeriCorps interventions, or place members at any locations other than eligible schools. If an applicant wishes to provide

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¹ *Increased learning time* means using a longer school day, week, or year schedule to significantly increase the total number of school hours to include additional time for (a) instruction in core academic subjects including English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography; (b) instruction in other subjects and enrichment activities that contribute to a well-rounded education, including, for example, physical education, service learning, and experiential and work-based learning opportunities that are provided by partners appropriate with other organizations; and (c) teachers to collaborate, plan, and engage in professional development within and across grades and subjects. (75 FR 66363, 66367)

² For a listing of many SIG schools, please visit [http://www2.ed.gov/programs/sif/awardedschls.xls](http://www2.ed.gov/programs/sif/awardedschls.xls). Lists of priority schools and other SIG eligible schools are posted on the website of each state educational agency. CNCS strongly encourages applicants to consult with SEAs in their states to determine eligibility of the schools they seek to serve to ensure the application is not disqualified for failing to propose to serve eligible schools.
programming that is broader than School Turnaround AmeriCorps, then the applicant should submit a second application that proposes a non-School Turnaround AmeriCorps project.

8. The project period of School Turnaround AmeriCorps programs must start by the beginning of the academic school year. Programs may select and train members before the school year begins by requesting an earlier start date.

9. School Turnaround AmeriCorps programs must engage members in interventions that are backed by evidence and are likely to lead to the proposed outcomes.

10. School Turnaround AmeriCorps grantees must report the following data:
   a. List of schools that were served, including their NCES identification numbers and the number of members placed at each school.
   b. Number of schools served, including: (schools could fit into multiple categories)
      i. (For States without ESEA flexibility) # Tier I SIG schools
      ii. (For States without ESEA flexibility) # Tier II SIG schools
      iii. (For States without ESEA flexibility) # Tier I SIG schools receiving SIG funds
      iv. (For States without ESEA flexibility) # Tier II SIG schools receiving SIG funds
      v. (For States with ESEA flexibility) # of priority schools
      vi. (For States with ESEA flexibility) # of priority schools receiving SIG funds
      vii. (For States with ESEA flexibility) # of focus schools
      viii. (For States with ESEA flexibility) # of focus schools receiving SIG funds
      ix. # of urban schools
      x. # of rural schools
      xi. # of elementary schools, middle schools, high schools, and/or schools that cross grade spans (i.e. 6-12 schools)
   c. Number of students served, including:
      i. # of English Learners
      ii. # of students with disabilities

Although not requirements, CNCS encourages the following additional program design features for School Turnaround AmeriCorps applicants:

1. Leveraging community, LEA, and school-level support systems can be an important component in comprehensive turnaround efforts. As such, CNCS encourages applicants to partner with multiple eligible schools within an LEA and coordinate turnaround efforts among multiple school sites. Doing so will enable applicants to take advantage of economies of scale, and aid in changing community, LEA, and school cultures.

2. CNCS seeks to prioritize the investment of national service resources in rural schools. Schools must meet the rural school definition (see Glossary). Furthermore, programs must demonstrate significant program focus, design, and outcomes in rural schools to receive priority consideration as a rural program.

C. Special Selection Criteria - CNCS seeks to prioritize the investment of national service resources in School Turnaround AmeriCorps programs that provide high-quality responses to the selection criteria. Applicants must respond to both the selection criteria in the Notice and the selection criteria in this appendix, unless indicated below. School Turnaround AmeriCorps applicants have an expanded page limit to allow space for the additional responses.
3. Program Design (50 percent)
There are no differences between the Notice criteria and the special School Turnaround AmeriCorps criteria for the following: Evidence Base, Member Experience, and Commitment to AmeriCorps Identification.

a. Problem/Need (9 points)
   Instead of responding to the selection criteria in the Notice, School Turnaround AmeriCorps applicants should respond to the criteria below:
   • How were eligible school(s) and LEA leadership involved in identifying the needs to be addressed by the programs?
   • How were the need(s) that the AmeriCorps members will be addressing identified by eligible partner school(s) and LEA leadership?
   • How extensive and severe are the needs in the school(s) where the proposed AmeriCorps members will serve? Cite specific relevant data (e.g., student achievement, attendance, or attainment data).

b. Theory of Change and Logic Model (15 points)
   In addition to responding to the selection criteria in the Notice, School Turnaround AmeriCorps applicants should also respond to the criteria below:
   • Explain how the potential contribution of AmeriCorps members addresses the needs identified by eligible school and LEA leadership.
   • For applicants that propose to serve multiple school sites, explain how you will coordinate your turnaround efforts among those sites and take advantage of the scale of the project (e.g., through economies of scale).
   • Explain the extent to which the project addresses multiple student needs and is aligned with comprehensive school turnaround plans (e.g., SIG model or ESEA flexibility turnaround principles), including the extent to which the proposed project incorporates at least one, or preferably more than one, of the following:
     o Providing ongoing mechanisms for family and community engagement.
     o Establishing a school culture and environment that improves school safety, attendance, and discipline and addresses other non-academic factors that impact student achievement, such as students’ social, emotional, and health needs.
     o Accelerating students’ acquisition of reading and mathematics knowledge and skills.
     o Increasing graduation rates through strategies such as early warning systems, credit-recovery programs and re-engagement strategies.
     o Increasing college enrollment rates through college preparation counseling assistance to include completing the Free Application for Federal Student Aid (FAFSA) and college applications, and educating students and their families on financial literacy for college.
     o Supporting school implementation of increased learning time.
   • Explain how AmeriCorps members are particularly well-suited to deliver effective turnaround interventions and achieve the desired student outcomes in these schools.
c. **Notice Priority (3 points)**
School Turnaround AmeriCorps applicants should clearly indicate in the application narrative that the proposed application is for a School Turnaround AmeriCorps program design.

d. **Member Training (4 points)**
In addition to responding to the selection criteria in the *Notice*, School Turnaround AmeriCorps applicants should also respond to the criteria below:
- Explain how members will be sufficiently trained to serve high-needs students, including students with disabilities and English learners, in high-needs schools, including topics such as behavior management, conflict resolution, etc.
- How will you coordinate the training of AmeriCorps members with school leadership and staff?
- Explain your plans for providing members with opportunities to share best practices and lessons learned with one another to promote effectiveness of interventions and encourage AmeriCorps members’ sustained participation in the ongoing efforts to turn around the nation’s lowest-performing schools.

e. **Member Supervision (3 points)**
In addition to responding to the selection criteria in the *Notice*, School Turnaround AmeriCorps applicants should also respond to the criteria below:
- How will you coordinate the supervision of AmeriCorps members with school leadership and staff?

4. **Organizational Capability (25 percent)**
There are no differences between the *Notice* criteria and the special School Turnaround AmeriCorps criteria for the following: Compliance and Accountability.

   a. **Organizational Background and Staffing (10 points)**
Instead of responding to the selection criteria in the *Notice*, School Turnaround AmeriCorps applicants should respond to the criteria below:
- The organization has the staffing and management structure to plan and implement the proposed program.
- The organization has adequate experience administering AmeriCorps grants or other federal grants effectively.
- Describe the involvement of eligible school and LEA leadership in designing and implementing the program.

School Turnaround AmeriCorps applicants must submit a Letter or Letters of Commitment from all eligible partner schools and their corresponding LEAs, including evidence of the applicants’ consultation with school and LEA leadership. See section D.2 of this Appendix for information about what the letters of commitment should include.

5. **Continuous Improvement (0 points)**
• Describe the plans for soliciting timely and regular feedback from stakeholders, including school and LEA staff, students, and families, to inform continuous improvement efforts.
• Describe the plans for using data on student academic performance, academic engagement, and/or behavioral outcomes to inform continuous improvement.

6. Cost Effectiveness and Budget Adequacy (25 percent)
In addition to responding to the selection criteria in the Notice, School Turnaround AmeriCorps applicants must also respond to the criteria below:

   a. Use of Funds (0 points)
   • Provide a description of how the resources requested will supplement, and not supplant, SIG funding or other existing school funding streams.

D. Additional Documents
In addition to submitting the additional documents outlined in the Notice, such as the logic model, applicants must submit a list of partner schools and letter(s) of commitment. Please email the letter(s) to Additionaldocuments@cns.gov. Include your application ID in the subject field.

1. List of Partner Schools - Applicants must provide a list including the name and National Center for Education Statistics (NCES) identification number of each eligible partner school with which the applicant will be working. Please specify whether the school is an elementary, middle, or high school. Also indicate if the school meets the rural school definition (see Glossary).

<table>
<thead>
<tr>
<th>School Name</th>
<th>NCES ID</th>
<th>School Type</th>
<th>Indicate if the school is SIG Tier I or Tier II, or for a State with ESEA flexibility, Priority or Focus school</th>
<th>Indicate Yes if a recipient of SIG funds</th>
<th>Indicate if Rural School</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC School</td>
<td>XXXXXXXXXXXXX</td>
<td>Elementary</td>
<td>Priority</td>
<td>Yes</td>
<td>Rural</td>
</tr>
<tr>
<td>123 School</td>
<td>XXXXXXXXXXXXX</td>
<td>Middle</td>
<td>Tier II</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

2. Letter or Letters of Commitment - Applicants must submit a Letter or Letters of Commitment from each eligible partner schools and their corresponding LEAs, including evidence of the applicants’ consultation with school and LEA leadership. School leadership must include the school leader (e.g., principal) responsible for leading the turnaround effort. LEA leadership may include either the superintendent or an official at the LEA responsible for SIG or priority school implementation. Letters must be signed by school and LEA leadership. The letter of commitment
must also include the name and NCES identification number of each eligible partner school with which the applicant will be working.

Each letter of commitment must affirm the following:
1. The applicant’s program design plan is submitted in consultation with the LEA and each eligible partner school(s).
2. The applicant’s program design aligns with each eligible partner school(s)’ and LEA’s turnaround plan.
3. Commitment to develop after the grant selection announcement a written partnership agreement between the applicant and the school(s) and LEA that addresses the alignment between the applicant’s program design and each school(s)’ and LEA’s turnaround plan, as well as the parties’ plan for ongoing collaboration throughout the grant period, as detailed in section E, below. An applicant working with multiple schools in one LEA may develop a single partnership agreement for that LEA that contains all of the elements set forth in section E, below for each school partner within that LEA. The partnership agreement does not need to be completed at the time of the application submission but it must be submitted to CNCS by the start of the 2016-2017 school year. The partnership agreement should be updated throughout the three-year project period as necessary to reflect changes.
4. The letters should include a commitment from partner schools and the LEA, in compliance with applicable state and federal laws, to share outcome data with the applicant as needed. If applicable, the letter should explain why data sharing with the legal applicant is not possible at this time and what steps will be taken to overcome the barriers within the project period.
5. The letter should affirm that school leaders and LEAs understand that members may not be engaged in activities that duplicate or displace school staff. Roles including substitute teaching, exam proctoring, excessive data entry, etc. are unallowable for AmeriCorps members when they duplicate or displace school staff duties.
6. The letters should include what the partners see as the benefits provided by the applicant’s AmeriCorps members and what activities would not happen without the AmeriCorps members.

E. Written Partnership Agreements

School Turnaround AmeriCorps awardees are required to develop and update at least annually written partnership agreements among an eligible school or schools, LEA, and community-based partners working together to implement the program. These agreements will articulate the alignment between the School Turnaround AmeriCorps program design and school and LEA turnaround plans, as well as the parties’ plan for ongoing collaboration throughout the grant period. These agreements must be submitted to CNCS before the beginning of the 2016-2017 school year and before AmeriCorps members start service.

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

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

• **Sharing data and evaluation.** Sharing information, data (in compliance with applicable state and federal laws), performance measures, and evaluation strategies that guide project management, resource allocation, and service delivery while maintaining data privacy requirements.

• **Sharing resources.** Jointly using resources such as staff, funding, administrative systems, school facilities, curricula, and instructional materials.

• **Clarifying and communicating roles and responsibilities.** Clearly articulating roles and responsibilities for each partner organization to help optimize program services and limited resources.

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

• **Aligning in-school and out-of-school.** Coordinating to ensure that out-of-school academic and enrichment efforts complement in-school instruction and programming.

• **Coordinating on safety, health, and student supports.** Coordinating to promote school and community safety, reinforce health and wellness programming, and provide necessary student supports.

• **Cooperating on family engagement.** Coordinating interactions with families to strengthen positive family engagement that reinforces learning in multiple settings.

• **Coordinating among CBOs.** Coordinating and establishing agreements between multiple community-based organizations (CBOs) when working with the same schools and students.
CNCS Performance Measures Instructions

AmeriCorps State and National

2016
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Appendix A: MSY and Member Allocations

Appendix B: Performance Measure Checklist
AmeriCorps State and National Performance Measures Requirements

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary service activity. CNCS values the quality of performance measures over the quantity of performance measures. All information requested in the National Performance Measure Instructions must be included in the text of the performance measures in the performance measures module, and it must be evident in this text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met. Should an applicant choose to provide duplicate information about performance measures in the narrative, this information will also need to be in the performance measures module.
AmeriCorps State and National Performance Measures Selection Rules

These selection rules specify required output/outcome pairings for priority and complementary performance measures. All applicants must follow these selection rules. Please see the NOFO for additional information about application requirements.

Disaster Services

<table>
<thead>
<tr>
<th>Type of Measure</th>
<th>Selection Rule</th>
<th>Strategic Plan Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
<td>D1</td>
<td>Applicant Determined Outcome Assistance Provided</td>
</tr>
<tr>
<td>Priority</td>
<td>D2</td>
<td>Applicant Determined Outcome Assistance Provided</td>
</tr>
<tr>
<td>Priority</td>
<td>D3</td>
<td>Applicant Determined Outcome Assistance Provided</td>
</tr>
<tr>
<td>Priority</td>
<td>D4</td>
<td>Applicant Determined Outcome Assistance Provided</td>
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Economic Opportunity

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<th>Type of Measure</th>
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<th>Strategic Plan Objective</th>
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<tr>
<td>Priority</td>
<td>O5</td>
<td>O11 Housing</td>
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<tr>
<td>Complementary</td>
<td>O1</td>
<td>O9 Financial Literacy</td>
</tr>
<tr>
<td>Complementary</td>
<td>O4</td>
<td>Applicant Determined Outcome Housing</td>
</tr>
<tr>
<td>Complementary</td>
<td>O2</td>
<td>Applicant Determined Outcome Employment</td>
</tr>
<tr>
<td>Complementary</td>
<td>O3</td>
<td>O10 Employment</td>
</tr>
<tr>
<td>Complementary*</td>
<td>O12</td>
<td>O15 Find Opportunity</td>
</tr>
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<td>Complementary*</td>
<td>O13</td>
<td>O16 Find Opportunity</td>
</tr>
<tr>
<td>Complementary*</td>
<td>O14</td>
<td>O17 Find Opportunity</td>
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*Applicants using these measures must also select a priority or complementary measure to reflect the community impact of the program.
### Education

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<th>Type of Measure</th>
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<tr>
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<tr>
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<td>Priority</td>
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<td>ED3A and ED4A</td>
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<td>ED11</td>
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<td>ED12 and ED13</td>
<td>ED14 and ED17 (ED18 and ED19 are optional)</td>
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*Teacher Corps programs must also select a priority or complementary measure to reflect the community impact of the program.

### Environmental Stewardship

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<tr>
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## Healthy Futures

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<tr>
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<td>H9</td>
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<tr>
<td>Priority</td>
<td>H10 and/or H11</td>
<td>H12</td>
</tr>
<tr>
<td>Complementary</td>
<td>H1</td>
<td>Applicant-Determined Outcome</td>
</tr>
<tr>
<td>Complementary</td>
<td>H2</td>
<td>Applicant-Determined Outcome</td>
</tr>
<tr>
<td>Complementary</td>
<td>H3</td>
<td>Applicant-Determined Outcome</td>
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<td>H4</td>
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<td>Complementary</td>
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<td><strong>Type of Measure</strong></td>
<td><strong>Selection Rule</strong></td>
<td><strong>Strategic Plan Objective</strong></td>
</tr>
<tr>
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</tr>
<tr>
<td>Priority</td>
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<tr>
<td>Priority</td>
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<td>Priority</td>
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<td>Priority</td>
<td>V9</td>
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<tr>
<td>Priority</td>
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<tr>
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<tr>
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<td>Applicant-Determined Outcome</td>
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<thead>
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<tr>
<td><strong>Type of Measure</strong></td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Priority</td>
</tr>
<tr>
<td>Complementary</td>
</tr>
</tbody>
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**DISASTER SERVICES**

<table>
<thead>
<tr>
<th>Measure/D1</th>
<th>Number of individuals that received CNCS-supported services in disaster preparedness.</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | **CNCS-supported services**: Could be a variety of different kinds of supports to help the individuals have a higher quality of life, but cannot only be referrals to federal services without supplementary assistance. The assistance may be delivered by phone, e-mail, or in person. It may be delivered individually or as a group.  
**Preparedness**: Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident. |
| **How to Calculate/Measure/Collect Data** | Unduplicated count of individuals that received CNCS-supported services in disaster preparedness.  
The data should be collected using a tracking mechanism appropriate for the type of service, such as: CNCS-supported agency’s call center records, referral logs, sign-in sheet, client tracking database, or other information management system. |
<table>
<thead>
<tr>
<th>Measure D2</th>
<th>Number of individuals that received CNCS-supported services in disaster response.</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | **CNCS-supported services**: Could be a variety of different kinds of supports to help the individuals have a higher quality of life, but cannot only be referrals to federal services without supplementary assistance. The assistance may be delivered by phone, e-mail, or in person. It may be delivered individually or as a group.  
**Response**: Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery. |
| **How to Calculate/Measure/Collect Data** | Unduplicated count of individuals that received CNCS-supported services in disaster response.  
The data should be collected using a tracking mechanism appropriate for the type of service, such as: CNCS-supported agency’s call center records, referral logs, sign-in sheet, client tracking database, or other information management system. |
<table>
<thead>
<tr>
<th>Measure D3</th>
<th>Number of individuals that received CNCS-supported services in disaster recovery.</th>
</tr>
</thead>
</table>
| Definition of Key Terms | **CNCS-supported services**: Could be a variety of different kinds of supports to help the individuals have a higher quality of life, but cannot only be referrals to federal services without supplementary assistance. The assistance may be delivered by phone, e-mail, or in person. It may be delivered individually or as a group.  
**Recovery**: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents. |
| How to Calculate/Measure/Collect Data | Unduplicated count of individuals that received CNCS-supported services in disaster recovery.  
The data should be collected using a tracking mechanism appropriate for the type of service, such as: CNCS-supported agency’s call center records, referral logs, sign-in sheet, client tracking database, or other information management system. |
<table>
<thead>
<tr>
<th>Measure D4</th>
<th>Number of individuals that received CNCS-supported services in disaster mitigation.</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | **CNCS-supported services:** Could be a variety of different kinds of supports to help the individuals have a higher quality of life, but cannot only be referrals to federal services without supplementary assistance. The assistance may be delivered by phone, e-mail, or in person. It may be delivered individually or as a group.  
**Mitigation:** Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect. |
| **How to Calculate/Measure/Collect Data** | Unduplicated count of individuals that received CNCS-supported services in disaster mitigation  
The data should be collected using a tracking mechanism appropriate for the type of service, such as: CNCS-supported agency’s call center records, referral logs, sign-in sheet, client tracking database, or other information management system. |
## ECONOMIC OPPORTUNITY

<table>
<thead>
<tr>
<th>Measure O1</th>
<th>Number of economically disadvantaged individuals receiving financial literacy services.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>Economically disadvantaged:</strong> Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</td>
</tr>
<tr>
<td></td>
<td><strong>Individuals:</strong> May be a single individual or may represent a family; may be of any age considered an “adult” in the state where services are provided</td>
</tr>
<tr>
<td></td>
<td><strong>Financial literacy services:</strong> Includes “financial literacy education with regard to credit management, financial institutions including banks and credit unions, and utilization of savings plans” (2009 Serve America Act).</td>
</tr>
<tr>
<td><strong>How to Calculate Measure/Collect Data</strong></td>
<td>Unduplicated count of individuals to whom the “financial literacy services” are provided. Note that this is not simply a referral service. Individuals may contact the organization more than once during the year to get help but each individual should be reported here only once. Services may be provided in-person, on the phone, or by email.</td>
</tr>
<tr>
<td></td>
<td>Tracking mechanism appropriate for type of service. May be a sign-in sheet or a tracking database.</td>
</tr>
<tr>
<td>Measure O2</td>
<td>Number of economically disadvantaged individuals receiving job training and other skill development services.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| Definition of Key Terms | **Economically disadvantaged individuals:** Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.  

**Job training:** occupational skill training delivered in an institutional or classroom setting or skill training provided in an experiential workplace setting (may be called on-the-job training or work experience). P. 3, *Job Training Policy in the United States*, The Upjohn Institute, 2004. Includes job training that results in obtaining a state or union certification in a skilled trade.  

**Other skill development services:** these include:  

- Remedial Education such as Adult Basic Education, GED Education, Adult ESL Education.  
- Classroom soft skills training that provides information about appropriate workplace behavior or job search skills.  

(Job Training Policy in the United States, The Upjohn Institute, 2004.) |
| How to Calculate Measure/Collect Data | Unduplicated count of individuals completing the job training or skill development service for which they enrolled.  

Course attendance records. |
<table>
<thead>
<tr>
<th>Measure O3</th>
<th>Number of economically disadvantaged individuals receiving job placement services.</th>
</tr>
</thead>
</table>
| Definition of Key Terms | **Economically disadvantaged individuals:** Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.  

**Job placement services:** These services include job search and placement assistance (including career counseling); labor market information (which identifies job vacancies; skills needed for in-demand jobs; and local, regional and national employment trends); initial assessment of skills and needs; information about available services. |
| How to Calculate Measure/ Collect Data: | Unduplicated count of individuals completing the job placement services for which they enrolled.  
Course attendance records. |
<table>
<thead>
<tr>
<th>Measure O4</th>
<th>Number of housing units developed, repaired, or otherwise made available for low-income individuals, families or people with disabilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td>Housing unit: A single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities.</td>
</tr>
<tr>
<td></td>
<td>Develop: Build new or substantially rehabilitate housing units that were uninhabitable or soon would have become so. Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard.</td>
</tr>
<tr>
<td></td>
<td>Repair: A more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances and removing safety hazards.</td>
</tr>
<tr>
<td></td>
<td>Otherwise made available: Activities that make available through improved access a housing unit that is in the housing stock and likely to remain habitable. For example, assistance in searching for the unit, a rent subsidy that makes the unit affordable to the individual or family.</td>
</tr>
<tr>
<td></td>
<td>Low-income: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</td>
</tr>
<tr>
<td></td>
<td>Individuals and families: The U.S. Census definition of “household,” which includes all the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.</td>
</tr>
<tr>
<td></td>
<td>People with disabilities: Subset of individuals and families that meets a definition related to inability to live independently without support (could use HUD definition). Separate mention in this measure may not be needed, but could leave it in and count units for people with disabilities separately to acknowledge emphasis on this population.</td>
</tr>
<tr>
<td><strong>How to Calculate Measure/Collect Data</strong></td>
<td>Unduplicated count of Housing Units developed, repaired, or otherwise made available as defined here for low income individuals, families or persons with disabilities. This count indicates that the work has been completed to make the units available but they may or may not have been occupied.</td>
</tr>
<tr>
<td></td>
<td>Programs can use a dollar cut-off to distinguish “developed” from “repaired” (e.g., 30K/unit) or can distinguish by whether major systems are replaced. Dollar cut-off would require valuing volunteer labor, distinguishing between skilled trades and other workers.</td>
</tr>
<tr>
<td></td>
<td>Programs that are able to count Individuals placed in the housing units they develop, repair or make available should report on Measure O5.</td>
</tr>
<tr>
<td></td>
<td>Inspection report, certificate of occupancy, or other verification from an external agency that the work was completed.</td>
</tr>
<tr>
<td>Measure O5</td>
<td>Number of economically disadvantaged individuals, including homeless individuals, receiving housing services.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| Definition of Key Terms | **Economically disadvantaged:** Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.  
**Homeless:** Individuals who spend the night in a place not intended for human habitation, in an emergency shelter, or in a transitional housing facility. See the Dept. of Housing and Urban Development definition at [http://www.hud.gov/homeless/definition.cfm](http://www.hud.gov/homeless/definition.cfm)  
**Individuals:** Each unique person who will be occupying the unit legally including adults and children but not unborn children.  
**Housing services:** Helps qualifying individuals find appropriate housing, find the resources to support use of appropriate housing, and assists individuals in accessing the appropriate housing. May or may not result in an actual placement. May also include hands-on housing development and repair activities. **Housing development** adds to the housing stock by building a new unit or substantially rehabilitating a unit that was either uninhabitable or soon would have become so. Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard. **Housing repair** is a more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances and removing safety hazards. Service requires an engagement with the individual in person, by phone, or through a web-interface. Pamphlets, brochures, or web-based information that does not involve a human interaction is not sufficient. |
| How to Calculate Measure/Collect Data | Count of Individuals as defined above benefitting from the housing service. Can only count each individual once during the program year even though it may be necessary to provide services to the individual more than once.  
Programs that are only able to count Housing Units should report on Measure O4.  
The data should be collected using a tracking mechanism appropriate for the type of service, which may include: CNCS-supported agency’s administrative or call center records, referral logs, attendance logs or sign-in sheet, client tracking database, or other information management system.  
The client tracking database should have unique IDs (e.g. Homeless Management Information System (HMIS)). |
<table>
<thead>
<tr>
<th>Measure O9</th>
<th>Number of economically disadvantaged individuals with improved financial knowledge.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Disadvantaged individuals:</strong></td>
<td>those counted as participating in O1.</td>
</tr>
<tr>
<td><strong>Key Terms</strong></td>
<td><strong>Improved Financial Knowledge:</strong> the financial literacy program should have learning objectives. The improved financial knowledge should be based on those pre-defined learning objectives. Individuals participating in the financial literacy services should know more after they participate than before.</td>
</tr>
<tr>
<td><strong>How to Calculate Measure/Collect Data</strong></td>
<td>Count of individuals provided services in O1 whose pre-test and post-test scores indicate that they know more about at least one of the financial literacy topics presented.</td>
</tr>
<tr>
<td><strong>Collect Data</strong></td>
<td>Must conduct a pre-test/post-test to determine amount of knowledge gained.</td>
</tr>
<tr>
<td>Measure O10</td>
<td>Number of economically disadvantaged individuals placed in jobs.</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>Definition of Key Terms</td>
<td><strong>Economically disadvantaged individuals</strong>: Individuals counted for O3</td>
</tr>
<tr>
<td></td>
<td><strong>Placed in jobs</strong>: individual is hired in a new job as a result of job placement services provided; individual may have been previously working in a different job or previously unemployed.</td>
</tr>
<tr>
<td>How to Calculate Measure/ Collect Data</td>
<td>Count of individuals receiving services in O3 who are hired into a new job. Count each individual only once even if the individual receives placement in more than one job.</td>
</tr>
<tr>
<td></td>
<td>Suggested method is a copy of acceptance letter from employer or copy of first pay stub.</td>
</tr>
<tr>
<td>Measure O11</td>
<td>Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| Definition of Key Terms | **Economically disadvantaged:** Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.  

**Homeless:** Individuals who spend the night in a place not intended for human habitation, in an emergency shelter, or in a transitional housing facility. See the Dept. of Housing and Urban Development’s definition at http://www.hud.gov/homeless/definition.cfm  

**Individuals:** Each unique person who will be occupying the unit legally including adults and children but not unborn children.  

**Safe, healthy, affordable housing:** Family or individual moves into a housing unit with secure tenure (lease or ownership document). Grantee certifies that the housing is safe and healthy, based on an inspection or other documentation. Grantee defines affordability and certifies that the housing unit is affordable to the household. See the Dept. of Housing and Urban Development’s Affordable Housing page at http://www.hud.gov/offices/cpd/affordablehousing/ |
| How to Calculate Measure/ Collect Data | Count of individuals. Can only count each person once during the program year even though it may be necessary to provide services more than once.  

An inspection report and certificate of occupancy, proof of residence such as lease or mortgage, or other verification from an external agency that the work was completed and is being occupied might be used. |
<table>
<thead>
<tr>
<th>Measure O12</th>
<th>Number of economically disadvantaged National Service Participants who are unemployed prior to their term of service.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td>This measure is a <strong>count of individuals</strong> who are entered into CNCS’ National Service Trust database, who complete their term of service, earn an education award, or leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the National Service Trust, or who are dismissed, will not be counted.</td>
</tr>
<tr>
<td><strong>Economically disadvantaged National Service Participants</strong>: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</td>
<td></td>
</tr>
<tr>
<td><strong>Unemployed</strong>: do not have paid, regular employment or were not serving in the military/national guard within the month prior to beginning their term of service.</td>
<td></td>
</tr>
<tr>
<td><strong>How to Calculate Measure/Collect Data</strong></td>
<td>Count of economically disadvantaged National Service Participants who are unemployed prior to their term of service according to above definition.</td>
</tr>
<tr>
<td>Suggested: Self-report of National Service Participant at beginning of term of service. Program will have to wait until end of term of service to determine if the member should be counted here. Would only be counted if: (1) meet the count of individuals as define above and (2) have not been admitted for another term of service.</td>
<td></td>
</tr>
<tr>
<td><strong>Additional Notes</strong></td>
<td>If the applicant’s or grantee’s goal is to help the National Service Participants obtain employment during their term of service that may result in the National Service Participants leaving service early, they should ensure that the program has approved design that includes exit for “compelling personal circumstances” as specified in 45 CFR §2522.230.</td>
</tr>
<tr>
<td>The program should collect the data at the time the National Service Participant begins service.</td>
<td></td>
</tr>
<tr>
<td>What were you doing most of last month?</td>
<td>☐ Working at a regular job ☐ Serving in the military / reserves ☐ Working sporadically ☐ Looking for work ☐ Other _____________________</td>
</tr>
<tr>
<td>Measure O13</td>
<td>Number of economically disadvantaged National Service Participants who have not obtained their high school diploma or equivalent prior to the start of their term of service.</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Definition of Key Terms</td>
<td>This measure is a <strong>count of individuals</strong> who are entered into CNCS’ National Service Trust database, who complete their term of service, earn an education award, or leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the National Service Trust, or who are dismissed, will not be counted. <strong>Economically disadvantaged National Service Participants</strong>: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</td>
</tr>
</tbody>
</table>
| How to Calculate Measure/ Collect Data | Program will have to wait until end of term of service to determine if the member should be counted here. Would only be counted if member meets the count of individuals as defined above. The program should collect the data at the time the National Service Participant begins service. Have you obtained your GED/diploma?  
- Yes  
- No  
- Not sure. Explain. __________________________________________  |
<table>
<thead>
<tr>
<th>Measure O14</th>
<th>Number of economically disadvantaged National Service Participants who have their high school diploma or equivalent but have not completed a college degree prior to their term of service.</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | This measure is a **count of individuals** who are entered into CNCS’ National Service Trust database, who complete their term of service, earn an education award, or leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the National Service Trust, or who are dismissed, will not be counted.  

**College**, as defined for this performance measure, refers to any postsecondary higher education institution. Therefore, it includes colleges, universities, and technical and vocational schools (definition of college per US Census).  

**Economically disadvantaged National Service Participants**: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance |
| **How to Calculate Measure/Collect Data** | Program will have to wait until end of term of service to determine if the member should be counted here. Would only be counted if member meets the count of individuals as defined above.  

The program should collect the data at the time the National Service Participant begins service.  

Have you obtained your GED/diploma?  

- Yes  
- No  
- Not sure. Explain. ________________________________ |

Have you completed a college degree?  

- Yes  
- No  
- Not sure. Explain. ________________________________ |
<table>
<thead>
<tr>
<th>Measure O15</th>
<th>Number of economically disadvantaged National Service Participants that secure employment during their term of service or within thirty days after finishing the program</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | This measure is a **count of individuals** who are entered into CNCS’ National Service Trust database, who complete their term of service, earn an education award, or leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the Education Trust, or who are dismissed, will not be counted.  

**Economically disadvantaged National Service Participants**: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance

**Securing employment** refers to paid, regular employment or serving in the military/national guard within the past week.

The span of time for which a member will be counted under this measure includes enrollment to 30 days after a member leaves service. |
| **How to Calculate Measure/Collect Data** | If the applicant’s or grantee’s goal is to help the National Service Participants obtain employment during their term of service that may result in the National Service Participants leaving service early, they should ensure that the program has approved design that includes exit for “compelling personal circumstances” as specified in 45 CFR §2522.230.

Count of individuals in O12 who are hired into a job during the term of service or within 30 days after finishing the program. Count each individual only once even if the individual receives placement in more than one job.

☐

Suggested: Copy of acceptance letter from employer or copy of first pay stub. |
<table>
<thead>
<tr>
<th>Measure O16</th>
<th>Number of economically disadvantaged National Service Participants that obtain a GED/diploma while serving in a CNCS program or within 30 days after finishing the program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td>This measure is a count of individuals who are entered into CNCS’ National Service Trust database, who complete their term of service, earn an education award, or leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the Education Trust, or who are dismissed, will not be counted.</td>
</tr>
<tr>
<td></td>
<td>The span of time for which a member will be counted under <strong>Economically disadvantaged National Service Participants</strong>: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance. This measure includes enrollment to 30 days after a member leaves service.</td>
</tr>
<tr>
<td>How to Calculate Measure/ Collect Data</td>
<td>Of the members counted in O13, count of how many obtained a GED/diploma either during their term of service or within 30 days after the term of service ends.</td>
</tr>
</tbody>
</table>
| | Have you obtained your GED/diploma since [enter date of enrollment]?
| | ☐ Yes
| | ☐ No
| | Have you obtained your GED/diploma since leaving the program?
| | ☐ Yes
<p>| | ☐ No |</p>
<table>
<thead>
<tr>
<th>Measure O17</th>
<th>Number of economically disadvantaged members that register for a college course during the term of service or within 30 days after finishing a CNCS-supported program</th>
</tr>
</thead>
</table>
| Definition of Key Terms | This measure is a **count of individuals** who are entered into CNCS’ National Service Trust database, who complete their term of service, earn an education award, or leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the National Service Trust, or who are dismissed, will not be counted.  

**College**, as defined for this performance measure, refers to any postsecondary higher education institution. Therefore, it includes colleges, universities, and technical and vocational schools (definition of college per US Census).  

**Register for a college course**: may have registered or enrolled in course during term of service or within 30 days after term of service ends. If student registered during the term of service, the student did not drop out and did not take an “incomplete.”  

**Economically disadvantaged National Service Participants**: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance |
| How to Calculate Measure/Collect Data | Of the members counted in O14, count of how many registered for a college course as defined above during the term of service or within 30 days after a member leaves service.  

Have you registered for a college course while in the program or since leaving the program?  

- Yes  
- No  

If yes, does this course contribute toward a recognized college degree or educational credential?  

- Yes  
- No |
### Measure ED1

Number of economically disadvantaged students or students with special/exceptional needs who start in a CNCS-supported education program.

| Definition of Key Terms | Students: Individuals younger than 21 years of age who are enrolled or eligible for enrollment in grades K-12  
**Economically disadvantaged:** Eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch or enrolled in a school where the majority of students are eligible for free or reduced lunch; may or may not actually be accessing free/reduced lunch. See: [http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm](http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm) If data about free/reduced lunch eligibility is not available, economically disadvantaged may alternatively be defined as receiving or meet the income eligibility requirements to receive (either individually or at a family level): TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.  
**Students with special or exceptional needs:** Students who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Students who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and children in need of protective intervention in their homes.  
**Education program:** A program in which CNCS-supported activities help students maintain enrollment in and succeed in school (except mentoring programs). The help that grantees provide does not need to be in direct service to the students. However, the CNCS-supported activities must provide direct support that makes the program possible.  
**Enrolled in a school where the majority of students are eligible for free or reduced lunch:** Grantees using this option to document economic disadvantage must demonstrate that the sites/schools they will engage already have a student population in which the largest percentage of students in the school come from economically disadvantaged backgrounds, or explain an outreach strategy to increase the proportions of economically disadvantaged students in the program.  
**Start in:** students enrolled in the education program at the beginning of the program. Counts may be updated if the number of participants increases. |

<p>| How to Calculate Measure/Collect Data | Unduplicated count of students who enroll in the program. Students may or may not complete the program. |</p>
<table>
<thead>
<tr>
<th>Measure ED2</th>
<th>Number of economically disadvantaged students or students with special/exceptional needs that completed participation in CNCS-supported K-12 education programs.</th>
</tr>
</thead>
</table>
| Definition of Key Terms | **Students**: Individuals younger than 21 years of age who are enrolled or eligible for enrollment in grades K-12  
**Economically disadvantaged**: Eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch or enrolled in a school where the majority of students are eligible for free or reduced lunch; may or may not actually be accessing free/reduced lunch. See: [http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm](http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm). If data about free/reduced lunch eligibility is not available, economically disadvantaged may alternatively be defined as receiving or meet the income eligibility requirements to receive (either individually or at a family level): TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.  
**Students with special or exceptional needs**: Students who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Students who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and children in need of protective intervention in their homes.  
**Completed participation**: In the approved grant application, the program should indicate how much time (i.e. how many days or hours) is required in order to complete the activity. Then they will only count the number of students who meet that threshold by the end of the program or activity. This number will be used as the denominator for selected measures and therefore the amount of participation should be enough to influence the results.  
**Education program**: A program in which CNCS-supported activities help students maintain enrollment in and succeed in school (except mentoring programs). The help that grantees provide does not need to be in direct service to the students. However, the CNCS-supported activities must provide direct support that makes the program possible.  
**Enrolled in a school where the majority of students are eligible for free or reduced lunch**: Grantees using this option to document economic disadvantage must demonstrate that the sites/schools they will engage already have a student population in which the largest percentage of students in the school come from economically disadvantaged backgrounds, or explain an outreach strategy to increase the proportions of economically disadvantaged students in the program. |
<p>| How to Calculate Measure/Collect Data | Unduplicated count of students who complete participation in the activity as indicated by above definition. |
| Notes |  |</p>
<table>
<thead>
<tr>
<th>Measure ED3A</th>
<th>Number of disadvantaged youth/mentor matches or youth with special or exceptional needs/mentor matches that are commenced by the CNCS-supported education program.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>Mentors</strong> are adults who provide CNCS-sustained support to children or youth through either community based programs or school based programs. Programs that involve peer to peer support should not be included in this measure- for those programs use Tutoring measures. For <strong>school-based mentorships</strong>, count mentees in those matches that are intended to be continuous, with the same mentor for one hour per week (or as age-appropriate for older mentees), for at least 6 months of one school year. For <strong>community-based mentorships</strong>, count mentees in those matches that are intended to be continuous, with the same mentor for two to three hours per week, for at least 11 months. <strong>Mentoring relationships</strong> are ideally one mentor per child, but could be small group with a ratio of no more than 1:3. <strong>Disadvantaged youth</strong>: “includes those youth who are economically disadvantaged and 1 or more of the following: (A) Who are out-of-school youth, including out-of-school youth who are unemployed. (B) Who are in or aging out of foster care. (C) Who have limited English proficiency. (D) Who are homeless or who have run away from home. (E) Who are at-risk to leave secondary school without a diploma. (F) Who are former juvenile offenders or at risk of delinquency. (G) Who are individuals with disabilities.” (From SAA). It is the grantee’s responsibility to ensure the beneficiaries of service meet the eligibility requirements provided in the definition. <strong>Economically disadvantaged</strong>: Eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch or enrolled in a school where the majority of students are eligible for free or reduced lunch; may or may not actually be accessing free/reduced lunch. See: <a href="http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm">http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm</a>. If data about free/reduced lunch eligibility is not available, economically disadvantaged may be defined as receiving or meet the income eligibility requirements to receive (either individually or at a family level): TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance. <strong>Enrolled in a school where the majority of students are eligible for free or reduced lunch</strong>: Grantees using this option to document economic disadvantage must demonstrate that the sites/schools they will engage already have a student population in which the largest percentage of students in the school come from economically disadvantaged backgrounds, or explain an outreach strategy to increase the proportions of economically disadvantaged students in the program. <strong>School-Based Mentoring</strong>: Mentoring that occurs on a school campus, either during the school day or before/after the traditional school day. Students are usually referred to school-based mentoring programs by teachers, counselors or other school staff. <strong>Community-based mentoring</strong>: Mentoring that occurs at a site other than a school campus, at a time other than during the traditional school day. <strong>Youth</strong>: Individuals younger than 21 years of age.</td>
</tr>
<tr>
<td><strong>Youth with special or exceptional needs:</strong></td>
<td>Youth who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Youth who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and youth in need of protective intervention in their homes.</td>
</tr>
<tr>
<td><strong>How to Calculate Measure/Collect Data:</strong></td>
<td>Programs will count the number of qualifying mentor-mentee matches that are initiated over the course of the program year. If the program model allows for “small group” mentoring instead of one-on-one matches, all participating mentees in the group should be counted.</td>
</tr>
<tr>
<td>Measure ED4A</td>
<td>Number of disadvantaged youth/mentor matches or youth with special or exceptional needs/mentor matches that were sustained by the CNCS-supported program for at least the required time period.</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Definition of Key Terms</td>
<td><strong>Mentors</strong> are adults who provide CNCS-sustained support to children or youth through either community-based programs or school-based programs. Programs that involve peer-to-peer support should not be included in this measure—those programs use Tutoring measures. For <strong>school-based mentorships</strong>, count mentees in those matches that are intended to be continuous, with the same mentor for one hour per week (or as age-appropriate for older mentees), for at least 6 months of one school year. For <strong>community-based mentorships</strong>, count mentees in those matches that are intended to be continuous, with the same mentor for two to three hours per week, for at least 11 months. <strong>Mentoring relationships</strong> are ideally one mentor per child, but could be small group with a ratio of no more than 1:3.</td>
</tr>
<tr>
<td><strong>Disadvantaged youth</strong>: “includes those youth who are economically disadvantaged and 1 or more of the following: (A) Who are out-of-school youth, including out-of-school youth who are unemployed. (B) Who are in or aging out of foster care. (C) Who have limited English proficiency. (D) Who are homeless or who have run away from home. (E) Who are at-risk to leave secondary school without a diploma. (F) Who are former juvenile offenders or at risk of delinquency. (G) Who are individuals with disabilities.” (from SAA) It is the grantee’s responsibility to ensure the beneficiaries of service meet the eligibility requirements provided in the definition.</td>
<td></td>
</tr>
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<td><strong>Economically disadvantaged</strong>: Eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch or enrolled in a school where the majority of students are eligible for free or reduced lunch; may or may not actually be accessing free/reduced lunch. See: <a href="http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm">http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm</a>. If data about free/reduced lunch eligibility is not available, economically disadvantaged may alternatively be defined as receiving or meet the income eligibility requirements to receive (either individually or at a family level): TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</td>
<td></td>
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<td><strong>Enrolled in a school where the majority of students are eligible for free or reduced lunch</strong>: Grantees using this option to document economic disadvantage must demonstrate that the sites/schools they will engage already have a student population in which the largest percentage of students in the school come from economically disadvantaged backgrounds, or explain an outreach strategy to increase the proportions of economically disadvantaged students in the program.</td>
<td></td>
</tr>
<tr>
<td><strong>School-Based Mentoring</strong>: Mentoring that occurs on a school campus, either during the school day or before/after the traditional school day. Students are usually referred to school-based mentoring programs by teachers, counselors or other school staff.</td>
<td></td>
</tr>
<tr>
<td><strong>Community-based mentoring</strong>: Mentoring that occurs at a site other than a school campus, at a time other than during the traditional school day.</td>
<td></td>
</tr>
</tbody>
</table>
**Youth**: Individuals younger than 21 years of age.

**Youth with special or exceptional needs**: Youth who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Youth who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and youth in need of protective intervention in their homes.

<p>| How to Calculate Measure/ Collect Data | Programs will count the number of qualifying mentor-mentee matches that were sustained over the course of the program. If the program model allows for “small group” mentoring instead of one-on-one matches, all participating mentees who remained in the group should be counted. |
| Notes |  |</p>
<table>
<thead>
<tr>
<th>Measure ED5</th>
<th>Number of students with improved academic performance in literacy and/or math.</th>
</tr>
</thead>
</table>

**Definition of Key Terms**

| Students: | Those reported in either ED2 or ED4A. |
| Improved academic performance in literacy and/or math: | as measured by an improved demonstration of skill/knowledge at post-test as compared to pre-test (gain score) using a standardized test/instrument. |
| Literacy: | includes English, language arts, and/or reading |
| Standardized test/instrument: | has been validated externally on a randomly-selected population of students. |

**How to Calculate Measure/Collect Data**

Programs will report the number of students from ED2 or ED4A who:

1. achieved the “gain” or amount of progress that was approved at grant award, and/or
2. performed on or above grade level if the post-test only method is being used.

Amount of progress required:
The amount of progress required to count as “improved academic performance” must be specified in the approved grant application. If the program is using different tests for different groups of children, then different amounts of progress may be specified by test. Grantees/applicants should clearly justify in the approved grant application why the specified amount of progress is significant.

Standardized tests:
It is expected that most programs will use a standardized pre- and post-test to demonstrate improved academic performance. Only programs that demonstrate they are serving exclusively below grade level students and that provide a compelling reason why it is not feasible for them to conduct a pre-test/post-test may select the "Standardized post-test only" option. In these specific cases, the post-test must show the number of previously below-grade-level students that are performing at or above grade level after the program.

Programs must select a standardized test that:
1. measures the types of student skills/knowledge the program is trying to improve through its efforts, (2) is appropriate for the grade level, (3) has demonstrated validity or reliability for the population they are serving, and (4) is compatible with, and acceptable to, the school where the program is providing services (different tests may be used at different schools).

Pre-tests should be administered to the students participating in the program before they begin participation and again near the end of the service delivery period. Some tests suggest measuring improvement at more points during the year. Programs should follow the instructions provided by the test they have selected.

State standardized tests should generally not be used by most programs as it is expected that they will not be sufficiently tailored to the material taught by national service participants, may involve long delays before the data become available, and the child’s classroom teacher would have the primary effect on these scores. However, programs may request to use the state standardized test but need to demonstrate that it is appropriate for their circumstances. For all programs that propose to use the state standardized test, including Teacher Corps programs, please provide a justification that
explains how the test is sufficiently tailored to the material taught, how the timeline for obtaining test data will meet national service reporting requirements, and why gains in the test are likely to be attributable, in part or in whole, to the efforts of national service participants.

Obtaining test scores from school systems:
For programs not themselves administering the test, the program will need to have some form of agreement, such as an MOU (memorandum of understanding) with the school or LEA (local education agency), to ensure that data for the needed children can be secured. Data are needed on the group of children you are serving, but not on individual children. Requesting data in this way is not likely to violate FERPA (the Family Educational Rights and Privacy Act).

The National Center on Response to Intervention website of the U.S. Department of Education provides some information about assessment tools (they call them progress monitoring tools) at the following site:
Note that these are not specifically recommended, nor are these the only instruments that programs could use but the site provides good information about how to consider which tool your program might choose.
<table>
<thead>
<tr>
<th><strong>Measure ED9</strong></th>
<th>Number of students graduating from high school on time with a diploma.</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | **Students**: Those reported in ED1, ED2, ED3A or ED4A.  
**On Time**: Within four years of starting 9th grade. |
| **How to Calculate Measure/Collect Data** | School/district graduation records of individual students who participated in CNCS-supported program. |
| **Notes** | This performance indicator is best suited for CNCS-supported programs that primarily serve 11th and 12th graders and whose objective is promoting high school graduation. Programs should consider the number of students served who would be eligible to graduate (i.e., the number of 12th grade students served) each year when setting performance measure targets.  
- Can you develop a reasonable baseline or “comparison” group consisting of the population you plan to serve? For example, what is the typical high school graduation rate of the population you intend to serve? This will become your comparison group or serve as your baseline. The youth served in your program should have a higher rate of high school graduation than this group.  
- Will you be able to set a “reach” target, the minimum anticipated percent of students participating in your education or mentoring program who you hope will graduate from high school; will the percentage you set challenge your program to reach that target? |
<table>
<thead>
<tr>
<th>Measure ED10</th>
<th>Number of students entering post-secondary institutions.</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | **Students**: those reported in ED1, ED2, ED3A or ED4A.  
**Post-secondary institutions** may include two-year and four-year colleges  
**Entering**: means matriculating as a full-time or part-time student. |
| **How to Calculate Measure/ Collect Data** | Registration records that confirm student enrollments or self-report on follow up surveys. |
| **Notes** | This performance indicator is best suited for CNCS-supported programs that focus on preparing high school students for college. Programs should consider the number of students served who would be eligible to apply to post-secondary institutions (e.g., the number of 12th grade students served) each year when setting performance measure targets.  
- Can you develop a reasonable baseline or “comparison” group consisting of the population you plan to serve who enter post-secondary institutions? Or, what is the typical post-secondary school enrollment rate of the population you intend to serve? This will become your comparison group or serve as your baseline. The youth served in your program should have a higher rate of post-secondary school enrollment than this group.  
- Will you be able to set a “reach” target, the minimum anticipated percent of students participating in your education or mentoring program who you hope will enter a post-secondary institution; will the percentage you set challenge your program to reach that target? |
<table>
<thead>
<tr>
<th>Measure ED11</th>
<th>Number of students earning a post-secondary degree.</th>
</tr>
</thead>
</table>
| Definition of Key Terms | **Students**: those reported in ED31 or ED32.  
**Degree**: may include an associate degree from an accredited academic program or an occupational or vocational program; a bachelor’s degree (ex., BA, AB, BS); a master’s degree (ex.: MA, MS, MEng, MEd, MSW); a professional school degree (ex.: MD, DDS, DVM); or a doctorate degree (ex.: PhD, EdD). |
| How to Calculate Measure/Collect Data | Registration records that confirm degree was earned or self report on follow up surveys. |
| Notes | This performance indicator is best suited for CNCS-supported programs that work with students in college to help them succeed. Programs may only select this measure if they are able to collect data during the one-year grant period. Programs should consider the number of students served who would be eligible to earn a post-secondary degree (i.e., the number of students served who are close to completing graduation requirements) each year when setting performance measure targets.  
- Can you develop a reasonable baseline or “comparison” group? For example, of the students you plan to serve, what proportion of those who enter a degree program typically complete a post-secondary degree? This would be your comparison group or the group who do not receive your service.  
- Will you be able to set a “reach” target, the minimum anticipated percent of students participating in your education or mentoring program who you hope will earn a post-secondary degree; will the percentage you set challenge your program to reach that target? Remember that the target you set would need to be higher than what occurs already in the comparison group so that you can show the difference that your program is making. |
<p>| Measure ED12 | Number of CNCS-supported National Service Participants who begin serving as teachers through a Teacher Corps program. |
| Definition of Key Terms | Teachers: individuals responsible for leading one or more classes of students in grades K-12. |
| How to Calculate Measure/Collect Data | Teacher Corps programs will identify the number of CNCS-supported National Service Participants who are serving as teachers. |</p>
<table>
<thead>
<tr>
<th>Measure ED13</th>
<th>Number of CNCS-supported National Service Participants who completed serving as teachers through a Teacher Corps program.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>Teachers</strong>: individuals responsible for leading one or more classes of students in grades K-12.</td>
</tr>
<tr>
<td><strong>How to Calculate Measure/Collect Data</strong></td>
<td>Report the number of CNCS-supported National Service Participants counted in ED12 who successfully complete their terms of service in the Teacher Corps program.</td>
</tr>
<tr>
<td>Measure ED14</td>
<td>Number of CNCS-supported National Service Participants teaching in high need schools during their term of service.</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Definition of Key Terms | **CNCS-supported National Service Participants:** those reported in ED13.  
**High need:** Any school that meets the definitions outlined in the Race to the Top Notice of Funding Opportunity (CFDA #:84.395A) for High Poverty School or Persistently Low Achieving School. [http://edocket.access.gpo.gov/2009/pdf/E9-27427.pdf](http://edocket.access.gpo.gov/2009/pdf/E9-27427.pdf) |
<p>| How to Calculate Measure/Collect Data | Report the number of CNCS-supported National Service Participants who teach in high need schools during their Teacher Corps service terms. |
| Measure ED17 | Number of CNCS-supported National Service Participants remaining in the education field after their term of service. |
| Definition of Key Terms | <strong>CNCS-supported National Service Participants</strong>: those reported in ED13. <strong>Remaining in the education field</strong>: classroom teachers, school support staff, school administration, district administration policy, education non-profits, state, local or federal government positions in the field of education or other positions whose primary objective is to facilitate learning among K-12 students. <strong>After Term of Service</strong>: refers to the school year after the term of service ends. |
| How to Calculate Measure/Collect Data | Follow-up survey of Teacher Corps members; program administrative records |</p>
<table>
<thead>
<tr>
<th>Measure ED18</th>
<th>Number of CNCS-supported National Service Participants who have had a positive impact on student learning as determined by observation-based assessments of teacher performance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td><strong>CNCS-supported National Service Participants</strong>: those reported in ED13.</td>
</tr>
<tr>
<td>How to Calculate Measure/Collect Data</td>
<td>Consistent with Race to the Top, this measure can be used as an optional supplement to academic achievement for assessing teacher effectiveness. Assessments should be completed by school principals, master teachers, or other education professionals.</td>
</tr>
<tr>
<td>Measure ED19</td>
<td>Number of CNCS-supported National Service Participants receiving certification to teach in schools after their term of service.</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Definition of Key Terms</td>
<td>CNCS-supported National Service Participants: those reported in ED13. Receiving certification: according to NCLB standard. After Term of Service: refers to the school year after the term of service ends.</td>
</tr>
<tr>
<td>How to Calculate Measure/Collect Data</td>
<td>Follow-up survey of members; program administrative records</td>
</tr>
<tr>
<td>Measure ED20:</td>
<td>Number of economically disadvantaged children or children with special or exceptional needs who start in a CNCS-supported early childhood education program.</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Definition of Key Terms** | **Children**: Children younger than the age of kindergarten enrollment.  
**Economically disadvantaged**: Eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch or enrolled in an early childhood education center where the majority of children are eligible for free or reduced lunch; may or may not actually be accessing free/reduced lunch. See: [http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm](http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm). If data about free/reduced lunch eligibility is not available, economically disadvantaged may alternatively be defined as receiving or meet the income eligibility requirements at the family level to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.  
**Children with special or exceptional needs**: Children who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Children who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and children in need of protective intervention in their homes.  
**Early childhood education program**: A program in which CNCS-supported activities help pre-K children maintain enrollment in and succeed in early childhood education. The 'help' that grantees provide does not need to be in direct service to the children. However, the CNCS-supported activities must provide direct support that makes the program possible.  
**Start in**: children enrolled in the early childhood education program at the beginning of the program. Counts may be updated if the number of participants increases.  
**Enrolled in an early childhood education center where the majority of children are eligible for free or reduced lunch**: Grantees using this option to document economic disadvantage must demonstrate that the sites/early childhood centers they will engage already have a population in which the largest percentage of children in the center come from economically disadvantaged backgrounds, or explain an outreach strategy to increase the proportions of economically disadvantaged children served by the CNCS-sponsored program. |
<p>| <strong>How to Calculate/Measure/Collect Data</strong>: | Count of children who enroll in the program. Children may or may not complete the program. Each child should be counted only once during the program. |</p>
<table>
<thead>
<tr>
<th>Measure ED21</th>
<th>Number of economically disadvantaged children or children with special or exceptional needs that completed participation in CNCS-supported early childhood education programs.</th>
</tr>
</thead>
</table>
| Definition of Key Terms | **Children:** Children younger than the age of kindergarten enrollment.  
**Economically disadvantaged:** Eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch or enrolled in an early childhood education center where the majority of children are eligible for free or reduced lunch; may or may not actually be accessing free/reduced lunch. See: [http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm](http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm) If data about free/reduced lunch eligibility is not available, economically disadvantaged may alternatively be defined as receiving or meet the income eligibility requirements at the family level to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.  
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**Completed participation:** In the approved grant application, the program should indicate how much time (i.e. how many days or hours) is required in order to complete the activity. Then they will only count the number of children who meet that threshold by the end of the program or activity. This number will be used as the denominator for selected measures and therefore the amount of participation should be enough to influence the results.  
**Early childhood education program:** A program in which CNCS-supported activities help pre-K children maintain enrollment in and succeed in early childhood education. The ‘help’ that grantees provide does not need to be in direct service to the children. However, the CNCS-supported activities must provide direct support that makes the program possible.  
**Enrolled in an early childhood education center where the majority of children are eligible for free or reduced lunch:** Grantees using this option to document economic disadvantage must demonstrate that the sites/early childhood centers they will engage already have a population in which the largest percentage of children in the center come from economically disadvantaged backgrounds, or explain an outreach strategy to increase the proportions of economically disadvantaged children served by the CNCS-sponsored program. |
| How to Calculate Measure/Collect Data | Count of children who complete participation in the activity as indicated by above definition. |
| Notes | |

44
<table>
<thead>
<tr>
<th>Measure ED23</th>
<th>Number of children demonstrating gains in school readiness in terms of social and/or emotional development.</th>
</tr>
</thead>
</table>

**Definition of Key Terms**

**Children**: Those counted under ED21.

**Social and emotional development**: An indicator and element of school readiness that measures a child’s development in one or more of the following domains: self-concept, self-control, cooperation, social relationships, and knowledge of families and communities. Each domain of social and emotional development has a set of specific, measurable indicators. The applicant/grantee should identify at the outset those specific domain(s) and indicator(s) of social and emotional development that (a) directly corresponds to the program intervention and (b) will be measured by the particular standardized data collection instrument you choose.

**School readiness**: Preparation for Kindergarten which includes multiple indicators assessed across multiple developmental and behavioral domains including but not limited to physical well-being, health and motor development, social and emotional development, approaches to learning, language development, cognitive development, and age-appropriate academic skills and behavior.

| How to Calculate Measure/ Collect Data | Programs should obtain counts of the number of children demonstrating gains in school readiness based on social and/or emotional development. For AmeriCorps State and National Only: Data should be collected at the beginning and end of the intervention via a pre-post assessment that has been shown to be valid and reliable for the purposes for which it will be used and the populations that will be assessed.

Accredited early childhood education programs may already have state requirements in place for assessing the social and emotional development of children to determine school readiness. For example, such a measure may be:

“The number of children who often or very often exhibit positive social behaviors when interacting with their peers”.

This suggested measure is from the National School Readiness Indicators Initiative Project (Feb 2005)

<table>
<thead>
<tr>
<th>Measure ED24</th>
<th>Number of children demonstrating gains in school readiness in terms of literacy skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Children:</strong></td>
<td>Those counted under ED21.</td>
</tr>
<tr>
<td><strong>Literacy skills:</strong></td>
<td>An indicator and element of school readiness that measures a child’s development in one or more of the following domains: phonological awareness, book knowledge and appreciation, print awareness and concepts, early writing, and alphabet knowledge. Each domain of literacy skills development has a set of specific, measurable indicators. The applicant/grantee should identify at the outset those specific domain(s) and indicator(s) of literacy skills development that (a) directly corresponds to the program intervention and (b) will be measured by the particular standardized data collection instrument you choose.</td>
</tr>
<tr>
<td><strong>School readiness:</strong></td>
<td>Preparation for Kindergarten which includes multiple indicators assessed across developmental and behavioral domains including but not limited to physical well-being, health and motor development, social and emotional development, approaches to learning, language development, cognitive development and age-appropriate skills and behavior.</td>
</tr>
</tbody>
</table>

<p>| <strong>How to Calculate Measure/Collect Data</strong> | Programs should obtain counts of the number of children demonstrating gains in school readiness based on their literacy skills. For AmeriCorps State and National Only: Data should be collected at the beginning and end of the intervention via a pre-post assessment that has been shown to be valid and reliable for the purposes for which it will be used and the populations that will be assessed. |
| Accredited early childhood education programs have state requirements for assessing literacy skills of children to determine school readiness. For example, such a measure may be “Number of children almost always recognizing the relationships between letters and sounds at kindergarten entry”. |
| This suggested measure is from the National School Readiness Indicators Initiative Project (Feb 2005) | <a href="http://www.gettingready.org/matriarch/d.asp?PageID=303&amp;PageName2=pdfhold&amp;p=&amp;PageName=Getting+Ready+%2D+Executive+Summary%282%29%2Epdf">http://www.gettingready.org/matriarch/d.asp?PageID=303&amp;PageName2=pdfhold&amp;p=&amp;PageName=Getting+Ready+%2D+Executive+Summary%282%29%2Epdf</a> |
| There is a fairly short list of pre-K assessments that are recognized as measuring the skills needed for kindergarten-first grade. | |</p>
<table>
<thead>
<tr>
<th>Measure ED25</th>
<th>Number of children demonstrating gains in school readiness in terms of numeracy (math) skills.</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | **Children:** Those counted under ED21.  
**Numeracy skills:** An indicator and element of school readiness that measures a child’s development in one or more of the following domains: numbers and operations, geometry and special sense, and pattern and measurement. Each domain of math (numeracy) skills development has a set of specific, measurable indicators. The applicant/grantee should identify at the outset those specific domain(s) and indicator(s) of math (numeracy) skills development that (a) directly corresponds to the program intervention and (b) will be measured as defined by the particular standardized data collection instrument you choose.  
**School readiness:** Preparation for Kindergarten which includes multiple indicators assessed across developmental and behavioral domains including but not limited to physical well-being, health and motor development, social and emotional development, approaches to learning, language development, cognitive development and age-appropriate skills and behavior. |
| **How to Calculate Measure/Collect Data** | Programs should obtain counts of the number of children demonstrating gains in school readiness based on their numeracy (math) skills. For AmeriCorps State and National Only: Data should be collected at the beginning and end of the intervention via a pre-post assessment that has been shown to be valid and reliable for the purposes for which it will be used and the populations that will be assessed.  
Accredited early childhood education programs have state requirements for assessing numeracy (math) skills of children to determine school readiness. For example, such a measure may be “Number of children at kindergarten entry who can count beyond 10, sequence patterns and use nonstandard units of length to compare number”. This suggested measure is from the National School Readiness Indicators Initiative Project (Feb 2005)  
There is a fairly short list of pre-K assessments that are recognized as measuring the skills needed for kindergarten-first grade.  
<table>
<thead>
<tr>
<th>Measure ED26</th>
<th>Number of students acquiring a GED.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td><strong>Students</strong>: Those reported in ED1, ED2, ED3A or ED4A.</td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>GED completion records of individual students who participated in CNCS-supported program.</td>
</tr>
</tbody>
</table>
| Notes | This performance indicator is best suited for CNCS-supported programs that primarily serve 11th and 12th graders or youth who are disconnected from school and whose objective is promoting GED completion.  
- Can you develop a reasonable baseline or “comparison” group consisting of the population you plan to serve? For example, what is the typical GED completion rate of the population you intend to serve? This will become your comparison group or serve as your baseline. The youth served in your program should have a higher rate of GED completion than this group.  
- Will you be able to set a “reach” target, the minimum anticipated percent of students participating in your education or mentoring program who you hope will acquire a GED; will the percentage you set challenge your program to reach that target? |
<table>
<thead>
<tr>
<th>Measure ED27A</th>
<th>Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement (attitudes).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td><strong>Students</strong>: Those reported in either ED2 or ED4A. <strong>Service learning</strong>: Service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. <strong>Improved academic engagement</strong>: A positive and significant change in one of the following student attitudes over a specified period of time. Measures of student attitudes include: increased interest in school, improved perspective on school climate, increased attachment to school and increased educational aspirations.</td>
</tr>
<tr>
<td>How to Calculate Measure/Collect Data</td>
<td>Applicants and grantees should identify the aspect(s) of academic engagement that their programs most closely align with. The measure(s) of student attitudes that the program intends to address must be specified in the approved grant application. Programs should collect academic engagement data from school records, teacher surveys and/or student surveys at the beginning and end of the program. If the measure(s) of student attitudes specified in the approved grant application show improvement, the student should be counted as having demonstrated academic engagement. For programs that aim to address more than one measure of student attitudes, a student should only be counted as having demonstrated improved academic engagement if at least one of these elements shows improvement without any of the other elements worsening. A survey or questionnaire may be used for grantees' administration. See the National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for performance measurement tools that CNCS has developed for volunteer and service programs. Selection of tools should be based on whether the tools have been shown to be valid and reliable. Determining whether a positive change in student attitudes is significant may be limited by small sample sizes. Applicants and grantees are encouraged to track the average size of the increase among participants as well as the number of students with a positive increase.</td>
</tr>
<tr>
<td>Additional Notes</td>
<td></td>
</tr>
</tbody>
</table>

49
<table>
<thead>
<tr>
<th>Measure/ED27B</th>
<th>Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement (behaviors).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td>Students: Those reported in either ED2 or ED4A. Service learning: Service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Improved academic engagement: A positive and significant change in one of the following student behaviors over a specified period of time. Measures of student behaviors include increased attendance, increased completion of assignments including homework, increased teacher-reported participation, decreased disciplinary referrals, decreased suspensions, decreased arrest and gang involvement, and decreased reports of substance abuse.</td>
</tr>
<tr>
<td>How to Calculate Measure/Collect Data</td>
<td>Applicants and grantees should identify the aspect(s) of academic engagement that their programs most closely align with. The measure(s) of student behaviors that the program intends to address must be specified in the approved grant application. Programs should collect academic engagement data from school records or teacher surveys at the beginning and end of the program. If the measure(s) of student behaviors specified in the approved grant application show improvement, the student should be counted as having demonstrated academic engagement. For programs that aim to address more than one measure of student behaviors, a student should only be counted as having demonstrated improved academic engagement if at least one of these elements shows improvement without any of the other elements worsening. A survey or questionnaire may be used for grantee administration. See the National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for performance measurement tools that CNCS has developed for volunteer and service programs. Selection of tools should be based on whether the tools have been shown to be valid and reliable. Determining whether a positive change in student behaviors is significant may be limited by small sample sizes. Applicants and grantees are encouraged to track the average size of the increase among participants as well as the number of students with a positive increase. Programs measuring decreased disciplinary referrals or suspensions must demonstrate that these decreases are not the result of changes in school policies.</td>
</tr>
<tr>
<td><strong>Measure ED30</strong></td>
<td>Number of students with improved academic performance in core academic subjects other than literacy or math.</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td>Students: Those reported in either ED2 or ED4A. Improved academic performance: as measured by an improved demonstration of skill/knowledge at post-test as compared to pre-test (gain score) using a standardized test/instrument. Core academic subjects other than literacy or math: Science, foreign languages, civics and government, economics, arts, history, and geography (see Title IX of the Elementary and Secondary Education Act). Subjects other than mathematics that are considered STEM disciplines, including science, technology, engineering, and computer science, may also be included under this measure. Standardized test/instrument: has been validated externally on a randomly-selected population of students.</td>
</tr>
<tr>
<td><strong>How to Calculate Measure/Collect Data</strong></td>
<td>Programs will report the number of students from ED2 or ED4A who: (1) achieved the “gain” or amount of progress that was approved at grant award, and/or (2) performed on or above grade level if the post-test only method is being used. Amount of progress required: The amount of progress required to count as “improved academic performance” must be specified in the approved grant application. If the program is using different tests for different groups of children, then different amounts of progress may be specified by test. Grantees/applicants should clearly justify in the approved grant application why the specified amount of progress is significant. Standardized tests: It is expected that most programs will use a standardized pre- and post-test to demonstrate improved academic performance. Only programs that demonstrate they are serving exclusively below grade level students and that provide a compelling reason why it is not feasible for them to conduct a pre-test/post-test may select the &quot;Standardized post-test only&quot; option. In these specific cases, the post-test must show the number of previously below-grade-level students that are performing at or above grade level after the program. Programs must select a standardized test that: (1) measures the types of student skills/knowledge the program is trying to improve through its efforts, (2) is appropriate for the grade level, (3) has demonstrated validity or reliability for the population they are serving, and (4) is compatible with, and acceptable to, the school where the program is providing services (different tests may be used at different schools). Pre-tests should be administered to the students participating in the program before they begin participation and again near the end of the service delivery period. Some tests suggest measuring improvement at more points during the year. Programs should follow the instructions provided by the test they have selected.</td>
</tr>
</tbody>
</table>
State standardized tests should generally not be used by most programs as it is expected that they will not be sufficiently tailored to the material taught by national service participants, may involve long delays before the data become available, and the child’s classroom teacher would have the primary effect on these scores. However, programs may request to use the state standardized test but need to demonstrate that it is appropriate for their circumstances. For all programs that propose to use the state standardized test, including Teacher Corps programs, please provide a justification that explains how the test is sufficiently tailored to the material taught, how the timeline for obtaining test data will meet national service reporting requirements, and why gains in the test are likely to be attributable, in part or in whole, to the efforts of national service participants.

<table>
<thead>
<tr>
<th>Obtaining test scores from school systems:</th>
</tr>
</thead>
<tbody>
<tr>
<td>For programs not themselves administering the test, the program will need to have some form of agreement, such as an MOU (memorandum of understanding) with the school or LEA (local education agency), to ensure that data for the needed children can be secured. Data are needed on the group of children you are serving, but not on individual children. Requesting data in this way is not likely to violate FERPA (the Family Educational Rights and Privacy Act).</td>
</tr>
<tr>
<td>The National Center on Response to Intervention website of the U.S. Department of Education provides some information about assessment tools (they call them progress monitoring tools) at the following site:</td>
</tr>
<tr>
<td>Note that these are not specifically recommended, nor are these the only instruments that programs could use but the site provides good information about how to consider which tool your program might choose.</td>
</tr>
<tr>
<td>Measure ED31</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Definition of Key Terms**                                                 | **Students**: Individuals enrolled in post-secondary education institutions.  
**Economically disadvantaged**: eligible for Pell grant or receiving or meet the income eligibility requirements to receive (either individually or at a family level): TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance  
**Students with special or exceptional needs**: Students who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Students who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and children in need of protective intervention in their homes.  
**Education program**: A program in which CNCS-supported activities help students maintain enrollment in and succeed in post-secondary education. The help that grantees provide does not need to be in direct service to the students. However, the CNCS-supported activities must provide direct support that makes the program possible.  
**Post-secondary education institutions**: 2-year and 4-year colleges and universities, graduate or professional schools, and career and technical education institutions.  
**Start in**: students enrolled in the education program at the beginning of the program. Counts may be updated if the number of participants increases.  
<p>| <strong>How to Calculate Measure/Collect Data</strong>                                  | Unduplicated count of students who enroll in the program. Students may or may not complete the program. Each student should be counted only once during the program. |</p>
<table>
<thead>
<tr>
<th>Measure ED32</th>
<th>Number of economically disadvantaged post-secondary students or post-secondary students with special or exceptional needs that completed participation in CNCS-supported education programs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>Students:</strong> Individuals enrolled in post-secondary education</td>
</tr>
<tr>
<td></td>
<td><strong>Economically disadvantaged:</strong> eligible for Pell grant or receiving or meet the income eligibility requirements to receive (either individually or at a family level): TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</td>
</tr>
<tr>
<td></td>
<td><strong>Students with special or exceptional needs:</strong> Students who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Students who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and children in need of protective intervention in their homes.</td>
</tr>
<tr>
<td></td>
<td><strong>Education program:</strong> A program in which CNCS-supported activities help students maintain enrollment in and succeed in post-secondary education. The help that grantees provide does not need to be in direct service to the students. However, the CNCS-supported activities must provide direct support that makes the program possible.</td>
</tr>
<tr>
<td></td>
<td><strong>Post-secondary education institutions:</strong> 2-year and 4-year colleges and universities, graduate or professional schools, and career and technical education institutions.</td>
</tr>
<tr>
<td></td>
<td><strong>Completed participation:</strong> In the approved grant application, the program should indicate how much time (i.e. how many days or hours) is required in order to complete the activity. Then they will only count the number of students who meet that threshold by the end of the program or activity. This number will be used as the denominator for selected measures and therefore the amount of participation should be enough to influence the results.</td>
</tr>
<tr>
<td><strong>How to Calculate Measure/Collect Data</strong></td>
<td>Unduplicated count of students who complete participation in the activity as indicated by above definition.</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td></td>
</tr>
<tr>
<td>Measure EN1</td>
<td>Number of housing units of low-income households and public structures weatherized or retrofitted to improve energy efficiency.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| Definition of Key Terms | **Housing Unit**: single family home, mobile home, apartment unit, each side of duplex would count as 1.  
**Low income**: 200% of poverty or the updated level as found at:  
_http://www.waptac.org/_  
**Weatherization/retrofitted**: See the U.S. Department of Energy. Helpful information can be found at the following links:  
_http://www.waptac.org/_ or _http://www.energysavers.gov/_  
**Weatherization**: Modifying a building to reduce energy consumption and costs and optimize energy efficiency. Whole-house weatherization includes the installation of modern energy-saving heating and cooling equipment and looks at how the house performs as a system.  
**Retrofit**: An energy conservation measure applied to an existing building or the action of improving the thermal performance or maintenance of a building.  
**Structures**: Shelters, such as homeless shelters or emergency shelters operated by nonprofit or public organizations; government-owned buildings. Each structure would count as 1.  
**Improve energy efficiency**: Physical improvements to housing or building structures that improve energy-efficiency compared to standard new units built to local building code or the unit’s existing energy efficiency, respectively. |
| How to Calculate/Measure/Collect Data | Count only those units/structures where the work was fully completed as evidenced by a Certificate of Occupancy; where not required, get a written statement from resident or owner or some other certification of completion. |
| Additional Notes | U.S. Department of Energy has training programs, definitions, and tools to assist in these efforts. Your program is not required to exactly match the way that DOE provides weatherization but we encourage you to create programs that reflect “the spirit of” the DOE programs.  
<table>
<thead>
<tr>
<th>Measure EN1.1</th>
<th>Number of weatherized or retrofitted low-income households with reduced energy consumption or reduced energy costs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>Survey from a member of the household or building owner that documents reduced energy consumption or reduced energy costs. Grantees can use an industry-accepted computer model (such as those available from the US Department of Energy) that estimates energy consumption reductions of at least 15% based on the weatherization or retrofits installed.</td>
</tr>
<tr>
<td>Measure EN2</td>
<td>Number of AmeriCorps members trained and/or certified for green jobs including the conducting of energy audits.</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Definition of Key Terms** | **Green Jobs**: Jobs that contribute substantially to preserving or restoring environmental quality. Specifically, but not exclusively, this includes jobs that help to protect ecosystems and biodiversity; reduce energy, materials, and water consumption through high efficiency strategies; de-carbonize the economy; and minimize or altogether avoid generation of all forms of waste and pollution. [Green Jobs: Towards decent work in a sustainable, low-carbon world (September 2008), United Nations Environmental Programme.]

**Trained**: The program should result in the AmeriCorps member having acquired job skills that match the industry accepted skills for a designated green job.

**Certified**: The trained AmeriCorps member has received an industry-accepted certification that qualifies them for a green job.

<table>
<thead>
<tr>
<th>Measure EN2.1</th>
<th>Number of trained AmeriCorps members placed in green jobs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td><strong>Placed in jobs:</strong> An AmeriCorps member is hired in a green job as a result of job skills training and/or certification provided; the AmeriCorps member may have been previously working in a different job or previously unemployed.</td>
</tr>
</tbody>
</table>
| How to Calculate Measure/Collect Data | Count of individuals receiving services in EN2.1 who secure employment in a green job during their term of service or within thirty days after finishing the program. Count each individual only once even if the individual receives placement in more than one job.  
Suggested method is a copy of acceptance letter from employer or copy of first pay stub. |
<table>
<thead>
<tr>
<th>Measure EN3</th>
<th>Number of individuals receiving education or training in environmental stewardship and/or environmentally-conscious practices.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>Education or Training:</strong> May be one-time or an on-going series; cannot just be distribution of pamphlets or information available on a web-site; should have learning objectives; may be in person or through a web-based interface. <strong>Environmental Stewardship and/or environmentally conscious practices:</strong> Organized efforts to teach about how natural environments function and, particularly, how human beings can manage their behavior and ecosystems in order to live sustainably. Grantees are encouraged to utilize service learning when possible. Environmental topics should relate to real conditions in the community being served.</td>
</tr>
<tr>
<td><strong>How to Calculate/Measure/Collect Data</strong></td>
<td>Count of each individual participating in the educational event or training. Some individuals may attend multiple events or trainings but they should only be counted once. If providing the training through classroom curriculum, count the individuals present not just those enrolled. If providing the training through a school assembly presentation, get the best estimate from school officials of the number in attendance. The educational events or training should be in response to a specifically identified need in the community to either increase knowledge or to change behavior. Sign-in or attendance sheets from education/training sessions when possible. Tracking needs to enable unduplicated count when possible.</td>
</tr>
<tr>
<td>Measure EN3.1</td>
<td>Number of individuals with an increase in knowledge of environmental stewardship and/or environmentally-conscious practices.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Definition of Key Terms</td>
<td><strong>Increase in knowledge:</strong> Participants gain environmental information and/or understanding that they did not have prior to participating in the event/training. The outcome should align with the intended change of the output/activity as defined by the community need. Educational activities may be targeted to adults or youth.</td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>Grantees are encouraged to utilize pre- and post-tests to assess a change in the actual knowledge of the participants (not the individual's opinion of their level of knowledge). A mixture of basic knowledge and more challenging questions can be asked so that members of an audience with a wide range of initial level of knowledge are more likely to demonstrate an increase in correct answers from the pre- to the post-test. In developing targets, grantees should take into account that the projected number of returned post-surveys or tests is unlikely to be 100% of the educated population. Grantees can use a random sample or stratified random sample with CNCS approval of the sampling plan. In this case, results can be applied to the entire population.</td>
</tr>
<tr>
<td>Measure EN3.2</td>
<td>Number of individuals reporting a change in behavior or the intent to change behavior within one year in order to better protect the environment and/or reduce energy consumption as a result of the educational event or training they received.</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>Change in behavior or Intent to change behavior</strong>: Individuals state practices that they do now or plan to do that are encouraged or recommended by the training or educational event which are different than the practices they had prior to the training.</td>
</tr>
</tbody>
</table>
| **How to Calculate/Measure/Collect Data** | Grantees should utilize surveys to assess a change in (or intent to change) behavior of the participants. It is preferable to assess an actual change in behavior at some point after the educational event or training to determine if the change has actually occurred. However, assessments are expected to occur within the grant year. In developing targets, grantees should take into account that the projected number of returned post-surveys is unlikely to be 100% of the educated population. Grantees can use a random sample or stratified random sample with CNCS approval of the sampling plan. In this case, results can be applied to the entire population.  
Studies have shown that the process of publicly committing to make a change in behavior increases the chances that the change will occur.  
<table>
<thead>
<tr>
<th><strong>Measure EN4</strong></th>
<th>Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are treated.</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | **National parks, State parks, city parks, county parks:** Park/recreation areas that are designated by national, state, city, or county governments (not trails or rivers; see #5)  
**Other public lands:** Other publicly owned lands; land owned by nonprofits for public use or the public good (such as land conservancies); and public easements.  
**Tribal lands:** Same meaning as imparted by the definitions of “Indian Lands” and “Indian Tribes” provided in SEC. 101. [42 U.S.C. 12511] Definitions ([http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm](http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm))  
**Treated:** National service members and/or program volunteers removed invasive species, planted native plants, built riparian buffers, cleared of natural debris (such as fallen trees/limbs, hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatment must go beyond basic trash removal. |
| **How to Calculate/ Measure/ Collect Data** | Count of number of acres that are treated for the intent of improvement. Count each acre that is treated only once during the program year. It may be necessary to treat an acre more than once, but it should be counted only once. Only count the acres that are actually treated; do not count the entire park/land area unless your project treats the entire area.  
Tracking document, survey or acknowledgement of receipt of services from entity that owns or administers the area improved.  
CNCS encourages applicants and grantees to perform service with the greatest impact versus providing minimal impact to the highest number of acres. The applicant or grantee should identify a certain deficiency or serious environmental risk or describe a compelling problem that is well documented and propose an evidence-based intervention to address the problem and enhance the land or habitat to a higher-quality ecosystem. The evidence-base could be a governmental land management improvement plan if it addresses the targeted problem, and is preferably an identified priority in the plan, although it is preferable to also describe how the proposed intervention will return the targeted area to a higher-quality environment and relevant evidence to support the value of the intervention. For example, while conducting seasonal maintenance may allow a grantee to report greater numbers of acres “improved”, it is less likely to be selected for funding if it does not address a compelling environmental problem, deficiency, risk or priority (ideally one that has been documented in a governmental land management improvement plan).
Measure EN4.1: Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are improved.

### Definition of Key Terms

- **National parks, State parks, city parks, county parks**: Park/recreation areas that are designated by national, state, city, or county governments (not trails or rivers; see #5)
- **Other public lands**: Other publicly owned lands; land owned by nonprofits for public use or the public good (such as land conservancies); and public easements.
- **Tribal lands**: Same meaning as imparted by the definitions of “Indian Lands” and “Indian Tribes” provided in SEC. 101. [42 U.S.C. 12511] Definitions ([http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm](http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm))
- **Improved**: Renovated to reduce human impact or the negative impact of natural disasters or invasive species, restored native plants and habitat, reduced erosion, protected watersheds, reduced wildfire risk, upgraded or repaired outdoor recreation facilities or signage, increased public safe access, protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.

### How to Calculate/Measure/Collect Data

Count of number of acres that are assessed by the managing entity/land manager as having been improved to an acceptable level as defined by the sponsoring agency or land manager in accordance with their natural resource plan. Count each acre that is improved only once during the program year. It may be necessary to improve an acre more than once, but it should be counted only once. Only count the acres that are actually improved; do not count the entire park/land area unless your project improves the entire area. It is possible that the number of acres assessed by the land manager as having been improved in accordance with their natural resource plan is less than the total number of acres treated.

Tracking document or survey stating the number of acres actually improved and a statement that the impact of this intervention will contribute to the return of the targeted area to a quality environment from entity that owns or administers the area improved.

CNCS encourages applicants and grantees to perform service with the greatest impact or the highest priority versus deferring to only providing minimal impact to the highest number of acres. The applicant or grantee should identify a certain deficiency or serious environmental risk or describe a compelling problem that is well documented and propose an evidence-based intervention to address the problem and enhance the land or habitat to a higher quality ecosystem. The evidence-base could be a governmental land management improvement plan if it addresses the targeted problem, and is preferably an identified priority in the plan, although it is preferable to also describe how the proposed intervention will return the targeted area to a quality environment and relevant evidence to support the value of the intervention. For example, while conducting seasonal maintenance may allow a grantee to report greater numbers of acres “improved”, it is less likely to be selected for funding if it does not address a compelling environmental problem, deficiency, risk or priority (ideally one that has been documented in a governmental land management improvement plan).
<table>
<thead>
<tr>
<th>Measure EN5</th>
<th>Number of miles of trails or waterways (owned/maintained by national, state, county, city or tribal governments; nonprofits when for public use or the public good; and public easements) that are treated and/or constructed.</th>
</tr>
</thead>
</table>
| Definition of Key Terms | **Trails:** For walking, running, biking, horses or other forms of recreation.  
**Waterways:** Includes rivers, lakes and other bodies of water on or abutting public land.  
**Treated:** Removed invasive species, planted native plants, built riparian buffers, improved tread/corridor of existing trail or made changes to increase the trail lifespan, removed unsafe trail structures, repaired damage caused by visitor use, made changes to increase accessibility, cleared of natural debris (such as fallen trees/limbs and hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatments must go beyond basic trash removal.  
**Constructed:** Making new trails available by implementing safety measures, making handicapped accessible, or environmental protection measures such as boardwalks, grading, trail-blazing, converting a railroad bed to a trail, etc. that make trails newly available. |
| How to Calculate/Measure/Collect Data | The applicant or grantee should identify a certain deficiency or serious environmental risk or describe a compelling problem that is well documented and propose an evidence-based intervention (treatment) to address the problem that will lead to the improvement or restoration of the trail or waterway to a higher quality ecosystem. The prescribed treatment/intervention could be a governmental land management improvement plan if it addresses the targeted problem, and is preferably an identified priority in the plan. For example, adhere to the resource management standards for riparian work specified by USDA’s Natural Conservation Practice Standard “Riparian Herbaceous Cover”: http://www.nrcs.usda.gov/technical/Standards/nhcp.html.  
Sum of number of miles of trails and/or waterways that are treated, and/or constructed. Count each mile only once during the program year. Count the area treated on/in the trail/waterway and immediately next to the trail/waterway. It may be necessary to treat the same mile of trail/waterway more than once but include in count only once. If, for example, the program or project is to repair a trail, then the whole width of the trail that is being repaired can be counted, not just the width of the fencing. If the lack of a trail has led to damage in the area, then the area of that restoration/repair work would count too.  
CNCS encourages applicants and grantees to perform service with the greatest impact versus providing minimal impact to the highest number of miles. The applicant or grantee should identify a certain deficiency or serious environmental risk or describe a compelling problem that is well documented and propose an evidence-based intervention to address the problem and restore the trail or waterway to a safe and useable status or enhance the waterway to a higher-quality ecosystem. The evidence-base could be a governmental land management improvement plan if it addresses the targeted problem, and is preferably an identified priority in the plan. Describe how the proposed intervention will return the targeted area to a quality environment and relevant evidence to support the value of the intervention. For example, while conducting seasonal maintenance may allow a grantee to report greater numbers of miles “treated”, it is less likely to be selected for funding if it does not address a compelling environmental problem, deficiency, risk or priority.  
Tracking document, survey or acknowledgement of receipt of services from entity that owns or administers the trail or waterways improved. |
| **Measure EN5.1** | Number of miles of trails or waterways (owned/maintained by national, state, county, city or tribal governments; nonprofits such as land conservancies when the land is for public use or the public good; and public easements) that are improved, and/or put into use. |
| **Definition of Key Terms** | **Trails:** For walking, running, biking, horses or other forms of recreation.  
**Waterways:** Includes rivers, lakes and other bodies of water on or abutting public land.  
**Improved:** Restored to reduce human impact, reduced the impact of natural disasters, removed invasive species, restored native plants and habitat, protected watersheds, created new trail, increased safe condition of useable trails, increased accessibility, protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.  
**Put into use:** Established safe and useable trails or waterways. |
| **How to Calculate/Measure/Collect Data** | Sum of number of miles of trails and/or waterways that are assessed by the managing entity/land manager as having been improved to an acceptable level as defined by the sponsoring agency or land manager in accordance with their natural resource plan.  
Count each mile only once during the program year. It is possible that the number of acres assessed by the land manager as having been improved in accordance with their natural resource plan is less than the total number of miles treated.  

The improvement should be the acceptable level of implementation of the prescribed intervention to address a certain deficiency or serious environmental risk that is well documented. The evidence-base could be a governmental land management improvement plan if it addresses the targeted problem, and it is preferable to describe how the proposed intervention will contribute to the return the targeted area to a quality environment. For example, while conducting seasonal maintenance may allow a grantee to report greater numbers of miles “improved”, it is less likely to be selected for funding if it does not address a compelling environmental problem, deficiency, risk or priority (ideally one that has been documented in a governmental land management improvement plan).  
Tracking document or survey from entity that owns or administers the trail or waterways improved. |
<table>
<thead>
<tr>
<th>Measure EN6</th>
<th>Number of tons of materials collected.</th>
</tr>
</thead>
</table>
| Definition of Key Terms | See the following link at the Environmental Protection Agency for helpful information on recycling: [http://www.epa.gov/waste/conserve/rrr/recycle.htm](http://www.epa.gov/waste/conserve/rrr/recycle.htm)  
1 Ton = 2,000 pounds.  
**Collected**: Materials may be brought to your program or your program may collect them from places that would otherwise not benefit from free recycling programs. |
| How to Calculate/Measure/Collect Data | Count of tons of materials collected. Use the EPA volume translator to add up the number of pounds of materials collected: [http://www.epa.gov/waste/conserve/tools/recmeas/docs/guide_b.pdf](http://www.epa.gov/waste/conserve/tools/recmeas/docs/guide_b.pdf). Then perform the following calculation to get number of tons: # of pounds/2,000 = # of tons.  
EPA has suggested tracking methods at: [http://www.epa.gov/waste/conserve/tools/recmeas/index.htm](http://www.epa.gov/waste/conserve/tools/recmeas/index.htm) |
<table>
<thead>
<tr>
<th><strong>Measure EN6.1</strong></th>
<th><strong>Number of tons of materials recycled.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>Recycled:</strong> The collected materials will be reused in some form and not disposed of. Your program may deliver them to a reputable recycling site or may recycle the materials directly; recycling includes a variety of techniques including composting, reusing, and take back programs in addition to programs typically called recycling. The program needs to verify that there are contracts for the sale or transfer of materials to a processor for reuse or an end user.</td>
</tr>
<tr>
<td><strong>How to Calculate/Measure/Collect Data</strong></td>
<td>Count of tons of materials recycled. Use the EPA volume translator to add up the number of pounds of materials recycled: <a href="http://www.epa.gov/waste/conserve/tools/recmeas/docs/guide_b.pdf">http://www.epa.gov/waste/conserve/tools/recmeas/docs/guide_b.pdf</a>. Then perform the following calculation to get number of tons: # of pounds/2,000 = # of tons.</td>
</tr>
</tbody>
</table>
HEALTHY FUTURES

<table>
<thead>
<tr>
<th>Measure H1</th>
<th>Number of individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas utilizing preventive and primary health care services and programs.</th>
</tr>
</thead>
</table>
| Definition of Key Terms | **Uninsured:** An individual lacks insurance coverage. (This definition is consistent with the National Health Information Survey (NHIS).)  
**Economically disadvantaged:** Meet income eligibility criteria for Medicaid or SCHIP in the state where the individual/family accessing services resides; do not have to meet other eligibility criteria.  
**Medically underserved:** An individual who lives in a medically underserved area or is a member of a medically underserved population, as defined by HHS. HHS makes these designations to identify areas and population groups with a shortage of primary care health services. The criteria for these designations include indicators of health status, ability to pay for and access to health services, and availability of health professionals. (per the Public Health Service Act, 42 U.S.C. 254b(b)(3)). Programs may also provide justification for other medically underserved populations.  
**Healthcare services:** Accessible, comprehensive, continuous, and coordinated care to preserve health and prevent, treat or manage disease or infirmity, provided and consistently available in the context of family and community.  
**Preventive health care services:** Preventive health behavior is "any activity undertaken by an individual who (believed to be) healthy for the purpose of preventing or detecting illness in an asymptomatic state" (Kasl and Cobb 1966, p.246).  
**Primary health care:** The concept of primary health care was defined by the World Health Organization in 1978 as both a level of health service delivery and an approach to health care practice. Primary care, as the provision of essential health care, is the basis of a health care system. This is in contrast to secondary health care, which is consultative, short term, and disease oriented for the purpose of assisting the primary care practitioner. |
| How to Calculate Measure/Collect Data | Count unduplicated new individuals who actually use the preventive and primary health care services and programs, as a result of the grantee’s activities.  
Grantee records that are follow-up data on clients referred to health care services and programs. Requires grantee to follow-up with client. |
<table>
<thead>
<tr>
<th><strong>Measure H2</strong></th>
<th>Number of clients to whom information on health insurance, health care access and health benefits programs is delivered.</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | **Health insurance**: Risk arrangement that assures financial coverage for a defined range of health care services, known as benefits, only if these are required. Coverage is offered to an individual or group in exchange for regular payments (premiums paid regardless of use of benefits) by a licensed third party (not a health care provider) or entity, usually an insurance company or government agency that pays for medical services but does not receive or provide health care services.  
**Preventive health care services**: Preventive health behavior is "any activity undertaken by an individual who is (believed to be) healthy for the purpose of preventing or detecting illness in an asymptomatic state" (Kasl and Cobb 1966, p.246). In the context of healthcare services this may include the provision of a range of activities such as immunizations, family planning, and health/wellness education. More broadly this includes individuals engaging in lifestyle changes (e.g., nutrition, exercise) to help mitigate risk of disease. |
<p>| <strong>How to Calculate Measure/Collect Data</strong> | The information may be delivered using methods such as individual-level interactions, group-level interactions, hotlines, clearinghouses, etc. Count unduplicated new individuals who are provided with information, as a result of the grantee’s activities. If more than one method of delivery is used (e.g., a group-level interaction followed by an individual-level interaction), count the client only once. Grantee reports and logs of interactions with clients. |</p>
<table>
<thead>
<tr>
<th>Measure H3</th>
<th>Number of clients enrolled in health insurance, health services, and health benefits programs.</th>
</tr>
</thead>
</table>
| Definition of Key Terms | **Enrolled**: Newly enrolled as a result of grantee activities. Clients may or may not have existing health insurance, or previous use of health services and health benefits programs.  
**Health insurance**: Risk arrangement that assures financial coverage for a defined range of health care services, known as benefits, only if these are required. Coverage is offered to an individual or group in exchange for regular payments (premiums paid regardless of use of benefits) by a licensed third party (not a health care provider) or entity, usually an insurance company or government agency that pays for medical services but does not receive or provide health care services. |
| How to Calculate Measure/Collect Data | The new unduplicated clients that were ultimately enrolled in a health insurance, health services, or health benefits program. Count each client only once. For example, enrolling a client in health insurance and then enrolling that same client in a health service would count as one client.  
Grantee records or data (application and follow-up) on client enrollment and health insurance status. |
<table>
<thead>
<tr>
<th>Measure H4</th>
<th>Number of clients participating in health education programs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>Health education program:</strong> “Any planned combination of learning experiences designed to predispose, enable, and reinforce voluntary behavior conducive to health in individuals, groups or communities.” (Green, LW and Kreuter, MW. Health Promotion Planning: An Educational and Ecological Approach, 3rd ed. Mountain View, CA: Mayfield Publishing Company; 1999.) An educational process by which the public health system conveys information to the community regarding community health status, health care needs, positive health behaviors and health care policy issues. (National Public Health Performance Standards Project.)</td>
</tr>
<tr>
<td><strong>How to Calculate/Measure/Collect Data</strong></td>
<td>Count unduplicated new clients who participate in the grantee’s health education program. If the health education program has multiple sessions, topics, etc., count the client once. Do not count clients by number of sessions. For example, if a health education program meets once a month for one year, and has 12 participants who complete, then only report 12 (not 144). Grantee collects data on clients attending each session. Logs, case management systems, etc.</td>
</tr>
<tr>
<td>Measure H5</td>
<td>Number of children and youth engaged in in-school or afterschool physical education activities with the purpose of reducing childhood obesity.</td>
</tr>
<tr>
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</tr>
<tr>
<td>Definition of Key Terms</td>
<td>Children and youth must be enrolled in elementary, middle, or high school programs within a public, charter, private, or home-school arrangement. Physical education activities must be in addition to regular activities that would have been provided by the school or afterschool program (cannot supplant existing activities). One goal of the physical activity should be to reduce or prevent childhood obesity.</td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>Count of the number of children actively participating in the activities. Not just the number enrolled or even the number attending, but rather the number who engage in the activities. Count each child only once.</td>
</tr>
<tr>
<td>Measure H6</td>
<td>Number of children and youth receiving nutrition education with the purpose of reducing childhood obesity.</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Definition of Key Terms</td>
<td>Children and youth must be enrolled in elementary, middle, or high school programs within a public, charter, private, or home-school arrangement.</td>
</tr>
<tr>
<td></td>
<td>Nutrition education must be in addition to what they would have regularly received as part of planned school curriculum or afterschool activity (cannot supplant existing activities). The education should be appropriate to the grade level.</td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>Count of the number of children attending the nutrition education sessions. If delivered to a classroom, count the number of children in attendance that day (not the enrollment of children in the classroom). Every effort should be made to count each child only once. If the nutrition education program includes multiple topics or sessions, count each child once.</td>
</tr>
<tr>
<td><strong>Measure H7</strong></td>
<td>Number of clients receiving language translation services at clinics and in emergency rooms.</td>
</tr>
<tr>
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<td>------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Definition of Key Terms** | **Clinic**: Any medical facility or establishment where medical services are provided, and where more than one medical specialty is practiced. This may include public health clinics, hospitals, etc.  
**Emergency rooms**: Located in hospitals or care facilities and handle cases that require immediate attention.  
**Translation**: Includes both written and verbal, interpretive services to help patients not fluent in English writing and/or speaking better communicate their medical needs and understand their medical instructions. |
| **How to Calculate Measure/Collect Data** | Count unduplicated new clients who receive the language translation services. If an encounter involves more than one person (e.g., family members), count each individual separately.  
Grantee collects data on clients who received translation services at clinics or emergency rooms. Logs, case management systems, etc. |
<table>
<thead>
<tr>
<th>Measure H8</th>
<th>Number of older adults or individuals with disabilities receiving food, transportation, or other services that allow them to live independently.</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | **Older Adults:** Individuals age 65 or older.  
**Individual with a Disability:** An individual who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.  
**Receiving food, transportation, or other services:** Individual should receive the supports needed to maintain independent living; not all individuals will require the same supports; may include food deliveries, legal and medical services, nutrition information, transportation, etc.  
**Live independently:** Individuals live in a private residence (house, apartment, mobile home, etc.) rather than in a nursing home or group home. |
| **How to Calculate Measure/Collect Data** | At the outset of the activity the grantee should indicate the “dosage,” or how many sessions, days or hours of the service are required to influence the desired outcomes.  
Only count clients who received some minimum “dosage” that can be expected to have some effect in terms of reducing social isolation.  
Count number of qualifying individuals as defined above who receive the service. Each individual should be counted only once. If two eligible individuals live at the same address, they should both be counted. If an eligible individual lives with someone else who is not eligible, the non-eligible individuals in the household should not be counted. Each individual should be counted only once during the program year even though most individuals are likely to need on-going support.  
Grantees need to develop a tracking system to record the number of individuals receiving companionship services. |
<table>
<thead>
<tr>
<th>Measure H9</th>
<th>Number of older adults or individuals with disabilities who reported having increased social ties/perceived social support.</th>
</tr>
</thead>
</table>
| Definition of Key Terms | **Older Adults:** Individuals age 65 or older.  
**Individual with a Disability:** An individual who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.  
**Social ties/perceived social support:** Relationships with other people and/or the belief that these people will offer (or have offered) effective help during times of need. |
| How to Calculate Measure/Collect Data | At the outset of the activity the grantee should indicate the “dosage,” or how many sessions, days or hours of the service are required to influence the desired outcomes. Only count clients who received some minimum “dosage” that can be expected to have some effect in terms of reducing social isolation.  
Programs should collect data for this measure from surveys of the older adults/individuals with disabilities who received companionship services or a survey of a family member or caseworker for those unable to respond to a survey themselves.  
Grantees are encouraged to use the University of Michigan’s Health and Retirement Study Survey which is available free of charge. The link to the resource is listed below. The University of Michigan Health and Retirement Study (HRS) surveys more than 22,000 Americans over the age of 50 every two years. Supported by the National Institute on Aging (NIA U01AG009740) and the Social Security Administration, the HRS is a large-scale longitudinal project that studies the labor force participation and health transitions that individuals undergo toward the end of their work lives and in the years that follow. Health and Retirement Study data products are available without cost to researchers and analysts; certain Conditions of Use apply. Registration is required in order to download files.  
See the National Service Knowledge Network, [https://www.nationalserviceresources.gov/](https://www.nationalserviceresources.gov/), to search for performance measurement tools that CNCS has developed for volunteer and service programs. |
<table>
<thead>
<tr>
<th>Measure H10</th>
<th>Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td><strong>Emergency food:</strong> “Emergency” food assistance is not meant to designate routine help in meeting a family’s needs. The emergency may be experienced by the family personally, such as their house burning down, or it may be experienced by the community more broadly, such as a natural disaster.</td>
</tr>
<tr>
<td>How to Calculate Measure/Collect Data</td>
<td>Count of unduplicated individuals for whom the distributed food is intended. Should only be counted the first time they are served.</td>
</tr>
<tr>
<td></td>
<td>All members of a family should be counted. For example, if the food is given to an individual to bring home to a family of “4” including the individual, then the count is “4” rather than “1”.</td>
</tr>
<tr>
<td></td>
<td>Client tracking database or tracking form.</td>
</tr>
<tr>
<td>Measure H11</td>
<td>Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger.</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Definition of Key Terms</td>
<td><strong>Long-term hunger</strong>: refers to the USDA’s definition of “low food security” or “very low food security” See <a href="http://www.ers.usda.gov/Briefing/FoodSecurity/labels.htm#labels">http://www.ers.usda.gov/Briefing/FoodSecurity/labels.htm#labels</a></td>
</tr>
<tr>
<td></td>
<td><strong>Support, services, education, or referrals</strong>: helps qualifying individuals access food, provides nutritional services, education and life skills to alleviate the food insecurity experienced by the individual/family. May include community garden programs.</td>
</tr>
<tr>
<td>How to Calculate Measure/ Collect Data</td>
<td>At the outset of the activity the grantee should indicate the “dosage,” or how many sessions, days or hours of the service are required to influence the desired outcomes. Only count clients who received some minimum “dosage” that can be expected to have some effect in terms of alleviating hunger.</td>
</tr>
<tr>
<td></td>
<td>Service requires an engagement with the individual in person, by phone, or through a web-interface. Pamphlets, brochures, or web-based information that does not involve a human interaction is not sufficient.</td>
</tr>
<tr>
<td></td>
<td>Count of unduplicated individuals receiving the support, services, education or referrals as a result of the grantee’s activities. If more than one method of delivery is used (e.g., a group-level interaction followed by an individual-level interaction), count the individual only once. Only count individuals directly engaged in the service.</td>
</tr>
<tr>
<td></td>
<td>Grantee client tracking database or tracking forms or logs of interactions with clients.</td>
</tr>
<tr>
<td>Other Notes</td>
<td>Programs may not focus their services solely on providing referrals to Federal assistance programs.</td>
</tr>
<tr>
<td>Measure H12</td>
<td>Number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services.</td>
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<tr>
<td>-------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Definition of Key Terms</td>
<td><strong>Food security</strong>: “Access at all times to enough food for an active, healthy life for all household members. Food security includes at a minimum: (1) the ready availability of nutritionally adequate and safe foods, and (2) an assured ability to acquire acceptable foods in socially acceptable ways (e.g., without resorting to emergency food supplies, scavenging, stealing, or other coping strategies).” USDA, <a href="http://www.ers.usda.gov/Briefing/FoodSecurity/labels.htm#labels">http://www.ers.usda.gov/Briefing/FoodSecurity/labels.htm#labels</a></td>
</tr>
<tr>
<td>How to Calculate Measure/Collect Data</td>
<td>Data collection for H12 will be based on a survey of the adult family member who received the food services. See the National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for performance measurement tools that CNCS has developed for volunteer and service programs. Survey questions could be modeled after those used to assess household food security for the Department of Agriculture Food and Nutrition Service. The Household Food Security Survey is administered annually as a supplement to the Monthly Current Population Survey conducted by the U.S. Census Bureau. The questionnaire includes about conditions and behaviors known to characterize households having difficulty meeting basic food needs. The report on Household Food Security in the United States (2007) measures the food security status of households by determining “the number of food-insecure conditions and behaviors the household reports. Households are classified as food secure if they report no food insecure conditions or if they report only one or two food-insecure conditions. (Food-insecure conditions are indicated by responses of “often” or “sometimes” to questions 1-3 and 11-13, “almost every month” or “some months but not every month” to questions 5, 10, and 17, and “yes” to the other questions.) They are classified as food insecure if they report three or more food-insecure conditions.” The referenced question items can be found in the report: <a href="http://www.ers.usda.gov/Publications/ERR66/ERR66b.pdf">www.ers.usda.gov/Publications/ERR66/ERR66b.pdf</a> Two different approaches to administering the survey could be used. <strong>(1) “Pre/post” questionnaire.</strong> The same questionnaire would be administered to the adult family member at the beginning of the education/training program. The questionnaire would ask about the food security of the adults and children in the household. The same questionnaire would be administered three to six months after completion of the education/training. <strong>(2) Post-program questionnaire only.</strong> Three to six months after completion of receiving the education/training, a questionnaire would be administered to the adult family member asking about a) the current level of food security of the adults and children in the household and b) their level of food security prior to receiving the service. The questions would address the same topics as those in the pre/post questionnaire but reworded to ask separately about current and prior food security. Survey responses can be analyzed to calculate the differences in the number and percent of respondents who reported being food insecure prior to receiving the service and after receiving the service. Each individual should be surveyed only once regardless of the number or type of different services (e.g., education/training, counseling) received during the year.</td>
</tr>
</tbody>
</table>
# VETERANS AND MILITARY FAMILIES

<table>
<thead>
<tr>
<th>Measure V1</th>
<th>Number of veterans that received CNCS-supported assistance.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>Veteran:</strong> “a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.” section 101 of title 38,23 United States Code, <a href="http://veterans.house.gov/sites/republicans.veterans.house.gov/files/documents/Title%2038-SCRAPrint3.pdf">http://veterans.house.gov/sites/republicans.veterans.house.gov/files/documents/Title%2038-SCRAPrint3.pdf</a></td>
</tr>
<tr>
<td><strong>CNCS-supported assistance:</strong></td>
<td>A variety of different supports that enhance the quality of life of veterans, military members, and their families, including:</td>
</tr>
<tr>
<td></td>
<td>• Coordinate community needs for military families during pre-deployment, deployment, and reintegration.</td>
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<tr>
<td></td>
<td>• Promote community-based efforts to meet the unique needs of military families while a family member is deployed and upon that family member’s return home.</td>
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<tr>
<td></td>
<td>• Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects.</td>
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<tr>
<td></td>
<td>• Assist veterans with access to educational benefits and services.</td>
</tr>
<tr>
<td></td>
<td>• Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials.</td>
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<tr>
<td></td>
<td>• Coordinate activities with and assist State and local agencies that provide veterans with educational benefits.</td>
</tr>
<tr>
<td></td>
<td>• Assist veterans with access to employment benefits and services.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate activities with and assist agencies that serve veterans and military families with internships and fellowships that may lead to employment in the private and public sectors.</td>
</tr>
<tr>
<td></td>
<td>• Assist veterans and active-duty military to access state and federal benefits.</td>
</tr>
<tr>
<td></td>
<td>• Promote efforts within a community to serve the needs of veterans and active-duty military.</td>
</tr>
<tr>
<td></td>
<td>• Assist veterans to file benefits claims.</td>
</tr>
<tr>
<td></td>
<td>• Mentor military children.</td>
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<tr>
<td></td>
<td>• Develop mentoring relationships between veterans and economically disadvantaged students.</td>
</tr>
<tr>
<td></td>
<td>• Assist veterans with transportation.</td>
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<tr>
<td></td>
<td>• Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services.</td>
</tr>
<tr>
<td></td>
<td>• Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing.</td>
</tr>
</tbody>
</table>

Assistance cannot simply be referrals to federal services without supplementary assistance.
<p>| <strong>How to Calculate Measure/Collect Data</strong> | Unduplicated count of veterans receiving services or assistance from the CNCS-supported program. Regardless of the number of times the veteran returns for services or the number of different services the veteran may receive from the CNCS-supported program, each veteran should be counted only once per grant year. Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc. |</p>
<table>
<thead>
<tr>
<th>Measure V2</th>
<th>Number of veterans engaged in service opportunities as a National Service Participant or volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>Veterans</strong>: See definition under V1.&lt;br&gt;<strong>Engaged in</strong>: Not simply enrolled or signed up to participate; program should set a minimum level at start of year for what “engaged in” means and then count based on that level.&lt;br&gt;<strong>Service opportunities</strong>: Helping others through actions including but not limited to: disaster services assistance; education services (including tutoring and mentoring); environmental stewardship and conservation; independent living; housing, financial services or employment assistance (including training and/or job placement services); and access to health care services (mental health and/or family supports). The assistance may be provided to other veterans, people within the military community or external to it.</td>
</tr>
<tr>
<td><strong>How to Calculate Measure/Collect Data</strong></td>
<td>Unduplicated count of veterans (who are either National Service Participants or are recruited as volunteers) participating in service opportunities either directly sponsored by the CNCS-supported project or for which the CNCS-supported project acted as a direct connection between the veteran and the service opportunity. Regardless of how many times the veteran participates or in how many different service opportunities, each veteran should only be counted once. It is suggested that service hours be tracked as well.&lt;br&gt;Aligned outcome may focus on benefits to the veterans, benefits to the population they are serving, or both.&lt;br&gt;If the veteran is engaged in a CNCS-sponsored opportunity, s/he should sign in on a tracking sheet. If it is an opportunity to serve through another organization, proof of service may be documented by a letter from the organization indicating the veteran’s level of service or a tracking sheet from that organization.</td>
</tr>
<tr>
<td>Measure V3</td>
<td>Number of veterans assisted in pursuing educational opportunities.</td>
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<td>------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Definition of Key Terms</strong></td>
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</tr>
<tr>
<td><strong>Veterans</strong>: See definition under V1.</td>
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<tr>
<td><strong>Assisted in</strong>: Does not include educational</td>
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<tr>
<td>counseling or referrals; service must result</td>
<td></td>
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<tr>
<td>in enrollment of veteran in an educational</td>
<td></td>
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<tr>
<td>program.</td>
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<tr>
<td><strong>Pursuing educational opportunities</strong>: Enrollment in GED, post-secondary programs, proprietary schools, certification programs (including on-line educational opportunities) as indicated in the GI Bill <a href="http://www.gibill.va.gov/GI_Bill_info/programs.htm#IHL">http://www.gibill.va.gov/GI_Bill_info/programs.htm#IHL</a> and at institutions approved by the Dept. of Veterans Affairs <a href="http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do">http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do</a></td>
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<tr>
<td><strong>How to Calculate Measure/Collect Data</strong></td>
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<tr>
<td>Unduplicated count of veterans (beneficiaries of service, not members) enrolling in an approved educational program. It may be necessary to assist the same veteran more than once but each individual should be counted only once during the program year. Proof of school enrollment and grantee service tracking documents.</td>
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<tr>
<td><strong>Measure V4</strong></td>
<td>Number of veterans assisted in receiving professional certification, licensure, or credentials.</td>
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</tbody>
</table>
| **Definition of Key Terms** | **Veterans**: see definition under V1.  
**Assisted in**: Helping the veteran stay in school, earn passing grades, and achieve the certification, licensure, credentials, or degree.  
**Receiving professional certification, licensure, credentials**: licensing board, degree granting authority, credentialing organization, etc. certifies that the veteran has successfully completed their educational program. |
| **How to Calculate Measure/Collect Data** | Unduplicated count of veterans (beneficiaries of service, not members) successfully completing their educational program. A single veteran may complete more than one educational program during the year but each individual should be counted only once during the program year.  
Official copy of educational attainment (transcript, diploma, etc.) and grantee service tracking documents. |
<table>
<thead>
<tr>
<th>Measure V6</th>
<th>Number of housing units developed, repaired, or otherwise made available for veterans.</th>
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</thead>
</table>
| Definition of Key Terms | **Veterans**: See definition under V1.  
**Housing unit**: A single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities.  
**Develop**: Build new or substantially rehabilitate a unit was uninhabitable or soon would have become so. Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard.  
**Repair**: A more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances.  
Can use dollar cut-off to distinguish “developed” from “repaired” (e.g., 30K/unit) or can distinguish by whether major systems are replaced. Dollar cut-off would require valuing volunteer labor, distinguishing between skilled trades and other workers.  
**Otherwise made available**: Activities that make available through improved access a housing unit that is in the housing stock and likely to remain habitable. |
| How to Calculate Measure/Collect Data | Unduplicated count of housing units developed, repaired, or otherwise made available as defined here for veterans. This count indicates that the work has been completed to make the units available but they may or may not have been occupied.  
Inspection report, certificate of occupancy, or other verification from an external agency that the work was completed. |
<table>
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<tr>
<th>Measure V7</th>
<th>Number of family members of active duty military service members that received CNCS-supported assistance.</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | **Active duty military service member:** The term “active duty” means “Full-time duty in the active military service of the United States, including the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps, and the United States Coast Guard. This includes members of the Reserve Component serving on active duty or full-time training duty, but does not include full-time National Guard duty.” (Department of Defense Dictionary of Military and Associated Terms, As Amended Through 15 May 2011. [http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf](http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf)). CNCS considers National Guard members and reservists and wounded warriors sub-groups of active duty military service members for the purposes of grant applications and performance measure reporting.  

**Family members:** Immediate family members related by blood, marriage, or adoption to a current member of the U.S. armed forces including one who was deceased.  

**CNCS-supported assistance:** A variety of different supports that enhance the quality of life of veterans, military members, and their families, including:  
- Coordinate community needs for military families during pre-deployment, deployment, and reintegration.  
- Promote community-based efforts to meet the unique needs of military families while a family member is deployed and upon that family member’s return home.  
- Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects.  
- Assist veterans with access to educational benefits and services.  
- Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials.  
- Coordinate activities with and assist State and local agencies that provide veterans with educational benefits.  
- Assist veterans with access to employment benefits and services.  
- Coordinate activities with and assist agencies that serve veterans and military families with internships and fellowships that may lead to employment in the private and public sectors.  
- Assist veterans and active-duty military to access state and federal benefits.  
- Promote efforts within a community to serve the needs of veterans and active-duty military.  
- Assist veterans to file benefits claims.  
- Mentor military children.  
- Develop mentoring relationships between veterans and economically disadvantaged students.  
- Assist veterans with transportation.  
- Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services. |
- Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing.

Assistance cannot simply be referrals to federal services without supplementary assistance.

| How to Calculate Measure/ Collect Data | Unduplicated count of family members receiving services or assistance from the CNCS-supported program. Count is based on the member of the family who is an active duty military service member. Services may be provided to the family as a group or to individual members but each family member, even if they are part of the same military family, should receive a count of “1”. Regardless of the number of times the family member returns for services or the number of different services the family member may receive from the CNCS-supported program, each family member should be counted only once per grant year.

Services may include referrals to federally supported military services but cannot be exclusively referrals/education about those services. Services may be provided in person, on the phone, or by email.

Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc. |
<table>
<thead>
<tr>
<th>Measure V8</th>
<th>Number of veterans’ family members that received CNCS-supported assistance.</th>
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</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>Veteran</strong>: “a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.” section 101 of title 38, 23 United States Code, <a href="http://veterans.house.gov/sites/republicans.veterans.house.gov/files/documents/Title%2038-SCRAPrint3.pdf">http://veterans.house.gov/sites/republicans.veterans.house.gov/files/documents/Title%2038-SCRAPrint3.pdf</a></td>
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<tr>
<td><strong>Family members</strong>: Immediate family members related by blood, marriage, or adoption to a veteran of the U.S. armed forces, including one who is deceased. CNCS-supported assistance: could be a variety of different supports to help the veterans’ family members have a higher quality of life, but cannot simply be referrals to federal services without supplementary assistance. The assistance may be delivered by phone, e-mail, or in person. It may be delivered individually or as a group.</td>
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</tr>
<tr>
<td><strong>CNCS-supported assistance</strong>: A variety of different supports that enhance the quality of life of veterans, military members, and their families, including:</td>
<td></td>
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<tr>
<td>• Coordinate community needs for military families during pre-deployment, deployment, and reintegration.</td>
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<tr>
<td>• Promote community-based efforts to meet the unique needs of military families while a family member is deployed and upon that family member’s return home.</td>
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<tr>
<td>• Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects.</td>
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<tr>
<td>• Assist veterans with access to educational benefits and services.</td>
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<tr>
<td>• Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials.</td>
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<tr>
<td>• Coordinate activities with and assist State and local agencies that provide veterans with educational benefits.</td>
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<tr>
<td>• Assist veterans with access to employment benefits and services.</td>
<td></td>
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<tr>
<td>• Coordinate activities with and assist agencies that serve veterans and military families with internships and fellowships that may lead to employment in the private and public sectors.</td>
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<tr>
<td>• Assist veterans and active-duty military to access state and federal benefits.</td>
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<tr>
<td>• Promote efforts within a community to serve the needs of veterans and active-duty military.</td>
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<tr>
<td>• Assist veterans to file benefits claims.</td>
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<tr>
<td>• Mentor military children.</td>
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<tr>
<td>• Develop mentoring relationships between veterans and economically disadvantaged students.</td>
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<tr>
<td>• Assist veterans with transportation.</td>
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<tr>
<td>• Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services.</td>
<td></td>
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<tr>
<td>• Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing.</td>
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<tr>
<td><strong>How to Calculate Measure/Collect Data</strong></td>
<td>Assistance cannot simply be referrals to federal services without supplementary assistance.</td>
</tr>
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<tr>
<td></td>
<td>Unduplicated count of family members receiving services or assistance from the CNCS-supported program. Regardless of the number of times the family member returns for services or the number of different services the family member may receive from the CNCS-supported program, each family member should be counted only once per grant year.</td>
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<tr>
<td></td>
<td>Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.</td>
</tr>
</tbody>
</table>
**Measure V9**  
Number of active duty military service members that received CNCS-supported assistance.

**Definition of Key Terms**

Active duty military service member: The term “active duty” means “Full-time duty in the active military service of the United States, including the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps, and the United States Coast Guard. This includes members of the Reserve Component serving on active duty or full-time training duty, but does not include full-time National Guard duty.” (Department of Defense Dictionary of Military and Associated Terms, As Amended Through 15 May 2011.  
[http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf](http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf)). CNCS considers National Guard members and reservists and wounded warriors sub-groups of active duty military service members for the purposes of grant applications and performance measure reporting.

CNCS-supported assistance: A variety of different supports that enhance the quality of life of veterans, military members, and their families, including:

- Coordinate community needs for military families during pre-deployment, deployment, and reintegration.
- Promote community-based efforts to meet the unique needs of military families while a family member is deployed and upon that family member’s return home.
- Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects.
- Assist veterans with access to educational benefits and services.
- Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials.
- Coordinate activities with and assist State and local agencies that provide veterans with educational benefits.
- Assist veterans with access to employment benefits and services.
- Coordinate activities with and assist agencies that serve veterans and military families with internships and fellowships that may lead to employment in the private and public sectors.
- Assist veterans and active-duty military to access state and federal benefits.
- Promote efforts within a community to serve the needs of veterans and active-duty military.
- Assist veterans to file benefits claims.
- Mentor military children.
- Develop mentoring relationships between veterans and economically disadvantaged students.
- Assist veterans with transportation.
- Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services.
- Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing.

Assistance cannot simply be referrals to federal services without supplementary...
How to Calculate Measure/Collect Data

<table>
<thead>
<tr>
<th><strong>How to Calculate Measure/Collect Data</strong></th>
<th>Unduplicated count of active duty military service members receiving services or assistance from the CNCS-supported program. Regardless of the number of times the military service member returns for services or the number of different services the military service member may receive from the CNCS-supported program, each military service member should be counted only once per grant year. Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.</th>
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<tr>
<th>Measure V10</th>
<th>Number of military family members engaged in service opportunities as a National Service Participant or volunteer</th>
</tr>
</thead>
</table>
| Definition of Key Terms | Military family members: Immediate family members related by blood, marriage, or adoption to a current member of the U.S. armed forces including one who was deceased.  
Active duty military service member: See definition under V7.  
Engaged in: Not simply enrolled or signed up to participate; program should set a minimum level at start of year for what “engaged in” means and then count based on that level.  
Service opportunities: Helping others through actions including but not limited to: disaster services assistance; education services (including tutoring and mentoring); environmental stewardship and conservation; independent living; housing, financial services or employment assistance (including training and/or job placement services); and access to health care services (mental health and/or family supports). The assistance may be provided to veterans, other people within the military community or external to it. |
| How to Calculate Measure/ Collect Data | Unduplicated count of military family members (who are either National Service Participants or are recruited as volunteers) participating in service opportunities either directly sponsored by the CNCS-supported project or for which the CNCS-supported project acted as a direct connection between the military family member and the service opportunity. Regardless of how many times the military family member participates or in how many different service opportunities, each military family member should only be counted once. It is suggested that service hours be tracked as well.  
Aligned outcome may focus on benefits to the military family member, benefits to the population they are serving, or both.  
If the military family member is engaged in a CNCS-sponsored opportunity, s/he should sign in on a tracking sheet. If it is an opportunity to serve through another organization, proof of service may be documented by a letter from the organization indicating the military family member’s level of service or a tracking sheet from that organization. |
CAPACITY BUILDING

Goal 3 Capacity Building Performance Measures
Through Goal 3 of the 2011-2015 Strategic Plan, CNCS seeks to strengthen its collective capacity and that of the national service network to measure performance and evaluate program outcomes and impact. National service has always been a vehicle for public-private partnership through match requirements and strategies requiring local collaboration to receive our resources.

The performance measures herein are intended to measure the impact of capacity building activities that leverage private investment in community solutions. These capacity building activities may be provided by national service participants working through our grantees and programs.

Examples of both planning and implementation of capacity building activities are included in a Strategic Plan Framework for Capacity Building companion document that is available at the National Service Knowledge Network, https://www.nationalserviceresources.gov/. That framework, and the standard National Performance Measures for capacity building included in this document, should not be construed to represent the full universe of activities that could be associated within a given area of capacity building.

As a general rule, CNCS considers capacity building activities to be indirect services that enable CNCS-supported organizations to provide more, better and sustained direct services. To determine whether assigned national service participants’ activities qualify as capacity building, think about the intended results of those activities. Applicants must understand and distinguish activities that build capacity. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building activities must:

1) Be intended to support or enhance the program delivery model.
2) Respond to the organization’s goal of increasing, expanding or enhancing services in order to address the most pressing needs identified in the community, and
3) Enable the organization to provide a sustained level of more or better direct services after the national service participant’s term of service has ended.
Definition of Key Terms

Aligned Outcome Measures: AmeriCorps programs are required to have at least one outcome measure aligned with each output measure they select. The opt-in rules (in blue boxes before the measures) provide guidance to applicants by indicating the required or recommended pairing, or alignment, of output and outcome measures. The rules also denote any constraints that may apply to reporting of performance measurement data to CNCS.

Applicant-Determined Performance Measure: Output and outcome measures that are identified by the program (vs. pre-determined national performance measures).

Capacity Building: A set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. Activities may also leverage resources for programs and/or organizations. For example, capacity building activities may expand services, enhance delivery of services, or generate additional resources. These activities achieve lasting positive outcomes for the beneficiary populations served by CNCS-supported organizations.

CNCS’ six Focus Areas: The 2009 Serve America Act directs CNCS to focus national service on a core set of six priority issue areas, as follows: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families.

CNCS-Supported Organization: Comprises a) organizations that have national service participants (AmeriCorps, VISTA and NCCC members, Senior Corps volunteers and Learn and Serve participants) and, b) organizations that receive CNCS funding. This may include K-12 local education agencies, state health agencies, other non-federal government agencies, tribes and tribal governments, tax-exempt, charitable organizations under section 501(c)(3) of the Internal Revenue Code, grantees and their sub grantees, and partner organizations with which the aforementioned organizations have developed formal collaborations and whose mission supports CNCS issue areas.

Community Volunteer: Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”

Direct Service: Within the context of our framework, direct service refers to any form of assistance provided directly to the individuals, targeted groups and communities that make up the beneficiary population. For example, direct service may entail face-to-face housing assistance, tutoring, or disaster response services. Direct service may also entail hands-on environmental improvements performed by national service participants.

Effectiveness: Improved ability of the organization to achieve outcomes resulting in better success rates or better quality of outcomes achieved.
**Efficiency**: Improved outcomes with the same level of resources; improved or consistent quality of services with fewer resources.

**Indirect Service**: Within the context of our framework, indirect service refers to the provision of skills, abilities, knowledge, and efforts to support a program or organization in fulfilling its primary mission, obligations and programming. For example, indirect services do not involve the one-to-one provision of benefits between a national service participant and a member of the beneficiary community. Indirect services are capacity building activities provided by the national service participants to affect institutional change within CNCS-supported organizations with the intention of supporting or enhancing the program delivery model.

**Intermediary or Intermediary Organization**: Within the context of our framework, an intermediary or intermediary organization coordinates the fundraising, logistics, and operations for multiple partner organizations or their own service sites. The intermediary organization typically has a primary mission to strengthen partner organizations and their programs. This may include grant making organizations.

**Leveraged Resources**: Additional resources or assets garnered through capacity building activities (such as funding, volunteers, in-kind support, and partnerships).


**National service participant**: Refers to the individuals supported by CNCS who carry out service activities. CNCS’ various programs refer to people who participate in national service in different ways, e.g. AmeriCorps members, Learn and Serve America participants and Senior Corps volunteers. The broad term “national service participant” encompasses individuals in all CNCS programs. National service participants are NOT staff members of the CNCS-supported organization.

**Outcome Measures**: An assessment of the results of a program activity compared to its intended purpose (GPRA Modernization Act of 2010, SEC. 3 (h) DEFINITIONS). In the context of service, outcomes describe the intended result of carrying out a program or activity. They define an event or condition that is external to the program or activity and that is of direct importance to the intended beneficiaries and/or the public.

  - **Intermediate-outcomes** specify changes that have occurred in the lives of national service participants and/or beneficiaries, but are short of a significant benefit for them.
  - **End-outcomes** specify changes that have occurred in the lives of national service participants and/or beneficiaries that are significant and lasting. End outcomes are the long term impact of the service and may not always become evident until more than three years after the initial intervention.
**Output Measures**: The tabulation, calculation, or recording of activity or effort that can be expressed in a quantitative or qualitative manner (GPRA Modernization Act of 2010, SEC. 3 (h) DEFINITIONS). In the context of service, outputs refer to the internal activities of a program (i.e., the products and services delivered). Outputs are counts of the amount of service that national service participants (NSPs) or volunteers have completed, but do not provide information on benefits to or other changes in the lives of NSPs and/or beneficiaries.

**Scale/Reach**: The scope of a program’s services. Increased scale/reach can be measures by the number of new people served, new populations served, and/or new or expanded services.

**Supporting/Enhancing the Program Delivery Model**: Specifies that the services provided by the CNCS-supported organization or the national service participant engaged in the capacity building activity must be for the intended purpose of supporting or enhancing the CNCS-supported program delivery model. These capacity building activities cannot be solely intended to support the administration or operations of the organization.

**Sustainability**: Within the context of our framework, sustainability is a lasting outcome of the capacity building activity or intervention. This may include maintaining service after the CNCS resource is gone, maintaining enhanced or increased services after the CNCS resource is gone, or both. Sustainable projects and programs have institutional procedures, resources and processes that assure the continuation of expanded or enhanced beneficiary services.

**Underserved Populations**: Populations or groups that are specifically identified by the program as in need of program services or that currently receive inadequate service.
### Agency-Wide Priority Measures

**Strategic Plan Objective 3: Leverage community assets through public-private partnerships**

<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition of Key Terms</th>
<th>How to Calculate Measure/Collect Data</th>
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<tbody>
<tr>
<td>G3-3.1</td>
<td><strong>Community volunteers:</strong> Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.” <strong>Recruited:</strong> Enlisted or enrolled as a direct result of an intentional effort to do so.</td>
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<td></td>
<td>Only count community volunteers that were specifically recruited by the CNCS-supported organization or the national service participant engaged in the capacity building activity for the intended purpose of supporting or enhancing the program delivery model may be counted. At the outset of the activity, the applicant/grantee should indicate a minimum number of days or hours, or other units of service, that must be performed by the individual in order for him or her to be counted as a recruited volunteer. The organization must use some form of volunteer management system, having processes or capabilities that allow them to track information about individual volunteers such as but not limited to: the volunteer’s name, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance. The total number of volunteers recruited (G3-3.1) and managed (G3-3.2) should be an unduplicated count of community volunteers engaged by the CNCS-supported organization or the national service participant during the program year. Applicants/grantees should control for double counting or select the measure that best fits your program model. Report a separate count of community volunteers recruited for each of the six Focus Areas.</td>
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<tr>
<td>Other Note</td>
<td>National service participants may not recruit volunteers to do activities that they themselves are prohibited from doing, including but not limited to managing the CNCS-supported projects/grants or community organizing intended to promote advocacy activities.</td>
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<tr>
<td>Measure G3-3.2</td>
<td>Number of community volunteers managed by CNCS-supported organizations or national service participants</td>
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| **Definition of Key Terms** | **Community volunteers:** Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”  

**Managed:** Includes training, direction, coordination and supervision of the community volunteer by the CNCS-supported organization or national service participant in tasks, duties and services for the intended purpose of supporting or enhancing the program delivery model. |
| **How to Calculate Measure/Collect Data** | Only count community volunteers that were specifically managed of the CNCS-supported organization or the national service participant engaged in the capacity building activity for the intended purpose of supporting or enhancing the program delivery model may be counted. At the outset of the activity, the applicant/grantee should indicate a minimum number of days or hours, or other units of service, that must be performed by the individual in order for him or her to be counted as a managed volunteer.  

The organization must use some form of volunteer management system, having processes or capabilities that allow them to track information about individual volunteers such as but not limited to: the volunteer’s name, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance.  

The total number of volunteers recruited (G3-3.1) and managed (G3-3.2) should be an unduplicated count of community volunteers engaged by the CNCS-supported organization or the national service participant during the program year. Applicants/grantees should control for double counting or select the measure that best fits your program model.  

Report a separate count of community volunteers managed for each of the six Focus Areas. |
<p>| <strong>Other Note</strong> | National service participants may not manage volunteers in doing activities that they themselves are prohibited from doing, including but not limited to managing the CNCS-supported projects/grants or community organizing intended to promote advocacy activities. |</p>
<table>
<thead>
<tr>
<th>Measure</th>
<th>Number of organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or national service participants</th>
</tr>
</thead>
</table>
| Definition of Key Terms | **Volunteer management:** A series of practices that collectively maximize the capacity of volunteers to have an impact on behalf of the organization or community. Examples of volunteer management practices include but are not limited to: development of a written volunteer generation plan, formal partnerships for volunteer recruitment, establishment of a volunteer unit within the program or organization, creation of volunteer manual/training/curriculum, regular supervision and communication with volunteers, liability coverage or insurance protection for volunteers, screening and matching volunteers to jobs*, regular collection of information on volunteer involvement, written policies and job descriptions for volunteer involvement, recognition activities, such as award ceremonies, for volunteers*, annual measurement of volunteer impact, training and professional development for volunteers*, and training for paid staff in working with volunteers.  

* These practices correlate strongest to volunteer retention according to a 2004 study by the Urban Institute, “Volunteer Management Capacity in America's Charities and Congregations: A Briefing Report.”  

Additional resources on effective volunteer management practices are available at the National Service Knowledge Network:   
- [http://www.nationalserviceresources.org/via](http://www.nationalserviceresources.org/via)  
- [http://www.nationalserviceresources.org/ep-vol-man](http://www.nationalserviceresources.org/ep-vol-man)  
| How to Calculate/Measure/Collect Data | Only volunteer management practices implemented specifically as a result of capacity building activities provided by the CNCS-supported organization or national service participant(s) intended to support or enhance the program delivery model may be counted.  

Count of three or more effective volunteer management practices from the examples listed in the above definition, or included in the certification standards of an accredited volunteer administration program such as the Council for Certification in Volunteer Administration or university-based program, that were implemented by the CNCS-supported organization or national service participant(s). Each practice should support at least one of eight steps or functions for effectively managing volunteers as defined in the report “Volunteering Reinvented: Human Capital Solutions for the Nonprofit Sector.”  

1. Market Research and Community Needs Assessments  
2. Strategic Planning to Maximize Volunteer Impact  
3. Recruiting and Marketing to Prospective Volunteers |
4. Interviewing, Screening, and Selecting Volunteers  
5. Orienting and Training Volunteers  
6. Ongoing Supervision and Management  
7. Recognition and Volunteer Development  
8. Measuring Outcomes and Evaluating the Process  


Report a separate count of volunteer management practices implemented for each of the six Focus Areas. If the volunteer management practices do not fall solely within one focus area, for example the NSP manages volunteers for that organization’s housing program and health program, applicants should report this count under the focus area in which it operates its primary program.

Organizations must use a pre-post organizational assessment tool that measures capacity in the area of volunteer management, and that includes questions related to the organization’s volunteer management practices. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool. Alternatively, the applicant/grantee may choose to use a volunteer management tracking log or system to collect these data.

See the National Service Knowledge Network, https://www.nationalserviceresources.gov/, to search for the organizational assessment tool that CNCS recommends applicants/grantees use to measure changes in organizational capacity.
<table>
<thead>
<tr>
<th>Measure G3-3.4</th>
<th>Number of organizations that received capacity building services from CNCS-supported organizations or national service participants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>CNCS-supported organizations</strong>: Comprises a) organizations that have national service participants (AmeriCorps, VISTA and NCCC members, Senior Corps volunteers and Learn and Serve participants), and b) organizations that receive CNCS funding. This may include K-12 local education agencies, state health agencies, tribes, tax-exempt, charitable organizations under section 501(c)(3) of the Internal Revenue Code, grantees and their sub grantees, and partner organizations with which the aforementioned organizations have developed formal collaborations and whose mission supports CNCS issue areas.</td>
</tr>
<tr>
<td><strong>How to Calculate Measure/Collect Data</strong></td>
<td>Count of the total number of organizations that received capacity building activities intended to support or enhance the program delivery model from CNCS-supported organization or national service participants. The activities must meet the criteria for capacity building described in the Goal Overview section of the document. It is the applicant/grantee’s responsibility to ensure the capacity building activities meet the criteria provided in these definitions.</td>
</tr>
<tr>
<td>Measure G3-3.5</td>
<td>Number of staff and community volunteers that received training (of one or more types) as a result of capacity building services provided by CNCS-supported organizations or national service participants</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| Definition of Key Terms | **Staff:** Paid or unpaid employees of the CNCS-supported organization. National Service Participants are NOT considered staff members of the CNCS-supported organization.  
**Community Volunteer:** Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”  
**Training:** An organized activity aimed at imparting information and/or instructions to improve the training recipient's performance or to help him or her attain a required level of knowledge or skill. |
| How to Calculate Measure/Collect Data | Count the number of individual staff members who received training that was developed, organized or delivered by the CNCS-supported organization or national service participant. The training received should be intended to support or enhance the program delivery model. Count each staff member once, even if they receive multiple types of training.  
At the outset of the activity, the applicant/grantee should indicate the minimum amount of days, hours, or other units of service required to complete the activity and/or achieve results. When reporting on this performance measure, the grantee should only count the number of service beneficiaries who met or received that minimum by the end of the year. |
<table>
<thead>
<tr>
<th>Measure G3-3.6</th>
<th>Number of organizations that completed a community assessment identifying goals and recommendations with the assistance of CNCS-supported organizations or national service participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td><strong>Community Assessment:</strong> Involves comprehensive information gathering, analysis and documentation to understand a community's concerns, effectively characterize its needs and respond with appropriate interventions. Discovering those things that matter to the community, what issues the community feels are most important to address, and what resources are available to bring about change may be accomplished through interviews with community members, and by conducting listening sessions, public forums, and other place-based research, resulting in an assessment (or profile) of the community that helps identify and prioritize critical issues and plan future interventions.</td>
</tr>
</tbody>
</table>
### How to Calculate Measure/Collect Data

Count of organizations that received capacity building assistance from the CNCS-supported organization or assigned national service participant(s) intended to support or enhance the program delivery model, that reported having completed a community assessment containing goals and recommendations.

At the outset of the activity, the applicant/grantee should indicate the minimum amount of days, hours, or other level of assistance required in order to determine that the assistance provided by the CNCS-supported organization or assigned national service participant was substantive and instrumental in completing the activity and/or achieving results. Applicants/grantees may define the level of assistance as including but not being limited to: coordinating the community assessment effort on behalf of the community and local organization; serving as the primary point of contact and liaison for all stakeholders involved in the community assessment effort; researching the community history, assets, issues, barriers, resources, goals etc. through document review, interviews, focus groups, etc., and/or writing or significantly contributing to the community assessment documentation.

Applicants are encouraged to use an established framework for conducting the community assessment. The framework should address the following core elements of a community assessment, as outlined by the Community Tool Box:

1. Describe the makeup and history of the community to provide a context within which to collect data on its current concerns.
2. Describe what matters to people in the community.
3. Describe what matters to key stakeholders.
4. (For each candidate problem/goal) Describe the evidence indicating whether the problem/goal should be a priority issue.
5. Describe the barriers and resources for addressing the identified issue(s).
6. (Based on the assessment) Select and state the priority issue (or issues) to be addressed by the group.

Additional tools, examples and how-to information for assessing community needs and resources can be found on the Community Tool Box website: [http://ctb.ku.edu/en/dothework/tools_tk_2.aspx](http://ctb.ku.edu/en/dothework/tools_tk_2.aspx)
<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition of Key Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>G3-3.7</td>
<td>Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants</td>
</tr>
</tbody>
</table>

**Definition of Key Terms**

**Hours of service:** Consists of all the hours that recruited community volunteers devote to serving, including training time that they may have to participate in. Does not include hours served by community volunteers engaged in prohibited activities for CNCS-supported organizations, such as community organizing intended to promote advocacy activities (see *Other Note* below).

**Community volunteers:** Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”

**Recruited:** Enlisted or enrolled as a direct result of an intentional effort to do so.
The count of hours served must include only those hours served by volunteers included in the count of community volunteers recruited by the CNCS-supported organization or assigned national service participant(s) engaged in the capacity building activity (measured in G3-3.1). This should be an unduplicated count of hours served by each recruited community volunteer during the program year.

The organization must use some form of volunteer management system, having processes or capabilities that allow them to track information about individual volunteers such as but not limited to: the volunteer’s name, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance.

Applicants/grantees may count both GAAP services (that may qualify as pro bono services) and non-GAAP volunteer services in the total count of hours served. GAAP stands for Generally Accepted Accounting Principles.

- Pro bono services are professional services that are donated that someone, or another business or organization would normally have to pay the donor for.
- Volunteer services come from individuals that would not normally charge for their time and skills they donate.

Report a separate count of hours served by recruited community volunteers for each of the six Focus Areas. If the service hours contributed by community volunteers do not fall neatly within one focus area, applicants should report this count under the focus area in which it operates its primary program.
The count of hours may not include time spent on activities that are outside the scope of allowable activity for Members and community volunteers, i.e. time spent doing activities that national service participants are prohibited from doing themselves. The following activities are prohibited in § 2520.65 AmeriCorps subtitle C programs:

(a) While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to—
   i. A business organized for profit;
   ii. A labor union;
   iii. A partisan political organization;
   iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
   v. An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

(b) Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.
<table>
<thead>
<tr>
<th>Measure G3-3.8</th>
<th>Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | **Hours of service**: Consists of all the hours that managed community volunteers devote to serving, including training time that they may have to participate in. Does not include hours served by community volunteers engaged in prohibited activities for CNCS-supported organizations, such as community organizing intended to promote advocacy activities (see *Other Note* below).  
**Community volunteers**: Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”  
**Managed**: Includes training, direction, coordination and supervision of the community volunteer by the CNCS-supported organization or national service participant in tasks, duties and services for the intended purpose of supporting or enhancing the program delivery model. |
How to Calculate Measure/Collect Data

The count of hours served must include only those hours served by volunteers included in the count of community volunteers managed by the CNCS-supported organization or assigned national service participant(s) engaged in the capacity building activity (measured in G3-3.2). This should be an unduplicated count of hours served by each managed community volunteer during the program year.

The organization must use some form of volunteer management system, having processes or capabilities that allow them to track information about individual volunteers such as but not limited to: the volunteer’s name, relevant demographic information including location of residence, method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance.

Applicants/grantees may count both GAAP services (that may qualify as pro bono services) and non-GAAP volunteer services in the total count of hours served. GAAP stands for Generally Accepted Accounting Principles.

- Pro bono services are professional services that are donated that someone, or another business or organization would normally have to pay the donor for.
- Volunteer services come from individuals that would not normally charge for their time and skills they donate.

Report a separate count of hours served by managed community volunteers for each of the six Focus Areas. If the service hours contributed by community volunteers do not fall neatly within one focus area, applicants should report this count under the focus area in which it operates its primary program.
The count of hours may not include time spent on activities that are outside the scope of allowable activity for Members and community volunteers, i.e. time spent doing activities that national service participants are prohibited from doing themselves. The following activities are prohibited in § 2520.65 of the AmeriCorps subtitle C programs:

(a) While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to—
   (i) A business organized for profit;
   (ii) A labor union;
   (iii) A partisan political organization;
   (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
   (v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

(b) Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.
<table>
<thead>
<tr>
<th>Measure</th>
<th>Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more efficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>G3-3.9</td>
<td></td>
</tr>
<tr>
<td>Definition of Key Terms</td>
<td><strong>More efficient:</strong> Improved outcomes with the same level of resources, or improved or consistent quality of services with fewer resources.</td>
</tr>
<tr>
<td>How to Calculate Measure/Collect Data</td>
<td>Count of the number of organizations reporting that their organization is now more efficient as a result of the new capacity. The organizations included in the count should conform to what CNCS considers capacity building activities to be and not to be as defined in the Goal Overview section of this document. It is the applicant/grantee’s responsibility to ensure the activities performed by the CNCS-supported organization or national service participant(s) meet the eligibility requirements provided in these definitions. Organizations must use a pre-post organizational assessment tool to measure sustained changes in efficiency within the organization. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. Applicants/grantees should select a tool that includes questions that measure the areas of efficiency in which the organization seeks to improve, and that are intended to support or enhance the program delivery model. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool. See National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for the organizational assessment tool that CNCS recommends applicants/grantees use to measure changes in organizational capacity.</td>
</tr>
<tr>
<td>Measure G3-3.10</td>
<td>Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more effective</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Definition of Key Terms</td>
<td><strong>More effective:</strong> Improved ability of the organization to achieve outcomes resulting in better success rates or better quality of outcomes achieved.</td>
</tr>
</tbody>
</table>
| How to Calculate Measure/ Collect Data | Count of the number of organizations reporting that their organization is now more effective as a result of the new capacity. The organizations included in the count should conform to what CNCS considers capacity building activities to be and not to be as defined in the Goal Overview section of this document. It is the applicant/grantee’s responsibility to ensure the activities performed by the CNCS-supported organization or national service participant(s) meet the eligibility requirements provided in these definitions.  

Organizations must use a pre-post organizational assessment tool to measure sustained changes in effectiveness within the organization. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. Applicants/grantees should select a tool that includes questions that measure the areas of effectiveness in which the organization seeks to improve, and that are intended to support or enhance the program delivery model. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool.  

See the National Service Knowledge Network, https://www.nationalserviceresources.gov/, to search for the organizational assessment tool that CNCS recommends for measuring changes in organizational capacity. |
<table>
<thead>
<tr>
<th>Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>G3-3.11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Definition of Key Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business processes:</strong> A collection of related, structured activities or tasks that produce a specific service or product (serve a particular goal) for a particular customer or customers.</td>
</tr>
<tr>
<td><strong>Enhancements:</strong> New features and functions or significant improvements made to existing systems or processes that improve efficiency and productivity or provide new capabilities that were not previously possible in support of the program delivery model.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How to Calculate Measure/Collect Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count of new and enhanced systems and business processes at organizations as a result of capacity building activities provided by the CNCS-supported organization or the national service participant(s) intended to support or enhance the program delivery model. Count each system or process only once. Do not count upgrades to new systems or processes already included in the count.</td>
</tr>
<tr>
<td>Measure</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>G3-3.12</td>
</tr>
</tbody>
</table>

**Monitor progress:** Having a systematic process for collecting data and tracking outputs and outcomes related to goals and recommendations identified in the assessment.

**Community Assessment:** Involves comprehensive information gathering, analysis and documentation to understand a community's concerns, effectively characterize its needs and respond with appropriate interventions. Discovering those things that matter to the community, what issues the community feels are most important to address, and what resources are available to bring about change may be accomplished through interviews with community members, and by conducting listening sessions, public forums, and other place-based research, resulting in an assessment (or profile) of the community that helps identify and prioritize critical issues and plan future interventions.
### How to Calculate Measure/Collect Data

Count of organizations that received capacity building assistance from the CNCS-supported organization or assigned national service participant(s) intended to support or enhance the program delivery model, reporting that: they have completed a community assessment; their organization identified goals as a part of that process, and they have continued monitoring their progress toward those goals at the time of reporting.

At the outset of the activity, the applicant/grantee should indicate the minimum amount of days, hours, or other level of assistance required in order to determine that the assistance provided by the CNCS-supported organization or assigned national service participant was substantive and instrumental in completing the activity and/or achieving results. Applicants/grantees may define the level of assistance as including but not being limited to: establishing a performance management systems and processes, creating evaluation instruments, and/or developing a reporting template for the organization to monitor progress against the goals identified in the community assessment.

Organizations must use a pre-post organizational assessment tool that includes questions related to the organization’s capacity to monitor and evaluate goals and objectives. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool.

See the National Service Knowledge Network, https://www.nationalserviceresources.gov/, to search for the organizational assessment tool that CNCS recommends for measuring changes in organizational capacity.

### Other Note

AmeriCorps State and National requirements that pertain to allowable capacity building activities (45 CFR 2520.30) stipulate that AmeriCorps capacity building activity must not include tasks that have to do with managing the CNCS-supported projects/grants such as measuring the impact of the AmeriCorps program.
<table>
<thead>
<tr>
<th>Measure G3-3.13</th>
<th>Number of additional activities completed and/or program outputs produced by the program as a result of capacity building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td>Additional activities/program outputs: Can include any capacity building activities or outputs that have been completed or produced, such as the number of community outreach meetings coordinated, communication tools developed, manuals written, trainings piloted, etc., which is more than what the organization could have completed or produced absent the capacity building services.</td>
</tr>
</tbody>
</table>
| How to Calculate Measure/Collect Data | Only additional activities and program outputs specifically resulting from capacity building activities provided by the CNCS-supported organization or assigned national service participant(s) intended to support or enhance the program delivery model may be counted.  
Organizations must use a pre-post organizational assessment tool that measures capacity in the area of program and service delivery, and that includes questions related to the organization’s specific services, activities and/or program offerings. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool.  
Alternatively, the applicant/grantee may choose to use a sample service request and program delivery tracking log to collect these data.  
See the National Service Knowledge Network, https://www.nationalserviceresources.gov/, to search for the organizational assessment tool that CNCS recommends for measuring changes in organizational capacity.  
Report a separate count of activities and program outputs for each of the six Focus Areas. |
<table>
<thead>
<tr>
<th>Measure G3-3.14</th>
<th>Number of organizations that have experienced an increase in requests for their programs and services as a result of capacity building services provided by CNCS-supported organizations or national service participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| How to Calculate Measure/Collect Data                                          | Only requests specifically resulting from capacity building activities provided by the CNCS-supported organization or assigned national service participant(s) intended to support or enhance the program delivery model may be counted. Requests may come from community members, partners, or other organizations.  

The organization must keep administrative records or other information management systems that enable them to track details about service requests that allow them to verify the nature and intent of the request, such as but not limited to: the stated reason or rationale for the request for services related to the program that the capacity building activities were intended to support or enhance, the date of the request, and relevant demographic and organizational details about the person and/or organization that made the request.  

Organizations must use a pre-post organizational assessment tool that measures capacity in the area of program and service delivery, and that includes questions related to the organization’s specific services, program offerings and/or recruitment and outreach activities. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool.  

Alternatively, the applicant/grantee may choose to use a sample service request and program delivery tracking log to collect these data.  

See the National Service Knowledge Network, https://www.nationalserviceresources.gov/, to search for the organizational assessment tool that CNCS recommends for measuring changes in organizational capacity.  

Report a separate count of service requests for each of the six Focus Areas. |
<p>| Measure G3-3.15 | Number of additional types of services offered by organizations as a result of capacity building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families |
| Definition of Key Terms | Types of service: includes qualitatively distinct service activities that enable the program to address different needs or different populations in need of the organization’s services. |
| How to Calculate Measure/Collect Data | Only additional types of service specifically resulting from capacity building activities provided by the CNCS-supported organization or assigned national service participant(s) intended to support or enhance the program delivery model may be counted. Organizations must use a pre-post organizational assessment tool that measures capacity in the area of program and service delivery, and that includes questions related to the organization’s specific services, activities and/or program offerings. Intermediary applicants/grantees should ensure that their sub-grantees and/or host sites use the same tool. The pre-assessment should be administered before capacity building services are provided, and the post-assessment should be done at the end of the term of service of the national service participant engaged in the capacity building activity. Organizations should follow the guidance of the assessment tool they select with respect to which individual(s) at the organization respond to the assessment and other protocol for administering the tool. Alternatively, the applicant/grantee may choose to use a sample service request and program delivery tracking log to collect these data. See the National Service Knowledge Network, <a href="https://www.nationalserviceresources.gov/">https://www.nationalserviceresources.gov/</a>, to search for the organizational assessment tool that CNCS recommends applicants/grantees use to measure changes in organizational capacity. Report a separate count of services for each of the six Focus Areas. |</p>
<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition of Key Terms</th>
<th>How to Calculate Measure/Collect Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>G3-3.16</td>
<td><strong>Cash resources:</strong> Cash, check, or other monetary gift. <strong>Leverage:</strong> To garner additional resources or assets through capacity building activities (such as funding, volunteers, in-kind support, and partnerships).</td>
<td>Only cash resources raised specifically as a result of capacity building activities provided by the CNCS-supported organization or assigned national service participant(s) engaged in the capacity building activity intended to support or enhance the program delivery model may be counted. The organization must keep administrative records or other information management systems that enable them to track and verify the origin, intent and other transactional information on commitments and contributions of cash and in-kind resources. Inclusion of cash or in-kind resources in the count is subject to IRS limitations, and should not include contributions made to specific individuals, political organizations or candidates. Adhere to the following provisions adapted from the IRS’ <em>Deducting Charitable Contributions</em>, <a href="http://www.irs.gov/newsroom/article/0,,id=106990,00.html">http://www.irs.gov/newsroom/article/0,,id=106990,00.html</a>: 6. Regardless of the amount, to count a contribution of cash, check, or other monetary gift, the applicant/grantee must maintain a bank record, payroll deduction records or a written communication from the individual or organization containing the name of the organization, the date of the contribution and amount of the contribution. For text message donations, a telephone bill will meet the record-keeping requirement if it shows the name of the receiving organization, the date of the contribution, and the amount given. Report a separate count of dollars raised for each of the six Focus Areas.</td>
</tr>
<tr>
<td>Other Note</td>
<td>These activities and measure primarily apply to VISTA members.</td>
<td></td>
</tr>
</tbody>
</table>

*For AmeriCorps State & National:* AmeriCorps members may not raise funds for the organization in general. Only program-specific fundraising is allowable. AmeriCorps State/National fundraising requirements are: AmeriCorps members may raise resources directly in support of the program's service activities. AmeriCorps members may not: (1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment; (2) Write a grant application to CNCS or to any other Federal agency. 45 CFR 2520.40. An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities §2520.45.
<table>
<thead>
<tr>
<th>Measure</th>
<th>Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>G3-3.17</td>
<td></td>
</tr>
</tbody>
</table>

**Definition of Key Terms**

**In-kind resources:** Non-cash contributions, including donated goods or services, expert advice, equipment or property.

**Leverage:** To garner additional resources or assets through capacity building activities (such as funding, volunteers, in-kind support, and partnerships).

**How to Calculate Measure/Collect Data**

Only in-kind resources raised specifically as a result of capacity building activities provided by the CNCS-supported organization or assigned national service participant(s) engaged in the capacity building activity intended to support or enhance the program delivery model may be counted.

The organization must keep administrative records or other information management systems that enable them to track and verify the origin, intent and other transactional information on commitments and contributions of cash and in-kind resources. The estimated value of in-kind resources should be calculated following IRS guidance for determining the value of non-cash charitable contributions, including donated property, for purposes of claiming tax deductions. Inclusion of cash or in-kind resources in the count is subject to IRS limitations, and should not include contributions made to specific individuals, political organizations or candidates. Adhere to the following provisions adapted from the IRS’ *Deducting Charitable Contributions*, [http://www.irs.gov/newsroom/article/0,,id=106990,00.html](http://www.irs.gov/newsroom/article/0,,id=106990,00.html):

3. If the applicant/grantee receives a benefit because of the contribution such as merchandise, tickets to a ball game or other goods and services, then only the amount that exceeds the fair market value of the benefit received can be included in the calculated value.

4. Donations of stock or other non-cash property are usually valued at the fair market value of the property. Clothing and household items must generally be in good used condition or better to be deductible. Special rules apply to vehicle donations.

5. Fair market value is generally the price at which property would change hands between a willing buyer and a willing seller, neither having to buy or sell, and both having reasonable knowledge of all the relevant facts.

If the *tangible expenses* of providing pro bono services or the costs associated with volunteering are paid for by the volunteer or assumed by another organization, these costs can be at least partially included in the valuation of in-kind resources contributed. Applicants/grantees should consult and conform to IRS regulations for deducting charitable contributions to determine whether to include such expenses in the value of non-cash contributions.


Report a separate count of in-kind resources raised for each of the six Focus Areas.

**Other Note**

These activities and measure primarily apply to VISTA members.

**For AmeriCorps State & National:** AmeriCorps members may not raise funds for the organization in general. Only program-specific fundraising is allowable. AmeriCorps State/National fundraising requirements are: AmeriCorps members may raise resources directly in support of the program's service activities. AmeriCorps members may not: (1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment; (2) Write a grant application to CNCS or to any other Federal agency. 45 CFR 2520.40. An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities §2520.45.
<table>
<thead>
<tr>
<th><strong>Measure</strong></th>
<th><strong>Definition of Key Terms</strong></th>
<th><strong>How to Calculate Measure/Collect Data</strong></th>
</tr>
</thead>
</table>
| G3-3.18    | **New beneficiaries:** Individuals who were clients or service recipients in the current reporting period who were not clients or service recipients in previous reporting periods. | Count of the number of new beneficiaries receiving assistance or services as a result of capacity building efforts provided by the CNCS-supported organization or assigned national service participant(s) in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families. Applicants/grantees consider beneficiaries as “new” if they have not received any services from the organization in the past grant cycle. At the outset of the activity, the applicant/grantee should indicate a minimum number of days or hours, or other units of service received are required in order for the person to be considered a beneficiary. 

New beneficiaries of service should be the direct result of one or more capacity building activities intended to support or enhance the program delivery model, such as new or expanded programming, new outreach or marketing campaigns. 

Report a separate count of new beneficiaries served for each of the six Focus Areas. If a new beneficiary receives services in more than one focus area and/or more than one service within a focus area, the new beneficiary should be counted only once under the focus area in which it operates its primary program. |
<table>
<thead>
<tr>
<th>Measure</th>
<th>G3-3.19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of new beneficiaries from one or more targeted or underserved populations (counts by target population, e.g., racial or ethnic group) that received services as a result of capacity building efforts in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families.</td>
<td></td>
</tr>
</tbody>
</table>

| Definition of Key Terms | New beneficiaries: Individuals who were clients or service recipients in the current reporting period who were not clients or service recipients in previous reporting periods. |
| Underserved populations: Populations or groups that are specifically identified by the program as in need of program services or that currently receive inadequate service. |

| How to Calculate Measure/Collect Data | Count of the number of new beneficiaries from one or more targeted or underserved populations (counts by target population, e.g., racial or ethnic group) receiving assistance or services as a result of capacity building efforts provided by the CNCS-supported organization or assigned national service participant(s) in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families. Applicants/grantees consider beneficiaries as “new” if they have not received any services from the organization in the past grant cycle. At the outset of the activity, the applicant/grantee should indicate a minimum number of days or hours, or other units of service received are required in order for the person to be considered a beneficiary. |
| New beneficiaries of service should be the result of one or more capacity building activities intended to support or enhance the program delivery model, such as new or expanded programming, new outreach or marketing campaigns. |
| The targeted or underserved population(s) that the applicant/grantee intends to reach should be identified in the application, or the position/assignment description of the national service participant before the start of the program. |
| Report a separate count of new beneficiaries served in each targeted or underserved population for each of the six Focus Areas. If a new beneficiary receives services in more than one focus area and/or more than one service within a focus area, the new beneficiary should be counted only once under the focus area in which it operates its primary program. |
Appendix A: Understanding MSY and Member Allocations in the AmeriCorps State and National Application

How to Calculate MSY and Member Allocations

In the performance measure module, applicants enter the total share of program resources (MSYs and members) that will be directed to each objective. Member and MSY allocations entered in the application are understood to be the program’s best estimate of how member time will be allocated to various program objectives.

The charts below show how a sample program could calculate its MSY allocations for different member types and different percentages of member time spent per objective. In this example, the program has a total of 135 members. All members spend some time contributing to the K-12 Success objective. Only the program’s 105 full-time and half-time members contribute to the School Readiness objective.

<table>
<thead>
<tr>
<th>Objective #1: K12 Success</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Member</strong></td>
</tr>
<tr>
<td>FT</td>
</tr>
<tr>
<td>HT</td>
</tr>
<tr>
<td>RHT</td>
</tr>
<tr>
<td>QT</td>
</tr>
<tr>
<td>MT</td>
</tr>
<tr>
<td>Total Members</td>
</tr>
</tbody>
</table>

| Objective #2: School Readiness |

Objectives are objectives of the CNCS strategic plan. Activity that does not contribute to a strategic plan objective is categorized as “Other.”
<table>
<thead>
<tr>
<th>Type of Member</th>
<th>MSY Multiplier for Type</th>
<th>X</th>
<th>Number of Members for Type</th>
<th>X</th>
<th>% of Member Time for Objective</th>
<th>=</th>
<th>MSY Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT</td>
<td>1</td>
<td>X</td>
<td>100</td>
<td>X</td>
<td>.50</td>
<td>=</td>
<td>50 MSY</td>
</tr>
<tr>
<td>HT</td>
<td>.5</td>
<td>X</td>
<td>5</td>
<td>X</td>
<td>.20</td>
<td>=</td>
<td>.5 MSY</td>
</tr>
<tr>
<td>RHT</td>
<td>.3809524</td>
<td>X</td>
<td>0</td>
<td>X</td>
<td>0</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>QT</td>
<td>.26455027</td>
<td>X</td>
<td>0</td>
<td>X</td>
<td>0</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>MT</td>
<td>.21164022</td>
<td>X</td>
<td>0</td>
<td>X</td>
<td>0</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td><strong>Total Members</strong></td>
<td><strong>105</strong></td>
<td></td>
<td><strong>Total MSYs</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>50.5</strong></td>
</tr>
</tbody>
</table>
How It Looks on the MSY Tab

The program enters the total number of MSYs and members for each objective on the MSY/Members tab of the performance measures module. The system automatically calculates the percentage of MSYs allocated to each objective.

Note: Programs that select the Find Opportunity objective (Economic Opportunity Focus Area) or the Teacher Corps objective (Education Focus Area) must enter 0 MSYs for these objectives and allocate their MSYs to other objectives. This is because the MSY allocations are designed to show how programs’ resources are allocated to activities that benefit the community. The Find Opportunity and Teacher Corps objectives are focused on benefits to members.

How It Looks in the 424 PDF

Table 1 and its corresponding pie chart show the total number of MSYs by Focus Area. Since both the K-12 Success and School Readiness objectives are in the Education Focus Area, Table 1 shows 100% of MSYs in Education.
Table 4 in the PDF report shows the number of MSYs and members allocated to each objective, as seen on the MSY/Members tab:

Table 1: MSYs by Focus Areas

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>% MSYs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>100%</td>
</tr>
</tbody>
</table>

Table 4: No of MSY and Members by Objective

<table>
<thead>
<tr>
<th>Objectives</th>
<th>No of MSYs</th>
<th>No of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-12 Success</td>
<td>60.63</td>
<td>135</td>
</tr>
<tr>
<td>School Readiness</td>
<td>50.50</td>
<td>105</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>111.13</strong></td>
<td><strong>240</strong></td>
</tr>
</tbody>
</table>

Note that the total number of members does not accurately reflect the number of slots the program is requesting since some members are performing service in both objectives. The total number of MSYs does, however, reflect the total number of MSYs requested by the program.
Table 2 and its corresponding pie chart show the same MSY information expressed as percentages of the total MSYs:

![Pie Chart: MSYs by Objective](image)

<table>
<thead>
<tr>
<th>Objectives</th>
<th>%MSYs</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-12 Success</td>
<td>55%</td>
</tr>
<tr>
<td>School Readiness</td>
<td>45%</td>
</tr>
</tbody>
</table>

**How To Assign MSYs to Performance Measures**

When a program creates an aligned performance measure, it must indicate how many MSYs and how many members will contribute to the outcomes of the aligned measure. Based on the MSY allocations already entered for the sample program, the program may allocate no more than 60.63 MSYs to K-12 Success performance measures, and no more than 50.5 MSYs to School Readiness performance measures. However, programs are not required to measure all of their activities, so it is possible that not all of these MSYs will be allocated to performance measures.

Our sample program has three performance measures, one for the K-12 Success objective and two for the School Readiness objective.

**Objective #1: K-12 Success**

<table>
<thead>
<tr>
<th>Intervention</th>
<th>Aligned Performance Measure</th>
<th>Percent of K-12 Success Time Spent on Achieving PM Outcomes</th>
<th>X</th>
<th>Total MSYs in Objective</th>
<th>=</th>
<th>MSYS Allocated to Performance Measure</th>
<th>Percent of Total MSYs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentoring</td>
<td>ED3A, ED4A, .75</td>
<td></td>
<td>X</td>
<td>60.63</td>
<td>=</td>
<td>45.47</td>
<td>41%</td>
</tr>
<tr>
<td>Parent Engagement</td>
<td>No performance measure.</td>
<td>.25</td>
<td>X</td>
<td>60.63</td>
<td>NA</td>
<td>14%</td>
<td></td>
</tr>
</tbody>
</table>

### Objective #2: School Readiness

<table>
<thead>
<tr>
<th>Intervention</th>
<th>Aligned Performance Measure</th>
<th>Percent of K-12 Success Time Spent on Achieving PM Outcomes</th>
<th>X</th>
<th>Total MSYs in Objective</th>
<th>=</th>
<th>MSYs Allocated to Performance Measure</th>
<th>Percent of Total MSYs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutoring 1:1</td>
<td>ED20, ED21, ED23</td>
<td>.75</td>
<td>X</td>
<td>50.5</td>
<td>=</td>
<td>37.88</td>
<td>34%</td>
</tr>
<tr>
<td>Parent Engagement</td>
<td>Applicant-Determined Measure</td>
<td>.25</td>
<td>X</td>
<td>50.5</td>
<td>=</td>
<td>12.62</td>
<td>11%</td>
</tr>
</tbody>
</table>

Note: Any aligned performance measure that has member outcomes rather than beneficiary outcomes should have an MSY allocation of 0 members since MSY allocations are designed to show how programs’ resources are allocated to achieving beneficiary outcomes.

**How It Looks in the 424 PDF**

Table 3 and its corresponding pie chart in the 424 PDF report shows the percentage of MSYs allocated to National Performance Measures, applicant-determined performance measures, or to no performance measures. As seen in the table above, the program has two National Performance Measures (ED3A/4A/27A and ED20/21/23), accounting for 75% of total MSYs. The program has one applicant-determined measure, and a small percentage of program activity is not being measured.
CNCS requires all applicants to have one aligned performance measure for the primary intervention. Applicants may have additional aligned measures provided that they measure significant programmatic activities. There is no expectation that 100% of program activity would be allocated to National Performance Measures, or to any performance measures at all.
## Appendix B: Performance Measures Checklist

This checklist is used to assess performance measures during the review process. Items on the checklist are common problems that require clarification. The checklist is not a comprehensive list of all performance measure items that may require clarification. Refer to the Performance Measure Instructions and NOFO FAQs for full requirements.

<table>
<thead>
<tr>
<th>Alignment with Narrative/TOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus areas, objectives, interventions, outputs and outcomes are consistent with the application narrative, logic model and theory of change.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interventions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The interventions selected contribute directly to the outputs and outcomes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dosage</th>
</tr>
</thead>
<tbody>
<tr>
<td>The dosage (frequency, intensity, duration of intervention) is described and is sufficient to achieve outcomes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resource Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSY and member allocation charts are consistent with the member activities/time spent on member activities described in the application narrative.</td>
</tr>
</tbody>
</table>

| MSY allocations for performance measures are reasonable. (If it is clear that not all interventions are being measured, then 100% of MSYs should not be allocated to performance measures. CNCS expects an accurate estimate of MSYs that will lead to performance measure outcomes and does not require applicants to measure 100% of program activity or to allocate a certain percentage of activity to National Performance Measures.) |

| MSYs are zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10). |

<table>
<thead>
<tr>
<th>Selection Rules/Performance Measure Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unless the applicant is a continuation, no retired measures (e.g., measures marked deleted or not appearing in the 2015 Performance Measures Instructions) have been selected.</td>
</tr>
</tbody>
</table>

| The applicant has at least 1 aligned performance measure for the primary intervention. |
National Performance Measures conform to selection rules, definitions and data collection requirements specified in the Performance Measure Instructions. (Compliance with definitions and data collection requirements must be clearly explained in the performance measure text boxes or must be clarified.)

Individuals counted in National Performance Measures meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

It is clear that beneficiaries are not double-counted in an aligned performance measure.

National Performance Measures count beneficiaries, not AmeriCorps members, unless the measure specifies that national service participants are to be counted.

The population counted in each National Performance Measure is the population specified in the Performance Measure Instructions.

Capacity Building interventions meet the CNCS definition of capacity-building in the Performance Measure Instructions.

Member development measures (O12, O13, O14, O15, O16, O17) have a 30-day timeline, not the previously acceptable 90-day timeline.

Applicant is not using applicant-determined member development or volunteer generation measures that are the same or similar to National Performance Measures or Grantee Progress Report demographic indicators (e.g., number of volunteers.)

Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) are only present if these activities are the primary focus of the program or a significant component of the program's theory of change.

**Education Selection Rules/Performance Measure Instructions**

Completion is defined for education outputs measuring completion. (ED2, ED4A, ED21, ED32). Note: Dosage and completion are not necessarily the same. The applicant must specify the minimum dosage necessary to be counted as having completed the program, which may or may not be the same dosage specified in the intervention description.

ED1/ED2 and ED3A/ED4A are not used in the same aligned PM.

The mentoring intervention is selected for ED3A/ED4A, and no other interventions are selected for ED3A/ED4A. Mentoring is not selected as an intervention in any education measures other than ED3A/ED4A.

The mentoring dosage meets the dosage requirements described in the Performance Measure Instructions for ED3A/ED4A.
It is clear that the proposed standardized test for ED5 and/or ED30 meets the definition in the Performance Measure Instructions.

If the state standardized test is proposed to measure ED5 and/or ED30, a justification is provided as directed in the Performance Measure Instructions. (Note: Request must be approved by CNCS.)

If the applicant is measuring multiple subjects under ED5 and/or ED30, it is clear whether/how much students must improve in reading, math or both subjects in order to be counted.

For ED27A or ED27B, the applicant specifies which dimension(s) of academic engagement described in the Performance Measure Instructions will be measured.

<table>
<thead>
<tr>
<th>Alignment &amp; Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant-determined outputs and outcomes are aligned correctly.</td>
</tr>
<tr>
<td>Outputs and outcomes clearly identify what is counted.</td>
</tr>
<tr>
<td>Each output or outcome counts only one thing (except certain National Performance Measures).</td>
</tr>
<tr>
<td>Outcomes clearly identify a change in knowledge, attitude, behavior or condition. (Counts that do not measure a change are outputs and must be labeled as such.)</td>
</tr>
<tr>
<td>Outcomes clearly specify the level of improvement necessary to be counted as &quot;improved&quot; and it is clear why this level of improvement is significant for the beneficiary population served.</td>
</tr>
<tr>
<td>Outcomes count individual level gains, not average gains for the population served.</td>
</tr>
<tr>
<td>Outcomes measure meaningful/significant changes and are aligned with the applicant's theory of change. (Note: Outcomes that do not measure significant changes in knowledge, attitude, behavior or condition should be revised. If the applicant is not able to propose a meaningful outcome, the aligned performance measure should be removed. CNCS prefers that applicants measure a small number of meaningful outcomes rather than a large number of outputs paired with insignificant outcomes.)</td>
</tr>
<tr>
<td>Outcomes can be measured during a single grant year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Collection/Instruments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data collection methods are appropriate.</td>
</tr>
<tr>
<td>Instruments are likely to yield high quality data.</td>
</tr>
<tr>
<td>The instrument, and what it measures, is clearly described.</td>
</tr>
<tr>
<td>If the Performance Measure Instructions specify the instrument to be used, the applicant is using that instrument (e.g., pre/post test).</td>
</tr>
</tbody>
</table>
The instrument measures the change specified in the outcome. (For example, if the outcome is a change in knowledge, the proposed instrument measures a change in knowledge, not a change in attitude.)

Output instruments are sufficient to count all beneficiaries served and to ensure that individuals are not double-counted.

Outcome instruments will be administered to all beneficiaries receiving the intervention or completing the program. (Note, competitive grantees may propose a sampling plan for CNCS approval if this is not the case. Formula grantees are not permitted to sample.)

**Pre/Post Test**

If using a pre/post test to measure knowledge gains from training activities, it is clear how the pre/post test is connected to the learning objectives of the training.

The timeline for administering the pre/post test is clear.

If a pre/post test is required by the Performance Measure Instructions, the instrument described is a pre/post test.

The applicant can successfully match pre-test data with post-test data at the individual level. The same instrument must be used for the pre-test and the post-test.

**Targets**

Target values appear ambitious but realistic/It is clear how targets were set.

Outcome targets are smaller than output targets, with some exceptions (i.e., capacity-building National Performance Measures). Note: In some cases it may be appropriate for the outcome target to be equal to the output target.

The output and outcome targets are reasonably proportional. Note: What constitutes reasonably proportional may depend on what is being counted, how and when.

**Unit of Measure**

The unit of measure is not AmeriCorps members except in National Performance Measures that count national service participants.

The unit of measure is consistent for all outputs or outcomes in the PM unless otherwise specified in the Performance Measure Instructions.

The unit of measure is not hours.

The unit of measure is a number, not a percent.

**Sampling**
If sampling is proposed, the targets represent the total for the population being served, not just the sample. (Note: Formula grantees are not permitted to sample.)

If sampling is proposed, the sampling plan is forwarded to CNCS for consideration. (Note: Formula grantees are not permitted to sample.)

**Misc.**

The applicant has not opted into National Performance Measures but has the potential to do so. (In this case, clarify why the applicant has not opted into National Performance Measures and, if applicable, direct them to select appropriate National Performance Measures.)

The applicant has not created applicant-determined measures that are identical to National Performance Measures. (Note: This is a common problem that occurs when applicants have not selected the correct objective. Applicants must review the selection rules and choose the correct objectives or the corresponding performance measures will not be available for selection. Applicant-determined measures are recognizable by the labels OUTPT or OUTCM, followed by numbers. Any applications containing these labels are NOT National Performance Measures, even if the applicant has labeled them with the number of a national measure.)
APPLICATION INSTRUCTIONS

AmeriCorps Planning Grant Application Instructions

As applicable to the Notice of Funding Opportunity or Notice of Funding Availability

Purpose of the AmeriCorps Planning Grants

The purpose of planning grants is to support the development of AmeriCorps programs that will engage AmeriCorps members in evidence-based interventions to solve community problems. Planning grant recipients are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle. Planning grants may not be used to support AmeriCorps members. Planning grant funds are used to support costs for staff, research, partnership development, and/or other allowable costs associated with development of an AmeriCorps program. These grants are awarded solely for the purpose of planning, developing, and building an organization’s capacity to operate an AmeriCorps program. Organizations who are already operating AmeriCorps State/National programs are not eligible to apply for AmeriCorps Planning Grants. Note: planning grant recipients are not guaranteed subsequent operating funding.

Allowable and fundable activities include, but are not limited to:

- Consultants or contract staff to assist with the planning process projects
- Research and refinement of the intervention and program model
- Organizational assessments (evaluations of an applicant’s financial systems and other internal processes)
- Securing community partnerships
IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service’s online grant application system, eGrants. All funding announcements by the Corporation for National and Community Service (CNCS) are posted on www.nationalservice.gov and www.grants.gov.

Public Burden Statement: Public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Jennifer Bastress Tahnasebi, 1201 New York Avenue, NW, Washington, D.C. 20525. CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (See 5 C.F.R. 1320.5(b)(2)(i).)

Privacy Act Notice: The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. § 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department’s efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Executive Summaries of all compliant applications received and applications of successful applicants will be published on the CNCS website as part of ongoing efforts to increase transparency in grantmaking. This is described in more detail in the Notice of Federal Funding Opportunity. The information will not otherwise be disclosed to entities outside of AmeriCorps and CNCS without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

Federal Funding Accountability and Transparency Act: Grant recipients will be required to report at www.FSRS.gov on all subawards over $25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

Universal Identifier: Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor’s Registry (CCR). All grant recipients are required to maintain a valid registration, which must be renewed annually.
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ATTACHMENTS

These Attachments are Worksheets only. All information must be entered in eGrants.

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SUBMITTING YOUR APPLICATION IN EGRANTS

New and Recompeting Applicants

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

In eGrants, before Starting Section I. you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA: FY 2016 AmeriCorps State Commission (New and Continuation) (Due date: 1/20/2016)
- Select Florida from the state dropdown listing
- Volunteer Florida Prime Application Grant ID Number – 16AC183142

Note: Once you create an application, you will be allowed to edit as needed until you are ready to submit. When you want to return to a previously created application, it will now appear under View My grants/Applications in the status For Grantee Edit or Action. Clicking on this option will allow you to re-enter the application. Do not use the New button again.

Your application consists of the following components. Make sure to complete each section.

I. Applicant Info
II. Application Info
III. Narratives
IV. Performance Measures
V. Documents
VI. Budget
VII. Review, Authorize, and Submit
I. Applicant Info
Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. Select New and enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

II. Application Info
In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. August 1, 2016. The project period is one year.
- Enter Funding Type
- State Application Identifier: Enter N/A.
  - The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”

Indicate Yes or No if you are delinquent on any federal debt. Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation to the CNCS Office of Grants Management. If yes, send required documents as described in in the Notice (if applicable) via the email listed in the Notice under Additional Documents, as part of your application.
- Leave the box for “Program Initiative” blank unless otherwise noted in the Notice.

In the Funding/Demographics Section enter:
- Total Local, State, and Federal Government Match. Enter the dollar amount of local, state, and federal government match being proposed. The “Total Private Match” + the “Total Local, State, and Federal Government Match” should equal the “Total Match.”
- Total Private Match. Enter the dollar amount of private match being proposed. The “Total Private Match” + the “Total Local, State, and Federal Government Match” should equal the “Total Match.”
- Total Match. Enter the total dollar amount of match being proposed.
- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.

**The following are not applicable for a planning grant and should be ignored:**
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Percentage of MSYs who are opportunity youth
- Number of reported in O15 who are opportunity youth
- Number of reported in O17 who are opportunity youth

In the Program Information Section:

General Information: select either Yes or No from the drop down menu
- My organization has received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
- Opt in to the National Service Registry. Applicants wishing to make information from their application to potential private sector funders can opt in during the application process.
2015 AmeriCorps Funding Priorities
Check any priority area(s) that apply to the proposed program. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes.

- Disaster Services
- Economic Opportunity – especially opportunity youth
- Education - improving student academic performance including STEM
- Environment – 21st Century Service corps
- Veterans and Military Families
- Healthy Futures
- No NOFO priority area

Populations Served
Check the appropriate box(es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above."

- Individuals who are homeless.
- Adult ESL participants.
- Youth ESL participants.
- Disadvantaged youth (K-12).
- Head Start participants.
- Immigrants and refugees.
- Individuals receiving hospice or other care for terminal illness.
- Individuals receiving mental health services.
- Individuals receiving substance abuse services.
- Individuals with HIV/AIDS.
- Individuals with physical or developmental disabilities.
- Senior Citizens
- Victims/Survivors of violence and abuse.
- Veterans.
- Veteran family members
- Caregivers.
- None of the Above

Grant Characteristics
Check any grant characteristics that apply to the proposed program:

- Encore Program
- Faith organizations
- Community-based organizations,
- SIG/Priority Schools
- Professional Corps
- STEM Program
- Geographic Focus – Urban
- Geographic Focus – Rural
- None of the the above grant characteristics

AmeriCorps Identity/Co-branding Questions. Check all that apply

In the Multi-State Operating Section (For applicants that are operating in more than one state):
- Please fill in the following information for your operating sites: organization name, address, city, and state, zipcode + 0000 (egrants will correct the last four digits to the correct numbers), amount of funding going to the operating site, number of proposed AmeriCorps members that will be located at the site.
III. Narratives
The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the Notice. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

• **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the Notice.

• **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.

• **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.

• **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.

• **Don’t make assumptions.** Even if you have received funding from CNCS in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.

• **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

• **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

In eGrants, you will enter text for

- Executive Summary.
- Rationale and Approach (Program Design).
- Organizational Capability.
- Cost Effectiveness and Budget Adequacy.

Note: The Narratives Section also includes fields for Evaluation Plan, Clarification Information, Amendment Justification, and Continuation Changes. **Please enter N/A in these fields. They will be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.**

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the Notice and Application Instructions, we suggest that you include a brief discussion of each bullet if it pertains to your application.

A. Executive Summary
Please complete the executive summary per the guidance in the Notice.

B. Selection Criteria
Each application must clearly describe a plan for developing a project that will effectively deploy AmeriCorps members to solve a significant community problem. Specifics about the selection criteria are published in the Notice.

1. **Rationale and Approach/ Program Design (50 percent)**
In assessing Rationale and Approach/ Program Design, reviewers will examine the degree to which the applicant clearly describes its plan to design an AmeriCorps program to use AmeriCorps members to solve an identified community problem. In addition to the guidance provided in the AmeriCorps State and National Grants FY 2016 Notice of Funding Opportunity (NOFO) and FY 2016 NOFO Application Instructions, include the following:
• Provide a concise overview of the proposed AmeriCorps program. Describe the problem/need that the program will address.
• Describe what measurable outputs and outcomes your AmeriCorps program will achieve.
• Describe your planning process and organization’s need for an AmeriCorps planning grant. Include community partners that will be involved and their role in the planning process. Provide a timeline for planning activities.
• Describe how your planning process will help you develop an effective member management model including the recruitment and retention of AmeriCorps members. Describe how a planning grant will help your organization meet the national standard of 100% recruitment and retention of all AmeriCorps members. Discuss how the planning process will help prepare your organization to provide training, supervision, and ongoing assistance to support your AmeriCorps members.
• Discuss how member service sites will be selected, oriented and trained to support members (if applicable).
• List the specific goals to be achieved through a planning grant.

2. **Organizational Capability (25 percent)**
Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing and experience to support the planning process and develop the proposed program. In addition to the guidance provided in the AmeriCorps State and National Grants FY 2016 Notice of Funding Opportunity (NOFO) and FY 2016 NOFO Application Instructions, include the following:

• Explain how the planning process will enhance the capacity of your organization to administratively manage an AmeriCorps program.
• Include description of the systems and processes developed for sound programmatic and fiscal oversight.
• Discuss current or previous impact in relation to the community need identified.

3. **Cost Effectiveness and Budget Adequacy (25 percent)**
In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the proposed plan is cost effective and the budget is appropriate for the planning process.

C. **Evaluation Summary or Plan**
Enter N/A. Evaluation plans are not required for planning grants

D. **Amendment Justification**
Enter N/A. This field will be used if you are awarded a grant and need to amend it.

E. **Clarification Information**
Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please clearly label new information added during clarification with the date.

F. **Continuation Changes**
Enter N/A.

**IV. Performance Measures**
One performance measure is required for Planning Grants. Attachment A of this document outlines the steps an applicant should take to enter the required measure in eGrants. The performance measure must be entered at the time of application.
V. Documents

In addition to the application submitted in eGrants, you are required to provide your federally-approved indirect cost agreement (if applicable and as indicated in the Notice), and other required documents listed in the Notice (if applicable) via the e-mail listed in the Notice, as part of your application. After you have submitted the documents, change their status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at CNCS.”

VI. Budget Instructions for Planning Grant Applicants

A. Overview of Key Budget Requirements

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

Follow the detailed budget instructions below to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the instructions.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist (Attachment C) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:

• All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
• Itemize each cost and present the basis for all calculations in the form of an equation.
• Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
• Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

• Cost Principles for Educational Institutions
• Cost Principles for State, Local, and Indian Tribal Governments
• Cost Principles for Non Profit Organizations

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if expending over $750,000 in federal funds, as required in OMB Circular A-133.

B. Detailed Budget Instructions

The line items that pertain to Planning Grants are Section I. and III.

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-I, as follows:

A. Personnel Expenses

Under —Position/Title Description,— list each staff position separately and provide salary and percentage of effort devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or
training of staff.

B. Personnel Fringe Benefits
Under —Purpose/Description,— identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item. Uncommon or exceptionally high-cost benefits should be itemized and justified.

C. 1. Staff Travel
Describe the purpose for which program staff members will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. The standard mileage reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

We expect all applicants to include funds in this line item for travel for staff to attend CNCS-sponsored technical assistance meetings. There are two to three such opportunities per year.

Please itemize the costs. For example: Two staff members will attend the Annual Grantee Meeting in Washington, DC.
2 staff X $750 airfare + $50 ground transportation + (1 day) X $400 lodging + $35 per diem = $2,470 for Annual Grantee Meeting.

C. 2. Member Travel
N/A.

D. Equipment
N/A.

E. Supplies
Include the amount of funds to purchase consumable supplies and materials that cost under $5,000 per unit. Items over $5,000 are considered equipment and are not allowed as a budget cost for planning grants. You must individually list any single item costing $1,000 or more.

F. Contractual and Consultant Services
Include costs for consultants related to the project’s operations, except training consultants, who will be listed in Sections G., below. Indicate the daily rate, number of days, and total cost for consultants you are proposing to use and their contractual services.

G. 1. Staff Training
Include the costs associated with training staff on project requirements and training to enhance the skills needed 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.

G. 2. Member Training
N/A.

H. Evaluation
N/A.

I. Other Program Operating Costs
Allowable costs in this budget category should include when applicable:
• Criminal history background checks for any employees or other individuals who receive a
salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share).

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.

Section II. Member Costs
All Member Costs are N/A.

Section III. Administrative/Indirect Costs
Definitions
Administrative costs are general or centralized expenses of the overall administration of an organization that receives CNCS funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization’s indirect cost rate agreement. Such costs are generally identified with the organization’s overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122.

Options for Calculating Administrative/Indirect Costs (choose either A. OR B.)
Applicants choose one of two methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method or a federally approved indirect cost rate method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds actually expended under this grant. Do not create additional lines in this category.

A. CNCS Fixed Percentage Method
Five Percent Fixed Administrative Costs Option
The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the CNCS-fixed percentage rate method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as CNCS share. The 5% maximum is calculated by multiplying the sum of the CNCS share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.
2. To determine the Grantee share for Section III: Then multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of the CNCS and grantee shares under Total Amount.

B. Federally approved Indirect Cost Rate
If you have a federally approved indirect cost rate and choose to use it, the rate will constitute documentation of your administrative costs, including the 5% maximum payable by CNCS. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.
1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.
3. To determine the Grantee share: Subtract the amount calculated in step b (the CNCS administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

**Match**

**Source of Match**

In the Source of Match field that appears at the end of the Budget Sections, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other or Not Available) **for your entire match**. Define any acronyms the first time they are used.

**VII. Review, Authorize, and Submit**

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

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

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

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

**Note:** Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting “Don’t have an eGrants account? Create an account.”
ATTACHMENT A: Performance Measures Instructions for Planning Grant Applicants

(eGrants Performance Measures Section)

eGrants Performance Measures Module Instructions

About the Performance Measures Module

• In the performance measures module, you will create a performance measure for your planning grant.

Home Page

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

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

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

To edit the interventions, objectives, MSYs, and slot allocations for your application, click the “Edit Objectives/MSYs/Slots” button.

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

Objectives Tab

An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective.

First click on the “Other Community Priorities” focus area. Then click on the “Other” objective and select the “Other” intervention..

Choose “Other Community Priorities” as your program’s primary focus area in the drop-down list at the bottom of the page. Next, select “other” as your primary intervention.

Click the next button to continue.

MSYs/Slots Tab

On this tab, you must enter a numerical value of “1” in all MSY and slot fields in order to submit your application. Then click the next button to continue.

Performance Measure Tab

To create your performance measure, begin by selecting “other” from the objective drop-down. Enter the following title: Planning Grant. Enter NA in the problem statement text box. Check the box next to the intervention text box. Enter this text in the intervention text field: Plan an AmeriCorps program.
Click the button next to the output text box. Enter this text in the output text field: Design and conduct planning process as outlined in the application.

Check the box next to the outcome text box. Enter 3-5 primary deliverables as outlined in your application in the outcome text field. Deliverables are the resulting outcomes of the Planning Grant. The expectation is that the Planning Grant will result in the submission of a strong AmeriCorps application the subsequent funding cycle.

Enter a numerical value of “1” in the MSYs and slots fields at the bottom left of the page.
Click “next” to proceed to the data collection tab.

**Data Collection Tab**

On this tab, enter NA in the intervention text box. Then expand each output and outcome. Enter “1” for all numerical values required and enter NA in all text boxes. Select “other” as your data collection method for both the output and the outcome.

After entering data collection information for the output and outcome, click “Mark Complete.” You will return to the Performance Measure tab. To continue to the next step of the module, click “Next.”

**Summary Tab**

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

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

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

Click “Edit Performance Measure” to return to the Performance Measure tab.

Click “Edit Data Collection” to return to the Data Collection tab.

“Click Validate Performance Measures” to validate this module prior to submitting your application.
ATTACHMENT B: Budget Worksheet (eGrants Budget Section)

Section I. Program Operating Costs

A. Personnel Expenses

<table>
<thead>
<tr>
<th>Position/Title/Description</th>
<th>Qty</th>
<th>Annual Salary</th>
<th>% Time</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Totals</td>
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</tr>
</tbody>
</table>

B. Personnel Fringe Benefits

<table>
<thead>
<tr>
<th>Purpose/Description</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Totals</td>
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</tr>
</tbody>
</table>

C1. Staff Travel

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Totals</td>
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</tr>
</tbody>
</table>

C2. Member Travel

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Totals</td>
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</tr>
</tbody>
</table>

D. Equipment

<table>
<thead>
<tr>
<th>Item/Purpose/Justification</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Totals</td>
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</tbody>
</table>

E. Supplies

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Totals</td>
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</tbody>
</table>
### F. Contractual and Consultant Services

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Daily Rate</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Totals**

### G.1. Staff Training

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Daily Rate</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Totals**

### G.2. Member Training

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Daily Rate</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Totals**

### H. Evaluation

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Daily Rate</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Totals**

### I. Other Program Operating Costs

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Daily Rate</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Totals**

**Subtotal Section I:**

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Section II. Member Costs – N/A for Planning Grant Applicants

### A. Living Allowance

<table>
<thead>
<tr>
<th>Item</th>
<th># Mbrs</th>
<th>Allowance Rate</th>
<th># w/o Allowance</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (1700 hrs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half Time (900 hrs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Year of 2-Year Half Time</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>2nd Year of 2-Year Half Time</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Reduced Half Time (675 hrs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Quarter Time (450 hrs)</td>
<td></td>
<td></td>
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<tr>
<td>Minimum Time (300 hrs)</td>
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<tr>
<td><strong>Totals</strong></td>
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</table>

### B. Member Support Costs

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Daily Rate</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
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<tbody>
<tr>
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<td><strong>Totals</strong></td>
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</tbody>
</table>

**Subtotal Section II:**

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
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</table>

**Subtotal Sections I + II:**
### Section III. Administrative/Indirect Costs

#### A. Corporation-fixed Percentage Rate

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
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</table>

#### B. Federally Approved Indirect Cost Rate

<table>
<thead>
<tr>
<th>Cost Type</th>
<th>Cost Basis</th>
<th>Calculation</th>
<th>Rate</th>
<th>Rate Claimed</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
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<tbody>
<tr>
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</tbody>
</table>

Total Sections I + II + III:

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Budget Total: Validate this budget

Required Match Percentages:

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Source of Match

<table>
<thead>
<tr>
<th>Section Sources of Funds</th>
<th>Match Desc.</th>
<th>Amt</th>
<th>Type</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Source of Funds</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

---
### ATTACHMENT C: Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements. Note: This does not apply to Fixed-amount grants.

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Section I. Program Operating Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.</td>
</tr>
<tr>
<td>Yes</td>
<td>Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.</td>
</tr>
<tr>
<td>Yes</td>
<td>Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members’ time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.</td>
</tr>
<tr>
<td>Yes</td>
<td>All positions in the budget are fully described in the program narrative?</td>
</tr>
<tr>
<td>Yes</td>
<td>The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately.</td>
</tr>
<tr>
<td>Yes</td>
<td>Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?</td>
</tr>
<tr>
<td>Yes</td>
<td>The purpose for all staff and member travel is clearly identified?</td>
</tr>
<tr>
<td>Yes</td>
<td>You have budgeted funds for State Commission and National Direct staff travel to CNCS sponsored meetings in the budget narrative under Staff Travel?</td>
</tr>
<tr>
<td>Yes</td>
<td>Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?</td>
</tr>
<tr>
<td>Yes</td>
<td>Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?</td>
</tr>
<tr>
<td>Yes</td>
<td>All single equipment items over $5000 per unit are specifically listed?</td>
</tr>
<tr>
<td>Yes</td>
<td>Justification/explanation of equipment items is included in the budget narrative?</td>
</tr>
<tr>
<td>Yes</td>
<td>All single supply items over $1000 per unit are specifically listed?</td>
</tr>
<tr>
<td>Yes</td>
<td>Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than CNCS grant funds.</td>
</tr>
<tr>
<td>Yes</td>
<td>You only charged to the federal share of the budget member service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment?</td>
</tr>
<tr>
<td>Yes</td>
<td>Does the budget reflect adequate budgeted costs for project evaluation?</td>
</tr>
<tr>
<td>Yes</td>
<td>Have you provided budgeted costs for criminal history checks of members and grant-funded staff that are in covered positions per 45 CFR 2522.205? Or, if not, there is an explanation of how the program will be covering the costs.</td>
</tr>
<tr>
<td>Yes</td>
<td>Are all items in the budget narrative itemized and the purpose of the funds justified?</td>
</tr>
</tbody>
</table>
### In Compliance?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Applicant has chosen Option A – CNCS-fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Applicant has chosen Option A – CNCS fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Applicant has chosen Option B – federally approved indirect cost rate method and documentation submitted to CNCS if multi-state, state or territory without commission or Indian Tribe applicant? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Applicant has chosen Option B – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Applicant has chosen Option B-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?</td>
</tr>
</tbody>
</table>

### Match

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Is the overall match being met at the required level, based on the year of funding?</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>For all matching funds, the source(s) [private, state and local, and federal], the type of contribution (cash or in-kind), and the amount (or an estimate) of match, are clearly identified in the narrative and in the Source of Match field in eGrants?</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>The amount of match is for the entire amount in the budget narrative.</td>
</tr>
</tbody>
</table>
ATTACHMENT D: Alternative Match Instructions

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

Special Circumstances for an Alternative Match Schedule: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

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

A. Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, CNCS will consider the following list of county-level characteristics. See Attachment I for a list of website addresses where this publicly available information can be found.

• The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
• The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
• The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
• The areas served by the program lack basic infrastructure such as water or electricity.

C. Program Location: Except when approved otherwise, CNCS will determine the location of your program based on the legal applicant’s address. If you believe that the legal applicant’s address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. CNCS will, in its sole discretion, determine whether some other address is more appropriate for determining a program’s location.

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule. You must submit your request to the alternative schedule per the information contained in the Notice. CNCS will review your request and notify you within 30 days if you qualify for the alternative schedule and provide instructions for entering your budget into eGrants under the Alternative Match Schedule.

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

D. Instructions for the Alternative Match Schedule: Programs operating in one state must send their requests to the State Commission for review and approval. The Commission will then forward the approved request to CNCS for consideration.

Submit mail applications per the NOFO instructions.
**ATTACHMENT E: Beale Codes and County-Level Economic Data for Alternative Match Requests**

**Rural Community**

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

<table>
<thead>
<tr>
<th>Code#</th>
<th>Metropolitan Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Metropolitan</td>
<td>Counties in metro areas of 1 million population or more</td>
</tr>
<tr>
<td>2</td>
<td>Metropolitan</td>
<td>Counties in metro areas of 250,000 to 1 million</td>
</tr>
<tr>
<td>3</td>
<td>Metropolitan</td>
<td>Counties in metro areas of fewer than 250,000</td>
</tr>
<tr>
<td>4</td>
<td>Non-metro</td>
<td>Urban population of 20,000 or more, adjacent to a metropolitan area</td>
</tr>
<tr>
<td>5</td>
<td>Non-metro</td>
<td>Urban population of 20,000 or more, not adjacent to a metropolitan area</td>
</tr>
<tr>
<td>6</td>
<td>Non-metro</td>
<td>Urban population of 2,500 to 19,999, adjacent to a metropolitan area</td>
</tr>
<tr>
<td>7</td>
<td>Non-metro</td>
<td>Urban population of 2,500 to 19,999, not adjacent to a metropolitan area</td>
</tr>
<tr>
<td>8</td>
<td>Non-metro</td>
<td>Completely rural or less than 2,500 urban population, adjacent to a metropolitan area</td>
</tr>
<tr>
<td>9</td>
<td>Non-metro</td>
<td>Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area</td>
</tr>
</tbody>
</table>

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

**Severely Economically Distressed Community**

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

<table>
<thead>
<tr>
<th>WEBSITE ADDRESS</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.econdata.net">www.econdata.net</a></td>
<td><em>Econdata.Net:</em> This site Links to a variety of social and economic data by states, counties and metro areas.</td>
</tr>
<tr>
<td><a href="http://www.bea.gov/regional/">http://www.bea.gov/regional/</a></td>
<td><em>Bureau of Economic Analysis' Regional Economic Information System (REIS):</em> Provides data on per capita income by county for all states except Puerto Rico.</td>
</tr>
<tr>
<td><a href="http://www.census.gov/hhes/www/saipe/index.html">www.census.gov/hhes/www/saipe/index.html</a></td>
<td><em>Census Bureau’s Small Area Poverty Estimates:</em> Provides data on poverty and population estimates by county for all states except Puerto Rico.</td>
</tr>
<tr>
<td>WEBSITE ADDRESS</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><a href="http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/">http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/</a></td>
<td>US Department of Agriculture’s Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US.</td>
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ATTACHMENT F: Assurances and Certifications

(eGrants Review, Authorize and Submit Section)

Instructions

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

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

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

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

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

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

f) Assurance inclusion in subgrant agreements
You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

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

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

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

**ASSURANCES**

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

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (b) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.

- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard
area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-l et seq.).

- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.

- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-Corporation funds or paid with Corporation funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document “Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants” on the Corporation’s website at: http://www.usdoj.gov/archive/fbci/effect-rfra.pdf.

- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a)Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which
prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;

- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;

- Will, in the case of an AmeriCorps program that includes or serves children, consult with the parents or legal guardians of children in developing and operating the program;

- Will, before transporting minor children, provide the children’s parents or legal guardians with the reason for the transportation and obtain the parent’s or legal guardian’s permission for such transportation, consistent with state law;

- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.

- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;

- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community Service Act of 1990, and in the Corporation’s regulations at § 2540.100;

- Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in the Corporation’s regulations at 45 CFR § 2540.230;

- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform, including training on prohibited activities;

- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;

- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of the Corporation, conduct an internal evaluation of the program;

- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program’s impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by the Corporation;

- Will ensure the provision of a living allowance and other benefits to participants as required by the Corporation;
• Has not violated a Federal criminal statute;

• If a state applicant, will ensure that the State subgrants will be used to support national service programs selected by the State on a competitive basis;

• If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;

• If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless the Corporation approves otherwise.
CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, What information must I provide before entering into a covered transaction with a Federal agency?

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

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in §180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in §180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace

This certification is required by the Corporation’s regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

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

A. Publishing a drug-free workplace statement that:
   a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace;
   b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
   c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;

B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;

C. Establishing a drug-free awareness program to inform employees about:
   a. The dangers of drug abuse in the workplace;
   b. The grantee’s policy of maintaining a drug-free workplace;
   c. Any available drug counseling, rehabilitation, and employee assistance programs; and
   d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;

D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;

E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
   a. Taking appropriate personnel action against the employee, up to and including termination; or
b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

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

• No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;

• If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;

• The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

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

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

Definitions
The terms “debarment”, “suspension”, “excluded”, “disqualified”, “ineligible”, “participant”, “person”, “principal”, “proposal”, and “voluntarily excluded” as used in this document have the meanings set out in 2 CFR Part 180, subpart I, “Definitions.” A transaction shall be considered a “covered transaction” if it meets the definition in 2 CFR part 180 subpart B, “Covered Transactions.”

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

Assurance inclusion in subgrant agreements
You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

Assurance of subgrant principals
You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
Non-assurance in subgrant agreements
If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

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

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

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

Organization Name:
Program Name:
    Name and Title of Authorized Representative:
Signature:
Date:

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

SIGNATURE:
By signing this certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:
- Certification: Debarment, Suspension and Other Responsibility Matters
- Certification: Drug-Free Workplace
- Certification: Lobbying Activities

Organization Name:
Program Name:
    Name and Title of Authorized Representative:
Signature:
Date: