FY 2018 AmeriCorps Formula Request for Proposal (RFP)
Request for Proposals: 2018 AmeriCorps State and National Notice of Funding Opportunity

Due: April 5, 2018, 5:00 p.m. EDT

Proposals are submitted through an online application in the Corporation for National and Community Service’s (CNCS) web-based management system. The RFP proposal (henceforth referred to as Application) and all supporting documents must be received in the CNCS web-based management system by 5:00 p.m. EDT on April 5, 2018. Applications received after this deadline will not be considered for funding. Volunteer Florida does not require organizations to submit an intent to apply.

For complete information, review the CNCS 2018 State and National Grants Notice of Funding Opportunity, the 2018 AmeriCorps State and National Mandatory Supplemental Guidance, the Application Instructions, and the CNCS Performance Measures Instructions included herein.

I. Background
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 $32 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.

II. Grant Period
The grant period is a twelve-month period, beginning August 1, 2018 and ending July 31, 2019. The contract period will be from the date of contract receipt through July 31, 2019.
III. Grant Overview
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 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. In accordance with the National and Community Service Act of 1990, CNCS emphasizes measuring the impact of service in a core set of national issues. The 2018 AmeriCorps State and National Grants Notice of Funding Opportunity identifies the following six focus areas: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families.

Volunteer Florida serves as the State Commission referenced in the 2018 AmeriCorps State and National Grants Notice of Funding Opportunity, and the Application Instructions. Please reference these documents for specific guidance on Volunteer Florida’s AmeriCorps Formula Funding Cycle.

IV. 2018 Funding Priorities
Applicants receive a three point priority consideration for applications including one of the priority areas listed below. Information about all funding priorities identified by CNCS is located in the 2018 AmeriCorps State & National Mandatory Supplemental Guidance. CNCS seeks to prioritize the investment of national service resources in the following areas:

A. Disaster Services - improving community resiliency through disaster preparation, response, recovery, and mitigation

B. Economic Opportunity - increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members, to prepare them for the workforce

C. Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
D. **Healthy Futures** - reducing and/or preventing prescription drug and opioid abuse

E. **Veterans and Military Families** - positively impacting the quality of life of veterans and improving military family strength

F. **Governor and Mayor Initiatives**

G. **Rural intermediaries** - organizations that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure.

H. **Safer Communities** - programs that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between law enforcement and the community

I. **Evidence Based Intervention Planning Grants**

J. **Encore Programs** - programs that engage Americans age 55 and older

V. **Volunteer Florida Application Criteria**

A. All operational proposals must request a minimum of the equivalent of 10 full time AmeriCorps member positions.

B. Members must serve in a minimum of pairs at service locations.

C. The equivalent of a minimum of one full time equivalent (FTE) staff position is required for program management.

D. Evidence based planning grants may be requested and should follow the evidence based planning grants instructions and 2018 Performance Measures Instructions for Planning Grant Applicants

E. Applicants are eligible for cost reimbursement grants only.

F. Maximum allowable federal reimbursement is $14,932 per member service year (MSY) for cost reimbursement applications.

G. A first-time successful applicant is required to provide match funding 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 cost reimbursement grants match requirements chart found on page 11 of the 2017 State and National Grants Notice of Funding Opportunity and 45 CFR §2521.60.

H. Preferred source of grantee match is funding other than State of Florida appropriations. If the grantee intends to use State of Florida funding to meet all or part of the match requirement, Volunteer Florida may require additional
documentation during the clarification period.

I. Applicants are required to meet the CNCS evaluation requirements as identified in the 2018 State and National Grants Notice of Funding Opportunity. Note: Recompete applicants should include an evaluation plan with application submission. A Learning Memo is required for recompeting applicants.

J. Note: Page 23, g. Selection for Funding of the 2018 State and National Grants Notice of Funding Opportunity, refers to federal competition only.

K. Volunteer Florida’s internal and external application review will align with the application review information criteria published on page 13 of the 2018 State and National Grants Notice of Funding Opportunity.

L. New applicants must opt into an August 1, 2018 start date.

M. Continuation applicants may request an increase of members (MSY).

N. Continuation applicants may request an increase of funds as the required minimum member living allowance has increased.

VI. Performance Measures

Applicants are required to select at least one set of aligned performance measures associated with the primary area of impact. In addition, applicants must select a volunteer generation output that is inclusive of total volunteers leveraged and total hours served by volunteers. Applicants should use National Performance Measures if they are part of the program’s theory of change. 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. 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. Outcomes should demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

Applicants are encouraged to review CNCS National Performance Measures information here.
VII. Federal Funding Opportunity Instructions

To access the 2018 AmeriCorps State and National Grants, Notice of Funding Opportunity (NOFO), click here.

To access the 2018 Application Instructions, click here.

To access the 2018 Mandatory Supplemental Guidance, click here.

To access the 2018 Performance Measures Instructions, click here.

To access the 2018 Performance Measures Instructions for Planning Grant Applicants, click here.

VIII. Volunteer Florida Budget Instructions

*All calculations for each budget line item should be written in equation format in the Budget Narrative.*

A. Staff Training: For the 2018-2019 program year, all funded programs will be expected to attend two trainings hosted by Volunteer Florida. Budgets should include the cost of a $50 per person registration fee for each of the two Volunteer Florida mandatory training sessions held during the grant period. Only CNCS funds may be used to cover the $50 per person registration fee. Programs should include travel costs in their proposed budget.

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

C. Background Screening: National Criminal History Checks are required for ALL staff and members.

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

E. 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:

1. 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, he or she cannot request reimbursement for the purchased meal.
2. Overnight travel is required to claim meals. No meals for same day travel will be reimbursed

F. To be eligible for reimbursement of food and beverage during a training and/or meeting, the training and/or meeting must provide the following:
   1. There must be a dissemination of knowledge.
   2. The training must be reasonable and necessary.
   3. There must be a necessity to keep attendees in the training for the length of time and not merely to provide food.
   4. The training and/or meeting must be a minimum of six hours in order to request reimbursement for any meal.

G. To be eligible for reimbursement of food and beverage during a training and/or meeting, the grantee must submit a detailed agenda that outlines the sessions and activities that were covered in the meeting.

H. To be eligible for reimbursement of food and beverage during a training and/or meeting the grantee must submit a sign-in sheet that identifies all participants (including staff and trainers) that were in attendance.

I. Volunteer Florida follows the State of Florida per diem rates and requires all programs to follow the requirements as stated in section 112.061, Florida Statutes. The maximum meal allowances are as follows:
   1. Breakfast – Cannot exceed $6 per person
   2. Lunch – Cannot exceed $11 per person
   3. Dinner – Cannot exceed $19 per person
   4. Items such as snacks, water, utensils, tablecloths, paper products, decorations and entertainment are considered unallowable expenses and cannot be included in the budget.

Reimbursement of approved food and beverage expenses associated with a training will be based on State of Florida Per Diem guidelines and must meet all requirements as listed and provide all required documentation. Reimbursement will be contingent on type of meal provided and number of participants.

IX. 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% out of the 5% maximum as described above of the total CNCS award in their budgets to this line item. The Commission Fixed Amount must be paid from CNCS funds only. Volunteer Florida will draw the Commission Fixed Amount from each program based on the amount expended monthly. Please see the 2018 NOFO Application Instructions for more details and formulas used to calculate these amounts.

Volunteer Florida recommends the CNCS Fixed Percentage Method. Please see the 2018 NOFO Application Instructions for more details.

X. **Application Instructions**

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 2018 AmeriCorps State and National Grants Notice of Funding Opportunity and 2018 Application Instructions.

**Instructions for Submitting Applications (via CNCS eGrants web based management system)**

A. **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), select New.

B. **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), select Continuation/Renewal.

C. **All applicants must select the following NOFA:** FY 2018 AmeriCorps State and Territory Commission (New and Continuations) (Due date: 1/17/2018)
D. All applicants must select Florida from the State dropdown listing. All applications should be linked to the Volunteer Florida Prime Application Grant ID Number: 18AC202269.

**Instructions for Supplemental Documentation (not submitted via CNCS web based management system)**

Volunteer Florida Required Supporting Documentation is due by April 5, 2018 by 5 p.m. EDT. Required supporting documentation varies depending on whether the applicant is submitting a new application (the applicant was not funded in the previous funding cycle) or a continuation application (the applicant received funding during the previous funding cycle). Supporting documentation as specified below, should be electronically submitted to americorpsrfp@volunteerflorida.org.

A. New Applications
1. The most recent audit report including the management letter and the schedule of findings and questioned costs.
2. Completed provider assessment questionnaire [here](#).
3. Certification of 60 day operating capital [here](#).
4. Most recent agency-wide YTD consolidated financial statement and balance sheets.
5. Evaluation reports and up to two evaluation briefs, reports and/or peer reviewed articles, as applicable. See “Submission of Additional Documents” instructions (2018 AmeriCorps State and National NOFO, page 13).

B. Continuation Applications
1. The most recent audit report including management letter and schedule of findings and questioned costs.
2. Completed provider assessment questionnaire (only required if agency hired a new CEO, Executive Director, CFO or Project Director within last twelve months).
3. Most recent agency wide YTD consolidated financial statements and balance sheets.
XI. Volunteer Florida Timeline

**February 26, 2018** - Release Volunteer Florida AmeriCorps Formula Application

**March 7, 2018** (10:00 a.m., continuation applicants and 2:00 p.m. new/recompete applicants) - AmeriCorps funding application technical assistance calls

**March 15, 2018 – 2:00 p.m.** - AmeriCorps Budget 101 Webinar

**March 16, 2018** - AmeriCorps funding application FAQs posted [here](#)

**April 5, 2018, 5:00 p.m. EDT** - Applications due in eGrants and supporting documentation submitted [here](#)

**April 18, 2018 – May 8, 2018** - Peer, financial and staff review

**May 17, 2018** - Clarification provided to applicants considered for funding

**May 31, 2018 by 5:00 p.m. EDT** - Revised AmeriCorps applications due in eGrants

**June 22, 2018** - Estimated submission of approved funding recommendation to CNCS

**August 1, 2018** - Anticipated contract start date

XII. Volunteer Florida Technical Assistance Conference Calls

Volunteer Florida staff will host technical assistance conference calls to provide applicants with an opportunity to ask questions and receive general feedback. 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 [here](#).

**Technical Assistance Conference Calls are scheduled as follows:**

**March 7, 2018 at 10:00 a.m. EDT** - Continuation applicants

**March 7, 2018 at 2:00 p.m. EDT** - New and Recompete applicants

**March 15, 2018 at 2:00 p.m. EDT** - AmeriCorps Budget 101 Webinar
To register for the calls and/or webinar, please click [here](#).

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 [here](#).

**XIII. Resources**

AmeriCorps State and National Grants FY 2018 (NOFO, Application Instructions, Technical Assistance, Other Documents) [here](#).

Volunteer Florida Available Grants (Application supporting documents, FAQs and other grant information) [here](#).
NOTICE OF FEDERAL FUNDING OPPORTUNITY

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: 2018 AmeriCorps State and National Grants
Announcement Type: Amended Announcement
CFDA Number: 94.006

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 any particular amount of funding. The 2018 President’s Budget proposed the elimination of CNCS. The actual level and timing of grant funding will be subject to the availability of annual appropriations.

Important Dates
- Notification of Intent to Apply: Applicants are strongly encouraged to submit a Notification of Intent to Apply for this competition. Notifications of Intent to Apply should be submitted by Wednesday, December 13, 2017. Single-State applicants should provide this information directly to the State or Territory Commission (Commission) in the state in which the applicant intends to operate the program, not to CNCS. The Commissions’ deadlines are earlier than this deadline. See Types of Applicants section for definitions of National Direct and Single-State applicants.
- Deadline: Applications are due Wednesday, January 17, 2018 at 5:00 p.m. Eastern Time to CNCS. Single-state applicant deadlines to Commissions may be significantly before the CNCS deadlines, so prospective state applicants should contact the Commission in the state or territory where they intend to apply as early as possible. The list of Commissions can be found here: http://www.nationalservice.gov/about/contact-us/state-service-commissions
- Application Notification: Successful applicants will be notified by Monday, May 15, 2018.

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

AmeriCorps grants are awarded to eligible organizations (see Eligible Applicants section) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices 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 Focus Areas
The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue 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, 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 support responsible stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation; cultivate individual and community self-sufficiency; provide reforestation services after floods or fires; and more. AmeriCorps programs support activities, such as conservation and fire corps, which may also help veterans and others learn new job skills through conservation service.

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, wounded warriors, 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. Funding Priorities (See Mandatory Supplemental Guidance for further information about some of the priorities)
CNCS seeks to prioritize the investment of national service resources in the following areas:

- Disaster Services - improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity - increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members, to prepare them for the workforce
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Healthy Futures - reducing and/or preventing prescription drug and opioid abuse
- Veterans and Military Families - positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor Initiatives
- Rural intermediaries - organizations that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure.
- Safer Communities - programs that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between law enforcement and the community
- Evidence Based Intervention Planning Grants
- Encore Programs - programs that engage Americans age 55 and older

In order to receive priority consideration for submitting an application within a Notice priority(ies), 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.
All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. Additional performance measures, including output-only National Performance Measures, may also be included if desired; however, all performance measures must be consistent with the program’s Theory of Change and represent significant program activities. 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.

CNCS expects applicants to use National Performance Measures as part of their comprehensive performance measurement strategy if the National Performance Measures are part of the applicant’s theory of change. Applicants should use both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions [http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities].

As described in the Application Instructions, applicants must include all information about their proposed performances measure in the Performance Measure section of the applications in CNCS’s web-based grants management system (the system). All definitions and data collection requirements described 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 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 CNCS’s web-based grant management system.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures. Recompeting applicants proposing to significantly increase or decrease output or outcome targets from their previous grant should provide a justification for this change.

4. Program Authority
CNCS’s legal authority to award these grants is found in the National and Community Service Act of 1990, as amended, (NCSA) (42 U.S.C. 12501 et seq.)

B. FEDERAL AWARD INFORMATION
1. Estimated Available Funds
CNCS expects a highly competitive AmeriCorps grant competition. CNCS reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding will be subject to the availability of annual appropriations.

2. Estimated Award Amount
Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions – as determined by the scope of the projects.

3. Project and Award Period
The project period is generally one year, with a start date proposed by the applicant. The grant award covers a three-year project period unless otherwise specified. In most cases, the application is submitted with a one-year budget. Continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance.

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.

4. Type of Award
a. AmeriCorps Operating Grants: CNCS may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Time Fixed Amount grant is limited to certain applicants. See the Eligible
Applicants section and the Mandatory Supplemental Guidance for more information. CNCS will not provide both types of grants for the same project in one fiscal year.

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<tr>
<th>Grant Types</th>
<th>Cost Reimbursement</th>
<th>Fixed Amount</th>
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<tbody>
<tr>
<td>Available Subtypes</td>
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<tr>
<td>Traditional</td>
<td></td>
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<tr>
<td>Professional Corps</td>
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<tr>
<td>Evidence-Based Planning Grant</td>
<td>N/A</td>
<td>Full-time</td>
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<tr>
<td>Full-time</td>
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<td>Education Award Program (EAP)</td>
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<tr>
<td>Fixed-amount Grant</td>
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<td>Professional Corps</td>
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<td>All</td>
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<tr>
<td>Maximum Cost per MSY</td>
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<td>$1,000*</td>
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<td>Type of Slots in the National Service Trust</td>
<td>All</td>
<td>All</td>
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<tr>
<td>Budget Submission Required</td>
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<td>Availability of Funds linked to enrollment and retention of awarded MSYs</td>
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<td>Special Requirements</td>
<td>N/A</td>
<td>See Notice</td>
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<tr>
<td>Financial Reporting Requirements</td>
<td>Yes</td>
<td>Yes; Living allowance or salary paid to members may not be counted toward the match requirements</td>
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<tr>
<td>Available to new Applicants</td>
<td>Yes</td>
<td>No</td>
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* Indicates one-time fiscal year award.
a. Evidence Based Intervention Planning Grants: CNCS is seeking applications for planning grants that will be used to develop national service models that seek to integrate members in innovative ways into evidence-based interventions. For example, in the Economic Opportunity focus area applicants could explore how to adapt social enterprise, workforce partnership, supportive housing, or financial literacy program models. Alternatively, applicants could propose taking an evidence-based practice such as motivational interviewing and training AmeriCorps members to apply these skills in ways that could improve individual economic or health outcomes.

C. ELIGIBILITY INFORMATION
1. Eligible Applicants
The following Non-Federal entities (as defined in 2 CFR §200.69) who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:
- Indian Tribes (2 CFR §200.54)
- Institutions of higher education (2 CFR §200.54)
- Local governments (2 CFR §200.64)
- Nonprofit organizations (2 CFR §200.70)
- States (2 CFR §200.90)

New Applicants
CNCS encourages organizations that have not received prior funding from CNCS to apply. The general practice is to award at least 20 member positions (slots) but no more than 50 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 are not eligible to apply for Full-Time Fixed Amount grants. Existing subgrantees/operating sites of Fixed Amount and Cost Reimbursement grantees who can demonstrate a successful history and current capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and therefore can apply for Fixed Amount grants. See Mandatory Supplemental Guidance for more information.

Types of Applicants
State and Territory Service Commissions (for Single-State Applicants)
Organizations that propose to operate in only one state must apply through the Governor-appointed State or Territory Commissions. Each commission administers its own selection process and submits the applications it selects to compete for funding directly to CNCS. Single-State applicants must contact their 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 Commissions can be found here: http://www.nationalservice.gov/about/contact-us/state-service-commissions. A Single-State application from a State or Territory with a Commission that is submitted directly to CNCS by the applicant rather than the Commission will be considered noncompliant and will not be reviewed. See the Mandatory Supplemental Guidance for descriptions of National Direct and Single-State applicants.

National Direct Applicants
Multi-State: Organizations that propose to operate AmeriCorps programs in more than one State or Territory apply directly to CNCS.

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1 A body of evidence is emerging that supports the role of national service in effective education interventions. Many of these service education interventions are currently being funded by AmeriCorps. The purpose of these planning grants is to identify new evidence-based service interventions in focus areas with less evidence such as Economic Opportunity and Healthy Futures.

2 Applicants are encouraged to use federal agency clearinghouses or evidence reviews (see https://www.nationalservice.gov/documents/main-menu/2016/clearinghouses-and-evidence-reviews) to identify evidence-based programs and practices.

3 Although National Direct applicants do not have to apply to Commissions, there are substantial requirements to coordinate with the Commissions for states in which national service programs will operate. See the Coordination among State Commission & National Direct Applicants section for information on these important requirements.
States and Territories without Commissions: Applicants in South Dakota, American Samoa, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to CNCS because this State and these Territories do not have an established Commission.

Federally-recognized Indian Tribes: Applicants that are Indian Tribes apply directly to CNCS. In addition to Indian Tribes as defined in 2 CFR §200.54, tribal organizations controlled, sanctioned, or chartered by Indian Tribes are also eligible to apply. An entity applying on behalf of a federally-recognized tribe or multiple specific federally-recognized tribes must submit a sanctioning resolution, applicable for the entirety of the period of performance that the applicant is applying for, adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The resolution(s) must identify the entity by name as a tribal organization and indicate whether it is controlled, sanctioned, or chartered by an Indian Tribe(s). It must authorize the entity to be the legal applicant and act on behalf of and include the Indian Tribe(s) in a CNCS application for the purpose of conducting the activities and providing the services described in the application. A current resolution will not suffice to meet this requirement unless the resolution applies for the entire period of performance of the award, i.e., current resolutions that are applicable to a previous AmeriCorps award at the time of the application submission, but expire during the prospective period of performance of a new award, do not meet this requirement.

In addition to being eligible to apply under this Notice, federally-recognized Indian Tribes will also be eligible to apply for operating or planning grants under a separate Notice of Federal Funding Opportunity for Indian Tribes to be released later in the Winter with an application deadline in the Spring. CNCS may request applicants apply under the Tribal competition, rather than under this Notice.

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

- All applicants should request at least 20 member slots. New and recompeting applicants with less than 20 members will be deemed noncompliant and will not be reviewed. For State Commissions, “application” refers to each submitted sub-application, not a commission prime application.
- Professional Corps applicants and/or applicants determined to be a Professional Corps by CNCS must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- Applications for a Full-Time Fixed Amount grant must reflect that only full-time or less than full-time positions serving in a full-time capacity.
- Applications for the Governor and Mayor Initiative must clearly reflect that they are from one Governor, one or more Mayors, 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.

3. Other Requirements
Under section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this Notice.

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

- has been assessed,
- for which all judicial and administrative remedies have been exhausted or have lapsed, and
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that corporation is not eligible for an award under this Notice. A similar restriction may be enacted with the appropriation which will fund awards under this Notice. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interest of the federal government

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4 However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the federal government.
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 for CNCS funding.

D. APPLICATION AND SUBMISSION INFORMATION
This Notice should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the Mandatory Supplemental Guidance, Application Instructions, and the National Performance Measure Instructions which are incorporated by reference. These documents can be found at [http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities](http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities). The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov).

1. Address to Request Application Package
Applicants should refer to [CNCS Funding Opportunities](http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities) to obtain the necessary information to apply. Applicants can also send an email to americorpsgrants@cns.gov or call (202) 606-7508 for a printed copy of the application materials. The TTY (Text Telephone) number is (800) 833-3722.

2. Content and Form of Application Submission
a. Application Content
In CNCS’s web-based management system, applicants will enter the following components of a complete application:
- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the system
- Narratives
  - Executive Summary
  - Program Design
  - Organizational Capability
  - Cost Effectiveness and Budget Adequacy
  - Evaluation Plan (if applicable)
- Logic Model
- Standard Form 424 Budget
- Performance Measures
- Authorization, Assurances, and Certification

b. Page Limits
There are three page limits that must be adhered to: Narrative, Logic Model, and Learning Memo (if recompeting).

Narrative
Applications must not exceed 12 pages for the Narratives or 15 pages for Rural Intermediaries and Multi-State applications with more than five operating sites. CNCS will use the number of locations in the “multi-state operating sites” field in CNCS’s web-based management system to determine whether a multi-site application has more than five operating sites. The “multi-site operating sites” field can be found by clicking on the “operating sites” link in the system. Multi-state applicants that list five or fewer operating sites cannot exceed 12 pages for the Narrative.

In determining whether an application complies with page limits, CNCS will count the following for the narrative:
- The application’s Executive Summary, SF 424 Facesheet, and
- The Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.

CNCS will consider the number of pages only as they print out from the “Review” tab in CNCS’s web-based management system (where you will see the “View/Print your application” heading) when determining compliance for page limits. CNCS will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. CNCS strongly encourages applicants to print out the application from the “Review” tab 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.
Logic Model
The Logic Model may not exceed three pages when printed with the application from the “Review” tab in CNCS’s web-based management system.

Please note the length of a document in word processing software may be different than what will print out in the CNCS’s web-based system. Reviewers will not consider any submitted material that exceeds the page limits in the printed report, also, note that the system will not prevent an applicant from entering text that will exceed page limitations. This applies to both the application page limit and the Logic Model page limit.

Learning Memo (if a recompeting applicant)
The learning memo must be in a 12 point font or larger and should not exceed three single sided pages double spaced text. (See 7.c. Submission of Additional Documents)

3. Dun and Bradstreet University Numbering System (DUNS) Number & 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: DUNS Request Service. CNCS recommends registering at least 30 days before the application due date.

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

Applicants who do not comply with these requirements may be ineligible to receive or maintain an award. See the SAM Quick Guide for Grantees.

4. Submission Dates and Times
a. Notification of Intent to Apply
Submission of a Notification of Intent to Apply is strongly encouraged for this competition and is due Wednesday, December 13, 2017. Eligibility is not based on submission of Notification of Intent to Apply. Please send the intent by using this link: https://www.surveymonkey.com/r/CNCSIntentToApply2018AmeriCorps. All Notifications of Intent to Apply will receive an email response acknowledging receipt.

Single-State/Territory applicants should provide this information directly to Commission in the state or territory in which the applicant intends to operate, and not directly to CNCS. 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.

Continuation grantees who are only submitting continuation applications should not submit a Notification of Intent to Apply nor should Commissions include them in their estimate of anticipated applications.

b. Application Submission Deadline
Applications are due Wednesday, January 17, 2018 by 5:00 p.m. Eastern Time. This deadline applies to new, recompeting, and continuation applicants. Commissions deadlines may be significantly before the CNCS deadlines, so prospective Single-State applicants should contact their respective Commission as soon as possible. CNCS reserves the right to extend the submission deadline and any notice of such extended deadline will be posted on CNCS’s website.
c. Additional Documents Deadline
Any required additional documents are due on the application deadline. See Submission of Additional Documents section for other guidance.

d. Late Applications
All applications received after the submission deadline published in the Notice are presumed to be non-compliant. In order to overcome this presumption, the applicant must:
  - provide a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
    - the timing and specific cause(s) of the delay
    - the ticket number if a request for assistance was submitted to the National Service Hotline
    - any information provided to the applicant by the National Service Hotline
    - any other documentation or evidence that supports the justification
  - ensure that CNCS receives the justification and any other evidence that substantiates the claimed extenuating circumstance(s) via email to LateApplications@cns.gov no later than one business day after the application deadline stated in the Notice.

Communication with CNCS staff, including an applicant’s program officer, is not a substitute for the letter. Applicants are required to continue working in CNCS’s web-based application system and with the National Service Hotline to submit the application. CNCS will determine whether or not to accept a late application on a case-by-case basis. Applicants that do not submit a justification or any other evidence to overcome the presumption of non-compliance within the published timeframe will not be reviewed or selected for award.

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

5. Intergovernmental Review
This Notice is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

6. Funding Restrictions
a. Member Living Allowance
A living allowance is not considered a salary or a wage. 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 the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. Exceptions are noted below.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions noted below. 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: Minimum and Maximum Living Allowance

<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>1,700</td>
<td>$13,732</td>
<td>$27,464</td>
</tr>
<tr>
<td>Half-time</td>
<td>900</td>
<td>n/a</td>
<td>$14,539</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>675</td>
<td>n/a</td>
<td>$10,905</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>450</td>
<td>n/a</td>
<td>$7,270</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>300</td>
<td>n/a</td>
<td>$4,847</td>
</tr>
</tbody>
</table>

**Exceptions to the Living Allowance Requirements**

1. Programs existing prior to September 21, 1993 are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.
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 request to CNCS (federal or matching share.)

**b. Maximum Cost per Member Service Year (MSY)**

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

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Competitive State/Territory Program (cost reimbursement)</td>
<td>$14,932*</td>
</tr>
<tr>
<td>Multi-state (cost reimbursement)</td>
<td>$14,932*</td>
</tr>
<tr>
<td>Professional Corps Applicants/ees (Cost Reimbursement)</td>
<td>$1,000**</td>
</tr>
<tr>
<td>Professional Corps Fixed Amount Applicants/Grantees</td>
<td>$1,000*</td>
</tr>
<tr>
<td>Education Award Program Fixed Amount Grant</td>
<td>$800</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>$14,932</td>
</tr>
</tbody>
</table>

*Cost reimbursement programs operating in rural communities (as defined in the Mandatory Supplemental Guidance) and cost reimbursement programs that recruit opportunity youth as AmeriCorps members may request up to $15,100 cost per MSY for the AmeriCorps members who will be serving in rural areas or who are opportunity youth.

**CNCS requires Professional Corps programs to cover the operating expenses associated with the AmeriCorps program through non CNCS. CNCS will only consider operating funds of up to $1,000 per MSY if an applicant is able to demonstrate significant organizational financial need and substantial challenges to raising non-CNCS resources based on the materials reviewed by the Office of Grant Management.

CNCS reserves the right to determine whether an applicant is a Professional Corps and whether the legal applicant has sufficiently demonstrated that they cannot effectively operate an AmeriCorps program without receiving CNCS operating funds. Given the high demand for AmeriCorps funding there may be specific circumstances where CNCS determines that either a legal applicant is not a Professional Corps program or is unlikely to demonstrate a need for operational funds due to other funding resources. Where CNCS’s due diligence review of a Professional Corps application shows that the applicant has a historically high level of support from non-CNCS sources, and as a result has levels of unrestricted funding that is in excess of the requested level of CNCS funding, CNCS may choose to not provide additional operational funding.

**c. Segal AmeriCorps Education Award**

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. 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. CNCS will provide the updated Education Award amounts at the time of grant award.
d. Cost Sharing or Matching

Fixed Amount Grants
There is no specific match requirement for Fixed Amount grants. CNCS does not provide all the funds necessary to operate the program; therefore organizations should 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 and below.

<table>
<thead>
<tr>
<th>AmeriCorps Funding Year</th>
<th>1, 2, 3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee Share Requirements</td>
<td>24%</td>
<td>26%</td>
<td>30%</td>
<td>34%</td>
<td>38%</td>
<td>42%</td>
<td>46%</td>
<td>50%</td>
</tr>
</tbody>
</table>

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 Mandatory Supplemental Guidance) 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 who 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 Commission. Commissions submit on behalf of their state applicants and National Directs submit their requests directly to ACAlternateMatchRequests@cns.gov.

e. Indirect Costs
Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally approved indirect cost rate, a 10 percent de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 C.F.R. § 200.413. States, local governments and Indian Tribes may use approved indirect cost allocation plans. All methods must be applied consistently across federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent de minimis rate must enter that information in the Organization section in the CNCS’s web-based management system. However, under section 121(d) of the NCSA and CNCS’s regulations at 45 C.F.R. 2517.710, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

7. Other Submission Requirements
a. Coordination among State Commissions and National Direct Applicants
CNCS expects 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 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 Commission of each state and/or territory in which the organization plans to operate and describe this consultation in their applications. Contact the 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 Commission with contact information for National Direct programs in the state and/or territory and update the information on an annual basis.
• Participate in the Commissions’ 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 Commission on the National Direct’s mailing/email distribution lists 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 lists and invite them to appropriate training and other events.

CNCS will solicit Commission input on National Direct applicants, except Indian Tribes, proposing to operate in their state/territory. Via the CNCS’s web-based management system, Commissions have the opportunity to select “support,” “do not support,” or “neutral,” and provide comments. Participation by Commissions in providing this input is strongly encouraged. CNCS reviews and considers Commission input on multi-state applicants proposing to operate in their state.

CNCS will assess an applicant’s strategic considerations. Applicants must check the relevant boxes in the Program Information tab in CNCS’s web-based management system in order to be considered for CNCS’s assessment of the strategic considerations (see Selection for Funding section.) Applicants should only check the boxes if the strategic consideration is a significant and if intentional part of their program design and implementation strategies are described in the application.

b. Electronic Application Submission in CNCS’s web-based management system
Applicants must submit applications electronically via CNCS’s web-based system. CNCS recommends that applicants create an account and begin the application at least three weeks before the deadline. Applicants should draft the application as a word processing document, then copy and paste the text into the appropriate field no later than ten days before the deadline.

The applicant’s authorized representative must be the person who submits the application. The authorized representative must be using CNCS’s web-based management system under his or her own account in order to sign and submit the application. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.

Contact the National Service Hotline at (800) 942-2677 or via Questions if a problem arises when creating an account or preparing or submitting the application. Be prepared to provide the application ID, organization’s name, and the Notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit their application via CNCS’s web-based management system.

If extenuating circumstances make it impossible for an applicant to submit in CNCS’s web-based management system, applicants may send a paper copy of the application via overnight carrier to the following address:
Corporation for National and Community Service
ATTN: Office of Grants Policy and Operations/AmeriCorps Application
250 E Street, SW, Suite 300
Washington, DC 20525

Please use a non-U.S. Postal Service carrier to avoid security-related delays. All deadlines and requirements in this Notice also apply to paper applications. Paper applications must include a cover letter detailing the circumstances that
make it impossible to submit via CNCS’s web-based management system. CNCS does not accept applications submitted via fax or email.

c. Submission of Additional Documents
Applicants are required to submit the following additional documents by the application submission deadline:

All applicants
- Evaluation briefs, reports, studies. Please refer to the Evidence Base section for detailed instructions by evidence tier.

Recompeting applications
- Evaluation report, if required. Please see the Evidence Base definition in the Mandatory Supplemental Guidance and Section E. Evaluation Plan for further information.
- Learning memo, if required. Any applicant required to submit an evaluation report in order to comply with CNCS evaluation requirements must also submit a learning memo that describes how they are using the evaluation to improve and to inform their activities in the next funding cycle. The learning memo must be in a 12-point font or larger and should not exceed three pages of double-spaced text. The learning memo should include:
  - A short summary of key learnings from the evaluation
  - An explanation of how the program will incorporate key learnings into its strategy, design or implementation
  - An explanation of how these changes will improve the program
  - A discussion of how learning from the evaluation may inform next steps in the program’s long-term research agenda

Governor/Mayor Initiative applicants (New and recompeting)
- Letter(s) of support from partnering nonprofits
- Letter of support co-signed by Governor and participating Mayor(s)

Rural Intermediaries (New and recompeting)
- Letters of support from the consortium members

Entities applying on behalf of a Federally Recognized Tribe (New and recompeting)
- Sanctioning resolution adopted by the tribal council of each Indian Tribe. (See the Eligible Applicants section.)

Additional Documents must be emailed to AdditionalDocuments@cns.gov with the labels outlined below. Emails should include the following information:
- Subject line: [Legal Applicant Name]– [Application ID number]
- Body of the email should identify:
  - The legal applicant name and its point of contact information
  - The application ID number
  - A list of documents that should be attached to the email
- Attachments to emails should include
  - Individually saved files that are clearly labeled
  - Each file should also include a header or title within the body of each additional document to include the legal applicant name and application ID number.

Do not submit other items not requested in this Notice or Application Instructions. CNCS will not review or return them.

E. APPLICATION REVIEW INFORMATION
1. 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.

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 [service activities 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 [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, Full-time Fixed) should list their Other Revenue (see Mandatory Supplemental Guidance) because they are not required to provide a specific amount of match, but still 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.

1. Need (4 points)
   - The problem the program will address is prevalent and severe in communities where members will serve and has been documented with relevant data.

   “Community” can be a geographic region, a specific population of people, or a combination of both. The applicant must document the need it plans to address with its proposed program, whether it is a defined geographic community or a subset of individuals living in a particular area.

2. Theory of Change and Logic Model (24 points)
   The Theory of Change shall address:
   - The proposed intervention is responsive to the identified community problem.
   - The applicant’s proposed intervention is clearly articulated including the design, dosage, 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 expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
   - The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
   - The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

   The Logic Model shall depict:
   - A summary of the community problem outlined in the narrative.
   - The inputs or resources that are necessary to deliver the intervention, including but not limited to:
     - 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, hours of service delivered, types and number of activities conducted.) If applicable, 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. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The logic model is a visual representation of the applicant’s theory of change. Programs may include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. The applicant’s performance measures should be consistent with the program’s theory of change and should represent significant program activities.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures. Recompeting applicants proposing to significantly increase or decrease output or outcome targets from their previous grant must provide a justification for this change.

Applicants should use National Performance Measures if they are part of the program’s theory of change. Applicants are not required to use National Performance Measures and should only use them if they are part of the program’s theory of change. Rationales and justifications should be informed by the organization’s performance data (e.g., program data observed over time suggests targets are reasonable), relevant research (e.g. targets documents by organizations running similar programs with similar populations), or prior program evaluation findings.

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

3. Evidence Base (12 points)
The assessment of an applicant’s evidence base has two steps. First, the applicant will be assigned to an evidence tier. (See the Mandatory Supplemental Guidance.) Second, the quality of the applicant’s evidence and the applicant’s overall capacity to collect and use data (including performance measurement and evaluation data) will be assessed and scored.

Evidence Tier:
An evidence tier will be assessed for each applicant for the purpose of applying the strategic characteristics (moderate/strong evidence) and understanding the relative strength of each applicant’s evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model. Applicants should use the evidence checklist to self-assess their evidence tier before completing the application.

Applicants must 1) state the evidence tier in which they think they qualify; 2) clearly indicate and describe the evidence that supports the highest evidence tier for which they are eligible and 3) describe the complete body of evidence that supports their program intervention including evidence from lower tiers. Applicants should pay particular attention to the requirements for each tier of evidence. All requirements must be met in order for applicants to be assigned to a tier. Applicants who do not fully describe their evidence base may not be assigned to a tier for which the applicant otherwise may have qualified.

In 2017, the evidence tiers of funded AmeriCorps State and National competitive grantees’ were as follows: Strong 9%, Moderate 9%, Preliminary 38%, and Pre-Preliminary 27%. As these figures indicate, CNCS values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants classifying their evidence as preliminary who propose to replicate an identical or similar evidence-based intervention, as well as applicants classifying their evidence as either moderate or strong evidence should reference the information about the evidence tiers. Submission of additional documents (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) that are not consistent with the guidance and requirements described in the Notice will not be reviewed.

All applicants must include as much detailed information as possible in the Evidence section of the application. All applicants who have collected relevant performance measurement data must describe this data fully as outlined in the requirements for the pre-preliminary evidence tier. Applicants who have conducted evaluations of their own program or that are replicating other evidence-based programs must describe these evaluations in the application narrative as outlined in the evidence tier descriptions. Applicants are advised to focus on presenting high-quality evidence from up to two of the strongest and most relevant studies while also summarizing the remaining body of evidence that exists for the
program. 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.

When describing research studies or evaluations in the application narrative, applicants must include the following information in order to earn points:

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

Applicants must provide this information in the narrative even if they submit the study or evaluation. Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any links or cited documents referenced in the application and will not review any additional documents that is not a study submitted in accordance with the Notice instructions.

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 may be considered for a lower evidence tier. Applicants must meet all requirements of the evidence tier in order to be considered for that tier. Applicants who do not meet all requirements will be considered for a lower tier.

Evidence Quality and Evaluation Capacity

After the applicant’s evidence tier has been assessed, the quality of the applicant’s evidence and the applicant’s overall capacity to collect and use data (including performance measurement and evaluation data) will be assessed and scored. Applicants must address the following standards in the application narrative. The standards are weighted differently for applicants in different evidence tiers to reflect expected variations in program life cycle and evaluation capacity at each stage of the evidence continuum.

<table>
<thead>
<tr>
<th>Evidence Quality and Evaluation Capacity Standards</th>
<th>No Evidence &amp; Pre-Preliminary Points</th>
<th>Preliminary Points</th>
<th>Moderate &amp; Strong Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The applicant’s evidence is of satisfactory quality. Applicants with no evidence describe an evidence-informed theory of change.</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>The applicant’s data collection systems are sufficient to yield high quality process and outcome data.</td>
<td>5</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>The applicant demonstrates adequate capacity to use process and outcome data including performance measurement (and evaluation data if applicable) to inform continuous learning and program improvement.</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>The applicant’s long-term research agenda is aligned to the organization’s learning needs and position on the evidence continuum (evidence tier).</td>
<td>0</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>
Evidence quality and evaluation capacity standards must be addressed in the application narrative. All applicants, including new grantees, are required to provide additional information in the Evaluation Summary or Plan field of the application (See Section E. Evaluation Plan); however, information provided in the Evaluation Summary or Plan field will not be scored and will not be reviewed until after funding decisions have been made.

4. Notice Priority (3 points)
   - The applicant proposed program fits within one or more of the 2018 AmeriCorps funding priorities as outlined in the Funding Priorities section and more fully described in the Mandatory Supplemental Guidance and the proposed program meets all of the requirements detailed in the Funding Priorities section and in the Mandatory Supplemental Guidance.

5. Member Experience (7 points)
   - AmeriCorps members will gain skills 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 that includes education about the community problem/need and the community in which they will serve.
     - AmeriCorps members will have access to opportunities for reflection that involves the intentional processing of members’ experience and the incorporation of lessons learned.
   - The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
   - The applicant will also foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

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 (7 points)
   - The organization has the experience, staffing, and management structure to plan and implement the proposed program.

2. Compliance and Accountability (8 points)
   - The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee (if applicable), and service site locations.
   - The applicant will hold subgrantees (if applicable) and service site locations accountable if instances of risk or noncompliance are identified.
   - If applicable, the CNCS-required evaluation report meets CNCS requirements.
   - If applicable, the CNCS-required evaluation report is of satisfactory quality.

3. Culture that Values Learning (8 points)
   - The applicant’s board, management, and staff collects and uses information for learning and decision making.
   - The applicant’s management and staff produces frequent reports on how well the organization is implementing its programs and strategies.

4. Member Supervision (2 points)
   - AmeriCorps members will receive sufficient 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.

D. Cost Effectiveness and Budget Adequacy (25 percent)
Reviewers will assess the quality of the application’s budget to the following criteria below. Do not assume all sub-criteria are of equal value.

This criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for “See budget”
1. Cost Effectiveness and Budget Adequacy (25 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.
- The cost per MSY is equal to or less than the maximum cost per MSY.

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

Applicants must complete the budget and ensure the following information is in the budget screens:

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

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

If the applicant is competing for the first time, please provide a data collection plan in the “Evaluation Summary or Plan” field that includes the following:

- A description of the applicant’s data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high quality system.
- A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

First-time applicants should be aware that CNCS may require submission of data collection instruments if a grant is approved for funding.

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 Summary or Plan” section of the Narratives field in CNCS’s web-based management system. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report and a learning memo as attachments (see the Submission of Additional Documents section for more information), and must also submit an evaluation plan for the next three-year period in the “Evaluation Summary or Plan” field in the system. Evaluations plans submitted outside of the system 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/cnscs-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 proposed 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.

For purposes of compliance with evaluation plan and report requirements, a program will be considered a recompeting application if it satisfies the CNCS definition of “same project” (see Mandatory Supplemental Guidance) and has been funded competitively for at least three of the last five years. If the project satisfies the definition of same project and the applicant has received competitive funding for at least three of the last five years, 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 competitively funded three-year cycles, including at least four years of competitive funding in the last five years, 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 Summary or Plan” field of the Narrative does not count toward the page limit of the application; however, it does have a set character limit of 10,000 characters. Applicants should print out the plan to ensure the narrative does not exceed the character limits when entered in CNCS’s web-based management system.

State/Territory subgrantees and/or National Direct Grantees that are recompeting for funds may be 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 the system. 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. CNCS guidance on alternative evaluation approaches can be found at: https://www.nationalservice.gov/sites/default/files/resource/Alternative-Evaluation-Approach-Guidance-FINAL-5.17.17.pdf

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 the system, the applicant should do the following:

- Enter the evaluation plan in the evaluation summary or plan field in the system.
- 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.
Criteria for Evidence Based Intervention Planning Grants

Executive Summary (fill in the blanks) (0 percent):
The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that 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, tribal, and federal funds] in public funding and $[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

Program Design (50 percent)

1. Need (10 points):
   • The community problem is prevalent and severe in communities where the program plans to serve and the problem has been documented with relevant data.

2. Evidence-Based Intervention (30 points)
   • The evidence-based intervention has successfully addressed the problem in other communities. The applicant must describe the evidence for the intervention in the application narrative and must submit at least one, and no more than two, randomized controlled trials (RCT) or quasi-experimental design (QED) evaluations of the intervention. If applicable, cite the clearinghouse and rating where the intervention is rated. The studies must be well-designed and well-implemented, must have been conducted by an independent, external evaluator, and must demonstrate, at minimum, evidence of effectiveness (positive findings) on one or more key outcomes that address the community problem/need.
   • The key elements of the intervention will be implemented with fidelity to the evidence based model (e.g., context, target population, content or curriculum, delivery process, training for members).
   • AmeriCorps members are well-suited to deliver the evidence-based intervention.

3. Planning Process/Timeline (10 points):
   • The applicant describes a clear and logical planning process, including:
     • A detailed description of the planning process and who is leading it.
     • A well-developed timeline for planning activities.
     • A clear description of how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future.

   • The applicant includes development of the following program elements in the planning process/timeline:
     • Theory of Change/Logic Model that describes implementation of the evidence-based intervention with fidelity and why the proposed intervention is expected to produce the proposed outcomes
     • Member selection and training plan
     • Member supervision plan
     • Commitment to AmeriCorps Identity
     • Compliance and Accountability
     • Securing Match Support for the Program

   • The applicant includes development of the following evaluation elements in the planning process/timeline:
     • Assessing fidelity to the evidence-based intervention being replicated, including a detailed accounting of which core components were modified as a result of integrating AmeriCorps members, how they were modified, and which core components were implemented with fidelity without adaptation
     • Assessing outcomes achieved in previous evaluations of the evidence-based intervention
     • Assessing any new outcomes anticipated as a result of integrating AmeriCorps members into the evidence-based intervention
Organizational Capability (25 percent)

1. Organizational Background and Staffing (25 points)
   - The applicant has the experience, staffing, and management structure to plan the proposed program.
   - The applicant has prior experience in the proposed area of programming.
   - The applicant has conducted high-quality process and outcome evaluations and has used evaluation results for organizational learning and continuous improvement.

Cost Effectiveness and Budget Adequacy (25 percent)

(As same as other AmeriCorps Applications)

E. Evaluation Plan (0 percent)
Evaluating the implementation and outcomes of proposed models will be critical to determining whether or not it is feasible to integrate national service into evidence-based interventions and achieve the same kinds of programmatic outcomes and impacts. As such, applicants should understand that they will be required to submit an evaluation plan with their application for a three-year AmeriCorps grant.

- 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

2. Review and Selection Process
CNCS will make determination about applicants utilizing the data provided within the application and supplemental materials. These determinations may be different than what the applicant self-determined upon submission of its application.

a. Compliance and Eligibility Review
CNCS staff will conduct a Compliance Review to determine if an application meets the compliance requirements published in this Notice and advances to the next stage of the review process. Applications determined non-compliant will not be considered for funding. An application is compliant if the applicant:
- Is an eligible organization
- Is eligible to submit directly to CNCS
- Submits an application by the submission deadline
- Submit an application with a minimum of twenty AmeriCorps member positions (slots).

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, a determination of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be non-compliant and ineligible will not receive an award.

b. Review
Each application will be assessed by several CNCS staff. Staff reviewers will evaluate the application using the application review criteria, consider the comprehensiveness and feasibility of the application, and assess the priorities and strategic considerations detailed in the Notice. External Reviewers will review and assess the evidence base criteria in the Notice. All reviewers will be screened for conflicts of interest.

c. Post Review Quality Control
After the reviewers complete their assessment, CNCS staff will review the results for fairness and consistency. Some applications may be selected for a Quality Control assessment. This additional level of review may be used to assess
applications ranked first by a Commission that received low scores (unless the Commission only submitted one application) and applications for which there are significant panel anomalies. In addition, the Commission input on National Direct applications will be reviewed and assessed.

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

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:

- 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)
- OIG findings (if applicable)
- Significant opportunities and/or risks of the grantee related to national service
- Commission Rank

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

e. Consideration of Integrity and Performance System Information
Prior to making any award that exceeds $150,000, CNCS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM and FAPIIS (see 41 U.S.C. 2313). Additionally, CNCS may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under $150,000.

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

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

f. Applicant Clarification
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 funding recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for clarification adequately and in a timely manner may result in the removal of applications from consideration.

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

Specifically, the review and selection process will:
A. Identify how well eligible applications are aligned with application review criteria and/or represent relative risk and/or opportunity.

B. Yield a diversified portfolio based on the following strategic considerations:
- Meaningful representation of
  - Geographic diversity
  - Rural communities (see definition in Mandatory Supplemental Guidance)
  - Single and multi-state programs
  - Faith-based organizations
  - CNCS Notice Priorities representation
  - Focus area representation
  - Moderate and Strong evidence levels
  - Program models that demonstrate a new approach to solving a community problem based on thorough review of existing research and evaluation about existing approaches to the problem
  - Program models that will utilize AmeriCorps members to replicate evidence-based programs with fidelity

Based on the evaluation of these strategic considerations, applications may be selected for funding over applications with a greater degree of alignment with the review criteria. In selecting applicants to receive awards under this Notice, the Chief Executive Officer will endeavor to include a diverse portfolio of applications based on staff evaluations, recommendations, priorities, and strategic considerations.

CNCS reserves the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications submitted to CNCS in response to this Notice.
4. Feedback to Applicants
Following grant awards, each applicant will receive summary comments 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 applicant clarification, if any. All compliant applications will receive feedback from the external review of the evidence base portion of their application.

5. Transparency in Grant-making
CNCS is committed to transparency in grant-making. The following information for new and re-competing applications will be published on CNCS Results of Grant Competitions within 90 business days after all grants are awarded:
- A list of all compliant applications submitted
- Executive Summaries of all compliant applications submitted by the applicants
- Data extracted from the SF-424 Face Sheet and the submitted program narratives for successful applications
- A blank template of the external review worksheet
- A list of all external reviewers that completed the review process
- A summary of external reviewer comments for successful applications.

F. FEDERAL AWARD ADMINISTRATION INFORMATION
1. Federal Award Notices
CNCS will make awards following the grant selection announcement. CNCS anticipates announcing the results of this competition by notifying applicants by May 15, 2018, contingent on timely full year appropriations. Applicants will be notified of funding decisions via email. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the Grant Officer is the only document authorizing awardees to commence grant activities. Unsuccessful applicants will also receive a notification that their application was not approved for funding.

An awardee may not obligate or expend federal funds until the start of the Project Period identified on the Notice of Grant Award.

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

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

c. CNCS Terms and Conditions
All awards made under this Notice will be subject to the 2018 CNCS General Terms and Conditions, and the 2018 Specific Terms and Conditions for the particular program (when applicable.) These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at https://www.nationalservice.gov/resources/terms-and-conditions-cnsc-grants.

3. 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. This includes staff that receive part of their salary through a subgrant. 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:
- A nationwide name-based search of the National Sex Offender Public Website (NSOPW) and
- 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:
- A nationwide name-based check of the NSOPW; and
- 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 CFR § 2540.200–§ 2540.207 and CNCS Criminal History Check Resources for complete information and FAQs.

4. 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 (2 CFR §200.315 (b)).

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

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.

Award 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 your organization and for your subgrantees. Recipients and subrecipients 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.

Once the grant is awarded, recipients 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 grantees collects data in a consistent manner;
- The grantees takes steps to correct data errors;
- The grantees ensures that the data reported is complete; and
- The grantees 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), including the number of applicants for AmeriCorps positions and the number of volunteers recruited and/or supported by AmeriCorps members (both episodic and ongoing volunteers.)

Failure to submit accurate, complete, and timely required reports may affect the recipient’s ability to secure future CNCS funding. For further guidance and training resources see – CNCS Performance Measure Resources.

5. Continuation Funding Information and Requirements
Organizations that have current AmeriCorps awards that do not end in FY17 must submit an application in order to be eligible to receive funding for the following year. Please see 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.

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 email to americorpsgrants@cns.gov. Questions about single state applications should be addressed to the respective 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
ATTN: Office of Grants Policy and Operations/ASN Application
250 E St SW
Washington, DC 20525

H. OTHER INFORMATION
1. Technical Assistance
In addition to consulting the Application Instructions, Mandatory Supplemental Guidance, Performance Measure Instructions, and AmeriCorps regulations as directed in this Notice, 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 Commission.

2. Reallocation of Funding
CNCS reserves the right to reallocate funding in the event of disaster or other compelling need for service.
APPLICATION INSTRUCTIONS

AmeriCorps State and National Competitive New and Continuation

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

OMB Control #: 3045-0047
Expiration Date: 06/30/2020
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, 250 E Street, SW, Suite 300, Washington, DC 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 CFR. Part 170 for more information and to determine how these requirements apply.

Indirect Cost Rates: CNCS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 CFR § 200.413 Direct costs. Applicants who hold a federal negotiated indirect cost rate must use that rate in lieu of the AmeriCorps 5/10% allocation of administrative costs.

Applicants who hold a state or federal negotiated indirect cost rate or will be using the 10% de minimis rate must enter that information in the Organization section in eGrants (See Attachment J).

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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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 in this document.

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.nationalservice.gov/build-your-capacity/grants/funding-opportunities

The full regulations are available online at: https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR

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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/efspan/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

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 can only submit your application in hard copy, please contact CNCS.

- 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.
- 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, provide an explanation.
- Request a waiver: use this link to request a waiver to the volunteer generation requirement.

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 with your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations articulated in the regulations or the Notice.
- **Be clear and succinct.** Do not use jargon, boilerplate language, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.
- **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 Summary or Plan

Note: The Narratives Section also includes fields for Clarification Summary, 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 that 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. **Program Design (50 percent)**
   In assessing Rationale and Approach/Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members and the proposed intervention are particularly well-suited to addressing the identified community problem.

2. **Organizational Capability (25 percent)**
   Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing and structures, including compliance and accountability, to support the proposed program.

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

**C. Evaluation Summary or Plan**
If you are competing for the first time, please provide your data collection plan in the Evaluation Summary or Plan field. If you are recompeting for AmeriCorps funds for the first time, please provide your Evaluation Plan. Please follow the guidance in the Notice.

**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 may 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. Logic Model
Complete the logic model using the guidance provided in the Notice.

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 Notice.

You may edit or delete an existing row by clicking “edit” or “delete” in the last column of the logic model.

V. Performance Measures
All applicants must submit performance measures with their application. See Attachment A for instructions for entering performance measures. CNCS may use the performance measures separately from the grant narrative after grant-making. Thus all information requested in the National Performance Measures 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 CNCS Performance Measures Instructions and NOFO FAQs are met. Should an applicant choose to provide 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.nationalservice.gov/resources/performance-measurement/americorps
For more information about the National Performance Measures, go to: http://www.nationalservice.gov/resources/performance-measurement

VI. Program Information
In the Program Information Section, applicants must check the relevant boxes in order to be considered for CNCS’ assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

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.
• The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.
• My organization certifies that it will comply with definitions and requirements outlined in the Performance Measures Instructions.

AmeriCorps Funding Priorities
Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes.
• Disaster Services - improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity - increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members, to prepare them for the workforce
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Healthy Futures - reducing and/or preventing prescription drug and opioid abuse
- Veterans and Military Families - positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor(s) Initiatives
- Rural intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure.
- Safer Communities - programs that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between law enforcement and the community
- Evidence Based Intervention Planning Grants
- Encore Programs - programs that engage Americans age 55 and older
- 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 are a significant part of the proposed 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**
Check any grant characteristics that are a significant part of the proposed program:

- 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. Select Yes or No.

• AmeriCorps members will wear the AmeriCorps logo every day.
• AmeriCorps members will create and deliver “elevator speeches.”
• The AmeriCorps logo will be prominently displayed on the front page of the organization’s website.

VII. 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, which specifies that indirect cost rate agreements should be provided in eGrants), other required documents listed in the Notice (if applicable), and an explanation of federal debt delinquency (if applicable), as part of your application. After you have submitted the documents via the guidance in the Notice, change the 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 report as described in F., below. Select Evaluation and select “Sent” once you have submitted a completed evaluation report. If an evaluation is required, you must submit a copy at the time of application even if 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 will not 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.
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 in eGrants at the same time they submit their application. See Attachment J, eGrants Indirect Cost Rate User Instructions.

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 as application submission.

F. Submission Instructions for Evaluations, Labor Union Concurrence, Other Required Documents, and Explanation of Federal Debt Delinquency, as applicable.
Please submit the required documents to the email listed in the Notice using the naming convention and other instructions found there. This information must be received at CNCS by the deadline in the Notice.

VIII. Budget Instructions

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

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

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<th>Match Requirement</th>
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<td>Cost Reimbursement (including Professional Corps, States and Territories without Commissions, and Indian Tribes)</td>
<td>Minimum grantee share is 24% of program costs for the first 3 years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the 10th year of funding and any year thereafter.</td>
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<tr>
<td>EAP Fixed-Amount Grants</td>
<td>There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost in the NOFO provided by CNCS.</td>
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<tr>
<td>Professional Corps Fixed-Amount Grants</td>
<td>There are no specific match requirements for fixed-amount grants. Grantees pay 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. Grantees pay all program costs over the maximum cost in the NOFO provided by CNCS.</td>
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- 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 G 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(c)(5) of the National Community Service Act requires that grantees who 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 who 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 the Attachments to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in the Attachments.

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) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If eGrants 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 Omni Circular. The OMB Omni Circular can be found on-line at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

IX. Funding/Demographics

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 on the application budget 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 who 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 who 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

X. Operating Sites (for multi-state applicants only)

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, state, zip code + 0000 (eGrants will correct the last four digits to the correct numbers), amount of funding going to the operating site, and number of proposed AmeriCorps members that will be located at the site.

XI. 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 I). 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: Everyone 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).

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 modify these original narrative fields.

CNCS expects that programs will maintain a consistent program design for the duration of the three-year project period; however, we recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the continuation process.

Information should be provided in the Continuation Changes narrative field as relevant.
- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions (detail provided in section VI). Applicants may only request to reduce funding and/or slots but may not request funding and/or slot increases during the continuation process. If funding reductions are requested, please correct the funding amounts listed in the Executive Summary.

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

Any continuation applicant not requesting changes that fit within the above categories should enter “N/A” in Continuation Changes. CNCS expects that most continuation applications will not be requesting changes.

III. Logic Model
Continuation applicants do not need to enter content into these fields unless changes to the originally-submitted logic model are being requested as part of Continuation Changes.

**IV. 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, 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 A). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

**V. Program Information**

In the Program Information Section, review and make selections as appropriate. Applicants should only select priorities and characteristics that represent a significant part of the program.

**General Information:** Select either Yes or No from the drop-down menu for the following:
- 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.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.
- My organization certifies that it will comply with definitions and requirements outlined in the Performance Measures Instructions.

**AmeriCorps Funding Priorities**

Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes.
- Disaster Services - improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity - increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members, to prepare them for the workforce
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Healthy Futures - reducing and/or preventing prescription drug and opioid abuse
- Veterans and Military Families - positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor(s) Initiatives
- Rural intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure.
- Safer Communities - programs that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between law enforcement and the community
- Evidence Based Intervention Planning Grants
- Encore Programs - programs that engage Americans age 55 and older
- 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

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• 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 are a significant part of the proposed 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:
Check any grant characteristics that are a significant part of the proposed program:
• 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. Select Yes or No.
• AmeriCorps members will wear the AmeriCorps logo every day.
• AmeriCorps members will create and deliver elevator speeches.
• The AmeriCorps logo will be prominently displayed on the front page of the organization’s website.

VI. 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 not be increased. CNCS expects that the Cost per MSY for continuation applicants will decrease or remain the same.

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.

VII. 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 Attachments for instructions for applying for the Alternative Match Schedule.

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 who 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 who 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

VIII. Operating Sites (for multi-state applicants only)
In the Multi-State Operating Section (for applicants who are operating in more than one state):
• Make any changes to operating sites being requested as part of Continuation Changes.

IX. 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 I). 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 prior to submission to ensure that there are no errors. 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

(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 at least one aligned performance measure, plus additional measure(s) if appropriate.
- 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 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

On the objectives tab, applicants will account for the full range of their program activity. Applicants are not expected to create performance measures for every focus area, objective, or intervention they select on this 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 (output paired with outcome) 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. You will allocate 100% of your program’s MSYs to focus areas and objectives. When you create your performance measures, you will be asked to allocate MSYs to each performance measure; however, you will not be required to assign 100% of your total MSYs to performance measures.

Begin by entering the total MSYs for your program. This must match the total MSYs in your budget. Please double-check your budget to make sure that the total MSY values match.

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. If the only activity in another objective that you have selected is focused on member development, enter 0 MSYs for that objective also.

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.

In the members column, enter the number of members who 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 the total number of members in this table to exceed total slots requested in the application due to counting members’ service across multiple objectives. 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 members for these objectives. If the only activity in another objective that you have selected is focused on member development, enter 0 members for that objective also.

To ensure that information is entered accurately, please refer to additional guidance in Appendix A of the National Performance Measure Instructions on calculating and entering MSY and member allocations.

**Performance Measures Tab**

CNCS no longer requires National Performance Measures outputs to be paired with corresponding National Performance Measures outcomes. National Performance Measures outputs may now be paired with applicant-determined outcomes or may not be paired with any outcome. The latter is referred to as an “output-only measure” in these instructions. Refer to selection rules in the National Performance Measures Instructions to ensure that your performance measures meet CNCS requirements.

This tab allows you to create performance measures for all the grant activities you intend to measure.

You must create at least one aligned performance measure (either a National Performance Measure or an applicant-determined measure) that includes your primary intervention. You may create additional aligned performance measures and/or output-only measures provided that they measure significant program activities. There is no
expectation that 100% of program activity would be allocated to National Performance Measures or to any
performance measures at all.

Begin by creating the aligned performance measure for your primary intervention. After creating your required
performance measure, you will be able to create additional performance measures if desired.

To create a 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/or member-supported volunteers. The list of interventions
includes the ones you selected previously for this objective. For aligned performance measures, select only the
interventions that will lead to the outputs and outcomes of the aligned performance measure. For output-only
performance measures, select only the interventions that lead to the outputs. 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 performance measure. The output list includes only the National Performance Measure
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 in the checkbox next to the empty output text
box and entering the text of your output indicator. You may create additional applicant-determined outputs for the
performance measure by clicking “Add User Output.” (Note: you are not permitted to create an applicant-
determined output that duplicates a National Performance Measure output. If you do not see the National
Performance Measure output that you wish to use, check the Selection Rules in the National Performance Measure
Instructions to make sure you selected the objective associated with that performance measure.)

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 do not wish to select a National Performance Measures output, you may create an applicant-determined outcome by clicking in the checkbox next to the empty outcome text box and enter “NA” in the outcome indicator text box. (Note: all output-only measures must consist of National Performance Measures outputs. Applicant-determined outputs must be paired with applicant-determined outcomes.)

You may create additional applicant-determined outcomes for the performance measure by clicking “Add User Outcome.”

If you have not selected a National Performance Measures output, or if there is no corresponding National
Performance Measures outcome, create an applicant-determined outcome by clicking “Add User Outcome.” All
applicant-determined outputs must be paired with an applicant-determined outcome.

For Capacity Building National Performance Measures, you may select optional end outcomes. You will not be
required to report on these outcomes and therefore will not be required to enter a data collection plan. 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 and/or outputs 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 objective. For the Teacher Corps objective, and any other performance measures that are focused exclusively on member development (EN2, EN2.1, V2, V10) enter 0 MSYs and members.

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

Data Collection Tab

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

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.

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. For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is required to be counted as having improved and clearly explain how the instrument measures this.

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 service hours as units of measure. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.

For output-only performance measures, eGrants will require text in the outcome data collection fields. If you do not wish to have an outcome for your National Performance Measure output, enter the following:

- Method: Select “other.”
- Instrument Description: Enter “NA”
- Target: Enter “1”
- Unit of Measure: Enter “NA”

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. You should also use the Performance Measures Checklist in Appendix B of the National Performance Measure to self-assess your measure(s) prior to submission.
ATTACHMENT B: Detailed Budget Instructions for Cost Reimbursement Grants (eGrants Budget Section)

Fixed-Amount Grants refer to Attachment D.

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. 1. 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. 2. 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 Section A 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, postage, copying, 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 terms and conditions.
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 Uniform Guidance.

**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 grantees 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, this method must be used and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share 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.). CNCS does not restrict the overall indirect cost rate claimed. 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 2 (the CNCS administrative share) from the amount calculated in step 1 (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 (MTDC)
Organizations who have never, at any point in time, held a federally negotiated indirect cost rate (except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than $35 million in direct federal funding--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 C: 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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<td>Totals</td>
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</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>
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<td>Totals</td>
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</tbody>
</table>

#### C.1. Staff Travel

<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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<tbody>
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<td>Totals</td>
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#### C.2. Member Travel

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

#### E. Supplies

<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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<td>Totals</td>
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</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>
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### 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>
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### 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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### 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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### 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>
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**Subtotal Section I:**

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

28
## 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>
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<tr>
<td>Half-time (900 hrs)</td>
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<tr>
<td>Reduced Half-time (675 hrs)</td>
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<tr>
<td>Quarter-time (450 hrs)</td>
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<tr>
<td>Minimum-time (300 hrs)</td>
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Total

### 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>
</table>

Total

Subtotal Section II: Total Amount

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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B. Federally Approved Indirect Cost Rate Or *De Minimis* Rate of 10% of Modified Total Direct Costs

<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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</table>

Total Sections I + II + III:

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

Source of Funds

<table>
<thead>
<tr>
<th>Match Description (Note whether Secured or Proposed)</th>
<th>Amount</th>
<th>Match Classification (Cash or In Kind)</th>
<th>Match Source (Federal, State/Local, Private)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
ATTACHMENT D: Detailed Budget Instructions for Fixed-Amount Grants (eGrants Budget Section)

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

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>
</tbody>
</table>

Total MSY

Under “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:

\[
\text{Total # of MSYs } \times \text{ MSY amount (See NOFO for amounts)} = \text{Total Grant Request} \quad \$
\]

Type the total amount requested in the “Total Amount” and “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>
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</thead>
<tbody>
<tr>
<td>Program Grant Request</td>
<td>47.5 MSY</td>
<td>$451,250</td>
<td>$451,250</td>
<td>$0</td>
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<tr>
<td></td>
<td>X $9,500/MSY</td>
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<td></td>
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<td>Subtotal</td>
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<td>$451,250</td>
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</tbody>
</table>

**Source of Funds**

<table>
<thead>
<tr>
<th>Match Description (Note whether Secured or Proposed)</th>
<th>Amount</th>
<th>Match Classification (Cash or In Kind)</th>
<th>Match Source (Federal, State/Local, Private)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

32
ATTACHMENT E: 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>
<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>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>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<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>Program Grant Request</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Source of Funds**

<table>
<thead>
<tr>
<th>Match Description (Note whether Secured or Proposed)</th>
<th>Amount</th>
<th>Match Classification (Cash or In Kind)</th>
<th>Match Source (Federal, State/Local, Private)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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33
ATTACHMENT F: 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 __ No ___</td>
<td>Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff who recruit, train, place, or supervise members as well as manage the project.</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Staff indirectly involved in the management or operation of the applicant organization are funded through the administrative cost section (Section III) of the budget? Examples of administrative costs include central management and support functions.</td>
</tr>
<tr>
<td>Yes __ No ___</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 __ No ___</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, Workers’ 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 __ No ___</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 __ No ___</td>
<td>The purposes for all staff and member travel are clearly identified?</td>
</tr>
<tr>
<td>Yes __ No ___</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 __ No ___</td>
<td>Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?</td>
</tr>
<tr>
<td>Yes __ No ___</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 __ No ___</td>
<td>All single equipment items over $5000 per unit are specifically listed?</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Justification/explanation of equipment items is included in the budget narrative?</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>All single supply items over $1000 per unit are specifically listed?</td>
</tr>
<tr>
<td>Yes __ No ___</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 __ No ___</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 __ No ___</td>
<td>Does the budget reflect adequate budgeted costs for project evaluation?</td>
</tr>
<tr>
<td>Yes __ No ___</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 __ No ___</td>
<td>Are all items in the budget narrative itemized and the purpose of the funds justified?</td>
</tr>
</tbody>
</table>
### Section II. Member Costs

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Question</th>
</tr>
</thead>
</table>
| Yes __ No __   | 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. |
| Yes __ No __   | Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served. |
| Yes __ No __   | 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? |
| Yes __ No __   | Is the Workers’ Compensation calculation correct? Some states require worker’s compensation for AmeriCorps members. Check with your 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 Workers’ 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). |
| Yes __ No __   | 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. |
| Yes __ No __   | Unemployment insurance is only budgeted if state law requires it? |

### Section III. Administrative/Indirect Costs

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Question</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 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 is directly applying to CNCS and a copy of the current approved indirect cost rate agreement has been entered into eGrants?</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?</td>
</tr>
<tr>
<td>In Compliance?</td>
<td>Match</td>
</tr>
<tr>
<td>---------------</td>
<td>-------</td>
</tr>
<tr>
<td>Yes __ No __</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>
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 H 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 H 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 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 H: 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>Econdata.Net: 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>Bureau of Economic Analysis’ Regional Economic Information System (REIS): Provides data on per capita income by county for all states except Puerto Rico.</td>
</tr>
<tr>
<td><a href="https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml">https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml</a></td>
<td>Census Bureau’s American Fact-finder: Provides 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="https://www.ers.usda.gov/data-products/rural-urban-continuum-codes.aspx">https://www.ers.usda.gov/data-products/rural-urban-continuum-codes.aspx</a></td>
<td><strong>US Department of Agriculture’s Rural-Urban Continuum Codes:</strong> Provides urban rural code for all counties in U.S.</td>
</tr>
<tr>
<td><a href="http://www.census.gov/hhes/www/saip/e/index.html">www.census.gov/hhes/www/saip/e/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>
</tbody>
</table>
ATTACHMENT I: 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,” “primary,” “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 (16 U.S.C. 469a-1 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 F.

- 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”: 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); (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 any 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 J: 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 who will be claiming 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 and 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.

2) From the My Account screen, under Edit My Organization Info, click on Add and View Indirect Cost Rate.
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 appear:
4) **Do you have an Indirect Cost Rate to record?** Respond Yes or No. If **No** is selected, users cannot go any further and nothing will be recorded. If **Yes** is selected, users can continue.

If your organization will be claiming a current, approved indirect cost rate on any CNCS award, it must be reported on this page. The rate information you record will be used in all award negotiation and reviews until it is superseded by a new approved rate, or expires. Applicants will have the opportunity to identify, in application submissions, if they elect to use a lesser percentage of an approved rate.

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 and 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 and 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, and audits.

If you have any questions or concerns, please contact your assigned grants officer.
2018 AmeriCorps State & National Mandatory Supplemental Guidance
The AmeriCorps State & National Mandatory Supplemental Guidance is intended to provide applicants with additional information for the preparation of their applications under the AmeriCorps State and National Notice of Federal Funding Opportunity. The Supplemental Guidance provides both detailed definitions of certain terms included in the Notice, as well as additional details regarding how to properly file an application under the Notice. This Supplemental Guidance is incorporated by reference in the Notice, and applicants must comply with any requirements stated in this Supplemental Guidance.

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 end.

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.

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. 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.

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

Evidence-Based Intervention Planning Grants: CNCS is seeking applications for planning grants to develop national service models that seek to integrate members in innovative ways into evidence-based interventions. For example, in the Economic Opportunity focus area applicants could explore how to adapt social enterprise, workforce partnership, supportive housing, or financial literacy program models that have demonstrated effectiveness through the Social Innovation Fund. Similarly, in the Healthy Futures focus area, applicants might explore how to integrate AmeriCorps members into effective

1 A body of evidence is emerging that supports the role of national service in effective education interventions. Many of these service education interventions are currently being funded by AmeriCorps. The purpose of these planning grants is to identify new evidence-based service interventions in focus areas with less evidence such as Economic Opportunity and Healthy Futures.
program models designed to improve health outcomes such as increased access to, or utilization of, health care. Alternatively, applicants could propose taking an evidence-based practice\(^2\) such as motivational interviewing and training AmeriCorps members to apply these skills in ways that could improve individual economic or health outcomes.

Applicants are encouraged to propose ideas for how AmeriCorps members might be integrated throughout the project life cycle – from community issue and model development to implementation to evaluation of the new intervention. For example, AmeriCorps members may be integrated into the evidence-based program through direct service delivery or through supporting organizational capacity in program development and evaluation.

A planning grant provides support to a grant recipient to develop an AmeriCorps program that will engage AmeriCorps members in implementing evidence-based interventions to solve community problems. In some cases, members have been involved in the effective or promising intervention and in other cases members have not been integrated into the program model to date. For interventions that have integrated members, this planning grant could be an opportunity to refine and enhance the model. For interventions that have not included AmeriCorps, a planning grant could be used to create a new intervention and test the feasibility of adapting evidence-based interventions with a national service component. Grant recipients are awarded up to $75,000 for a 12-month planning period and are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle. A planning grant may not be used to support AmeriCorps members. Applicants will apply for a Cost Reimbursement grant. The project period is no more than a year, with a start date proposed by the applicant. The project start date may not occur prior to the date CNCS awards the grant.

**Evidence-based program**: Evidence-based programs have been rigorously evaluated and have demonstrated positive results for at least one key desired outcome. Rigorous evaluation means at least one randomized controlled trial study or quasi-experimental evaluation, either of the program itself or of another program that the applicant is proposing to replicate.

**Evidence-informed program**: Programs in this category use the best available knowledge, research, and evaluation to guide program design and implementation, but do not have scientific research or rigorous evaluation of the program itself and are not replicating an evidence-based program.

Applicants who have not yet collected data from their own programs may be evidence-informed if they have incorporated research from other evidence-based programs into their program designs.

**Evidence Tiers**

**No evidence** means the applicant has not provided evidence that they have systematically collected any qualitative or quantitative data on their own program to date.

Applicants in this tier must describe how their program design is evidence-informed. An evidence-informed program uses the best available knowledge, research and evaluation to guide program design and implementation, but does not have scientific research or rigorous evaluation of the program itself.

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\(^2\) Applicants are encouraged to use federal agency clearinghouses or evidence reviews (see [https://www.nationalservice.gov/documents/main-menu/2016/clearinghouses-and-evidence-reviews](https://www.nationalservice.gov/documents/main-menu/2016/clearinghouses-and-evidence-reviews)) to identify evidence-based programs and practices.
Applicants may describe up to two research or evaluation studies of similar programs that inform their program design but may not submit these studies.

**Pre-preliminary evidence** 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 systematic and accurate data on one or more of the following: the community problem 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 (e.g., performance measurement data or a process evaluation assessing implementation of the intervention.)

In order to qualify for this tier, the applicant must have collected data about their own program. The data collection process, methods 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. Applicants that do not fully describe the data collection process, methods and results in the application narrative may be assessed as having no evidence. Applicants should describe evidence for the pre-preliminary tier in the Evidence section of the application but should not submit additional documents unless required to meet CNCS evaluation requirements. Evaluations submitted to comply with CNCS evaluation requirements will be reviewed only for compliance with evaluation requirements and will not be considered when assessing this evidence tier. Evaluations submitted by applicants who were not required to submit evaluations will not be reviewed.

**Preliminary evidence** means the applicant has provided data from at least one outcome study of their own intervention that yielded promising results for the proposed intervention or that the applicant proposes to replicate a similar evidence-based intervention with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:

Preliminary with Outcome Study 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. In some cases a retrospective pre-post test may be considered, but its use must be justified in the application narrative. The applicant must explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant. Applicants must describe the studies fully but should not submit them unless required to meet CNCS evaluation requirements. Outcome evaluations that are submitted to fulfill the CNCS evaluation requirements will be reviewed for compliance with evaluation requirements and will not be considered when assessing this evidence tier. Outcome evaluations submitted by applicants who were not required to meet CNCS evaluation requirements will not be reviewed.

In addition to describing up to two outcome studies of their own program or intervention, applicants must fully describe the performance measurement data they have collected and how the outcome study data goes beyond performance measurement.

Preliminary with Replication

- The applicant must describe and submit at least one randomized controlled trial study or quasi-experimental evaluation (an evaluation using a statistically valid, matched comparison group) that found positive results for the same intervention that the applicant plans to replicate. The applicant must describe 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. If
applicable, applicants may also describe evidence from a process evaluation demonstrating that they have implemented the replication with fidelity. The process evaluation should be described but not submitted.

- Applicants who do not submit the required study or who do not describe fully how they will replicate the evidence-based program with fidelity will be considered for a lower tier.

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.

Applicants proposing to replicate an evidence-based program with fidelity must describe how their program is the same as, or very similar to, the program they will replicate in the following areas:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention
- Training for the AmeriCorps members and/or other individuals, such as volunteers, delivering the intervention
- The context in which the intervention is delivered
- Outcomes of the intervention

Applicants must also describe how they will assess whether they are implementing the intervention with fidelity to the intervention they are replicating.

Applicants must be clear about whether the sites proposed in the application overlap with the sites included in an evaluation that would qualify them for the moderate or strong evidence tier. In cases where the applicant is part of a multi-site or multi-grant program (for example, a national program operating in multiple states) that has conducted an evaluation that would qualify them for the moderate or strong evidence tier, but the evaluation did not include the applicant’s proposed sites, the applicant must describe how they are replicating the evidence-based program with fidelity at one of the sites included in the application. In this case, an application for sites included in the evaluation would receive moderate or strong evidence, and an application for the sites not included in the evaluation would receive preliminary evidence.

**Moderate evidence** means the applicant has submitted up to two well-designed and well-implemented studies of their own program 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 entities or evaluations published in peer-reviewed articles as separate attachments.
CNCS grantees recompeting for their third competitive grant cycle 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 the 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 required to submit an evaluation report of their CNCS funded program, then more than two studies will not be considered.

Applicants must be clear about whether the sites proposed in the application overlap with the sites included in an evaluation that would qualify them for the moderate or strong evidence tier. In cases where the applicant is part of a multi-site or multi-grant program (for example, a national program operating in multiple states) that has conducted an evaluation that would qualify them for the moderate or strong evidence tier, but the evaluation did not include the applicant’s proposed sites, the applicant must describe how they are replicating the evidence-based program with fidelity at one of the sites included in the application. In this case, an application for sites included in the evaluation would receive moderate or strong evidence, and an application for the sites not included in the evaluation would receive preliminary evidence.

**Strong evidence** means the applicant has demonstrated that the intervention described in the application has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT of their own program. Alternatively, the proposed intervention’s evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs of their own program in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive on the key desired outcomes of interest as depicted in the applicant’s logic model. 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 entities or evaluations published in peer-reviewed articles as separate attachments.

CNCS grantees recompeting for their third competitive grant cycle 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 the 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 required to submit an evaluation report of their CNCS funded program, then more than two studies will not be considered.

Applicants must be clear about whether the sites proposed in the application overlap with the sites included in an evaluation that would qualify them for the moderate or strong evidence tier. In cases where the applicant is part of a multi-site or multi-grant program (for example, a national program operating in multiple states) that has conducted an evaluation that would qualify them for the moderate or strong evidence tier, but the evaluation did not include the applicant’s proposed sites, the applicant must describe how they are replicating the evidence-based program with fidelity at one of the sites included in the application. In this case, an application for sites included in the evaluation would receive moderate or strong evidence, and an application for the sites not included in the evaluation would receive preliminary evidence.
**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 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. Professional Corps may only have full-time members. Programs can access funds under the grant based on enrolling the full complement of members supported under the grant.

- **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)’ Initiative 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 or more mayor(s) in his or her state and a minimum of two nonprofits. In conjunction with the mayor(s), the governor will be responsible for identifying and selecting the nonprofits that are best able to achieve a demonstrated positive impact on the problem. The application should include letters of support from all relevant parties. If the governor and mayor(s) have not yet selected partnering nonprofit entities, they should describe the process that the governor and mayor(s) will use to select the nonprofit entities. The application, submitted to the State Commission, will respond to the application criteria and explain how two or more 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(s), their designated government offices (but not the State Commission), or a public institutions of higher education 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 low 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; and
- 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 in CNCS’s web-based management system. Applicants must also submit the following via email by the application deadline:

- A letter of support cosigned by the governor and mayor, and
- Letters of support from each partnering nonprofit

Letters must be submitted for new and recompeting applicants. Applicants should see the Submission of Additional Documents in the Notice for specific submission information and requirements.

**Learning Memo:** Any applicant required to submit an evaluation report in order to comply with CNCS evaluation requirements must also submit a learning memo that describes how they are using the evaluation to improve and to inform their activities in the next funding cycle. The learning memo must be in a 12-point font or larger and should not exceed three pages of double-spaced text. The learning memo should include:

- A short summary of key learnings from the evaluation
- An explanation of how the program will incorporate key learnings into its strategy, design or implementation
- An explanation of how these changes will improve the program
- A discussion of how learning from the evaluation may inform next steps in the program’s long-term research agenda

**Member Service Location:** A member service location is the site at which an AmeriCorps member is placed to provide his/her service to the community.

**Member Service Year (MSY):** One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours.)

**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 (see the Eligible Applicants section in the Notice).

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

**Operating Site:** An operating site is the organization that manages the AmeriCorps program on behalf of the multi-state recipient of the grant from CNCS. A multi-state grantee must have an operating site in each state in which it has AmeriCorps members. AmeriCorps members may be placed at the operating site, or an operating site may place AmeriCorps members at multiple member service locations. Multi-focused intermediaries may also have operating sites.

CNCS anticipates that applicants have a carefully considered plan for their project implementation and have identified operating sites based on demonstrated community needs. CNCS expects the sites proposed at the time of application to align with those involved in project implementation. However, if
necessary, applicants can modify their list of operating sites during the clarification process or through an amendment to the application, if funded.

**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: Temporary Aid to Needy Families (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/or program beneficiaries. A substantial portion of their requested MSYs must consist of or be devoted to serving opportunity youth.

**Other Revenue:** Funds necessary to operate an 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:** A Professional Corps is a program model composed of AmeriCorps members serving as professionals; i.e. teachers, health care providers, police officers, engineers, attorneys, or other professionals. The programs recruit and place qualified members in communities with an inadequate number of such professionals. Professional Corps members’ salaries/compensation are paid entirely by the organizations with which the members serve, and are not included in the budget request to CNCS. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community(ies) where the program seeks to place members. These grants can either be fixed amount or cost reimbursement grants.

Applicants may propose any authorized program type. In the case that a proposed program fits more than one program type (e.g., a program could be either a professional corps or a traditional program). CNCS staff will make a determination as to program type that will be considered for funding. The determination will be based on data provided within the application and supplemental materials submitted with the application. The determination may be different from the program type proposed by the applicant.

**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.

Reducing and/or Preventing Prescription Drug and Opioid Abuse: CNCS is interested in any program models that seek to address the prescription drug and opioid abuse crisis in America.

Retention Rate: The AmeriCorps member 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 Communities: 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: http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx
The Office of Grants Management uses Beale Codes when assessing alternative match requirements as the statue (45 CFR 2521.60(c)) requires it.

**Rural 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 (referred to as a 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.

Applicants seeking consideration under this priority must demonstrate that they will be serving in rural severely under-resourced communities; that their application represents a consortium, 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 consortium. Applicants seeking consideration under this priority may submit a narrative that does not exceed 15 pages. Applicants should refer to the Page Limits section in the Notice for information specific to Multi-focus Intermediary requirements.

The eligible applicant (intermediary) should submit one application which describes:

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

Applicants must submit via email by the application deadline letters of support from all members of the consortium. See the Submission of Additional Documents Section in the Notice for specific submission information and requirements.

**Safer communities:** Activities that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between police and community. CNCS is looking for program models that create, support, and initiate activities that provide opportunities for law enforcement and community members to become constructively engaged in building or re building public spaces and opportunities for constructive dialogue via sports and community team building such as block watch organizations. Some examples are summer programming or engaging communities that are part of The National Forum on Youth Violence Prevention and programs that are developed by the International Association of Chiefs of Police (IACP) ([http://www.iacp.org/Police-Foundations-Section](http://www.iacp.org/Police-Foundations-Section)) such as programs that engage youth between the ages of 14-21 living in high crime areas of the city who have been identified as “leaders” in good and/or bad way. The youth are paired with School Resources Officers who meet with them several times during the week to engage them in a variety of leadership building exercises i.e., camping, rafting, community clean-up and much more.

**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, or utilize the same sites.
Programs must get approval from their CNCS program officers to be considered a new project.

If an applicant is applying for a different program model (a new project), select New. Current and previous grantees need to get approval from their Program Officer to be considered a new project. CNCS will consider a project to be new if there is a meaningful difference between it and previous projects in a comparison of the following characteristics, among others: the objectives and priorities of the projects; the nature of the services provided; the program staff, participants, and volunteers involved; the geographic locations in which the services are provided; the populations served; and the proposed community partnerships. (§ 2522.340).

Requests to be considered a new project should include information about how the new project differs from the previous project in the characteristics noted above. The request should also include the proposed name of the new project. CNCS staff will review the request to determine if the proposed project does represent a meaningful difference from the previous project or if the proposed project is an example of natural program evolution over time. If it is determined that the project is new, the Program Officer will create a new project in eGrants.

**Single-State Applicants:** Single state applicants are organizations that propose to operate in only one state; they 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](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.

**Unallowable Activities:** In addition to the *Prohibited Activities*, the following restrictions also apply to the service of AmeriCorps members:

1. **Nonduplication.** Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless there is nondisplacement, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

2. **Nondisplacement.**
   1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
   2. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
   3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
   4. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
   5. A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that—
(i) Will supplant the hiring of employed workers; or
(ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

(6) A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—
   (i) Presently employed worker;
   (ii) Employee who recently resigned or was discharged;
   (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
   (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
   (v) Employee who is on strike or who is being locked out.
CNCS Performance Measures Instructions

AmeriCorps State and National

2018
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**Appendix A:** MSY and Member Allocations

**Appendix B:** Performance Measure Checklist

**Appendix C:** Frequently Asked Questions
AmeriCorps State and National Performance Measures Requirements

All applications must include at least one aligned performance measure (output paired with outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure depending on the program’s theory of change. Starting in the 2018 grant year, applications may also include National Performance Measure outputs without associated outcome(s) provided that the output measures a significant program activity. These do not fulfill the requirement for an aligned performance measure, but may be selected in addition to the aligned measure(s).

Starting in the 2018 grant year, CNCS will no longer require National Performance Measure outputs to be paired with associated National Performance Measure outcomes. All National Performance Measure outputs may now be paired with an applicant determined outcome, or with no outcome at all (see above). CNCS does not require applicants to use National Performance Measures but expects them to do so if National Performance Measures reflect key outputs and/or outcomes of the theory of change. Applicants may not create applicant determined outputs or outcomes that duplicate existing National Performance Measures.

All performance measures should reflect significant program activities whose outputs and outcomes are aligned with the applicant’s core theory of change. CNCS recommends that applicants do not select their performance measures until after they have fully explored their program’s theory of change and created a logic model. This will ensure that performance measures are responsive to the theory of change, as opposed to the theory of change being responsive to performance measures.

CNCS values the quality of performance measures over the quantity of performance measures. Applicants are not expected to have performance measures for every program activity and should not select National Performance Measures if they are unable to comply with all of the requirements outlined in these instructions. All definitions and requirements specified 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 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 allowable output/outcome pairings for priority and complementary National Performance Measures. Applicants must follow these selection rules when using National Performance Measures. Applicants may not select any National Performance Measures that may appear in eGrants if they are not present on this list (applicants that are in continuation may retain any previously-selected measures until their next recompete cycle). Please see the NOFO for additional information about application requirements.

Disaster Services

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<thead>
<tr>
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<th>Strategic Plan Objective</th>
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<td>Applicant Determined Outcome</td>
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<tr>
<td>Priority</td>
<td>D2</td>
<td>Applicant Determined Outcome</td>
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<tr>
<td>Priority</td>
<td>D3</td>
<td>Applicant Determined Outcome</td>
</tr>
<tr>
<td>Priority</td>
<td>D4</td>
<td>Applicant Determined Outcome</td>
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</table>

*Applicants may select National Performance Measure outputs without associated outcome(s) if the output measures a significant program activity. These do not fulfill the requirement for an aligned performance measure, but may be included in addition to the aligned measure(s).

Economic Opportunity

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<td>Complementary**</td>
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*Applicants may select National Performance Measure outputs without associated outcome(s) if the output measures a significant program activity. These do not fulfill the requirement for an aligned performance measure, but may be included in addition to the aligned measure(s).

**Applicants using these measures must also select a priority, complementary, or applicant-determined aligned performance measure to reflect the community impact of the program.

### Education

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<td>Output</td>
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<td>Output</td>
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### Environmental Stewardship

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<td>EN5.1 and/or Applicant Determined Outcome</td>
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Complementary | EN1 | EN1.1 and/or Applicant Determined Outcome | Energy Efficiency
---|---|---|---
Complementary** | EN2 | EN2.1 and/or Applicant Determined Outcome | Green Jobs
Complementary | EN3 | EN3.1, EN3.2, and/or Applicant Determined Outcome | Awareness & Stewardship
Complementary | EN6 | EN6.1 and/or Applicant Determined Outcome | At-Risk Ecosystems

*Applicants may select National Performance Measure outputs without associated outcome(s) if the output measures a significant program activity. These do not fulfill the requirement for an aligned performance measure, but may be included in addition to the aligned measure(s).

**Applicants using this measure must also select a priority, complementary, or applicant-determined aligned performance measure to reflect the community impact of the program

### Healthy Futures

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<tr>
<td><strong>Output</strong></td>
<td><strong>Outcome (if applicable)</strong>*</td>
<td></td>
</tr>
<tr>
<td>Priority</td>
<td>H8</td>
<td>H9 and/or Applicant Determined Outcome</td>
</tr>
<tr>
<td>Priority</td>
<td>H10 and/or H11</td>
<td>H12 and/or Applicant Determined Outcome</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>
</tr>
<tr>
<td>Complementary</td>
<td>H4</td>
<td>Applicant Determined Outcome</td>
</tr>
<tr>
<td>Complementary</td>
<td>H5</td>
<td>Applicant Determined Outcome</td>
</tr>
<tr>
<td>Complementary</td>
<td>H6</td>
<td>Applicant Determined Outcome</td>
</tr>
<tr>
<td>Complementary</td>
<td>H7</td>
<td>Applicant Determined Outcome</td>
</tr>
</tbody>
</table>

*Applicants may select National Performance Measure outputs without associated outcome(s) if the output measures a significant program activity. These do not fulfill the requirement for an aligned performance measure, but may be included in addition to the aligned measure(s).
### Veterans and Military Families

<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>V1 Applicant Determined Outcome</td>
<td>Veterans &amp; Families Served</td>
</tr>
<tr>
<td>Priority</td>
<td>V2 Applicant Determined Outcome</td>
<td>Access &amp; Attract</td>
</tr>
<tr>
<td>Priority</td>
<td>V7 Applicant Determined Outcome</td>
<td>Veterans &amp; Families Served</td>
</tr>
<tr>
<td>Priority</td>
<td>V8 Applicant Determined Outcome</td>
<td>Veterans &amp; Families Served</td>
</tr>
<tr>
<td>Priority</td>
<td>V9 Applicant Determined Outcome</td>
<td>Veterans &amp; Families Served</td>
</tr>
<tr>
<td>Priority</td>
<td>V10 Applicant Determined Outcome</td>
<td>Access &amp; Attract</td>
</tr>
<tr>
<td>Complementary</td>
<td>V3 Applicant Determined Outcome</td>
<td>Veterans &amp; Families Served</td>
</tr>
<tr>
<td>Complementary</td>
<td>V4 Applicant Determined Outcome</td>
<td>Veterans &amp; Families Served</td>
</tr>
<tr>
<td>Complementary</td>
<td>V6 Applicant Determined Outcome</td>
<td>Veterans &amp; Families Served</td>
</tr>
</tbody>
</table>

*Applicants may select National Performance Measure outputs without associated outcome(s) if the output measures a significant program activity. These do not fulfill the requirement for an aligned performance measure, but may be included in addition to the aligned measure(s).*

### Capacity Building

<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>G3-3.1 and/or G3-3.2 G3-3.3 and/or Applicant Determined Outcome</td>
<td>Capacity Building &amp; Leverage</td>
</tr>
<tr>
<td>Complementary</td>
<td>G3-3.4, G3-3.5, G3-3.6, G3-3.7 and/or G3-3.8 G3-3.9, G3-3.10, G3-3.11, G3-3.12, G3-3.13, G3-3.14, G3-3.15, G3-3.16, G3-3.17, and/or Applicant Determined Outcome (End outcomes G3-3.18 and G3-3.19 are optional)</td>
<td>Capacity Building &amp; Leverage</td>
</tr>
</tbody>
</table>

*Applicants may select National Performance Measure outputs without associated outcome(s) if the output measures a significant program activity. These do not fulfill the requirement for an aligned performance measure, but may be included in addition to the aligned measure(s).*
DISASTER SERVICES

Review Notes
- Grantees whose program model does not intentionally reach individuals affected by disasters, but who serve these individuals during the program year will be able to report on this activity in the GPR demographics. They do not have to opt into disaster measures at the time of application, unless disaster service activities are a significant part of their program design.
- Stating that “Members are ready to serve” does not qualify an applicant to select disaster measures.

<table>
<thead>
<tr>
<th>Measure D1</th>
<th>Number of individuals that received CNCS-supported services in disaster preparedness.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td>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.</td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure D2</th>
<th>Number of individuals that received CNCS-supported services in disaster response.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td>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.</td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Measure D3
Number of individuals that received CNCS-supported services in disaster recovery.

#### 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.

### Measure D4
Number of individuals that received CNCS-supported services in disaster mitigation.

#### 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.

#### Performance Measure Example:

<table>
<thead>
<tr>
<th>Field</th>
<th>What Should Be Entered Here</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter a short, descriptive title for your performance measure. Different aligned performance measures should have different titles so that they can be easily referenced.</td>
<td>Disaster Preparedness Education</td>
</tr>
<tr>
<td>Problem Statement</td>
<td>Briefly describe the problem your program will address with this performance measure. Your description should provide just enough context that the program’s theory of change will be evident without referencing the application narrative or logic model. Also address any definitions from the</td>
<td>A community need survey conducted last year indicates that residents in communities in our state that are at-risk of disaster lack basic knowledge of disaster preparedness.</td>
</tr>
</tbody>
</table>

9
<table>
<thead>
<tr>
<th>Performance Measures Instructions</th>
<th>Select only the interventions that contribute to the outcomes of this aligned performance measure. For applicant-determined interventions, enter a one or two word description of the intervention.</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Interventions</td>
<td>Ten full-time AmeriCorps members will deliver disaster preparedness training to youth and community residents, focusing on developing individual and family preparedness for home fires, tornadoes, earthquakes and flooding. Members will focus activities on those communities identified to be most at-risk for disaster and will deliver presentations to an average of 300 individuals per month for 10 months.</td>
<td></td>
</tr>
<tr>
<td>Description of Interventions</td>
<td>Describe the design and dosage of the interventions you have selected.</td>
<td></td>
</tr>
<tr>
<td>Output</td>
<td>Either select National Performance Measure output(s) or enter your own output title. If entering an applicant-determined output, it should be clear what the output is counting.</td>
<td>Number of individuals that received CNCS-supported services in disaster preparedness.</td>
</tr>
<tr>
<td>Select Method</td>
<td>Select the data collection method you will use to measure the output. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.</td>
<td>Attendance log, tracking system</td>
</tr>
<tr>
<td>Instrument Description</td>
<td>In this text field you must provide the name of the instrument you will use to measure the output, a clear description of what the instrument will measure, and an explanation of how you will ensure that beneficiaries are not double counted. Also describe how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.</td>
<td>Individuals sign an attendance log at member presentations. Program staff enters participant information into our internal tracking system, which can identify and consolidate duplicate entries and ensure that individuals are not counted more than once.</td>
</tr>
<tr>
<td>Target #</td>
<td>The number of beneficiaries described in the output title. Targets must be numbers, not percents.</td>
<td>30,000</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)</td>
<td>Individuals</td>
</tr>
<tr>
<td>Outcome Title</td>
<td>Either select National Performance Measure outcome(s) or enter your own outcome title. If entering an applicant-determined outcome, it should clearly state a measurable change in knowledge, attitude, behavior or condition.</td>
<td>Number of individuals with increased knowledge of disaster preparedness</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>Select Method</td>
<td>Select the data collection method you will use to measure the outcome. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.</td>
<td>Pre-Post Test</td>
</tr>
<tr>
<td>Instrument Description</td>
<td>In this text field you must provide the name of the instrument you will use to measure the outcome, a clear description of what the instrument will measure and how the construct to be measured is defined, the timeline for administering the instrument and the level of improvement that is necessary to be counted as having improved. Also provide details about the reliability and validity of the instrument, and how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.</td>
<td>Members will administer a pre- and post-test that measures knowledge of key disaster preparedness topics, using survey questions developed and validated on the national Public Readiness Index. An increase in knowledge of 30% or more will be considered sufficient for a participant to be considered as having increased knowledge. Pre- and post-tests will be administered to all beneficiaries. Results from the pre-post test will be entered into our internal tracking system, which allows us to track the number of interventions any individual has received.</td>
</tr>
<tr>
<td>Target #</td>
<td>The number of beneficiaries described in the outcome title. Targets must be numbers, not percentages.</td>
<td>20,000</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)</td>
<td>Individuals</td>
</tr>
</tbody>
</table>
ECONOMIC OPPORTUNITY

<table>
<thead>
<tr>
<th>Measure O1</th>
<th>Number of economically disadvantaged individuals receiving financial literacy services.</th>
</tr>
</thead>
</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.  
**Individuals:** 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  
**Financial literacy services:** 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). |
| **How to Calculate/Measure/Collect Data** | 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.  
Tracking mechanism appropriate for type of service. May be a sign-in sheet or a tracking database. |

<table>
<thead>
<tr>
<th>Measure O2</th>
<th>Number of economically disadvantaged individuals receiving job training and other skill development 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 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.) |
<p>| <strong>How to Calculate/Measure/Collect Data</strong> | Unduplicated count of individuals completing the job training or skill development service for which they enrolled. |
| <strong>Collect Data</strong> | Course attendance records. |</p>
<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>
</table>
| **Definition of Key Terms** | **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 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.  
**Repair:** A more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances and removing safety hazards.  
**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.  
**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.  
**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.  
**People with disabilities:** Subset of individuals and families that meets a definition related to inability to live independently without support (could use HUD definition). |
| **How to Calculate/Measure/Collect Data** | 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.  
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.  
Programs that are able to count **Individuals** placed in the housing units they develop, repair or make available should report on Measure O5.  
Inspection report, certificate of occupancy, or other verification from an external agency that the work was completed. |
<table>
<thead>
<tr>
<th>Measure O5</th>
<th>Number of economically disadvantaged individuals, including homeless individuals, receiving housing services.</th>
</tr>
</thead>
</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  
**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)). |
| Measure O9 | Number of economically disadvantaged individuals with improved financial knowledge. |
| **Definition of Key Terms** | **Disadvantaged individuals:** those counted as participating in O1. **Improved Financial Knowledge:** 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. |
| **How to Calculate/Measure/Collect Data** | 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.  
Must conduct a pre-test/post-test to determine amount of knowledge gained. |
<table>
<thead>
<tr>
<th>Measure O10</th>
<th><strong>Number of economically disadvantaged individuals placed in jobs.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>Economically disadvantaged individuals</strong>: Individuals counted for O3 placed in jobs: 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><strong>How to Calculate/Measure/Collect Data</strong></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. Suggested method is a copy of acceptance letter from employer or copy of first pay stub.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure O11</th>
<th><strong>Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing.</strong></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. <strong>Homeless</strong>: 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 <a href="http://www.hud.gov/homeless/definition.cfm">http://www.hud.gov/homeless/definition.cfm</a> <strong>Individuals</strong>: Each unique person who will be occupying the unit legally including adults and children but not unborn children. <strong>Safe, healthy, affordable housing</strong>: 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 <a href="http://www.hud.gov/offices/cpd/affordablehousing/">http://www.hud.gov/offices/cpd/affordablehousing/</a></td>
</tr>
<tr>
<td><strong>How to Calculate/Measure/Collect Data</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure O12</th>
<th><strong>Number of economically disadvantaged National Service Participants who are unemployed prior to their term of service.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td>This measure is a count of individuals who are entered into CNCS’ National Service Trust database. Individuals who are not enrolled in the National Service Trust 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. <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>
</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>Collect Data</td>
<td>Suggested: Self-report of National Service Participant at beginning of term of service.</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Additional Notes | 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. The program should collect the data at the time the National Service Participant begins service. What were you doing most of last month?  
- Working at a regular job  
- Serving in the military / reserves  
- Working sporadically  
- Looking for work  
- Other _____________________ |
| Review Notes | MSYs and slots must be zero for Teacher Corps (ED12, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that are focused exclusively on member development rather than beneficiary outcomes (EN2, EN2.1, V2, V10).  
Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.  
Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area. |
| Measure O13 | 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. |
| Definition of Key Terms | This measure is a count of individuals who are entered into CNCS’ National Service Trust database. Individuals who are not enrolled in the National Service Trust 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. |
| How to Calculate/Collect Data | 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. _____________________________________ |
**Measure O14**  
**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.**

**Definition of Key Terms**  
This measure is a count of individuals who are entered into CNCS’ National Service Trust database. Individuals who are not enrolled in the National Service Trust 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/Collect Data**  
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.

**Review Notes**  
MSYs and slots must be zero for Teacher Corps (ED12, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that are focused exclusively on member development rather than beneficiary outcomes (EN2, EN2.1, V2, V10).

Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.

Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.
<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** | 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.  

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. |
| **Review Notes** | MSYs and slots must be zero for Teacher Corps (ED12, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that are focused exclusively on member development rather than beneficiary outcomes (EN2, EN2.1, V2, V10).  

Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.  

Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area. |
| Measure O16 | 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. |
| **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.  

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** | 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.  

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.  

Have you obtained your GED/diploma since [enter date of enrollment]?  

- Yes  
- No  

Have you obtained your GED/diploma since leaving the program?  

- Yes  
- No |
| **Review Notes** | MSYs and slots must be zero for Teacher Corps (ED12, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that are focused exclusively on member development rather than beneficiary outcomes (EN2, EN2.1, V2, V10).  

Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.  

Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area. |
| **Measure O17** | 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 |
**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**

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.

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

**Review Notes**

MSYs and slots must be zero for Teacher Corps (ED12, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that are focused exclusively on member development rather than beneficiary outcomes (EN2, EN2.1, V2, V10).

Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program’s theory of change.

Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.

---

Performance Measure Example:

<table>
<thead>
<tr>
<th>Field</th>
<th>What Should Be Entered Here</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter a short, descriptive title for your performance measure. Different aligned performance measures should have different titles so that they can be easily referenced.</td>
<td>Improving Homes</td>
</tr>
<tr>
<td>Problem Statement</td>
<td>Briefly describe the problem your program will address with this performance measure. Your description should provide just enough</td>
<td>Ten percent of the housing stock in the rural areas of our state is classified as unhealthy or unsafe. The Adequate</td>
</tr>
</tbody>
</table>
context that the program’s theory of change will be evident without referencing the application narrative or logic model. Also address any definitions from the Performance Measures Instructions that are relevant to the aligned measure as a whole, e.g. definition of “economically disadvantaged.”

<table>
<thead>
<tr>
<th>Selected Interventions</th>
<th>Select only the interventions that contribute to the outcomes of this aligned performance measure. For applicant-determined interventions, enter a one or two word description of the intervention.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Repair</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Interventions</th>
<th>Describe the design and dosage of the interventions you have selected.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fifteen full-time AmeriCorps members, all of whom were unemployed prior to their service terms, repair severely distressed houses in a large rural area. Members receive extensive training in home rehabilitation techniques including roofing, plumbing, wiring and/or foundation repair. They work together in teams to identify homes in the area that are currently classified by inspectors as unhealthy or unsafe, then conduct the necessary building repair activity.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Output</th>
<th>Either select National Performance Measure output(s) or enter your own output title. If entering an applicant-determined output, it should be clear what the output is counting.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of economically disadvantaged individuals, including homeless individuals, receiving housing services.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select Method</th>
<th>Select the data collection method you will use to measure the output. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instrument Description</th>
<th>In this text field you must provide the name of the instrument you will use to measure the output, a clear description of what the instrument will measure, and an explanation of how you will ensure that beneficiaries are not double counted. Also describe how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The program will record the number of economically disadvantaged individuals who reside in homes that are rebuilt and/or repaired by AmeriCorps members. Only beneficiaries that meet the income eligibility requirements to receive TANF, Food Stamps (SNAP), Medicaid, SCHIP, and/or Section 8 housing assistance will be counted.</td>
<td></td>
</tr>
<tr>
<td>Target #</td>
<td>The number of beneficiaries described in the output title. Targets must be numbers, not percents.</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)</td>
</tr>
<tr>
<td>Outcome Title</td>
<td>Either select National Performance Measure outcome(s) or enter your own outcome title. If entering an applicant-determined outcome, it should clearly state a measurable change in knowledge, attitude, behavior or condition.</td>
</tr>
<tr>
<td>Select Method</td>
<td>Select the data collection method you will use to measure the outcome. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.</td>
</tr>
<tr>
<td>Instrument Description</td>
<td>In this text field you must provide the name of the instrument you will use to measure the outcome, a clear description of what the instrument will measure and how the construct to be measured is defined, the timeline for administering the instrument and the level of improvement that is necessary to be counted as having improved. Also provide details about the reliability and validity of the instrument, and how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.</td>
</tr>
<tr>
<td>Target #</td>
<td>The number of beneficiaries described in the output title. Targets must be numbers, not percents.</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)</td>
</tr>
</tbody>
</table>
## 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.

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.

### How to Calculate/Measure/Collect Data

Unduplicated count of students who enroll in the program. Students may or may not complete the program.

### FAQs

*May programs opting into National Performance Measures in Education use a school or LEA’s participation in the Community Eligibility Provision to determine economic disadvantage for student beneficiaries?*

Yes. The following definition of “Economically Disadvantaged” may be used as an alternative to the existing definitions in the National Performance Measure Instructions under performance measures ED1, ED3A, and/or ED20: “Students enrolled in schools that are participating in the Community Eligibility Provision (CEP).”

### Review Notes

ED1 and ED3A cannot be used in the same aligned PM.

Mentoring may not be selected as an intervention in any education measures other than ED3A.

## Measure ED3A

Number of disadvantaged youth/mentor matches or youth with special or exceptional needs/mentor matches that are commenced by the CNCS-supported education program.

### Definition of Key Terms

**Mentors** are adults who provide CNCS-sustained support to children or youth through either...
### Terms

| 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 **school-based mentorships**, 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) with an intended duration of at least 6 months of one school year. For **community-based mentorships**, count mentees in those matches that are intended to be continuous, with the same mentor for two to three hours per week with an intended duration of at least 11 months. **Mentoring relationships** are ideally one mentor per child, but could be small group with a ratio of no more than 1:3.

**Disadvantaged youth**：“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.

**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. 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.

**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.

**School-Based Mentoring**: 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.

**Community-based mentoring**: Mentoring that occurs at a site other than a school campus, at a time other than during the traditional school day.

**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.

### How to Calculate/Measure/Collect Data:

Programs will count the number of qualifying mentor-mentee matches that are initiated and/or supported 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.

### FAQs

**May programs opting into National Performance Measures in Education use a school or LEA’s participation in the Community Eligibility Provision to determine economic disadvantage for student beneficiaries?**

Yes. The following definition of “Economically Disadvantaged” may be used as an alternative to the existing definitions in the National Performance Measure Instructions under performance measures ED1, ED3A, and/or ED20: “Students enrolled in schools that are participating in the...”
<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 ED1 or ED3A.  
**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 ED1 or ED3A 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).

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.

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

FAQs
*Does the ED5 measure apply to adult education?*

Education measures are for K-12 and in some cases post-secondary education, not adult education. Adult education is addressed by Economic Opportunity measures.

<table>
<thead>
<tr>
<th>Measure ED9</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 or ED3A.  
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 or ED3A.  
**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.  
**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. |
<table>
<thead>
<tr>
<th>Measure ED12</th>
<th>Number of CNCS-supported National Service Participants who begin serving as teachers through a Teacher Corps 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. Individuals who are not enrolled in the National Service Trust will not be counted.</td>
</tr>
<tr>
<td>Teachers:</td>
<td>individuals responsible for leading one or more classes of students in grades K-12.</td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>Teacher Corps programs will identify the number of CNCS-supported National Service Participants who are serving as teachers. Individuals must be enrolled in the National Service Trust in order to be counted.</td>
</tr>
<tr>
<td>Review Notes</td>
<td>MSYs and slots must be zero for Teacher Corps (ED12, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that are focused exclusively on member development rather than beneficiary outcomes (EN2, EN2.1, V2, V10). Mentoring may not be selected as an intervention in any education measures other than ED3A.</td>
</tr>
<tr>
<td>FAQs</td>
<td><strong>What programs can select the Teacher Corps Measures in the Education Focus Area?</strong></td>
</tr>
<tr>
<td></td>
<td>The Teacher Corps measures are intended to be used by AmeriCorps programs where the AmeriCorps members serve as the primary teacher in a classroom setting during their terms of service. The AmeriCorps members may serve in public, charter, or private schools to address a critical shortage of teaching professionals in a high needs area or school.</td>
</tr>
<tr>
<td></td>
<td><strong>Can Teacher Corps programs opt into non-Teacher Corps measures, such as ED5, ED27A or ED27B?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes, Teacher Corps programs are required to select a National Performance Measure that reflects the community impact of the program.</td>
</tr>
<tr>
<td>Measure ED17</td>
<td>Number of CNCS-supported National Service Participants remaining in the education field after their term of service.</td>
</tr>
<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 Trust, or who are dismissed, will not be counted.</td>
</tr>
<tr>
<td>Remaining in the education field:</td>
<td>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.</td>
</tr>
<tr>
<td>After Term of Service:</td>
<td>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 Teacher Corps members; program administrative records</td>
</tr>
<tr>
<td>Review Notes</td>
<td>MSYs and slots must be zero for Teacher Corps (ED12, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that are focused exclusively on member development rather than beneficiary outcomes (EN2, EN2.1, V2, V10).</td>
</tr>
</tbody>
</table>
### FAQs

**What programs can select the Teacher Corps Measures in the Education Focus Area?**

The Teacher Corps measures are intended to be used by AmeriCorps programs where the AmeriCorps members serve as the primary teacher in a classroom setting during their terms of service. The AmeriCorps members may serve in public, charter, or private schools to address a critical shortage of teaching professionals in a high needs area or school.

**Can Teacher Corps programs opt into non-Teacher Corps measures, such as ED5, ED27A or ED27B?**

Yes, Teacher Corps programs are required to select a National Performance Measure that reflects the community impact of the program.

---

<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>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 Trust, or who are dismissed, will not be counted.</td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>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>Other Notes</td>
<td>Consider an observation-based assessment approach to supplement student performance.</td>
</tr>
<tr>
<td>Review Notes</td>
<td>MSYs and slots must be zero for Teacher Corps (ED12, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that are focused exclusively on member development rather than beneficiary outcomes (EN2, EN2.1, V2, V10).</td>
</tr>
</tbody>
</table>
| FAQs | **What programs can select the Teacher Corps Measures in the Education Focus Area?**

The Teacher Corps measures are intended to be used by AmeriCorps programs where the AmeriCorps members serve as the primary teacher in a classroom setting during their terms of service. The AmeriCorps members may serve in public, charter, or private schools to address a critical shortage of teaching professionals in a high needs area or school.

**Can Teacher Corps programs opt into non-Teacher Corps measures, such as ED5, ED27A or ED27B?**

Yes, Teacher Corps programs are required to select a National Performance Measure that reflects the community impact of the program. |

---

<table>
<thead>
<tr>
<th>Measure ED19</th>
<th>Number of CNCS-supported National Service Participants receiving certification to teach in schools during or after their term of service.</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 Trust, or who are dismissed, will not be counted.</td>
</tr>
<tr>
<td>Receiving certification:</td>
<td>according to state and federal standards.</td>
</tr>
<tr>
<td>After Term of Service:</td>
<td>refers to the school year after the term of service ends.</td>
</tr>
</tbody>
</table>
**How to Calculate/Measure/Collect Data:**

Follow-up survey of members; program administrative records

**Review Notes:**

MSYs and slots must be zero for Teacher Corps (ED12, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that are focused exclusively on member development rather than beneficiary outcomes (EN2, EN2.1, V2, V10).

**FAQs**

What programs can select the Teacher Corps Measures in the Education Focus Area?

The Teacher Corps measures are intended to be used by AmeriCorps programs where the AmeriCorps members serve as the primary teacher in a classroom setting during their terms of service. The AmeriCorps members may serve in public, charter, or private schools to address a critical shortage of teaching professionals in a high needs area or school.

Can Teacher Corps programs opt into non-Teacher Corps measures, such as ED5, ED27A or ED27B?

Yes, Teacher Corps programs are required to select a National Performance Measure that reflects the community impact of the program.

| Measure ED20: | Number of economically disadvantaged children or children with special or exceptional needs who start in a CNCS-supported early childhood education program. |
| 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. 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>| How to Calculate/Measure/Collect Data: | 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>FAQs</th>
<th>May programs opting into National Performance Measures in Education use a school or LEA’s participation in the Community Eligibility Provision (<a href="http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf">http://www.fns.usda.gov/sites/default/files/cn/SP16-2015os.pdf</a>) to determine economic disadvantage for student beneficiaries?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes. The following definition of “Economically Disadvantaged” may be used as an alternative to the existing definitions in the National Performance Measure Instructions under performance measures ED1, ED3A, and/or ED20: “Students enrolled in schools that are participating in the Community Eligibility Provision (CEP).”</td>
</tr>
</tbody>
</table>

| Review Notes | Mentoring may not be selected as an intervention in any education measures other than ED3A. |

<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 ED20.  
**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>
</table>
| Definition of Key Terms | **Children:** Those counted under ED20.  
**Literacy skills:** 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.  
**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. |
<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>ED25</td>
<td><strong>Children:</strong> Those counted under ED20. &lt;br&gt;<strong>Numeracy skills:</strong> 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. &lt;br&gt;<strong>School readiness:</strong> 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>
<td>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).</td>
</tr>
<tr>
<td>ED26</td>
<td><strong>Students:</strong> Those reported in ED1 or ED3A.</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?

Measure
ED27A
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).

Definition of Key Terms
Students: Those reported in either ED1 or ED3A.
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 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.

How to Calculate/Measure/Collect Data
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 grantee administration. See the National Service Knowledge Network, https://www.nationalserviceresources.gov/, 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.

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

FAQs
Can summer programs select the ED27A or ED27B performance measures?
Summer programs may opt into the ED27A or ED27B measure and consider the definition of over the school year to be interpreted as over the course of the summer program.
### Measure ED27B

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).

#### Definition of Key Terms

**Students:** Those reported in either ED1 or ED3A.

**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.

#### How to Calculate/Measure/Collect Data

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, https://www.nationalserviceresources.gov/, 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.

#### Review Notes

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

#### FAQs

**Can summer programs select the ED27A or ED27B performance measures?**

Summer programs may opt into the ED27A or ED27B measure and consider the definition of over the school year to be interpreted as over the course of the summer program.

### Measure ED30

Number of students with improved academic performance in core academic subjects other than literacy or math.

#### Definition of Key Terms

**Students:** Those reported in either ED1 or ED3A.

**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
How to Calculate/Measure/Collect Data

Programs will report the number of students from ED1 or ED3A 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).

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>Review Notes</th>
<th>If the applicant is measuring multiple subjects under ED30, it must be clear whether/how much students must improve in each subject in order to be counted.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Measure ED31</th>
<th>Number of economically disadvantaged post-secondary students or post-secondary students with special or exceptional needs who start in a CNCS-supported education program.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Definition of Key Terms</th>
<th>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.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>How to Calculate/Measure/Collect Data</th>
<th>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.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Review Notes</th>
<th>Mentoring may not be selected as an intervention in any education measures other than ED3A.</th>
</tr>
</thead>
</table>

Performance Measure Example:

<table>
<thead>
<tr>
<th>Field</th>
<th>What Should Be Entered Here</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter a short, descriptive title for your performance measure. Different aligned performance measures should have different titles so that they can be easily referenced.</td>
<td>Helping Students Improve in Math</td>
</tr>
<tr>
<td>Problem Statement</td>
<td>Briefly describe the problem your program will address with this performance measure. Your description should provide just enough context that the program’s theory of change will be evident without referencing the application narrative or logic model. Also address any definitions from the Performance Measures Instructions that are relevant to the aligned</td>
<td>Students in District ABC lag fifteen percentage points behind the state average for 8th grade math proficiency. The purpose of the EduCorps program is to provide tutoring services that improve middle school students’ academic achievement in mathematics. All schools served by the program have a majority of students who are</td>
</tr>
</tbody>
</table>
| Selected Interventions | Select only the interventions that contribute to the outcomes of this aligned performance measure. For applicant-determined interventions, enter a one or two word description of the intervention. | Tutoring: One-on-one  
Tutoring: Small group |
| Description of Interventions | Describe the design and dosage of the interventions you have selected. | The EduCorps Program has six half-time AmeriCorps members leading one-on-one and small group tutoring programs for middle-school students. Members typically meet with groups of 1-3 students after school each day for about an hour, using mathematics enrichment materials that complement the normal classroom curriculum. |
| Output | Either select National Performance Measure output(s) or enter your own output title. If entering an applicant-determined output, it should be clear what the output is counting. | Number of students who start in a CNCS-supported education program. |
| Select Method | Select the data collection method you will use to measure the output. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument. | Attendance Log |
| Instrument Description | In this text field you must provide the name of the instrument you will use to measure the output, a clear description of what the instrument will measure, and an explanation of how you will ensure that beneficiaries are not double counted. Also describe how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable. | Participation output: Members will record in the program’s secure database the name and ID number of each student who enrolls in the tutoring program. The list of names/IDs will be checked to ensure that no student is counted twice. |
| Target # | The number of beneficiaries described in the output title. Targets must be numbers, not percents. | 100 |
| Unit of Measure | The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.) | Students |
| Outcome Title | Either select National Performance Measure outcome(s) or enter your own | Number of students with improved academic |
outcome title. If entering an applicant-determined outcome, it should clearly state a measurable change in knowledge, attitude, behavior or condition.

<table>
<thead>
<tr>
<th>Select Method</th>
<th>Select the data collection method you will use to measure the outcome. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.</th>
<th>Standardized Pre-Post Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instrument Description</td>
<td>In this text field you must provide the name of the instrument you will use to measure the outcome, a clear description of what the instrument will measure and how the construct to be measured is defined, the timeline for administering the instrument and the level of improvement that is necessary to be counted as having improved. Also provide details about the reliability and validity of the instrument, and how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.</td>
<td>When students enroll in the tutoring program at the beginning of the school year, they will take a standardized, district-approved pre-test in mathematics (insert name of actual test here) that aligns with the material being taught and is appropriate for the grade level and that has demonstrated reliability and validity for the population of middle school students served. The same test will be administered to students at the end of the school year. Scores will be recorded in the program’s secure database. Students who increase their scores in mathematics by at least 1.2 grade levels over the course of their participation in the tutoring program will be counted under this measure.</td>
</tr>
<tr>
<td>Target #</td>
<td>The number of beneficiaries described in the outcome title. Targets must be numbers, not percents.</td>
<td>85</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)</td>
<td>Students</td>
</tr>
</tbody>
</table>
**ENVIRONMENTAL STEWARDSHIP**

**Review Notes**

- Programs need to use the same beneficiaries for outputs and outcomes (in most aligned measures). If they are counting acres of improved public lands in EN4 or miles in EN5, the outcome needs to be in acres (or miles) as well. Applicants should not be measuring the project sponsor's satisfaction or approval of their work but rather the condition of the land after their work.

<table>
<thead>
<tr>
<th>Measure EN1</th>
<th>Number of housing units of low-income households and public structures weatherized or retrofitted to improve energy efficiency.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td>Housing Unit: single family home, mobile home, apartment unit, each side of duplex would count as 1. <strong>Low income:</strong> 200% of poverty or the updated level as found at: <a href="http://www.waptac.org/">http://www.waptac.org/</a> Weatherization/retrofitted: See the U.S. Department of Energy. Helpful information can be found at the following links: <a href="http://www.waptac.org/">http://www.waptac.org/</a> or <a href="http://www.energysavers.gov/">http://www.energysavers.gov/</a> <strong>Weatherization:</strong> 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. <strong>Retrofit:</strong> An energy conservation measure applied to an existing building or the action of improving the thermal performance or maintenance of a building. <strong>Structures:</strong> Shelters, such as homeless shelters or emergency shelters operated by nonprofit or public organizations; government-owned buildings. Each structure would count as 1. <strong>Improve energy efficiency:</strong> 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.</td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>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.</td>
</tr>
<tr>
<td>Additional Notes</td>
<td>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.</td>
</tr>
</tbody>
</table>
| FAQs | *The definition of structures in EN1 includes government owned buildings, but it looks like EN1.1 talks only about households. If the program is retrofitting government owned buildings, can they use this aligned measure?*

Yes, if they are counting government buildings in EN1 they would include government buildings in EN1.1 |

<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>
</tbody>
</table>
### FAQs

The definition of structures in EN1 includes government owned buildings, but it looks like EN1.1 talks only about households. If the program is retrofitting government owned buildings, can they not use this aligned measure?

Yes, if they are counting government buildings in EN1 they would include government buildings in EN1.1.

### Measure EN2

**Number of AmeriCorps members trained and/or certified for green jobs including the conducting of energy audits.**

**Definition of Key Terms**

This measure is a count of individuals who are entered into CNCS’ National Service Trust database. Individuals who are not enrolled in the National Service Trust will not be counted.  

**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.

**Energy Audit:** See U.S. Dept. of Energy information for suggested definition.

### Review Notes

MSYs and slots must be zero for Teacher Corps (ED12, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that are focused exclusively on member development rather than beneficiary outcomes (EN2, EN2.1, V2, V10).

### Measure EN2.1

**Number of trained AmeriCorps members placed in green jobs.**

**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 Trust, or who are dismissed, will not be counted.

**Placed in jobs:** 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.

**How to Calculate/Measure/Collect Data**

Count of individuals from EN2 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.

### Review Notes

MSYs and slots must be zero for Teacher Corps (ED12, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that are focused exclusively on member development rather than beneficiary outcomes (EN2, EN2.1, V2, V10).
<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>
</table>
| Definition of Key Terms | **Education or Training:** 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.  
**Environmental Stewardship and/or environmentally conscious practices:** 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. |
| How to Calculate/Measure/Collect Data | 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. |
<p>| Review Notes | Environmental education activities must entail real engagement of the individual with a specific education goal in mind – not just outreach, tabling at events or distributing pamphlets. The applicant should define what level of engagement (time of interaction) constitutes a countable event, e.g., a minimum of 15-20 minutes. Presentations to large audiences are acceptable. |
| Measure EN3.1 | Number of individuals with an increase in knowledge of environmental stewardship and/or environmentally-conscious practices. |
| Definition of Key Terms | <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. |
| How to Calculate/Measure/Collect Data | 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. |</p>
<table>
<thead>
<tr>
<th>Measure EN3.2</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</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>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>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. (<a href="http://www.toolsofchange.com/en/tools-of-change/obtaining-a-commitment/">http://www.toolsofchange.com/en/tools-of-change/obtaining-a-commitment/</a>)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure EN4</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]  
**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).

<table>
<thead>
<tr>
<th>Measure EN4.1</th>
<th>Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are improved.</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]  
**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.”

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></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Measure EN6</strong></td>
<td>Number of tons of materials collected.</td>
</tr>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td>See the Environmental Protection Agency website for helpful information on recycling. 1 Ton = 2,000 pounds. <strong>Collected:</strong> Materials may be brought to your program or your program may collect them from places that would otherwise not benefit from free recycling programs.</td>
</tr>
<tr>
<td><strong>How to Calculate/Measure/Collect Data</strong></td>
<td>Count of tons of materials collected. Use the EPA volume translator to add up the number of pounds of materials collected: Then perform the following calculation to get number of tons: ( \frac{\text{# of pounds}}{2,000} = \text{# of tons}. ) EPA has suggested tracking methods.</td>
</tr>
<tr>
<td><strong>Measure EN6.1</strong></td>
<td>Number of tons of materials recycled.</td>
</tr>
<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, re-using, deconstruction, 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. Then perform the following calculation to get number of tons: ( \frac{\text{# of pounds}}{2,000} = \text{# of tons}. )</td>
</tr>
<tr>
<td><strong>Review Notes</strong></td>
<td>Deconstruction refers to the removal of materials from a building in a manner and intent to reuse them in the construction of another building.</td>
</tr>
</tbody>
</table>
### Performance Measure Example:

<table>
<thead>
<tr>
<th>Field</th>
<th>What Should Be Entered Here</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter a short, descriptive title for your performance measure. Different aligned performance measures should have different titles so that they can be easily referenced.</td>
<td>Improving Public Lands</td>
</tr>
<tr>
<td>Problem Statement</td>
<td>Briefly describe the problem your program will address with this performance measure. Your description should provide just enough context that the program’s theory of change will be evident without referencing the application narrative or logic model. Also address any definitions from the Performance Measures Instructions that are relevant to the aligned measure as a whole, e.g. definition of “economically disadvantaged.”</td>
<td>Public lands in Beautiful National Park require improvements to wildlife habitat and to reduce the risk of wildfires.</td>
</tr>
<tr>
<td>Selected Interventions</td>
<td>Select only the interventions that contribute to the outcomes of this aligned performance measure. For applicant-determined interventions, enter a one or two word description of the intervention.</td>
<td>Invasive species removal Other</td>
</tr>
<tr>
<td>Description of Interventions</td>
<td>Describe the design and dosage of the interventions you have selected.</td>
<td>18 half-time AmeriCorps members working in a full-time capacity will restore high priority areas on federal lands through agreements with the National Park Service, US Forest Service and other government agencies. The purpose of the program is to improve federal lands and the existence of wildlife habitat and reduce the risk of wildfires. Members will remove invasive species, conduct fuels reduction to reduce the risk of wildfire or plant new native species.</td>
</tr>
<tr>
<td>Output</td>
<td>Either select National Performance Measure output(s) or enter your own output title. If entering an applicant-determined output, it should be clear what the output is counting.</td>
<td>Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands treated.</td>
</tr>
<tr>
<td>Select Method</td>
<td>Select the data collection method you will use to measure the output. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.</td>
<td>Project reports provided by the host</td>
</tr>
<tr>
<td>Instrument Description</td>
<td>In this text field you must provide the name of the instrument you will use to measure the output, a clear description of what the instrument will measure, and an explanation of how you will ensure that</td>
<td>For each of their ten projects, the program will secure a report from the host site specifying the number of acres that are treated to remove invasive species, conduct fuels reduction (to reduce the risk of wildfire)</td>
</tr>
</tbody>
</table>
beneficiaries are not double counted. Also describe how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.

<table>
<thead>
<tr>
<th>Target #</th>
<th>The number of beneficiaries described in the output title. Targets must be numbers, not percents.</th>
<th>150</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Measure</td>
<td>The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)</td>
<td>Acres</td>
</tr>
<tr>
<td>Outcome Title</td>
<td>Either select National Performance Measure outcome(s) or enter your own outcome title. If entering an applicant-determined outcome, it should clearly state a measurable change in knowledge, attitude, behavior or condition.</td>
<td>Number of acres of national parks, state parks, city parks county parks, or other public and tribal lands that are improved.</td>
</tr>
<tr>
<td>Select Method</td>
<td>Select the data collection method you will use to measure the outcome. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.</td>
<td>Survey</td>
</tr>
<tr>
<td>Instrument Description</td>
<td>In this text field you must provide the name of the instrument you will use to measure the outcome, a clear description of what the instrument will measure and how the construct to be measured is defined, the timeline for administering the instrument and the level of improvement that is necessary to be counted as having improved. Also provide details about the reliability and validity of the instrument, and how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.</td>
<td>Members will send a survey to project hosts/sponsors after the project has been completed and ask them to use their professional knowledge to rate the condition of the treated land compared to its initial condition and the prescribed treatment to improve it on a scale of one to five. For nine of the ten projects, the rating will be 4 (improved) or 5 (greatly improved).</td>
</tr>
<tr>
<td>Target #</td>
<td>The number of beneficiaries described in the outcome title. Targets must be numbers, not percents.</td>
<td>130</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)</td>
<td>Acres</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>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td><strong>Uninsured</strong>: An individual lacks insurance coverage. (This definition is consistent with the National Health Information Survey (NHIS)). <strong>Economically disadvantaged</strong>: 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. <strong>Medically underserved</strong>: 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. <strong>Healthcare services</strong>: 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. <strong>Preventive health care services</strong>: Preventive health behavior is &quot;any activity undertaken by an individual who is (believed to be) healthy for the purpose of preventing or detecting illness in an asymptomatic state&quot; (Kasl and Cobb 1966, p.246). <strong>Primary health care</strong>: 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.</td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure H2</th>
<th>Number of clients to whom information on health insurance, health care access and health benefits programs is delivered.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td><strong>Health insurance</strong>: 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. <strong>Preventive health care services</strong>: Preventive health behavior is &quot;any activity undertaken by an individual who is (believed to be) healthy for the purpose of preventing or detecting illness in an asymptomatic state&quot; (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.</td>
</tr>
</tbody>
</table>

---

49
<table>
<thead>
<tr>
<th>Measure H3</th>
<th>Number of clients enrolled in health insurance, health services, and health benefits programs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td><strong>Enrolled</strong>: 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. <strong>Health insurance</strong>: 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.</td>
</tr>
<tr>
<td><strong>How to Calculate/Measure/Collect Data</strong></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Grantee reports and logs of interactions with clients.</td>
</tr>
</tbody>
</table>

<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).</td>
</tr>
<tr>
<td></td>
<td>Grantee collects data on clients attending each session. Logs, case management systems, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure H5</th>
<th>Number of children and youth engaged in in-school or afterschool physical education activities with the purpose of reducing childhood obesity.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></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>
</tbody>
</table>

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50
### How to Calculate/Measure/Collect Data
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.

### FAQs
**Can summer programs select the H5 performance measure?**

The H5 output could apply to summer programming, provided the programming meets the criterion of being in addition to regular activities that would have been provided by the school or camp during the summer term.

### Measure H6
**Number of children and youth receiving nutrition education with the purpose of reducing childhood obesity.**

**Definition of Key Terms**
Children and youth must be enrolled in elementary, middle, or high school programs within a public, charter, private, or home-school arrangement.

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.

**How to Calculate/Measure/Collect Data**
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.

### Measure H7
**Number of clients receiving language translation services at clinics and in emergency rooms.**

**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 involved 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.

### Measure H8
**Number of older adults or individuals with disabilities receiving food, transportation, or other services that allow them to live independently.**

**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 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. |

<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><strong>Definition of Key Terms</strong></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>
</tbody>
</table>
How to Calculate/Measure/Collect Data | Count of unduplicated individuals for whom the distributed food is intended. Should only be counted the first time they are served.  

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”.  

Client tracking database or tracking form.

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**Measure H11**  
Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger.

**Definition of Key Terms**  
- **Long-term hunger**: refers to the USDA’s definition of “low food security” or “very low food security”  
- **Support, services, education, or referrals**: 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.

**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 alleviating hunger.  

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.  

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.  

Grantee client tracking database or tracking forms or logs of interactions with clients.

**Other Notes**  
Programs may not focus their services solely on providing referrals to Federal assistance programs.

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**Measure H12**  
Number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services.

**Definition of Key Terms**  
- **Food security**: “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.

**How to Calculate/Measure/Collect Data**  
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, https://www.nationalserviceresources.gov/, 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
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.”

Two different approaches to administering the survey could be used.
(1) “Pre/post” questionnaire. 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.
(2) Post-program questionnaire only. 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.

FAQs

Can summer programs select the H12 performance measure?

The H12 outcome measure is specifically about long-term food security, so it would not apply to summer programs that are filling a summer gap. Filling a summer gap would not translate to increased food security a few months out. If you are a summer program working on this issue, you can create and enter your own applicant-determined measure.

Performance Measure Example:

<table>
<thead>
<tr>
<th>Field</th>
<th>What Should Be Entered Here</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter a short, descriptive title for your performance measure. Different aligned performance measures should have different titles so that they can be easily referenced.</td>
<td>Food Assistance</td>
</tr>
<tr>
<td>Problem Statement</td>
<td>Briefly describe the problem your program will address with this performance measure. Your description should provide just enough context that the program’s theory of change will be evident without referencing the application narrative or logic model. Also address any definitions from the Performance Measures Instructions that are relevant to the aligned measure as a whole, e.g. definition of “economically disadvantaged.”</td>
<td>10 percent of families in our community report experiencing food insecurity within the past 12 months due to emergencies.</td>
</tr>
<tr>
<td>Selected Interventions</td>
<td>Select only the interventions that contribute to the outcomes of this aligned performance measure. For applicant-determined interventions, enter a one or two word description of the intervention.</td>
<td>Emergency Food Distribution</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Description of Interventions</td>
<td>Describe the design and dosage of the interventions you have selected.</td>
<td>Four 300-hour members in the Food Depot Nutrition Program provide support services and case management with the local food bank.</td>
</tr>
<tr>
<td>Output</td>
<td>Either select National Performance Measure output(s) or enter your own output title. If entering an applicant-determined output, it should be clear what the output is counting.</td>
<td>Number of individuals receiving emergency food from food banks/other organizations</td>
</tr>
<tr>
<td>Select Method</td>
<td>Select the data collection method you will use to measure the output. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.</td>
<td>Client Database, Tracking Form</td>
</tr>
<tr>
<td>Instrument Description</td>
<td>In this text field you must provide the name of the instrument you will use to measure the output, a clear description of what the instrument will measure, and an explanation of how you will ensure that beneficiaries are not double counted. Also describe how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.</td>
<td>Client database maintained via quarterly reports submitted by the ABC Food Depot’s partner agencies are documented through quarterly reports submitted to the ABC Food Depot and stored in order to be able to track aggregate numbers reached. Tracking form is used for ABC Food Depot food pantry to track food donations as well as lbs of food distributed to individuals in need. The client database and tracking form will only count individuals for whom the distributed food is intended, the first time they are served. During the quarterly report review we will ensure that beneficiaries are only counted once. The client database and tracking form will distinguish individuals visiting the food banks for routine help vs. individuals with true emergency food assistance needs, such as their house burning down, a natural disaster, etc.</td>
</tr>
<tr>
<td>Target #</td>
<td>The number of beneficiaries described in the output title. Targets must be numbers, not percents.</td>
<td>1,000</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)</td>
<td>Individuals</td>
</tr>
<tr>
<td>Outcome Title</td>
<td>Either select National Performance Measure output(s) or enter your own output title. If entering an applicant-determined output, it should be clear what the output is counting.</td>
<td>Number of individuals that reported increased</td>
</tr>
<tr>
<td>Measure outcome(s) or enter your own outcome title. If entering an applicant-determined outcome, it should clearly state a measurable change in knowledge, attitude, behavior or condition.</td>
<td>food security</td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td></td>
</tr>
<tr>
<td><strong>Select Method</strong></td>
<td>Select the data collection method you will use to measure the outcome. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.</td>
<td>Standardized Pre-Post Test</td>
</tr>
<tr>
<td><strong>Instrument Description</strong></td>
<td>In this text field you must provide the name of the instrument you will use to measure the outcome, a clear description of what the instrument will measure and how the construct to be measured is defined, the timeline for administering the instrument and the level of improvement that is necessary to be counted as having improved. Also provide details about the reliability and validity of the instrument, and how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.</td>
<td>The standardized pre-post test will be distributed to individuals receiving community meals and other wrap-around services. The test will include questions from the USDA’s Household Food Security Survey. Individuals will be classified as “food secure” if they report two or fewer food insecure conditions. Additionally, it will assess increase in knowledge of where to access needed food assistance services, support services to end long-term hunger, participation in food assistance programs such as SNAP, use and benefit of referral services to end hunger. The post-test will occur 3 to 6 months after the first one. Individuals must visit ABC Food Depot or one of its partner agencies to receive a meal and/or other education session about wrap-around services at least twice in order to be counted.</td>
</tr>
<tr>
<td><strong>Target #</strong></td>
<td>The number of beneficiaries described in the outcome title. Targets must be numbers, not percents.</td>
<td>700</td>
</tr>
<tr>
<td><strong>Unit of Measure</strong></td>
<td>The unit of measure specified in the output title. The unit of measure autopopulates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)</td>
<td>Individuals</td>
</tr>
<tr>
<td>Measure VI</td>
<td>Number of veterans that received CNCS-supported assistance.</td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td></td>
</tr>
<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.</td>
<td></td>
</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>
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<tr>
<td>• Coordinate community needs for military families during pre-deployment, deployment, and reintegration.</td>
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</tr>
<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>
<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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<td></td>
</tr>
<tr>
<td>• Assist veterans with access to educational benefits and services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Coordinate activities with and assist State and local agencies that provide veterans with educational benefits.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Assist veterans with access to employment benefits and services.</td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
<td></td>
</tr>
<tr>
<td>• Assist veterans and active-duty military to access state and federal benefits.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Promote efforts within a community to serve the needs of veterans and active-duty military.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Assist veterans to file benefits claims.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Mentor military children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Develop mentoring relationships between veterans and economically disadvantaged students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Assist veterans with transportation.</td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
</tr>
<tr>
<td>• Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>How to Calculate/Measure/Collect Data</strong></td>
<td><strong>Assistance cannot simply be referrals to federal services without supplementary assistance.</strong></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure V2</td>
<td>Number of veterans engaged in service opportunities as a National Service Participant or volunteer</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Definition of Key Terms</td>
<td>Veterans: See definition under V1. 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 other veterans, people within the military community or external to it.</td>
<td></td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</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. Aligned outcome may focus on benefits to the veterans, benefits to the population they are serving, or both. 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>
<td></td>
</tr>
<tr>
<td>Review Notes</td>
<td>MSYs and slots must be zero for Teacher Corps (ED12, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that are focused exclusively on member development rather than beneficiary outcomes (EN2, EN2.1, V2, V10).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure V3</th>
<th>Number of veterans assisted in pursuing educational opportunities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td>Veterans: See definition under V1. Assisted in: Does not include educational counseling or referrals; service must result in enrollment of veteran in an educational program. Pursuing educational opportunities: Enrollment in GED, post-secondary programs, proprietary schools, certification programs (including on-line educational opportunities) as indicated in the GI Bill and at institutions approved by the Dept. of Veterans Affairs.</td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure V4</th>
<th>Number of veterans assisted in receiving professional certification, licensure, or credentials.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td>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.</td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>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.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Measure V6</td>
<td>Number of housing units developed, repaired, or otherwise made available for veterans.</td>
</tr>
<tr>
<td>Definition of Key Terms</td>
<td>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.</td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>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.</td>
</tr>
<tr>
<td>Measure V7</td>
<td>Number of family members of active duty military service members that received CNCS-supported assistance.</td>
</tr>
<tr>
<td>Definition of Key Terms</td>
<td>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). 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.</td>
</tr>
</tbody>
</table>
- 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

<table>
<thead>
<tr>
<th>How to Calculate/Measure/Collect Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

### Measure V8

<table>
<thead>
<tr>
<th>Measure V8</th>
<th>Number of veterans’ family members that received CNCS-supported assistance.</th>
</tr>
</thead>
</table>

**Definition of Key Terms**

**Veteran:** “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.

**Family members:** 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.

**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. 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.

Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.

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.). 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

61
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.

<table>
<thead>
<tr>
<th>How to Calculate/Measure/Collect Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<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>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td><strong>Military family members</strong>: Immediate family members related by blood, marriage, or adoption to a current member of the U.S. armed forces including one who was deceased. <strong>Active duty military service member</strong>: See definition under V7. <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. <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 veterans, other people within the military community or external to it.</td>
</tr>
</tbody>
</table>
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.

Review Notes
MSYs and slots must be zero for Teacher Corps (ED12, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that are focused exclusively on member development rather than beneficiary outcomes (EN2, EN2.1, V2, V10).

Performance Measure Example:

<table>
<thead>
<tr>
<th>Field</th>
<th>What Should Be Entered Here</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter a short, descriptive title for your performance measure. Different aligned performance measures should have different titles so that they can be easily referenced.</td>
<td>Veteran Volunteers</td>
</tr>
<tr>
<td>Problem Statement</td>
<td>Briefly describe the problem your program will address with this performance measure. Your description should provide just enough context that the program’s theory of change will be evident without referencing the application narrative or logic model. Also address any definitions from the Performance Measures Instructions that are relevant to the aligned measure as a whole, e.g. definition of “economically disadvantaged.”</td>
<td>More than half of all veterans struggle to re-engage with their communities after service. The Veterans Still Serve AmeriCorps Program helps recently returned veterans successfully re-engage with their communities through national and community service.</td>
</tr>
<tr>
<td>Selected Interventions</td>
<td>Select only the interventions that contribute to the outcomes of this aligned performance measure. For applicant-determined interventions, enter a one or two word description of the intervention.</td>
<td>Volunteer activity</td>
</tr>
<tr>
<td>Description of Interventions</td>
<td>Describe the design and dosage of the interventions you have selected.</td>
<td>The Veterans Still Serve AmeriCorps program has 20 AmeriCorps members placed in teams of 2-4 to involve local veterans in volunteer opportunities</td>
</tr>
</tbody>
</table>
and to train veterans as volunteer and project leaders. Approximately 70% of the AmeriCorps members are veterans themselves. Members partner with local veteran serving organizations to identify projects and veteran volunteers.

| Output | Either select National Performance Measure output(s) or enter your own output title. If entering an applicant-determined output, it should be clear what the output is counting. | Number of veterans engaged in service opportunities as National Service Participants or volunteers. |
| Select Method | Select the data collection method you will use to measure the output. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument. | Activity Log |
| Instrument Description | In this text field you must provide the name of the instrument you will use to measure the output, a clear description of what the instrument will measure, and an explanation of how you will ensure that beneficiaries are not double counted. Also describe how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable. | Activity logs will be kept for each service opportunity and veteran volunteers will be asked to sign in and note the time. After the completion of a service event, veteran volunteers will be asked to sign out and note the time again. A veteran will be counted under this measure if he/she spends a total of 4 hours or more engaged in volunteer service through one or more service opportunities. Upon signing in at their first service event, veteran volunteers are assigned a unique identifier that is used for any subsequent volunteer activities so that no individual is counted more than once over the course of the year, and so that total volunteer hours can be tracked. Note: All AmeriCorps members that are veterans and complete a minimum of 4 hours of service through the program will also be counted under this measure. The number of hours served by veteran AmeriCorps members will be documented via member time sheets. |
| Target # | The number of beneficiaries described in the output title. Targets must be numbers, not percents. | 514 |
| Unit of Measure | The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.) | Veterans |
| Outcome Title | Either select National Performance Measure outcome(s) or enter your own outcome title. If entering an applicant- | Number of veterans who report an increased sense of connection to their community |
determined outcome, it should clearly state a measurable change in knowledge, attitude, behavior or condition.

<table>
<thead>
<tr>
<th>Select Method</th>
<th>Select the data collection method you will use to measure the outcome. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.</th>
<th>Pre-Post Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instrument Description</td>
<td>In this text field you must provide the name of the instrument you will use to measure the outcome, a clear description of what the instrument will measure and how the construct to be measured is defined, the timeline for administering the instrument and the level of improvement that is necessary to be counted as having improved. Also provide details about the reliability and validity of the instrument, and how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.</td>
<td>Before engaging in their first service opportunity, volunteers and AmeriCorps members who are veterans will complete a brief 7-question pre-survey assessing (on a five-point scale) the level of connection they feel to their community. After completing a minimum of 4 hours of service, veteran volunteers and AmeriCorps members will complete the survey again. Veterans whose post-surveys indicate an increase of one or more points on at least 5 of the 7 survey questions will be counted under this measure.</td>
</tr>
<tr>
<td>Target #</td>
<td>The number of beneficiaries described in the outcome title. Targets must be numbers, not percents.</td>
<td>310</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)</td>
<td>Veterans</td>
</tr>
</tbody>
</table>
CAPACITY BUILDING

Review Notes
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.

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
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 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.

**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.

**Review Notes**

- Unlike Goal 1 measures, the aligned capacity building measures in many cases may not have the same units of measure. (e.g., the output may measure the number of volunteers and the aligned outcome may measure the number of organizations.)
- Intermediate outcomes are organized by changes in:
  - Efficiency and Effectiveness (G3-3.3, G3-3.9 – G3-3.12)
  - Scale/Reach (G3-3.13 – G3-3.15)
  - Leverage (G3-3.16 - G3-3.17)
- End outcomes are optional for all capacity building applicants (G3-3.18, G3-3.19)

**Common Issues and Points to Consider**

- Any one of the below disqualifies the activity from capacity building:
  - Direct service
  - Only builds a stronger organization (i.e. activities that support the administration or operations of the organization)
  - Increased capacity only during the member service term
- Because capacity building measures are agency-wide, some of the activities may be prohibited or limited by AmeriCorps State and National requirements:
- Fundraising that is more than 10% of a member’s term (per Sec. 2520.45) and/or is unallowable (per Sec. 2520.40)
- Duplicates or displaces staff or volunteers or supplants other funding
- Violates prohibited activities (indirectly or directly)
- Note the warnings on G3-3.1, G3-3.2, G3-3.7, G3-3.8, G3-3.12, G3-3.16, and G3-3.17.

- Applicants that are federated networks with chapters and not stand alone 501(c)(3) organizations, would report one (1) as the number of organizations receiving capacity building services from national service participants. This is relevant for G3-3.4.
- Though an applicant may feel that capacity building (particularly volunteer management) is an integral part of the program design, the organization may not intend to or be able to track capacity building outcomes. In this case, the applicant should not opt into capacity building measures. Remember, they will have the opportunity to report the number of volunteers as a demographic.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition of Key Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>G3-3.1</td>
<td>Number of community volunteers recruited by CNCS-supported organizations or national service participants</td>
</tr>
<tr>
<td></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.”</td>
</tr>
<tr>
<td></td>
<td><strong>Recruited:</strong> Enlisted or enrolled as a direct result of an intentional effort to do so.</td>
</tr>
</tbody>
</table>

**How to Calculate/Measure/Collect Data**

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.

**Other Note**

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.

**Review Notes**

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

Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program’s theory of change.
<table>
<thead>
<tr>
<th>Measure G3-3.2</th>
<th>Number of community volunteers managed by CNCS-supported organizations or national service participants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></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>Managed</strong>: 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.</td>
</tr>
<tr>
<td><strong>How to Calculate/Measure/Collect Data</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Other Note</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Review Notes</strong></td>
<td>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions. Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</td>
</tr>
<tr>
<td>Measure G3-3.3</td>
<td>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</td>
</tr>
</tbody>
</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.

| **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


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 subgrantees 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.
<table>
<thead>
<tr>
<th>Measure</th>
<th>G3-3.4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></td>
<td>Number of organizations that received capacity building services from CNCS-supported organizations or national service participants</td>
</tr>
<tr>
<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>
<td></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><strong>Review Notes</strong></td>
<td>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure</th>
<th>G3-3.5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Key Terms</strong></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><strong>Staff:</strong> Paid or unpaid employees of the CNCS-supported organization. National Service Participants are NOT considered staff members of the CNCS-supported organization. <strong>Community Volunteer:</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>Training:</strong> 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.</td>
<td></td>
</tr>
<tr>
<td><strong>How to Calculate/Measure/Collect Data</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Review Notes</strong></td>
<td>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</td>
</tr>
<tr>
<td>Measure</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>G3-3.6</td>
<td></td>
</tr>
</tbody>
</table>

**Number of organizations that completed a community assessment identifying goals and recommendations with the assistance of CNCS-supported organizations or national service participants**

**Definition of Key Terms**

**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) that reported having completed a community assessment containing goals and recommendations intended to support or enhance the program delivery model.

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](http://ctb.ku.edu/en)

**Review Notes**

Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.
<table>
<thead>
<tr>
<th>Measure G3-3.7</th>
<th>Hours of service contributed by community volunteers who were recruited 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 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. |
| 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 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. |
| Other Note | 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.

**Other Note**

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
(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.

**Review Notes**

Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.
<table>
<thead>
<tr>
<th>Measure G3-3.9</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>Definition of Key Terms</td>
<td>More efficient: 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.</td>
</tr>
<tr>
<td>Review Notes</td>
<td>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure G3-3.10</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 effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td>More effective: Improved ability of the organization to achieve outcomes resulting in better success rates or better quality of outcomes achieved.</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 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.</td>
</tr>
<tr>
<td>Review Notes</td>
<td>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</td>
</tr>
</tbody>
</table>
### Measure G3-3.11

**Number of new systems and business processes (technology, performance management, training, etc.) or enhancements to existing systems and business processes put in place as a result of capacity building services provided by CNCS-supported organizations or national service participants.**

**Definition of Key Terms**

**Business processes:** 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.

**Enhancements:** 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.

**How to Calculate/Measure/Collect Data**

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.

**Review Notes**

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

### Measure G3-3.12

**Number of organizations that monitored their progress towards the goals identified in their community assessment with the assistance of CNCS-supported organizations or national service participants.**

**Definition of Key Terms**

**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.
<table>
<thead>
<tr>
<th>Other Note</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Notes</td>
<td>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</td>
</tr>
</tbody>
</table>

<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><strong>Additional activities/program outputs</strong>: 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>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>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.</td>
</tr>
<tr>
<td>PO Review Note</td>
<td>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</td>
</tr>
</tbody>
</table>

| Measure G3-3.14 | 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. |
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.

Review Notes

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

<table>
<thead>
<tr>
<th>Measure G3-3.15</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

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.

Review Notes

Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.
<table>
<thead>
<tr>
<th>Measure G3-3.16</th>
<th>Dollar value of cash resources leveraged by CNCS-supported organizations or national service participants</th>
</tr>
</thead>
</table>
| **Definition of Key Terms** | **Cash resources:** Cash, check, or other monetary gift.  
**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 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’ *Deducting Charitable Contributions*:  
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. |
| **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. |
| **Review Notes** | Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions. |

<table>
<thead>
<tr>
<th>Measure G3-3.17</th>
<th>Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants</th>
</tr>
</thead>
</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*.

1. 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.
2. 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.
3. 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.

Examples of tools for calculating the value of in-kind resources include but are not limited to: Goodwill Industries’ Donation Value Guide, Charity Navigator’s Guide to Donating Noncash Items, and TurboTax’s free ItsDeductible product.

**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.

**Review Notes**

Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.
<table>
<thead>
<tr>
<th>Measure</th>
<th>G3-3.18</th>
<th>Number of new beneficiaries 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Review Notes</td>
<td>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure</th>
<th>G3-3.19</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of Key Terms</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>How to Calculate/Measure/Collect Data</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Review Notes</td>
<td>Capacity Building interventions must meet the CNCS definition of capacity-building in the Performance Measure Instructions.</td>
<td></td>
</tr>
</tbody>
</table>
### Performance Measure Example:

<table>
<thead>
<tr>
<th>Field</th>
<th>What Should Be Entered Here</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter a short, descriptive title for your performance measure. Different aligned performance measures should have different titles so that they can be easily referenced.</td>
<td>Capacity Building</td>
</tr>
<tr>
<td>Problem Statement</td>
<td>Briefly describe the problem your program will address with this performance measure. Your description should provide just enough context that the program’s theory of change will be evident without referencing the application narrative or logic model. Also address any definitions from the Performance Measures Instructions that are relevant to the aligned measure as a whole, e.g. definition of “economically disadvantaged.”</td>
<td>Small, community-based organizations in the rural community of Small Town lack staff capacity to effectively recruit and manage volunteers.</td>
</tr>
<tr>
<td>Selected Interventions</td>
<td>Select only the interventions that contribute to the outcomes of this aligned performance measure. For applicant-determined interventions, enter a one or two word description of the intervention.</td>
<td>Volunteer Management</td>
</tr>
<tr>
<td>Description of Interventions</td>
<td>Describe the design and dosage of the interventions you have selected.</td>
<td>Full-time members recruit and manage volunteers at nonprofits in the areas of Education, Environmental Stewardship, and Economic Opportunity. Each member will manage an average of 5 volunteers. Members also implement effective volunteer management practices that can be sustained after their terms of service.</td>
</tr>
<tr>
<td>Output</td>
<td>Either select National Performance Measure output(s) or enter your own output title. If entering an applicant-determined output, it should be clear what the output is counting.</td>
<td>Number of community volunteers managed by CNCS-supported organizations or national service participants.</td>
</tr>
<tr>
<td>Select Method</td>
<td>Select the data collection method you will use to measure the output. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.</td>
<td>Volunteer Management System</td>
</tr>
<tr>
<td>Instrument Description</td>
<td>In this text field you must provide the name of the instrument you will use to measure the output, a clear description of what the instrument will measure.</td>
<td>Members will track the number of volunteers they directly manage using an online Volunteer Management System. Each volunteer will be tracked by name and unique identifier to ensure</td>
</tr>
</tbody>
</table>
and an explanation of how you will ensure that beneficiaries are not double counted. Also describe how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.

<table>
<thead>
<tr>
<th>Target #</th>
<th>The number of beneficiaries described in the output title. Targets must be numbers, not percents.</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Measure</td>
<td>The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)</td>
<td>Volunteers</td>
</tr>
<tr>
<td>Outcome Title</td>
<td>Either select National Performance Measure outcome(s) or enter your own outcome title. If entering an applicant-determined outcome, it should clearly state a measurable change in knowledge, attitude, behavior or condition.</td>
<td>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.</td>
</tr>
<tr>
<td>Data Collection Method</td>
<td>Select the data collection method you will use to measure the outcome. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.</td>
<td>Pre/Post Organizational Assessment Tool</td>
</tr>
<tr>
<td>Instrument Description</td>
<td>In this text field you must provide the name of the instrument you will use to measure the outcome, a clear description of what the instrument will measure and how the construct to be measured is defined, the timeline for administering the instrument and the timeline for data collection.</td>
<td>The program will use a pre-post organizational assessment tool that includes questions related to the organization’s volunteer management practices, including a written volunteer generation plan and formal partnerships for recruitment; screening and matching volunteers to assignments; recognition events for volunteers;</td>
</tr>
</tbody>
</table>
level of improvement that is necessary to be counted as having improved. Also provide details about the reliability and validity of the instrument, and how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.

written descriptions of volunteer assignments; written volunteer policies; and training/orientation curriculum. The AmeriCorps program staff will administer the assessment to the appropriate staff member(s) at each site. The assessment will be administered before the member provides capacity building services; the same assessment will be administered at the end of the member’s term of service. In order to be counted for this outcome, an organization must implement at least three of the effective volunteer management practices as a result of the AmeriCorps members’ activities. Volunteer management practices will be designated by the main focus area Environmental Stewardship, Education or Economic Opportunity. The relevant contributing member activities will be listed for each volunteer management practice.

<table>
<thead>
<tr>
<th>Target</th>
<th>The number of beneficiaries described in the outcome title. Targets must be numbers, not percents.</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Measure</td>
<td>The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)</td>
<td>Organizations</td>
</tr>
</tbody>
</table>
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.

### 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>=</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</td>
</tr>
<tr>
<td>HT</td>
<td>.5</td>
<td>X</td>
<td>5</td>
<td>X</td>
<td>.80</td>
<td>=</td>
<td>2</td>
</tr>
<tr>
<td>RHT</td>
<td>.3809524</td>
<td>X</td>
<td>10</td>
<td>X</td>
<td>1.00</td>
<td>=</td>
<td>3.81</td>
</tr>
<tr>
<td>QT</td>
<td>.26455027</td>
<td>X</td>
<td>10</td>
<td>X</td>
<td>1.00</td>
<td>=</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>=</td>
<td>2.17</td>
</tr>
<tr>
<td><strong>Total Members</strong></td>
<td></td>
<td></td>
<td><strong>135</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>60.63</strong></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>=</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></td>
<td></td>
<td><strong>105</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>50.5</strong></td>
</tr>
</tbody>
</table>

1 Objectives are objectives of the CNCS strategic plan. Activity that does not contribute to a strategic plan objective is categorized as “Other.”
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 and members 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>
<thead>
<tr>
<th>Focus Area</th>
<th>% MSYs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>100%</td>
</tr>
</tbody>
</table>

Table 1: MSYs by Focus Areas
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>
<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:

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 Total MSYs in Objective</th>
<th>= MSYs Allocated to Performance Measure</th>
<th>Percent of Total MSYs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentoring</td>
<td>ED3A, ED4A, ED27A</td>
<td>.75</td>
<td>X 60.63</td>
<td>= 45.47</td>
<td>41%</td>
</tr>
<tr>
<td>Parent Engagement</td>
<td>No performance measure.</td>
<td>.25</td>
<td>X 60.63</td>
<td>NA</td>
<td>14%</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.

### 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 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 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 50.5</td>
<td>= 12.62</td>
<td>11%</td>
</tr>
</tbody>
</table>

**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 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.

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>11%</td>
<td>14%</td>
<td>11%</td>
</tr>
</tbody>
</table>

% of MSY NPM VS Applicant VS Not in ANY

- Applicant: 12.62
- National: 83.35
- Not in ANY: 15.16
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 for full requirements.

**Note:** In this version of the PM Instructions, items pertaining to specific performance measures have been moved to the Review Notes Section for those performance measures. Assess the following items for ALL performance measures unless otherwise noted:

<table>
<thead>
<tr>
<th>Alignment with Narrative/TOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 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>2 The interventions selected contribute directly to the outputs and outcomes.</td>
</tr>
<tr>
<td>3 Interventions are not repeated in multiple aligned performance measures.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dosage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 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>5 MSY and member allocation charts are consistent with the member activities/time spent on member activities described in the application narrative.</td>
</tr>
<tr>
<td>6 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 outputs and outcomes and does not require applicants to measure 100% of program activity or to allocate a certain percentage of activity to National Performance Measures.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selection Rules/Performance Measure Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Unless the applicant is a continuation, no retired measures (e.g., measures marked deleted or not appearing in the Performance Measures Instructions) have been selected.</td>
</tr>
<tr>
<td>8 The applicant has at least 1 aligned performance measure (output + outcome) for the primary intervention.</td>
</tr>
<tr>
<td>9 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.)</td>
</tr>
<tr>
<td>10 It is clear that beneficiaries are not double-counted within a performance measure.</td>
</tr>
<tr>
<td>11 National Performance Measures count beneficiaries, not AmeriCorps members, unless the measure specifies that national service participants are to be counted.</td>
</tr>
<tr>
<td>12 The population counted in each National Performance Measure is the population specified in the Performance Measure Instructions.</td>
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<td><strong>Pre/Post Test (Skip this section if the applicant is not using a pre/post test.)</strong></td>
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<td><strong>Sampling (PO Note: If the applicant does not propose sampling, skip this section.)</strong></td>
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Appendix C: Frequently Asked Questions

Performance Measures

How have the AmeriCorps performance measure requirements changed in 2018?

The most significant changes are as follows:

- CNCS will no longer require National Performance Measure outputs to be paired with associated National Performance Measure outcomes. All National Performance Measure outputs may now be paired with applicant-determined outcomes, or with no outcome at all.
- Applicants may include National Performance Measure outputs without associated outcome(s) in their applications if the output measures a significant program activity. These output-only measures do not fulfill the requirement for an aligned performance measure, but may be selected in addition to the aligned measure(s).
- National Performance Measure outputs related to program completion (e.g., ED2, ED4A, ED13, ED21, ED32) have been deleted and the associated selection rules have been revised.
- National Performance Measure outcome ED14 has been eliminated.
- Some definitions have been revised within National Performance Measures that focus on AmeriCorps member outputs or outcomes (e.g., O12-O17, ED12-ED19, EN2-EN2.1) and within the mentoring-focused National Performance Measure output ED3A.

What are National Performance Measures?

CNCS has established six Focus Areas: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families based on the priorities included in the Serve America Act. Within these Focus Areas, as well as for Capacity Building, CNCS has created National Performance Measures in order to aggregate the results of similar programs and demonstrate the impact across our agency programs and initiatives.

What is the difference between Priority Measures and Complementary Program Measures?

The National Performance Measures are split into two groups: Priority Measures and Complementary Program Measures. Priority Measures are performance measures that are included in CNCS’s strategic plan. Complementary Program Measures are additional measures that are important to AmeriCorps but not included in the strategic plan.

What is an “applicant-determined” performance measure?

An applicant-determined performance measure is one in which the applicant identifies the outputs and/or outcomes that will be measured, based on its intervention. This is different from the National Performance Measures, where CNCS pre-determines common outputs and, in some instances, outcomes with specific definitions and data collection methods that applicants must use.

If I select particular performance measures this year, will I maintain the same measures next year?

Yes. Performance measures should be consistent over the life of a three-year grant so that progress can be measured over time. However, changes made for the purpose of improving the performance measures may be allowed mid-cycle under some circumstances. Refer to the AmeriCorps State and National Guide to Performance Measure Changes (https://www.nationalservice.gov/sites/default/files/resource/AmeriCorps-State-and-National-Guide-to-Performance-Measure-Changes.pdf) for further guidance.
What should a continuation grantee do if one or more of their National Performance Measures is no longer present in the Performance Measure Instructions?

Continuation grantees may continue to use deleted National Performance Measures through the end of their current three-year grant cycle. If the grantee submits a new or recompete application, the grantee must follow the National Performance Measure selection rules specified in the updated Performance Measure Instructions.

What should a continuation grantee who is measuring a National Performance Measure output or outcome that has a changed definition do in the continuation application?

If the grantee is unable to measure the output or outcome as defined in the updated Performance Measures Instructions, the grantee should choose a different performance measure.

Some performance measures are available for selection in eGrants but do not appear in the performance measure instructions. May I select these measures?

New and recompete applicants should select only the performance measures that are included in the performance measures instructions. Some performance measures have been eliminated but are still available in the system for use by continuation applicants who wish to retain these measures through the end of their three-year grant.

What is an aligned performance measure?

An aligned performance measure is an output paired with an outcome. The paired output-outcome measures may be National Performance Measures, applicant-determined measures, or the combination of a National Performance Measure output and an applicant-determined outcome. Applicant-determined outputs cannot be paired with National Performance Measure outcomes in an aligned performance measure.

What is an outcome-only performance measure?

An outcome-only measure is a National Performance Measure output without associated outcome(s). Applicants may select outcome-only measures if the output measures a significant program activity. These do not fulfill the requirement for an aligned performance measure, but may be selected in addition to the aligned measure(s).

How many performance measures should I propose?

Each program must have at least one aligned measure (composed of an output and an outcome) reflecting its primary intervention. It is appropriate to have additional performance measures for other significant components of your program, but CNCS values the quality of performance measures more than the quantity. Performance measures reflecting activities that are not central to your program model should not be included in your application and will not be reported to CNCS, although you might still collect the data for your own purposes.

Can I count AmeriCorps Members as beneficiaries of service under my performance measures?

Most of the National Performance Measures are NOT designed to capture the impact the program may have on the AmeriCorps members. There are specific Teacher Corps measures in the Education Focus Area, and certain Measures in the Economic Opportunity, Environmental Stewardship, and Veterans and Military Families Focus Areas where AmeriCorps members are either the sole focus or may be included in the count of people served. Other than these exceptions, AmeriCorps members should not be counted as beneficiaries of service under National Performance Measures. Programs may create applicant-determined measures that count AmeriCorps members as beneficiaries, but only if the activities captured under the performance measure are the primary focus of the program or a significant component of the program's theory of change.

Do the AmeriCorps members in my program have to be directly providing the service counted in the performance measures?
The performance measures selected by an AmeriCorps program should reflect the expected result of the AmeriCorps program activities. The AmeriCorps members do not have to interact directly with the beneficiaries of the service, but they must provide meaningful support (either direct support, or, in the case of capacity building activities, indirect support) that makes the program’s results possible. For example, if a program’s AmeriCorps members recruit and manage volunteers who deliver a particular intervention, the program may report the outputs and outcomes of that intervention under their performance measures.

**Can I count the same people in more than one performance measure output?**

Read the Performance Measures Instructions carefully. Unless otherwise specified, the same individuals may be counted more than once across different measures for different services (interventions) they may be receiving. For example, if you helped the same individual both prepare for a disaster and then respond to a disaster, you may count that individual in both D1 and D2. However, programs cannot count the same individual more than once within any one specific performance measure. So, for example, a student who demonstrated improvement in both attendance and homework completion cannot be counted twice under ED27B.

**Can I count the same people more than once in one performance measure output or outcome if they receive service in more than one grant year?**

If the individual receives services in more than one grant year, they may be counted as having received services in the outcome measure for each of the grant years in which they receive services. They may only be counted in the outcome measure for each grant year if they meet the specified level of improvement for the outcome in each year. For example, a student receives tutoring in second and third grade. The program expects that students will improve their reading score by one grade level each year. If the student is served in both second and third grade and improves by one grade level in each year, the student may be counted in the output and outcome for both years. If the student improves by ½ grade level in second grade and one grade level in third grade, the student may be counted in both years’ outputs but only in the outcome for the third grade year.

**Can two or more performance measure outputs have the same outcome?**

It depends on the program model. If the program model represents a continuum of care/services where participating leads from one level of service to another, then it makes sense to create an aligned measure of multiple outputs that lead to a single outcome. If there are two completely different interventions that lead to the same outcome, those should be reported with each output/outcome as their own aligned measure.

**Can one performance measure have more than one outcome?**

Yes. There may be more than one desired outcome for a single output. Aligned measures should only be configured this way if it is expected that all of the individuals counted in the output will potentially achieve the outcome indicated. If the outcomes are resulting from different populations being served, there should be multiple outputs.

**If I select a National Performance Measures that includes a specific definition for the beneficiary population, will I be required to prove that my program is serving that population?**

Your application narrative should include a depiction of the problem your program will address, including the beneficiary population, and documentation that the problem exists for this population. The National Performance Measures you select should align with your application narrative. For instance, if you select an Education performance measure that defines the target population as students eligible for free or reduced lunch, then your application narrative might provide data to show that your AmeriCorps members will be serving at a school for which the majority of the population is eligible for free or reduced lunch. In this example, you would not be expected to collect and maintain eligibility data for each individual student served. Through your application narrative and the implementation of your program, you are expected to provide reasonable assurance that you are serving the intended population.
Am I allowed to allocate funds for collecting and analyzing data? If so, how much?

Costs related to measuring the performance of a program are allowable grant expenses. There is no standard recommended amount. As with all grant expenditures, these costs must be reasonable, allowable for the proposed program, and properly allocated across grant activities.

Is my program expected to monitor member time to ensure that it corresponds to what is entered into the MSY charts for the Focus Areas and strategic plan objectives?

Grant applicants will enter MSYs into the MSY charts according to the distribution of time that members are expected to engage in each Focus Area and strategic plan objective. Programs will not be required to report on how the members actually spent their time. MSY allocations in the application should present the program’s best estimate.

Where do I find a copy of the webinar that helps applicants walk through the performance measures module?

This tutorial, http://www.nationalservice.gov/resources/performance-measurement/egrants-performance-measures-module-americorps, guides users through the eGrants performance measures screens. It demonstrates how to complete the pages in the performance measure section of the application. The tutorial also includes some program specific content information as well as shows users how to create an aligned performance measure for their chosen primary focus area and intervention.

On the logic model chart there are three outcome levels (short, medium and long) being requested. Should all of these outcomes be entered as performance measures?

The logic model identifies key components of the proposed intervention (i.e., the active “ingredients” that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationships among the key components and outcomes, theoretically and operationally. A program may have a theory of change that is based on accomplishing a long-term change in condition that is not measurable in the program year. However, there may be shorter-term changes that can be linked to this ultimate goal that are strong indicators that the long-term change is likely to happen. All of these outcomes may be included in the logic model, but grantees are not required to measure or report on all outcomes that appear in the logic model. For performance measurement purposes, outcomes must measure changes that can be observed within a single program year.

Do all members have to work on the exact same activities or can the activities differ slightly, if they are all working toward the same performance measure targets?

As long as the activities in which the AmeriCorps members engage are consistent with your program’s theory of change and align with the performance measure instructions for the National Performance Measures you wish to use, the activities do not have to be exactly the same for all members.

Is there a guide that we can print out that defines interventions listed under each performance measurement objective?

We do not have a list of interventions or a guide that describes them, as they are fairly generic under each objective, such as “training,” “tutoring,” etc. If the applicant does not see an intervention that describes their activity, they can always select “other.”

What is the definition of ”National Service Participant”?

For AmeriCorps State and National programs, National Service Participant refers to the AmeriCorps members themselves.

The National Performance Measure I want to select doesn’t appear in the drop-down menu. What should I do?
Only performance measures corresponding to objectives selected on the Objectives tab will appear in the drop-down menu. Refer to the National Performance Measure selection rules to determine which objective to select for each performance measure. Do NOT create an applicant-determined measure that duplicates a National Performance Measure.

**Sampling**

*Under what circumstances is it ok for grantees to use sampling?*

Methodologically speaking, sampling is appropriate for competitive grantees as long as the grantee has a solid plan for ensuring that its sample will be representative. Practically speaking, we would want grantees to use sampling only when they are able to make the case that it is unrealistic to collect data from the whole population. Formula grantees, with rare exceptions granted by CNCS, are not permitted to sample.

*When would CNCS not allow sampling?*

CNCS will not allow sampling when it is reasonable to expect a grantee to collect data from the whole population. CNCS will also not allow sampling if the grantee’s sampling frame is not sufficient or if the grantee’s methodology will not result in a representative sample.

*How does a grantee set targets and outputs when it is planning to sample?*

In most cases the grantee should be able to set targets based on the population as a whole. If a grantee’s sampling methodology is sound and results in a representative sample, then the program can extrapolate their results to report on an outcome for the population as a whole. For example, a program reports an output of 1000 children served. The program selects a representative sample of 200 children. Of these, 180 students (90%) demonstrate the desired change. In this case, the program could report an extrapolated outcome of 900 students.

*If an existing program has not been sampling, can it switch to sampling now?*

We want grantees to use sampling only when they are able to make the case that it is unrealistic to collect data from the whole population. If a program is currently collecting data from the whole population, they would need to make a compelling case for why they can no longer do so.

*How do I request permission to sample?*

A detailed sampling plan must be forwarded to CNCS for consideration. Please consult the Notice of Funding Opportunity or your program officer for instructions on how to submit additional documents.
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: Work with grantor staff to design and conduct planning process as outlined in the application.
Check the box next to the outcome text box. Enter “NA” in the outcome text field.

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.