

**ANTHONY A. WILLIAMS, MAYOR**

**DC COMMISSION ON NATIONAL AND  
COMMUNITY SERVICE**

**AMERICORPS\*STATE  
2001 APPLICATION GUIDELINES  
for  
AMERICORPS FORMULA, EDUCATION AWARDS AND  
PROMISE FELLOWS PROGRAMS**



**Kent Amos  
Chair**



**Tracy Gray  
Vice Chair**

**Submission Procedures:**

Applicants must submit **one unbound single-sided original and two bound single-sided copies** of the complete application with an original authorized signature on the application title page and on the certifications and assurances form. All applicants are encouraged to voluntarily submit an additional four (4) copies of the application to expedite the review process.

AmeriCorps\*State Formula, Education Awards and Promise Fellow application submissions must arrive at the DC Commission on National and Community Service no later than 6:00 p.m., EDT, April 27, 2001. Postmarks will not be accepted. Facsimiles are also not acceptable.

**Eligible Applicants:**

Non-profit organizations, local government agencies, Indian Tribes and institutions of higher education may apply for these funds.

**All Applications Must Be Sent To:**

DC Commission on National and Community Service  
441 – 4th Street, NW, Suite 920S  
Washington, DC 20001

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## DC COMMISSION ON NATIONAL AND COMMUNITY SERVICE

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The Commission was established by an Executive Order of Mayor Anthony A. Williams on July 21, 2000 and is housed in the Executive Office of the Mayor. The purpose of the Commission is to encourage community service and volunteer participation as a means of community and city-wide problem-solving; to promote AmeriCorps and support voluntary citizen involvement in government and private programs throughout the District of Columbia; to develop a comprehensive vision and strategic plan for the community service initiatives in the District; and to serve as the District's liaison between national and other state organizations in concert with the District of Columbia Strategic Plan.

The DC Commission is one of 49 Commissions nationwide charged with administering federal funds for the AmeriCorps program to community-based organizations and their partners in an effort to foster a bi-partisan state-level commitment to advancing service initiatives in the state. AmeriCorps is a domestic Peace Corps designed to engage Americans of all ages in community service that focuses resources on the needs of youth and children in the areas of education, the environment, public safety, and social services.

The DC Commission on National and Community Service will bring the energy and resources of volunteer community service to work on challenges that face the District of Columbia. The Commission will spearhead the activities of AmeriCorps and service-learning; and it will foster and strengthen a cohesive effort of service organizations. Through the District of Columbia City-Wide Strategic Plan, the Commission will involve traditional volunteerism and engage citizens by inspiring an ethic of service in communities.

The DC Commission on National and Community Service has a board of 29 individuals and 3.5 staff positions. The Commission membership represents community-based, non-profit and faith-based organizations; government; education; youth; older adults; labor; national service; business, and other partners.

## THE CORPORATION FOR NATIONAL SERVICE

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

Within the Corporation, children and youth are a priority that cuts across the streams of service and the four areas of education, environment, public safety and other human needs. Most Learn and Serve America, AmeriCorps and National Senior Service Corps programs incorporate this priority within their program objectives. All of the streams of service support the America Reads Challenge to ensure that children learn to read independently by the end of the third grade. Some of our national and local activities under this initiative include training and coordinating unpaid volunteer tutors, organizing and assisting family literacy programs, and serving as reading partners in structured programs.

The Corporation is a partner with America’s Promise – the Alliance for Youth, an alliance of non profit organizations, businesses, schools, state and local governments, and faith-based organizations that direct organizational, financial and human resources to help turn the tide and create options for millions of children and youth who lack certain fundamental commitments from the nation. The Corporation, alongside delegates from all walks of life, established an obligation to youth and children at the Presidents’ Summit for America’s Future, to see that all of America's children and youth have:

- caring adults in their lives as parents, mentors, tutors and coaches;
- safe places with structured activities in which to learn and grow;
- a healthy start and healthy future;
- an effective education that equips them with marketable skills; and
- an opportunity to give back to their communities through service.

## THE AMERICORPS NETWORK

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

The AmeriCorps national service network includes AmeriCorps\* State and National, Indian Tribes and U.S. Territories, Education Awards Program, AmeriCorps\*VISTA, and AmeriCorps\*NCCC. Through service with community organizations and agencies, in communities large and small throughout America, AmeriCorps members fulfill their pledge to “get things done.”

Last year AmeriCorps celebrated its 100,000<sup>th</sup> member milestone. In the short time since AmeriCorps’ inception, its members have achieved impressive results. During this year, more than 40,000 AmeriCorps members will provide community service throughout the country.

The *AmeriCorps\*State Formula* program was launched in 1994. AmeriCorps is a direct service program that engages full- and part-time participants in community service opportunities and offers a stipend of \$9,300 (prorated for part-time and reduced part-time positions). The District of Columbia has \$500,000 in Formula funds available according to a population-based formula allotment. Formula funds are not an entitlement. Programs proposed for such funding are first required to receive State Commission approval and then meet the quality standards of the Corporation for National Service.

The *Education Awards* program began in 1996. It seeks to broaden the network of national service programs and strategies, and increase the number of communities using AmeriCorps members to better meet their education, public safety, environmental, and other human needs. Applicant organizations must provide most or all of the AmeriCorps member and program costs from other sources.

The *Promise Fellows* program was launched in 1998 to provide a leadership cadre of full-time AmeriCorps members – the AmeriCorps Promise Fellows – to spearhead state and local efforts to deliver the five resources of America’s Promise to children and youth. While direct service to children and youth may be a component of a Fellow’s service, Fellows are primarily capacity-builders. Their service activities expand, strengthen and improve a community’s ability to deliver the five promises in sustainable ways. (Refer to the previous page for a listing of the five promises).

**The following information is in accordance with Corporation for National Service grant guidelines and DC Commission on National and Community Service policies and procedures. You should use these guidelines if you are applying for AmeriCorps\*State Formula, Education Awards or Promise Fellow programs. If you wish to submit more than one application, please contact the DC Commission at 202-727-7949.**

## **WHAT’S NEW FOR THE 2001 AMERICORPS\*STATE FORMULA PROGRAM?**

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### **Funds Available**

The DC Commission on National and Community Service will administer the grant competition for AmeriCorps\*State Formula funds. The competition makes available \$500,000. The maximum amount that may be requested by any one legal applicant is \$250,000.

### **Cost Per Member**

The fiscal year 2001 average budget cost per member is \$12,100, an increase of \$400 above prior year levels. The budget form provides instructions for calculating the cost per member, otherwise known as cost per full-time equivalent (FTE.)

### **Living Allowance**

The minimum fiscal year 2001 living allowance for a full-time member is \$9,300. The maximum living allowance you may provide is \$18,600. However, the amount of the living allowance that you may pay members with Corporation funds and other federal funds may not exceed 85% of the minimum living allowance, or \$7,905. See complete information on page 16.

### **Application Process**

Only new applications will be accepted. The Commission will not run a competition for continuation or re-competing applications.

## Issue Areas and Priorities

To address local needs, the DC Commission seeks programs that address one or more of the five priorities identified in the District of Columbia Citizens Summit City Wide Strategic Plan. For complete information on the Strategic Plan, visit the District of Columbia's website at: [www.washingtondc.gov/mayor/index.htm](http://www.washingtondc.gov/mayor/index.htm) or contact the Commission at 202/ 727-7925.

We seek programs to apply that address one or more of the four legislated issue areas: education, environment, public safety, and health and other human needs. The Corporation for National Service' priority continues to be children and youth.

## WHAT'S NEW FOR THE 2001 EDUCATION AWARDS PROGRAM?

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### Application Process

Only new applications will be accepted. The Commission will not run a competition for continuation or re-competing applications.

### Cost per full-time equivalent

No more than \$400 per FTE (pro-rated for part-time members) will be awarded to sub-grantees approved during the competitions this year. The DC Commission will make awards for Education Awards programs at a minimum of \$4,000. These funds are to defray a minor portion of program management costs. The Corporation for National Service will pay the education award for members who successfully complete their term of service.

## WHAT'S NEW FOR THE 2001 PROMISE FELLOWS PROGRAM?

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### Application Process

By federal statute, eligible applicants to the AmeriCorps Promise Fellows program are State Commissions and Non-profit organizations proposing to sponsor AmeriCorps Promise Fellows in more than one state (National Directs). If you represent a Non-profit organization that is interested in sponsoring Promise Fellows in more than one state, please contact Tracy Stone, Director of the AmeriCorps Promise Fellows program at the Corporation at 202/606-5000 x 173.

The DC Commission is the eligible applicant to apply for up to 30 Promise Fellows in the District. The host site placement of the Promise Fellows will be facilitated by a request for proposals (RFP) competition administered by the DC Commission. Indian tribes and local government agencies, institutions of higher education, or public or private nonprofit organizations in the District of Columbia interested in hosting Promise Fellows must apply to the DC Commission on National and Community Service.

The RFP process will include a three-stage review process. The first stage is a peer review process. The second stage is a review process completed by the DC Commission staff. The selected application(s) will be forwarded to the DC Commission Board for approval of final application recommendation(s) to the Corporation. The Corporation will administer the final review process. The Corporation will make the final selection of the Promise Fellows program.

There are two options for administering the Promise Fellows program in the District of Columbia. The DC Commission on National and Community Service may enter directly into separate agreements with each host organization selected by the Corporation while retaining responsibility for some training and coordination of the program or the Commission may sub-grant responsibility for overall program administration to another entity that in turn manages the Fellow' host sites. The decision to sub-grant overall responsibility or to enter directly into separate agreements with separate host organizations is solely that of the Commission Board. The DC Commission will be the legal applicant for the 2001 Promise Fellows program in the District and work very closely with the sub-grantee(s).

Only new applications will be accepted. The DC Commission will not run a competition for continuation or re-competing applications.

### **Living Allowance**

The minimum living allowance for a twelve-month term of service is \$13,000. The maximum living allowance for a twelve-month term of service is \$18,600. The living allowance must be pro-rated for Fellows who serve less than twelve months.

### **Health Insurance**

In past years, providing health insurance to AmeriCorps Promise Fellows was optional. Beginning in the 2001/02 program year, sub-grantees will be required to provide health insurance to AmeriCorps Promise Fellows who are not otherwise covered by a health insurance policy that provides the minimum benefits described in Part Two of these guidelines.

### **Fixed Amount Award**

The fixed amount award has been increased by up to \$500 per member in part because of the increased costs associated with required health insurance. Sub-grantees will receive up to \$13,800 for the first five Fellow positions in the award and up to \$10,800 per Fellow beyond five, unless otherwise specified.

### **Focus on All Five Promises**

A key aspect of the five promises is their additive effect. The benefits for children and youth increase as they receive access to more of the five promises. Fulfilling three promises in a child's life is better than providing just one; fulfilling all five is particularly powerful. In order to enhance the AmeriCorps Promise Fellows' impact on the ability of communities to deliver all five promises, applicants are required to demonstrate how their Fellows will be involved in an effort to deliver all five promises in the communities where they serve. This requirement can be fulfilled by demonstrating that Fellows' host organizations deliver all five promises directly or by placing Fellows in organizations that are part of a larger effort to deliver all five. Fellows may also be deployed to initiate or support efforts to develop an all-five effort in organizations or communities that are not currently delivering all five promises in a coordinated way. Individual Fellows may focus on specific promise areas as their primary service objective, but are expected to be knowledgeable ambassadors for the importance of children and youth receiving all five.

### **AmeriCorps Promise Fellows Professional Development Opportunity**

The Commission and the Corporation recognize the need for opportunities for AmeriCorps Promise Fellows to develop leadership skills and knowledge of effective ways to mobilize communities to deliver the five promises. To address this need, the Corporation is exploring the possibility of a national training for approximately 50 AmeriCorps Promise Fellows early in the 2001/2002 program year. Fellows who participate in this training will be a resource to their programs to provide planning, mobilization, and technical support for America's Promise efforts at a citywide, regional or national level. These Fellows will also provide training, technical assistance and support for other Promise Fellows in the District and the local region. For example, once they attend this training, Fellows might train new Fellows in asset-mapping skills or coordinate the implementation of America's Promise Checklist projects in several sites around the District and local region.

To be eligible to participate in this training, Fellows must have at least one prior term of experience in a full-time service position such as AmeriCorps Promise Fellows, other AmeriCorps programs, or the Peace Corps. Sub-grantees must provide these Fellows with a minimum living allowance of \$16,000 per year. There is no limit on the number of Fellow(s) you may propose to send to the training. However, given the limited space and the requirement of a prior term of service, the Corporation expects to select no more than two Fellows per program.

If you would like to send a Fellow(s) to this training, you must complete the additional information requested in Part Five of these guidelines. The DC Commission and the Corporation will review requests to send Fellow(s) to the training using the review criteria explained in Part Four of these guidelines and may include consideration

of factors such as: the Fellow(s)' proposed activities, program size, program model diversity, geographic diversity, availability of resources, and other priorities that the Commission and/or Corporation may establish. This opportunity is subject to the availability of resources. The Corporation will make final selections and hopes to inform the Commission whether the resources are available when grant decisions are announced.

## **WHAT YOU NEED TO KNOW ABOUT DESIGNING A PROGRAM FOR AMERICORPS MEMBERS**

*The information included in this section is applicable to AmeriCorps\*State Formula, Education Awards and Promise Fellow Programs. For the additional information needed to design Education Awards and Promise Fellow Programs, please refer to pages 20-22.*

AmeriCorps funds and supports quality programs that get things done, encourage responsibility, expand opportunities and strengthen communities. AmeriCorps members undertake service that has a maximum impact on our nation's communities and would not be provided without the service of AmeriCorps members and volunteers.

### **Getting Things Done**

Your program must provide opportunities for your community to define its problems and to solve them. You must be able to demonstrate that your program or the service you offer provides a direct benefit that the community values and that existing funds or volunteers do not already provide this service. In addition, your program service activities must demonstrate positive impact on the communities it serves. Program activities cannot duplicate the routine functions of workers. Nor may programs displace paid employees.

#### **Direct Benefit**

AmeriCorps provides a variety of specific and identifiable services to communities. For example, your program may renovate low-income housing or create a playground in a vacant lot. You may engage in education and human service projects such as tutoring, mentoring or conflict resolution. Or you may coordinate volunteers whose service provides a direct benefit to the community. We do not generally consider clerical tasks or research such a direct benefit. However, you may need some assistance to develop your project. For example, your project may use a team to provide meals, transportation, and health services to the homebound and you need to conduct a door-to-door survey of community residents to help identify those in need of this service. Because the survey in this instance serves as a springboard for providing a service, it satisfies our direct benefit requirement.

#### **Issue Areas and National Priorities for 2001 Programs**

As the world's capital city and America's crown jewel, the District of Columbia should exemplify the highest ideals for diversity, education, culture, community, economic opportunity, governance, and democracy. The DC Commission on National and Community Service support the priorities identified in the 1999 District of Columbia Citizens Summit.

Each year the Corporation considers priorities within the four issue areas: education, environment, public safety and other human needs. The national priority for fiscal year 2001 within the four issue areas continues to be children and youth. In meeting this priority, your program may focus its efforts on serving children and youth, or plan to recruit or coordinate youth volunteers to assist in program activities or both.

We also recognize that some high-quality programs meet different priorities and it would dilute your effectiveness if you were to redesign your efforts to focus on children and youth. Examples include

programs that work with homebound elders, programs that do groundwater contamination testing, programs that build houses for low-income people or programs that help people who are unemployed find employment. If your program has such a mission, provides high quality services, and can demonstrate compelling needs, we encourage you to apply. To the extent that the AmeriCorps members you recruit for your program are themselves young, their service itself is a benefit to youth.

## **Developing AmeriCorps Members**

We expand opportunities, helping those who help America. Because of their AmeriCorps service, members develop additional skills, gain valuable experience and receive education awards that they can use to repay school loans. Although programs will have different sorts of impacts on members, depending on program design, all programs should seek to develop members by including the following components:

### **Citizenship**

You should use service experience to help members achieve the skills and education needed for productive, active citizenship, including, if appropriate, structured opportunities for members to reflect on their service experiences.

### **Supervision, Training, and Education**

Your program must provide members with the supervision, training, skills, and knowledge they need to perform their tasks. You must give members the background information they need on a community and help them understand the community's need for a specific service or project. You may also provide, if appropriate, specific training in a particular field to your members. This includes training and education that help members explore career possibilities in areas such as child development, teaching, public health, or public safety. At the same time, we encourage you to provide training in cardiopulmonary resuscitation (CPR), conflict resolution, and communication skills. A qualified supervisor must provide members with regular and adequate supervision.

### **Support Services**

You must provide support services to members who are high school dropouts by assisting them in earning the equivalent of a high school diploma. We encourage you to provide all members who are completing a term of service with information about education and career opportunities.

### **Ethic of Service**

Service builds civic responsibility and enables participants to practice responsible citizenship. It helps youth make the transition into adulthood. Through service AmeriCorps enables members to see themselves as problem-solvers, not problems; to become leaders, not just followers; and to take personal responsibility.

### **At the start of their service all AmeriCorps members take the AmeriCorps pledge:**

*I will get things done for America – to make our people safer,  
smarter and healthier.  
I will bring Americans together to strengthen our communities.  
Faced with apathy, I will take action.  
Faced with conflict, I will seek common ground.  
Faced with adversity, I will take action.  
I will carry this commitment with me this year and beyond.  
I am an AmeriCorps member, and I will get things done.*

In order to create an esprit de corps for members, we encourage you to begin members' terms of service in June, September, and/or January. When you design "classes" of members that begin and graduate from their terms of service at the same time, you help to create a national AmeriCorps identity. This will also facilitate recruitment in concert with the academic year. If you lose AmeriCorps members

between "classes," we encourage you to fill those slots with members who have had appropriate orientation and training prior to beginning their term of service.

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

To help develop an ethic of lifetime service, programs should provide opportunities for members to consider the meaning of the following line from the AmeriCorps pledge: "I will carry this commitment with me this year and beyond."

## **Strengthening Communities**

AmeriCorps strengthens communities through community involvement and consultation. AmeriCorps members help bring diverse individuals and groups together as a team to cooperate in achieving constructive change and to solve critical community problems.

### **Community Involvement and Consultation**

We see local involvement and input as vital to the development of quality service programs that sustain and build communities. You should use extensive broad-based local input to design, implement, and evaluate your project. This includes consultation with:

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

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

Bringing various organizations and people together to accomplish a common goal mobilizes community resources. We encourage programs to involve AmeriCorps members in activities that recruit and engage volunteers in helping meet community needs. Engaging volunteers not only enables programs to accomplish its objectives but it also provides people with an opportunity to serve. Leveraging volunteers and linking with other existing service efforts can enhance program results and build community capacity.

### **Diversity**

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

If your program lacks diversity in one or more areas, it must strive in other ways to be diverse. You should intentionally create activities or provide opportunities for citizens to come together who might not otherwise serve or come into contact with each other. As you strive to achieve diversity, we encourage you to bring together younger and older members.

## Leadership Opportunities

We encourage programs to build member leadership capacity by providing opportunities for members to coordinate activities, recruit volunteers, and serve in team leader capacities in their programs. You may address leadership opportunities in either the program design section or in your member development objectives in your application. Please note, however, that members should not be assigned as the primary legal supervisors of fellow members.

## AmeriCorps Leaders

You may apply for an AmeriCorps Leader only if your organization has a currently funded AmeriCorps program. A program that wishes to request a Leader must write an additional narrative and must include the Leader costs in the program budget form and narrative. For more information, see Appendix A.

## Program Types

You have great flexibility to design a program that “gets things done” in communities, develops the citizenship and skills of members, and strengthens the ties that bind communities together. You may assign members to individual projects or organize them in teams. Similarly, you may determine whether a full-time or part-time schedule is more appropriate to your program’s goals. You may find that your program fits more than one type because program characteristics overlap in some areas.

### Some examples of types of AmeriCorps and Education Awards programs are:

- community-based service programs that provide tutoring and mentoring for younger children and opportunities for them to participate in service projects after school, on weekends, and during school vacations;
- college-based programs in which student AmeriCorps members, including Federal Work Study students, perform substantial service in local schools or other community settings;
- programs initiated by mayors and other local officials to integrate AmeriCorps members into community-wide strategies to meet local needs;
- immunization programs that target young children and their families;
- a full-time year round youth corps or summer youth corps program undertaking service projects with visible public benefits, including natural resource projects;
- programs placing members as service-learning coordinators in schools and youth organizations;
- programs using qualified members as teachers, teacher aides, and early childhood workers in communities with an inadequate number of such professionals; and
- programs using members to recruit and mobilize community volunteers to promote public safety.

The Commission encourages programs to focus on education or public safety or the environment or other human needs instead of trying to address all issue areas. Experience shows that it is difficult for a program to demonstrate its community impact when it tries to meet several educational, environmental, public safety and other human needs at once. However, we recognize that certain programs such as volunteer generator models, youth service corps or programs that operate in rural areas, may operate more effectively by developing activities in more than one issue area. All programs should provide strategies you will use to demonstrate outcomes.

## Three-Year Funding Period

In fiscal year 2001 you should plan your program over a three-year period. In future competitions, we will ask for changes in objectives or activities as part of the Continuation Application\* request. You must include projected budgets for years two and three in the budget narrative submitted in this competition. You will not have to describe each line item of the projected budget, but should indicate the line items you expect to increase or decrease in the future. For further information, please see the budget narrative instructions.

Note: \*Continuation Applications are written in the second and third years of the three-year cycle of funding.

## **Program Size**

Your program should be large enough to make a significant difference in your community. While the actual size of your program may vary depending on the size of the community in which it operates, we encourage you to enroll at least 20 full-time equivalent members, regardless of whether members are placed individually or in teams. If you seek support for a program that enrolls less than 20 full-time equivalent members, you should demonstrate why a smaller program is necessary or appropriate. In cases where you require one member or a few members, you may want to consider applying to the Corporation for National Service District of Columbia office for AmeriCorps\*VISTA. For more information contact Rosetta Busby-Freeman, Director of the District of Columbia CNS State Office at 202/606-5000 x 485.

For new programs proposing multi-site operations, we encourage pilot efforts in a limited number of communities; moreover, experience suggests that large expansions are difficult to manage. Programs should, therefore, evaluate their present infrastructure and capacity to expand when considering program size. We encourage all applicants, when considering program size, to examine cost-effectiveness by calculating the Corporation cost per member.

## **Reduced Part-Time Service**

The shortest term of service we will approve is 300 hours. This applies to all programs using AmeriCorps members. Programs may propose any reduced part-time terms between 300 and 900 hours based on the program design. However, within a program, we will generally require all reduced part-time members to serve the same number of hours. If a program has a need for greater flexibility, we will consider a proposal for two different sets of hours within the same program.

Promise Fellows are required to serve full-time terms.

## **Summer Programs**

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

## **Common Expectations for National Service Programs**

As part of the National Service Network, there are a number of opportunities for your programs to take part in national service days. We expect all national service programs, including AmeriCorps, to participate in one or more days of service, including but not limited to the Martin Luther King, Jr. Holiday, National Volunteer Week, Youth Service Day and Make a Difference Day. In addition, we expect programs with AmeriCorps members to participate in other national service activities such as common opening ceremonies (including the administration of an oath or affirmation), orientations, and trainings.

## **Cross-Stream Collaboration**

The Commission will encourage the national service programs in the District of Columbia and in the surrounding region, to engage in cross-stream collaboration. Cross-stream collaboration is most easily achieved if it is tied to program objectives. For instance, in the last few years America Reads programs have been most successful in helping children learn to read independently by the third grade with a cross-stream collaboration approach. If a number of programs focus on the same schools, the same neighborhoods, or the same after school programs, they can maximize resources by using each program's members or volunteers towards the same goal. Even if programs are not working on the same goal or in the same school or neighborhood, we encourage programs we support to meet within their communities on a regular basis to discuss areas of mutual interest. Sometimes these meetings lead to an idea for a joint project or joint training that again can maximize time and resources.

## **AmeriCorps on the Internet**

Programs with AmeriCorps members must have Internet e-mail capability and we encourage you to subscribe to the AmeriCorps listserv run by the National Service Resource Center at ETR Associates. For further assistance or information on Internet access or the AmeriCorps listserv, call Donna Riggs at the National Service Resource Center at 1-800-860-2684, ext. 130.

## **Web-Based Reporting System**

Programs that receive AmeriCorps grants must make use of the web-based reporting system (WBRs) to enroll AmeriCorps members and track their service hours, and track accomplishment data in order to submit progress reports. Use of WBRs requires a computer with access to the World Wide Web.

## **MEMBER TERMS OF SERVICE AND SELECTION**

### **Terms of Service**

Programs may engage members on a full-time or part-time basis. Full-time members must serve at least 1700 hours during a period of not less than nine months and not more than one year. Part-time members must serve at least 900 hours during a period of one or two years as indicated in the approved budget. A reduced part-time member must serve at least 300 hours during a period of not more than one year. Programs may propose any number of hours between 300 and 900 for reduced part-time members based on the program design. However, within a program, we generally require all reduced part-time members to serve the same number of hours. If a program has a need for greater flexibility, we will consider a proposal for two different sets of hours within the same program.

### **Eligibility for Additional Terms**

An individual may receive an education award only for the first and second terms of service in an approved AmeriCorps position. (Please note that an unsuccessful or incomplete term counts as a term of service for these purposes.) A member who serves less than 15% of his/her term because of compelling personal circumstances, is not eligible for an education award. In addition, there are strict limits on the use of federal funds to support an individual serving in a third, or subsequent, term. While members may, in some cases, serve more than one term, mere eligibility for an additional term of service does not, however, guarantee selection or placement. You must base member eligibility for a subsequent term of service on at least a mid-term and end-of term evaluation of members' performance, that demonstrates but is not limited to: (1) members satisfactorily complete required number of hours, (2) members complete assignments, tasks or projects satisfactorily and (3) members perform satisfactorily in criteria that you clearly communicated both orally and in writing at the beginning of the term of service.

### **Member Eligibility**

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

## **Selection**

Each AmeriCorps program selects its members and the selection criteria may vary. However, your selection process must be non-partisan, non-political and non-discriminatory. Additionally, your program must establish minimum qualifications according to the service that members provide. Successful completion of an AmeriCorps orientation period is a mandatory qualification for members. You also must ensure that you do not displace any existing paid employees. We encourage you to select members who possess leadership potential as well as a commitment to the goals of the national service program, regardless of educational level, work experience, or economic background.

## **Member Benefits**

### **Full-time Members**

Generally, you must provide a living allowance of between \$9,300 and \$18,600 per year to your full-time members. However, the amount of the living allowance that you may pay members with Corporation funds and other federal funds may not exceed 85% of the minimum living allowance, or \$7,905.

### **Part-time Members**

You are not required to provide a living allowance to part-time members. On the other hand, if you choose to provide part-time members with a living allowance, you may prorate their allowances according to the number of hours that they serve per year. For example, the living allowance for a part-time member who serves 900 hours can range from \$0 to \$9,300. The total contribution of Corporation funds and other federal funds towards this living allowance cannot exceed 85% of the prorated, full-time, minimum living allowance. In the example of a part-time member who serves 900 hours, the maximum Corporation/federal contribution is \$4,924. This number is derived from the following calculation,  $(85\% \times [\$9,300 \times 900/1700])$ .

## **Exceptions**

**Prior Existence.** If your program existed prior to the National and Community Service Trust Act of 1993 (September 21, 1993), the law does not require you to provide living allowances to your members. If you choose to offer living allowances, they are exempt from the minimum requirement but not from the maximum requirement. Thus, you may offer full-time members living allowances between \$0 and \$18,600. If the allowance is less than \$9,300, the portion that you may pay with the Corporation's and other federal funds cannot not exceed 85%. For example, if a program chooses to pay its full-time members \$5,000, we will pay up to 85% of that amount, or \$4,250.

## **Education Awards Voucher**

Most AmeriCorps members who successfully complete a term of service will receive education awards for each year up to two years of service. Full-time members receive education awards of \$4,725. Part-time members who serve 900 hours receive \$2,362.50, half of \$4,725. Members who complete between 300 and 900 hours receive prorated awards based on \$2,362.50. Members may use their education awards up to seven years from completion of service. They may use their awards to pay for any combination of: (1) the costs of attendance at a qualified institution of higher education; (2) the costs of approved school-to-work programs; or (3) the costs of repaying qualified student loans.

While they serve, members who have outstanding qualified student loans may be eligible for forbearance on their payments. To qualify, they must contact their loan holders. Upon successful completion of members' terms of service, the Corporation will make payments for interest that accrued during the period of forbearance.

## **Child Care**

You must make child care available to any full-time member who is eligible for and needs such assistance in order to participate in the program. The Corporation for National Service directly funds child care. The

Corporation will pay 100% of the allowance as defined by payment rates of the Child Care and Development Block Grant (CCDBG). Direct payments will be made to the child care providers. Member eligibility for childcare is based on need. Members' needs must be consistent with the Child Care and Development Block Grant Act of 1990:

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

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

### **Health Insurance**

You must provide full-time members with health insurance at the time you accept him or her into your program if the member is not otherwise covered by a health insurance policy that provides the minimum benefits below. If, as a result of participation, or if, during the term of service, a member loses coverage through no deliberate act of his or her own, such as parental or spousal job loss, you must provide the member with a basic health insurance that meets our requirements.

### **Health Insurance Requirements**

You must provide health insurance coverage for eligible members. You may obtain health insurance for your members through any provider you choose, as long as the policy provides the minimum benefits and is not excessive in cost.

#### **Minimum benefits**

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

#### ***Covered Services***

physician services for illness or injury  
 hospital room and board  
 emergency room  
 x-ray and laboratory  
 prescription drugs

#### ***Limited Coverage***

mental/nervous disorders  
 substance abuse

#### ***Annual limits***

##### ***Deductible:***

Not more than \$250 per individual

##### ***Co-insurance:***

Member pays no more than 20% or alternatively, a comparable fixed fee.  
 Exception-mental and substance abuse may require a 50% co-payment

##### ***Out-of-pocket:***

Not more than \$1,000 per individual

*Maximum Benefit:*  
At least \$50,000

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

### **Corporation Share of Health Insurance**

The Corporation will pay 85% of the cost of a policy that meets the above requirements as long as it do not determine the cost to be excessive. The Corporation does not pay any share of the cost of the policy that does not include the minimum benefits. Nor does the Corporation cover any person other than members.

### **Health Insurance for Part-time members**

In general, the Corporation does not pay the costs of health benefits for part-time members unless they serve full-time for a sustained period of time. For example, members may receive benefits when they serve in a summer program for thirty-five hours per week with other members who receive health benefits.

### **Service Gear**

You may use grant funds to pay for a standard Service Gear package (AmeriCorps T-shirt, sweatshirt, hat, pin, decals and buttons) for members. While it is optional, we encourage you to provide this package to your members. The standard/required Service Gear package remains priced at \$33.00. Many AmeriCorps members serve in settings where a shirt with a collar is the appropriate attire. We recognize that for purposes of credibility, it is important that members have the correct clothes in order to perform their service. Therefore, if your members need the shirt with a collar, you may include an additional amount of up to \$35, for a maximum total of \$68 of Corporation funds per member in your budget. The Corporation for National Service will pay up to \$150.00 per member for additional safety apparel that is necessary for members to perform their daily service with a justification in the budget narrative. Funded programs will contact Mississippi Industries for the Blind at (601) 984-3200 for all orders. Mississippi Industries for the Blind can also provide you with information about additional gear and merchandise with the AmeriCorps logo.

### **Reasonable Accommodation For Disabilities**

Programs and activities must be accessible to persons with disabilities, and you must provide reasonable accommodation to known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and program staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation. By far, the vast majority of accommodations are inexpensive.

### **Grievance Procedures**

You must establish a grievance procedure for members who believe that they have been unfairly released and for other grievances filed by members or other interested parties. The procedures must include an opportunity for hearing and binding arbitration within statutory deadlines. Additionally, programs are encouraged to establish an alternative dispute resolution procedure, such as mediation.

### **Prohibited Service Activities**

While charging time to the AmeriCorps Program, accumulating service or training hours, or otherwise engaged in activities associated with the AmeriCorps program or the Commission or the Corporation, staff and members may not engage in the following activities:

- a. Attempting to influence legislation.
- b. Organizing or engaging in protests, petitions, boycotts, or strikes.
- c. Assisting, promoting, or deterring union organizing.
- d. Impairing existing contracts for services or collective bargaining agreements.

- e. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- g. Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- h. Providing a direct benefit to:
  - i. a for-profit entity;
  - ii. a labor union;
  - iii. a partisan political organization; or
  - iv. an organization engaged in the religious activities described in the preceding sub-clause, unless Grant funds are not used to support the religious activities.
  - v. a nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of Title 26, except that nothing in this section shall be construed to prevent members or participants from engaging in advocacy activities undertaken at their own initiative.
- i. Voter registration drives by AmeriCorps members. In addition to being an unacceptable service activity, Corporation funds may not be used to conduct a voter registration drive.
- j. Clerical work, research, or fund raising activities unless such activities are incidental to the member's direct service activities.
- k. Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.

Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation and non-Commission funds. The AmeriCorps logo should not be worn while doing so. In your application for funds, you should specify the actions you will take to ensure that members do not engage in improper activities. Suggestions for how to comply with this requirement include signing a certification that contains a listing of prohibitions, including a list in your members' training manuals or adding a clause to members' contracts that prohibit them from engaging in prohibited activities.

# ADDITIONAL INFORMATION FOR DESIGNING AN AMERICORPS EDUCATION AWARDS PROGRAM

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## Program Types

We support a variety of strategies under this initiative. The following are examples of strategies for full-time and part-time (including summer) programs. We hope you will identify additional strategies.

- (1) School-based and community-based service programs, including youth corps, that provide tutoring and mentoring for younger children and opportunities to participate in service projects after school, on weekends, and during school vacations.
- (2) College-based programs in which student AmeriCorps members, including Federal Work Study students, perform substantial service (or serve as service-learning coordinators) in local schools or other community settings.
- (3) Summer programs in which AmeriCorps members organize service and other positive activities for children and youth.
- (4) Before and after-school child care programs led by AmeriCorps members and funded by local communities.
- (5) Full-time service programs run by faith-based organizations, youth corps, or other entities.
- (6) Fellowship programs in which individuals such as recent college or professional school graduates are placed in community service positions.
- (7) Programs sponsored by youth-serving organizations that create opportunities for older members or graduates of the organization to provide positive activities for younger members.
- (8) Service programs for college students that involve part-time service during the academic year and full-time service during the summer.
- (9) Programs in which current welfare recipients carry out important community service activities as part of a welfare-to-work transition.
- (10) Programs initiated by mayors and other local officials to integrate locally funded AmeriCorps members into community-wide strategies to meet local needs;

## Program Size

You must include 10 or more full-time equivalents (FTE's), or make a compelling justification that doing so is not feasible.

## Member Benefits

- **Living allowances.** There is not a set minimum living allowance for members serving in Education Awards Programs. For other AmeriCorps State/National programs, full-time members receive a minimum of \$9,300 per year. However, we strongly encourage sponsors to provide a living allowance to full-time members.

The maximum amount full-time members may receive as a living allowance from your program is \$18,600 per year. Any living allowance for a part-time member may not exceed a prorated share of a maximum of \$9,300 per year, calculated on a full-time basis. We may waive this maximum, upon request, for certain professional corps and similar programs.

- **Child care and health insurance.** The AmeriCorps Education Awards Program does not require that you provide either child care or health insurance for members. However, the local program responsible for the members may offer it.

## **Reasonable accommodation for disabilities**

Programs and activities must be accessible to persons with disabilities and the Grantee and sub-Grantee must provide reasonable accommodations to the known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and program staff. All selections and project assignments must be made without regard to the need of the program to provide reasonable accommodation. By far, the vast majority of accommodations are inexpensive.

## **ADDITIONAL INFORMATION ABOUT DESIGNING A PROGRAM FOR PROMISE FELLOWS**

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### **Getting Things Done**

In the AmeriCorps Promise Fellows program, your program's service activities must advance all five promises of America's Promise. You can fulfill this requirement by demonstrating how each organization where a Fellow will serve delivers all five promises to children and youth or by establishing that each organization where a Fellow will serve is part of a larger effort to deliver all five promises.

### **Ethic of Service**

Service builds civic responsibility and enables participants to practice responsible citizenship. It helps youth make the transition into adulthood. Through service AmeriCorps enables members to see themselves as problem-solvers, not problems; to become leaders, not just followers; and to take personal responsibility.

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

To help develop an ethic of lifetime service, programs should provide opportunities for members to consider the meaning of the following line from the AmeriCorps pledge: "I will carry this commitment with me this year and beyond."

### **Terms of Service**

AmeriCorps Promise Fellows must serve full time. You must, at the start of the term of service, establish the requirements for the successful completion of the term of service. Regardless of any other requirements established by the program, members must serve at least 1700 hours during a period not less than 10 months and not more than 12 months. Part-time terms of service are not available for AmeriCorps Promise Fellows.

### **Member Benefits**

You must provide Fellows with a living allowance between \$13,000 and \$18,600 based on a 12-month term of service. If the term of service is less than 12 months, the living allowance must be pro-rated. The living allowance must be paid in regular increments regardless of the number of hours served in a particular period. Fellows may receive a living allowance greater than \$18,600 only if they are part of a professional corps and are supported, with the exception of Corporation-provided education awards, entirely with non-Corporation resources.

### **Health Insurance**

You must provide each AmeriCorps Promise Fellow with health insurance at the time you accept him or her into your program if the member is not otherwise covered by a health insurance policy that provides the minimum benefits below. If a member loses coverage during the term of service as a result of participation in the program or through no deliberate act of his or her own, such as parental or spousal job loss, you must provide the member with a basic health insurance policy that meets our requirements. You may obtain health insurance for your members through any provider you choose. The Corporation will not cover health care costs for family members. The minimum benefits are listed on page 17.

### **Program Types**

AmeriCorps Promise Fellows serve in state or local nonprofit organizations, public agencies, colleges and universities, schools and other community-based organizations dedicated to promoting the five promises and engaged in the America's Promise campaign. While direct service to children and youth may be a component of a Fellow's service, Fellows are primarily capacity-builders. Their service activities expand, strengthen, and improve a community's ability to deliver the five promises in sustainable ways.

### **Program Size**

Programs will be awarded one (1) AmeriCorps Promise Fellow at a minimum.

#### **Some examples of roles for an AmeriCorps Promise Fellow are:**

- Coordinate a Community of Promise campaign to provide a targeted number of young people with all five promises;
- Develop a youth service program at a Volunteer Center;
- Replicate a successful after-school program across the school district;
- Train volunteers to enlist low-income families in health insurance programs;
- Create a job-shadowing program for high school students; or
- Establish a statewide database of effective practices for mentoring programs.

Over the course of their service, Fellows develop specific knowledge of their community's resources related to the five promises placing them in a unique position to promote the importance of *all* children receiving *all five* promises. Therefore, in addition to their specific service assignments, Fellows are expected to become knowledgeable advocates in their communities for the five-promise approach.

## **Grant Terms and Requirements**

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### **Grant Period**

*The information included in this section is applicable to AmeriCorps\*State Formula, Education Awards and Promise Fellow Programs.* For additional information on the Education Awards and Promise Fellows programs, refer to pages 25 and 26 respectively.

The DC Commission will generally give a three-year programmatic approval with an initial one-year grant award. Most first-time awards will cover a period that includes one year of operation and a start-up phase if your program is completely new. Applications must include proposed activities and a detailed proposed budget

for the first year of operation, estimated funds you will need in the second and third years of operation and program objectives for the entire award period.

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

### **Sizes of Grants and Restrictions**

The grant size will vary by circumstance, need and program model. You may have only one application covering a particular project pending before the Commission at one time. For example, if a national nonprofit organization includes a local affiliate in its application to the Corporation, the local affiliate may not seek additional funds for the same project from the Commission.

### **Match Requirements**

Programs must provide and account for matching funds. We require all programs to raise some funds from the private sector, e.g., corporations, foundations, individuals, local businesses, and non-profit organizations. Our statute requires, at a minimum, the following aggregate matches: Member Support Costs (at least 15%) including living allowance, FICA, Unemployment Insurance, Worker's Compensation and Health Insurance; and Program Operating Costs (at least 33%) including Staff, Operating Costs, Internal Evaluation and Administration.

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

### **Types Of AmeriCorps Grants**

**Note:** In 2001, The DC Commission on National and Community Service will accept applications from new programs only. There will be no continuation or re-compete application process.

#### **Operating Grants**

Operating grants support fully developed plans to establish a new national service program or to support, expand or replicate existing national service programs.

## Responsibilities for Programs Using AmeriCorps Funds

### **Federal Financial Management and Grant Administration Requirements**

As with all Federal grant programs, it is the responsibility of all programs funded by AmeriCorps to ensure appropriate stewardship of Federal funds entrusted to them. Under our regulations, all programs must maintain financial management systems that provide accurate, complete, and current disclosure of the financial results of your program. To meet this requirement, your program must have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. As of June 30, 1996, recent revisions to the Single Audit Act and OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations, require all organizations to have financial audits if they annually expend \$300,000 or more under Federal awards. This requirement applies to the organization's total expenditures each fiscal year under all of its Federal awards, not just an AmeriCorps grant.

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

By Federal statute and regulation, a person, including members, service recipients, or program staff, may not, on the grounds of race, color, national origin, sex, age, political affiliation, disability (for otherwise qualified individuals with disabilities), or in most cases religion, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual arrangements, under any program or activity receiving Federal financial assistance. By Corporation policy, participation in the Corporation's programs and projects will be based on merit and equal opportunity for all, without regard to factors such as sexual orientation, marital or parental status, military service, or religious, community, or social affiliations, in addition to the statutory grounds.

### **Monitoring Responsibilities**

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

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

## **Reporting and Evaluation Requirements**

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

Your program must have a system that allows you to evaluate and monitor your program activities. You must:

- develop annual objectives;
- track progress toward those annual objectives;
- institute management procedures that provide regular "customer feedback" that will be used to improve program quality; and – collect additional descriptive and demographic data (e.g., the member enrollment and exit forms, operating site information forms).

## **Additional Information on Grant Terms and Requirements for Education Awards**

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### **Grant Restrictions**

You may have only one application covering a particular project pending before the DC Commission and the Corporation at one time. For example, if a national nonprofit organization includes a local affiliate in its application to the Corporation, the local affiliate may not seek additional funds for the same project through an DC Commission AmeriCorps\*State application.

### **Fixed Amount Grant Awards**

Upon approval, we will make a Fixed Amount Grant Award that reduces the administrative burdens related to grant management and fiscal reporting for grant recipients.

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

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

## **Additional Information on Grant Terms and Requirements for Promise Fellows**

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### **Program Structure**

Legal applicants (The DC Commission) will submit one overall proposal for AmeriCorps Promise Fellows funding to the Corporation.

Applicants may propose a variety of organizational structures for their AmeriCorps Promise Fellows program. The DC Commission may sub-grant responsibility for overall program administration to another entity that in turn manages the Fellows' host sites, or we may enter directly into separate agreements with each host organization while retaining responsibility for some training and coordination of the program. The process for selecting sub-grantees or host organizations varies from program to program.

Regardless of the organizational structure, the grant requirements specified in the provisions for this program flow down to all sub-grantees, and the legal applicant to the Corporation is ultimately responsible for ensuring that the program is implemented in accordance with all requirements.

### **Fixed Amount Awards**

If you are approved for an AmeriCorps Promise Fellows grant, the DC Commission will make a fixed amount award that provides up to the maximum amount of Corporation financial assistance for support of an approved AmeriCorps Promise Fellows Program. The fixed amount award is based on the premise that the reasonable and necessary costs inherent in carrying out the program significantly exceed the amount of assistance provided by the Corporation.

The amount of the award is determined based on the approved number of Fellows specified in the grant. You will receive up to \$13,800 for the first five Fellow positions in the award and up to \$10,800 per Fellow beyond five. You are responsible for providing or securing the additional funds necessary to support the Fellows, including the required living allowance.

You may treat the grant funds as funds available to support the program overall. Fixed amount awards do not require adherence to Federal Cost Principles. However, Federal Administrative Requirements, as defined in the AmeriCorps Promise Fellows grant provisions that accompany a grant award, do apply to grantees.

## **REVIEW PROCESS AND SELECTION CRITERIA**

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The DC Commission on National and Community Service is seeking high quality programs that address the priorities in the District of Columbia Strategic Plan as well as the federal priorities identified as unmet education, public safety, environmental, or other human needs of local communities. We seek applicants that will provide a direct and demonstrable benefit that the community your program is serving values. The Commission anticipates receiving far more funding and project requests than we can award. We will select applications using an extensive, multi-stage process that will include peer review panels, and a DC Commission staff review with approval of final recommendations to the Corporation made by the Commission Board.

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

The following is a list of characteristics of the programs we fund including statutory requirements we must consider:

- programs that are high quality, innovative, have the potential to be replicated by programs in other areas and that can sustain themselves or the service activities with other support when the grant period ends;
- a wide range of program designs and approaches to community service that meet community needs;
- programs that are geographically diverse across the District.
- programs that sponsor AmeriCorps activities in areas officially designated as Empowerment Zones or Enterprise Communities by the U.S. Department of Housing and Urban Development and the U.S. Department of Agriculture;
- programs in areas affected by military downsizing;
- programs that demonstrate they can effectively develop and administer an AmeriCorps program with proper supervision, monitoring, evaluation and financial controls;
- programs that propose to foster Federal Work Study students in community service; and

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

### **Selection Criteria**

We use the following criteria to determine quality and select programs and projects that will receive assistance. These criteria apply to program outcomes as well as the initial selection.

#### **Program Design (60%)**

##### **Getting Things Done**

- Well-documented compelling community need
- Well-designed activities with measurable goals and objectives that meet community needs
- Well-defined roles for participants that lead to measurable outcomes or impact
- Effective involvement of target community in planning and implementation
- Ability to provide or secure effective technical assistance

##### **Participant Development**

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

##### **Strengthening Communities**

- Strong community partnerships, including well-defined roles for community partners
- Potential for sustainability, innovation, or replicability of project activities
- Enhanced capacity of organizations and institutions
- Mobilization of community resources, including volunteers
- Bring together people of diverse backgrounds

#### **Organizational Capacity (25%)**

- Ability to provide sound programmatic and fiscal oversight
- Sound track record in the issue area the project will address
- Well-defined roles for staff and administrators

- Well-designed plan or systems for self-assessment, evaluation, and continuous improvement

### **Budget/Cost Effectiveness (15%)**

- Adequate budget to support program design
- Commitment of applicant organization or host agency to securing resources for program implementation or sustainability
- Cost-effective within program guidance

\*We encourage all applicants to include service-learning activities in their program design. However, this is a selection criteria for Learn and Serve America only.

The bullets under each subheading describe what we consider important and what you should include in your application narrative. Program Design includes three sub-categories and represents 60 percent of the basis we use to evaluate and select each program. The relative importance and rank order of the sub-categories for AmeriCorps is 1) Getting Things Done, 2) Participant Development and 3) Strengthening Communities.

## **ADDITIONAL INFORMATION FOR THE REVIEW AND SELECTION CRITERIA FOR THE ED. AWARDS PROGRAM**

*The above Review and Selection Criteria information is also applicable to AmeriCorps Education Awards program.*

## **ADDITIONAL INFORMATION FOR REVIEW AND SELECTION CRITERIA FOR THE PROMISE FELLOW PROGRAM**

### **Review Process**

We are seeking high-quality programs that address the five promises made to children and youth at the Presidents' Summit for America's Future:

- Ongoing relationships with caring adults--parents, mentors, tutors, or coaches;
- Safe places with structured activities during non-school hours;
- Healthy start and future;
- Marketable skills through effective education; and
- Opportunities to give back through community service.

### **Selection Criteria**

We will review proposals according to the following criteria:

#### **Program Design (60%)**

##### **Getting Things Done**

- Well-documented compelling community need(s) related to the five promises
- Well-designed activities with measurable goals and objectives that meet community needs
- Well-defined roles for Fellows that lead to measurable outcomes or impact
- Effective involvement of target community in planning and implementation

### **Participant Development**

- Effective plans for recruiting, developing, training, supervising, and recognizing Fellows
- Well-defined, measurable goals and objectives for Fellows to develop specific skills, knowledge or abilities during service

### **Strengthening Communities**

- Enhanced capacity of organizations, institutions and communities to deliver the five promises to children and youth
- Mobilization of community resources including volunteers
  - Bring together people of diverse backgrounds
  - Effective coordination with other national service programs in the area

### **Organizational Capacity (25%)**

- Ability to provide sound programmatic and fiscal oversight
- Sound track record in the issue area the project will address
- Well-defined roles for staff and administrators
- Well-designed plan or systems for self-assessment, evaluation, and continuous improvement

### **Budget/Cost Effectiveness (15%)**

- Adequate budget to support program design
- Commitment of applicant organization or host agencies to securing resources for program implementation or sustainability
- Cost effective within program guidance

The bullets under each sub-heading describe what we consider important and what you should include in your application narrative. Program Design includes three sub-categories and represents 60 percent of the basis we use to evaluate and select each program. The relative importance and rank order of the sub-categories for AmeriCorps is Getting Things Done, Participant Development, and Strengthening Communities.

We will enter into negotiations with potentially successful applicants in a manner that may require significant modifications to original proposals. Awards are contingent on successful completion of negotiations. The number of applications we approve and the number of education awards we provide during each year of the three-year funding cycle is subject to the availability of funds and education awards.

## **PART FIVE:**

### **AMERICORPS\*STATE FORMULA APPLICATION INSTRUCTIONS**

If you wish to establish an AmeriCorps\*State Formula program, you must first submit an application to the DC Commission on National and Community Service by the deadline established.

### **Compliance Requirements**

You must submit **one unbound, single-sided original and two (2) bound single-sided copies** of the application. All applicants are encouraged to voluntarily submit an additional four (4) copies of the application to expedite the review process. Facsimiles will not be accepted. Postmarks will also not be accepted. Type and double-space the submission package in not less than 12-point font size, with one-inch margins. Please number the narrative pages. You must follow the page limits specified below. We will not accept appendices. This includes annual reports, videos, brochures or any supplementary material not requested in the application.

We will not review any submission that does not comply with all of the above requirements except under extenuating circumstances as determined by us.

## Review Criteria for New Applications

The evaluation criteria and their percentage weights are:

Program Design	60%
Getting Things Done	
Participant Development	
Strengthening Communities	
Organizational Capacity	25%
Budget/Cost Effectiveness	15%

## I. New Program Application Instructions

**General Submission Information.** Applicants must submit an application that consists of the following components in the following order

- Table of Contents
- Title Page
- Budget Form and Budget Narrative
- Executive Summary
- Program Narrative
- Objectives
- AmeriCorps Leader Narrative (if applicable)
- Assurances and Certifications

**A. Table of Contents (1 page).** Provide a table of contents that includes each of the items and their page numbers.

**B. Title Page.** Follow the title page instructions.

**C. Budget Form and Budget Narrative.** Prepare a budget narrative following the budget narrative instructions. From the budget narrative, complete the form. If you are applying for an AmeriCorps Leader you must include costs for the Leader in the program budget.

**D. Executive Summary of the AmeriCorps Program (no more than one single-spaced page).** Provide a clear overview of the program. Be succinct and as comprehensive as possible. This should include a mission statement for the program, a statement of need and expected impact of the program, and a summary of the program design. The program design should at a minimum summarize how you will achieve the impacts.

**E. Program Narrative (no more than 20 pages).** The program narrative follows the Executive Summary and covers the information requested in sections 1-3 below. In addition to the narrative, we will also evaluate the objectives and budget in determining how well the application meets the criteria described above. Read the material contained in the instructions for the budget form before preparing your narrative. Include page numbers on each page of the narrative and provide information in the order listed.

### 1. Program Design (60%)

Program design consists of three elements that are listed in rank order of importance.

- Getting Things Done
- Participant Development
- Strengthening Communities

Provide clear information that addresses each section in detail. Please note that we will review and consider the Executive Summary of Current AmeriCorps Impact submitted by existing programs when evaluating this Program Design section.

### **a. Getting Things Done**

**Community Needs:** the compelling community need(s) your program will address; process by which the local community identified the needs; how the mission of your organization relates to the identified need(s); how the program objectives meet the community need(s); the desired change or impact your program will have on the community.

**Proposed activities:** community service activities that members will perform; how the activities will help meet the goals of the program and impact the identified need(s); how "getting things done" objectives directly relate to the activities of the members and how you will measure outcomes or impact; criteria you will use for selecting service projects; description of a "typical day" for a member, including collaborations and partnerships integral to the program design; involvement of the community in planning and implementation of the program.

**Capacity to provide or secure training/technical assistance:** previous experience you have providing or securing technical assistance for project staff; training workshops, on-site consultant assistance, or any other type of technical assistance that you will provide to this program; types of materials you developed for previous projects and/or for this proposed program.

### **b. Participant Development**

**Member Profile:** recruitment and selection process you will use, including the optional use of the national referral system; expected number and characteristics of members, including racial or ethnic background, age, socioeconomic status, gender, educational attainment; member selection criteria, including minimum qualifications for members, and any specialized skills required to carry out service assignments; measures that will ensure diversity; how you will place and supervise members; how you will prepare service sponsors and host sites for their AmeriCorps participation and how you will provide on-going support.

**Ethic of Service:** how you will develop a sense of AmeriCorps identity among the members and in the community; how members will develop an understanding of good citizenship and how they will inspire more members of the community to adopt an ethic of service; methods to ensure that AmeriCorps members build relationships with one another within each program site with people of diverse backgrounds, as well as with AmeriCorps members in other programs and sites.

**Training and Development activities:** member training plan for the year with specific information on member training that prepares them for their term of service including opportunities for certification in related areas; provide a chart or list that includes as much of the following information as possible: training topic(s), number of members at the training, date of training, length of training; training opportunities you will make available to AmeriCorps members during the program year; how you will involve members in planning and implementation of program activities.

### **c. Strengthening Communities**

**Community you will serve:** how AmeriCorps member activities will strengthen the community; description of community and relationship between your program and community; how your AmeriCorps program fits the overall mission of your organization; ways in which the program you propose builds on existing programs and does not duplicate a program already in the community.

**Community partnerships:** the process you used for selecting the community partners with whom the AmeriCorps members will perform service; the role each partner organization will play, including responsibility for various program aspects such as recruitment, design of program service activities, training, supervision, evaluation, and grants management; how you will build support for the program among a variety of community sectors and bring together people of diverse backgrounds; how you will

cultivate, strengthen, and expand partnerships; the types of support and coordination you have with local governments, community based organizations, and others.

***Mobilization of community resources:*** how you will recruit and utilize non-compensated volunteers; a strategy you will use to build the capacity of the community to support the service activities of this program when federal funding no longer supports it; how you propose to participate in community activities, service events, networking, and training; how you will communicate and collaborate with other AmeriCorps or Corporation funded programs.

## **2. Organizational Capacity (25%)**

Provide clear information that addresses each section in detail.

### **Ability to provide sound programmatic and fiscal oversight**

***Capacity to manage finances:*** show how this program will fit within the total operating budget of your organization; provide an organizational chart showing where you will place the program within your organization; describe experience in administering a federal grant; describe your capacity to provide on site monitoring of financial and other required systems utilized to administer the AmeriCorps grant.

***Principal program and fiscal staff:*** key staff positions who will be responsible for the program and percentage of time dedicated to the AmeriCorps program; background and experience of these staff members; experience with a federal grant; plans to recruit, select, train, and support additional staff.

### ***Sound track record in the issue area(s) the project will address:***

Experience your organization has with the programmatic initiatives you proposed in this application and relevant major accomplishments in these areas.

***Well defined plans or systems for self assessment, evaluation, and continuous improvement:*** plans to provide evaluation training and technical assistance host sites; plans on how program will measure impact on the community; systems program will use to monitor progress toward annual objectives; systems program will use to ascertain technical assistance needs; on-going processes to monitor the program impact within the community or region; how the program will obtain regular feedback from program's primary stakeholders and use the feedback to improve quality.

## **3. Budget/Cost Effectiveness (15%)**

Provide clear information that addresses each section in detail.

***Budget that supports the program design:*** program narrative, budget, and budget narratives correspond; budget reflects program goals and design; match requirements are met; costs clearly demonstrate support for the AmeriCorps program.

***Cost-effectiveness:*** overall cost per *Full Time Equivalent (FTE)* meets requirements; matching contributions demonstrate organizational support for the program.

***Sustainability:*** ability to leverage structural and financial resources within communities including support from the private sector; plans for sustaining the program beyond the grant term.

## **F. Objectives**

Complete the AmeriCorps Objectives Worksheets following the instructions. Your objectives should be clearly linked to the program narrative and focus on the areas in which you expect to make the greatest impact. Address all of the components needed in developing an objective. Once you have completed a worksheet for each objective, transfer each summary statement onto the AmeriCorps Program Objectives

Summary Form. Submit all worksheets and the form to your state commission for review. Submit only the AmeriCorps Program Objectives Summary Form to us.

## **G. AmeriCorps Leader Narrative**

You may apply only if your organization has a currently funded AmeriCorps program. If you are applying for AmeriCorps funds for the first time, you are not eligible to host an AmeriCorps Leader.

### **1. Program Information**

Provide the following information. Indicate the number of AmeriCorps VISTA Leaders and the number of AmeriCorps Promise Fellows you currently have. If your program previously hosted an AmeriCorps Leader, please indicate which year and site location.

### **2. Program Design (60%)**

#### **a. Justification for an AmeriCorps Leader (1 page)**

Describe why your program is well suited to provide a quality leadership development experience for an AmeriCorps Leader and how your program will benefit from hosting an AmeriCorps Leader.

#### **b. Leader Development (1 page)**

Review the *“Instructions for Developing Service Leadership Activities”* and the *“Service Leadership Competencies”* before completing this section. Clearly outline the needs of your program and the activities and learning objectives you propose for the Leader to meet those needs. Also include the methods by which you will assess the Leader’s skills development during her/his term of service at your site.

#### **c. Program Collaboration and Sustainability (2 pages total)**

**Program Collaboration:** Each AmeriCorps Leader will manage local, statewide, regional, and national activities that serve to strengthen national service. Review the *“Ambassadorship Overview Sheet”* for guidance in developing appropriate “ambassadorship” or community liaison activities. AmeriCorps Leaders are required to spend at least 25% of their 1700 hours on “ambassadorship” activities.

Outline the “ambassadorship” activities that you plan for the Leader to undertake during the year. These activities should reflect the collaborative priorities of the State commission.

Provide additional details about your program’s current “cross-stream” collaborative efforts. If any of the Leader’s “ambassadorship” activities require funding, indicate the source of these funds. Finally, attach a letter from the State commission indicating the type of support they will provide for the Leader’s role in local, statewide, regional, or national collaboration efforts. Programs selected to host an AmeriCorps Leader will submit a more detailed “collaboration action plan.”

**Sustainability:** As AmeriCorps Leaders may serve for only one term, describe how you plan to continue the Leader’s primary activities after the term of service is completed.

### **3. Organizational Capacity (25%) (1 page)**

Outline the plan for supervising the Leader. Include the roles and responsibilities of the Leader’s supervisor, including meeting schedules, performance monitoring, and evaluation, etc. Also list the types of skills development and administrative support that you will provide or make available to the Leader. For example, will the Leader attend local training events and statewide conferences? Will the Leader participate on the InterCorps Council and be responsible for community-wide service projects? What resources are associated with these activities? (For administrative support, will the Leader have

office space, a desk and chair, access to telephone, fax, computer and an e-mail account?) All Leaders and supervisors must have access to the Internet in order to receive e-mails on the Leaders and Site Supervisors listserv. Sites that cannot provide consistent access to the Internet will not be selected.

**4. Budget/Cost Effectiveness (15%) (1 page)**

Describe how the budget reflects the goals and program design for the AmeriCorps Leader and demonstrates support for the Leader. Do the narrative above, the budget, and budget narrative correspond?

## INSTRUCTIONS: Title Page for Program Applicants

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Please type in black ink.

### Item 1 Application Type

- Complete a separate Title Page for each program or state commission statewide initiative plan.
- Application types are listed by category of National, State Commission, and Tribes and Territories. Please use only one box to identify the type of funding you are requesting. If you include an AmeriCorps Leader site application with this program application, check the AmeriCorps Leader box in addition to the basic funding request. Only programs who have had a previous AmeriCorps grant will be considered for an AmeriCorps Leader.
- **For applicants requesting funding under the state commission heading:** the state commission will complete the appropriate box for formula or competitive program applicants.
- Indicate the three year program cycle for which you are requesting funding. For instance, if you are applying as a new program for 2000 check the program cycle 2000-2003.
- List the first year this program received AmeriCorps funding from the Corporation for National Service.
- List the program year within the program cycle for which you are seeking funds.

### Item 2 Legal Applicant

- The Legal Applicant is the agency or Indian Tribe that takes formal responsibility and assumes liability for the program.
- The point of contact is often the supervisor of the person who has the day to day responsibility for administering the program. We will send notification of grant awards to this person at the address you provide.
- Fill in the address and as many of the remaining blanks as are applicable to your agency.

### Item 3 Employer I.D. Number

- Enter the legal applicant's 9-digit Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

### Item 4 Name of AmeriCorps Program

- Enter the name you will give your AmeriCorps Program, i.e. City Scholars, Reading Express, AmeriCorps Health Team.
- Enter the name and complete mailing address of the Program Director or the person who will have the day to day responsibility for administering the program. This is the contact and address the Corporation will use for publicity purposes and when we send mail directly to programs. If no one has been selected, enter the name of the person we can contact to discuss the programmatic aspects of the program. Indicate that this person is serving in an interim capacity.

### Item 5 Budget

- If you are applying for the first year of a program, enter the total amount of funds you are requesting from the Corporation and the total program cost under first year. Include estimated funding for second and third years. If you are requesting funds for the second year of a program, enter the total amount of funds you are requesting from the Corporation and the total program cost under second year. Include estimated funding for the third program year. If you are requesting funds for the third program year, enter the total amount of funds you are requesting from the Corporation and the total program cost under final year.

### Item 6 Issue Areas and Priorities

- Check the boxes only for the primary types of activities your program will perform. All AmeriCorps programs must address at least one of the issue areas.
- Check the appropriate circle if your program addresses a priority the Corporation for National Service identifies in the application guidelines (national) OR if your program addresses one of the priorities the state commission (state) identifies.

### Item 7 Population to be Served

- Check the box or boxes that indicate the population your program will serve.
- Check the appropriate box if the area you will serve is in a HUD-designated or Department of Agriculture Empowerment Zone or Enterprise Community.

### Item 8 Certification

- Enter the name, title, and phone number of the official who has the authority both to commit the organization to accept federal funding and to carry out the proposed program. Submit the original ink-signed copy of the authorizing official's signature. **Approval of the application by the Corporation may not take effect until a signed certification is submitted.**

**TITLE PAGE FOR PROGRAM APPLICANTS**

**AmeriCorps Application**

Please type or print in black ink.

Please leave blank for Corporation use.

Date of Submission: \_\_\_\_\_

**1. Application Type**

**National**

- Parent Organization
- Operating Site
- Education Award Program
- AmeriCorps Leader

Other: \_\_\_\_\_  
(Special initiative)

**State Commission**

- Competitive To Be Checked by
- Formula State Commission
- Education Award Program
- AmeriCorps Leader
- Statewide Initiative

Other: \_\_\_\_\_  
(Special initiative)

**Tribes/Territories**

- Tribal Program
- Territory Program
- Education Award Program
- AmeriCorps Leader

Other: \_\_\_\_\_  
(Special initiative)

Program Cycle:     2000-03     2001-04     2002-05    Year of first AmeriCorps funding for this program: \_\_\_\_\_  
 Program Year: \_\_\_\_\_

**2. Legal Applicant:**

Legal Applicant Point of Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address (please do not use P. O. Box): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_  
 Email: \_\_\_\_\_ Web Site: \_\_\_\_\_

**3. Employer I.D. Number:** \_\_\_\_\_

**4. Name of AmeriCorps Program:** \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address (please do not use P. O. Box): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_  
 Email: \_\_\_\_\_ Web Site: \_\_\_\_\_

**5. Budget:**

	First Year	Second Year	Final Year
Corporation Funds Requested:	\$ _____	\$ _____	\$ _____
Total Program Cost:	\$ _____	\$ _____	\$ _____

**6. Issue Areas:**

Priorities:     Education     Public Safety     Environment     Other Human Needs  
 National \_\_\_\_\_ - OR -     State \_\_\_\_\_

**7. Population to be served:**

- Urban
- Rural
- Other
- Empowerment Zone
- Enterprise Community

**8. Certification:**

The applicant certifies to the best of his/her knowledge and belief that the data in this application are true and correct and that filing of the application has been duly authorized by the governing body of the applicant and that applicant will comply with the assurances required of applicants if the assistance is approved.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS: Executive Summary

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Please type the Executive Summary.

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The purpose of the executive summary is for you to provide short, clear, concise statements about your proposed program. It is, in fact, a series of "sound bites" that paints a clear picture of your program and the service it will complete. *The Executive Summary is exempt from the double-space rule and may be single-spaced.*

### For All Applicants:

### Executive Summary of the AmeriCorps Program (no more than one page)

#### Statement of Need

- The overall purpose of AmeriCorps is to help local communities address critical unmet needs. Provide a description of the critical need that has prompted your organization to submit an AmeriCorps proposal. *Examples: Sometown has a city-wide high school drop out rate of 50%... Only 42% of Sometown's first through third graders read at grade level... Only 2% of the homeless population gets assistance in moving to permanent housing... The pollution in the Sometown River has steadily increased over the past 10 years so that fish and other marine animals are no longer able to live in the River.*

#### Mission Statement

- Include the mission statement for your agency, organization or collaborative that is supporting the AmeriCorps program. In this case, we define "mission statement" as a description of the overarching purpose of the entity. If there is not a clear connection between the statement of need and the mission of your organization, please describe why it is supporting a program that addresses the need listed above. *Examples of mission statements might be: to enhance awareness and promote citizen involvement in natural resource management; to connect educational institutions with the community in order to facilitate the application of knowledge and learning; to assist individuals and families in accessing community resources.*

#### Program Goal

- Explain what part of the identified need you will address in your proposed AmeriCorps program. *For instance, if the need is a soaring rate of high school drop-outs in the city, the goal of the program might be to decrease the high school drop-out rate in two high schools.*

#### Program Summary

- Provide a concise description of your proposed AmeriCorps program. This should include the activities that AmeriCorps members perform to reach the program goal(s) and the expected impact(s) of the program.

## **INSTRUCTIONS: Budget Narrative for Program Applicants**

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Please type in black ink.

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It will be easier to complete the budget narrative first, using the line items on the form as a guide, and then transfer the totals to the budget form. You should organize the budget narrative in the same order as the Budget Form and clearly identify requested Corporation Share and Grantee Share. Your grantee shares in specific items should meet at least the minimum requirements as described below. **If you are applying for an AmeriCorps Leader, include the costs for the Leader in the budget narrative.**

You must complete the narrative for both funds requested from the Corporation and for other Federal/State/Local/Private funds. Show whether the grantee share is in-kind or in cash and whether the cash match comes from other federal vs. nonfederal funds. For each of the line items contained on the Budget Form, you must provide a full explanation in the budget narrative that explains the item, its purpose and shows how you calculated the cost, in an equation format where appropriate. For example, break travel down into discrete components, and then prepare equations showing the number of anticipated trips, the number of travelers, and the estimated cost.

### **Budget Item A - Member Support Costs**

The narrative should clearly identify the number of members you are supporting by category (i.e. full time, part-time, summer, etc.) and the amount of living allowance they will receive identifying Corporation share and your cash match share. There are limits on the Corporation share of member support costs. See member benefits. Indicate the source of the health insurance coverage and the number of members.

#### **Budget Items B-E - Program Operating Cost**

There are limits on the Corporation share of program operating costs. Do not include the living allowance, health care, and childcare costs in the calculation of the program operating costs. There are separate budget requirements for living allowance and health care.

Clearly identify the number of staff, position titles, annual salary, and the percentage of staff time that will apply to the grant. You must include a brief statement of responsibilities for each position.

You must individually list in the budget equipment with a unit acquisition value of \$5,000 or greater.

Our share of administrative costs cannot exceed 5% of total Corporation funds that you actually expend under this award. To arrive at our maximum share of 5%, multiply the sum of Subtotal A, plus Subtotal B through E in the Corporation share column by 5.26%. Your match for administrative costs may not exceed 10% of all direct cost expenditures. If you want to claim more than 10% match in administrative costs, you must have or obtain an approved indirect cost rate. Where appropriate, we will establish an indirect cost rate that you may use for this and other Federal awards. If you are using an indirect rate, you must clearly indicate which Federal agency approved the rate and period of time the approval covers.

You may provide your share of operating costs through cash or in-kind contributions. In-kind contributions are the value of goods or services you or a third party donate in support of the project. The share of funds may come from a number of sources, including federal. However, we also require that you raise some of the funds from the private sector, e.g. corporations, foundations, individuals, local businesses or nonprofit organizations.

## Sources and Types of Match Contributions

At the end of the budget narrative, please include a chart that indicates the source and amount (or estimate) of match. An example follows:

Source	Amount in cash	In-Kind	Intended Purpose
Burger Palace	\$1,000	\$500 in food	In-kind will be donated food for service events.  Cash will be used for supplies
City Foundation	Range: \$20,000-50,000		Cash will be used for salaries and supplies.
The Book Store		\$1,000 in books	Used for literacy program

### Narrative Sample

A sample of a budget narrative for some of the cost categories follows:

	<u>Corporation Share</u>	<u>Grantee</u>	<u>Total</u>
<b>Staff</b>			
1 Program Director: 10% @ \$35,000 = \$3,500 (Overall project management)	\$3,000	\$500	\$3,500
2 Project Coordinators: 100% of time @ \$20,000 each = \$40,000 (Provides daily supervision to members, training, monitoring, progress reports)	\$34,000	\$6,000	\$40,000
<b>Travel to State Commission Workshop</b>			
2 staff x (2 days x \$120 per Diem) + mileage (150 miles x .25 mile) = \$517.50	\$317.50	\$200.00	\$517.50
<b>Training for AmeriCorps members (ACMs)</b>			
100 members x \$50 = \$5,000	\$3,500	\$2,000	\$5,000
AmeriCorps Leader	\$7,650	\$5,350	\$13,000

### Projected Budgets for Second and Third Program Year

If you are applying for the first year of the program, include projected budgets for years 2 and 3. If you are submitting information for the second program year, include a projected budget for year 3. You do not have to describe each line item of the projected budget, but you should indicate the line items that you expect to increase or decrease in future years.

## INSTRUCTIONS: AmeriCorps Program Budget Form

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Please type budget form or recreate comparable form on the computer.

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The budget should be sufficient to perform the tasks described in the proposal narrative. Do not include unexplained amounts for miscellaneous or contingency costs or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar. Do not request cents. If you are applying for an AmeriCorps Leader, include the costs for the Leader in the program budget.

### Program Cycle

- Check the program cycle that corresponds with the year in which you submitted a new application to the Corporation. Give the program year within the program cycle that this budget will cover.

### Original/Revised

- Use this budget form for the original and all revised budgets. At the beginning of each program year, you will submit an original budget for that program year. If necessary, you should mark subsequent budget revisions as such with the date of revision.
- You must attach a budget narrative to the budget form.

### Legal Applicant/Program Name/Site Location

- From the title page, copy the name of the Legal Applicant (item 2) and name of the Program (item 4).
- Include the site location information only for national direct programs.

### Box 1

- In column a, if you have summer only members, indicate the number of hours they will serve in the space next to "Summer Only". All members should serve the same specified number of hours. The minimum is 300. If you have reduced part-time members other than summer members, indicate the number of hours they will serve in the space next to RPT.
- In column b, indicate the number of members in each category who will receive a living allowance that uses Corporation funding. **If you are requesting an AmeriCorps Leader, include the Leader in the number of full-time members.**
- In column c, indicate the number of members in each category who will receive a living allowance from a source other than the Corporation or who will not receive any stipend. (All full-time members must receive a stipend).
- In column d, calculate the number of FTE (full-time equivalents) using the formulas listed in the box. At the bottom of column d, indicate the total number of FTE for the program by adding all numbers in column d.

You must match member support costs with non-Federal cash. The source may be state, private sector or other funds in accordance with applicable AmeriCorps requirements.

### Item A Member Support Costs

- Copy the numbers from Box 1, column b to the "Number of Members" category.
- **Full-time members.** Generally, all full-time members must receive a living allowance between \$9,300 (minimum) and \$18,600 (maximum). We will fund up to 85% of the minimum living allowance amount ( $\$9,300 \times .85 = \$7,905$ ). If you want to provide a higher living allowance in excess of the minimum living allowance amount of \$9,300 you must provide a grantee match for all funds over \$7,905. For example, if you desire to provide a \$10,000 living allowance to your members you would have to provide a \$2,095 match (\$1,395 would have to be cash from non-federal sources) if you requested the maximum Corporation share of \$7,905. Programs in existence prior to September 21, 1993 (see section under What You Need to Know About Designing a Program for AmeriCorps Members– Member Benefits –Exceptions) may offer a lower living allowance than the minimum, but Corporation funds will support only 85% of the total amount.
- **AmeriCorps Leaders.** All AmeriCorps Leaders serve a full-time term. They must receive a living allowance of \$13,000. The Corporation will fund only 85% of the minimum member living allowance ( $\$9,300 \times .85 = \$7,905$ . See above.) The Grantee must provide a grantee match of \$5,095 from non-federal sources.

- **All Part-time members.** You are not required to provide living allowances for part-time members. However, if you decide to do so, you may provide a prorated living allowance (especially important if you have both full and part-time members). The calculation is [0 up to minimum living allowance of  $\$9,300 \times (\# \text{ of service hours for program year} \div 1700 \text{ service hours})$ ]. Examples follow:
- **One Year Part-time members.** Part-time members completing 900 hours of service in one year could receive up to \$4,924 for the year with a maximum Corporation match of \$4,185 ( $\$4,924 \times .85$ ). Calculate the \$4,924 by multiplying \$9,300 by  $(900 \text{ service hours} \div 1700 \text{ service hours})$ .
- **One Year Reduced Part-time members.** Part-time members completing 450 hours of service in one year could receive up to \$2,462 for the year with the maximum Corporation match of \$2,092 ( $\$2,462 \times .85$ ). Calculate the \$2,382 is by multiplying \$9,300 by  $(450 \text{ service hours} \div 1700 \text{ service hours})$ .
- **Summer Only members.** Part-time members completing their service in a summer term should complete a predetermined number of hours that you designate. For instance, if the you determine that all summer members will serve 350 hours, you could base living allowances on the following calculation.  $\$9,300 \times (350 \text{ service hours} \div 1700 \text{ service hours}) = \$1,915$ .
- **FICA.** Unless specifically exempted by the IRS, all programs must pay FICA for any member receiving a living allowance, even when we do not supply the living allowance. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate your share of FICA at 7.65% of the total amount of the living allowance and prorate in the same proportion as the Corporation and Grantee match.
- **Workers' Compensation.** Some states require workers' compensation for their AmeriCorps members. These rates vary by state. You must check with your State Department of Labor or state commission to determine if you are required to pay workers' compensation and at what level. If you are not required to pay workers' compensation you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or incidents.
- **NOTE:** You must offer health care benefits to full-time Members in accordance with Corporation requirements. Except as stated below you may not pay health care benefits to part-time Members with Corporation funds. You may choose to provide health care benefits to part-time Members from other sources (i.e., non-Corporation). Part-time Members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) may be eligible for health care benefits supported with our funds, subject to applicable match requirements. However, we must either approve this in the grant agreement or by prior written approval.
- **Health Insurance.** In the first column next to Health Insurance, indicate your number of members who will receive the program's existing Health Care benefits. If you have an existing health benefit policy for your full-time members that meets minimum requirements you may request 85% of those funds from us. You must match the remainder in cash, the Corporation will not pay for dependent coverage. Separate health insurance is not required for tribal AmeriCorps members covered by the Indian Health Service. Tribal programs may count \$924 per full-time member as match.
- **Other.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. Rates vary by each state. You cannot charge the cost of unemployment insurance taxes to the grant unless mandated by State law. You are responsible for determining what State law requires via your state commission, legal counsel, or applicable state agency. If state law requires unemployment coverage, include the cost in this line item. We will fund 85% of these expenses when mandated by state law.
- **Subtotal A.** Add each column to arrive at subtotal. Then calculate actual percentage for Corporation share and Grantee share by dividing each of these shares by the total.

You must match at least 33% of the total of items B-E below with cash or in-kind contributions. The sources may be Federal, state, private sector, or other funds in accordance with applicable AmeriCorps requirements.

#### Item B Other Member Support Costs

- In this section include any training, education, and other costs that relate directly to an AmeriCorps member or Leader.
- **Subtotal B.** Add each column to arrive at subtotal.

#### Item C Staff

- **Salaries.** Include the portion of staff costs that are attributed directly to the operation of an AmeriCorps program or project.
- **Benefits.** Include costs of fringe benefits for staff working on the AmeriCorps project.
- **Training.** Include the costs associated with training of staff working on the AmeriCorps project.
- **Other.** Include any other staff related costs. You may include costs for consultants related to the program operations. You should include consultants used for evaluation or administration related functions in Item E or Item F, respectively. Payments to individuals for consultant services under this grant may not exceed \$443 per day (exclusive of any indirect expenses, travel, supplies etc).
- **Subtotal C.** Add each column to arrive at subtotal.

**Item D Operating Costs**

- Include costs that are directly related to operating the AmeriCorps program. Examples follow.
- **Travel.** Costs associated with transportation, lodging, subsistence and other related expenses for staff and AmeriCorps members outside their local service site.
- **Corporation Sponsored Meeting.** If you are an Indian Tribe, U.S. Territory, or a program applying through the state commission, you should include \$2,000.00 in this line item to cover the cost of Corporation-sponsored technical assistance meetings. National Direct operating sites should include \$750.00 in this line item to cover these costs.
- **Supplies.** Include the funds for the purchase of supplies and materials, including Service Gear and equipment that does not fit the definition below. You must individually list any single item costing more than \$1,000.
- **Local Transportation.** Costs associated with traveling locally such as bus passes to local sites, mileage reimbursement for use of a car, etc.
- **Equipment.** Equipment is defined as tangible non-expendable personal property having a useful life of more than one year AND an acquisition cost of \$5,000 (five thousand) or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in supplies above. Purchases of equipment are limited to 10% of the total grant amount (line items A-F).
- **Other.** Allowable costs in this section also may include space rental (for sites where programs are run; national office space rental may be unallowable), utilities, and telephone and Internet expenses that are directly and specifically used for AmeriCorps members and directly involve staff. If shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget narrative.

**Item E Evaluation**

- Include costs for program evaluation activities, including additional staff time you did not budget, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. This does not include the daily/weekly gathering of data to assess progress toward objectives, but is a larger assessment of the impact your program is having on the community as well as an assessment of the overall systems and program design.

**Item F Administration**

- **Definitions.** Administrative costs means general or centralized expenses of overall administration of an organization that receives Corporation funds and does not include particular Program or project costs. For organizations that have an established indirect cost rate for Federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122. For organizations that do not have an established indirect cost rate for Federal awards, administrative costs include:
  - i. costs for financial, accounting, auditing, contracting or general legal services except in unusual cases where they are specifically approved in writing by the Corporation as program costs;
  - ii. costs for internal evaluation, including overall organization's management improvement costs (except for independent and internal evaluations of the Program or project evaluations that are specifically related to creative methods of quality improvement); and
  - iii. costs for general liability insurance that protects the organization(s) responsible for operating a Program or project, other than insurance costs solely attributable to the Program or project.

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

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

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

- v. space, facility and communications costs that primarily support Program or project operations, excluding those costs that are already covered by an organization's indirect costs rate; and
  - vi. other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by the Corporation as directly attributable to a Program or project.
- **Limitation by statute.** The Corporation share of administrative costs cannot exceed 5% of total Corporation funds actually expended under this award. To arrive at the Corporation maximum share of 5%, multiply the sum of Subtotal A, plus Subtotal B through E in the Corporation share column by 5.26%
  - **Fixed 5%.** If approved on a case-by-case basis by the Corporation, the grantee may charge, for administrative costs, a fixed 5% of the total of the corporation funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures. These rates may be used without supporting documentation and are in lieu of an indirect cost rate.
  - **Indirect Cost Rates.**
    - i. If grantees have an approved indirect cost rate, such rate will constitute documentation of the grantee's administrative costs including the 5% maximum payable by the Corporation and the grantee match of administrative costs.
    - ii. If a grantee wants to claim more than 10% match in administrative costs it must have or obtain an approved indirect cost rate. Where appropriate, the Corporation will establish an indirect cost rate that may be used for this and other Federal awards.
  - **Consistency of treatment.** To be allowable under an award, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the organization. Furthermore, the costs must be accorded consistent treatment in both federally financed and other activities as well as between activities supported by different sources of federal funds.

To calculate the maximum allowable Corporation share of administrative costs, multiply 5.26% by the sum of Corporation share subtotal A plus Corporation share subtotal B through E. This total is the maximum amount the applicant may request from the Corporation for this line item.

#### **Item G Total Program Operating Costs**

Add Items B through F for program operating costs.

Then calculate the actual percentage of match for the Corporation share and the Grantee share by dividing each of these shares by the total of Item G. The maximum Corporation share is limited to 67% of the total amount of Item G.

#### **Item H Total Budget**

Add Items A and G for total budget.

Corporation Cost per FTE

Enter the Total Corporation Share from Item H. Divide the total from Item H by the total number of FTEs from Box 1. Enter the result in the space for Corporation Cost per FTE.

BUDGET FORM

AMERICORPS

Program Cycle:  2000-03     2001-04     2002-05    Program Year: \_\_\_\_\_  
 Original     Revised    \_\_\_\_\_

Please attach the budget narrative to this page. (Date of revision) \_\_\_\_\_

Legal Applicant Name: \_\_\_\_\_  
 Program Name: \_\_\_\_\_  
 Site Location (City, State, Zip): \_\_\_\_\_  
 (for National Direct programs Only)

**BOX 1 AmeriCorps Member Positions Requested**

(a)Hours	(b)Corporation Living Allowance Provided	(c)No Corporation Living Allowance Provided	(d)Number of FTEs
1 Year Full Time 1700	_____	_____	b + c _____
1 Year Part Time 900	_____	_____	(b + c) ÷ 2 _____
2 Year Part Time <sup>1</sup> 900	_____	_____	(b + c) ÷ 4 _____
<b>1 Year Reduced Part Time (RPT)</b>			
Summer Only _____	_____	_____	[(b + c) x a] ÷ 1700 _____
Other RPT _____	_____	_____	[(b + c) x a] ÷ 1700 _____
			<b>TOTAL FTEs</b> _____

<sup>1</sup> If this line includes Continuing Part-time members from the previous grant cycle, please check this box  and identify how many: \_\_\_\_\_

<sup>2</sup> If you are proposing one-year part-time 450 hours, use the following formula: ¼ FTE or (b+c)/4

**A. Member Support Costs**

	Number of Members	Corporation Share	Grantee Share	Total
1 Year FT 1700 hours	_____	_____	_____	_____
1 Year PT 900 hours	_____	_____	_____	_____
2 Year PT 900 hours	_____	_____	_____	_____
Summer _____ hours	_____	_____	_____	_____
Other RPT _____ hours	_____	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____	_____
(7.65%) FICA	_____	_____	_____	_____
Workers' Compensation	_____	_____	_____	_____
Health Insurance	_____	_____	_____	_____
Other	_____	_____	_____	_____
<b>SUBTOTAL A.</b>		Percentage: _____% (Maximum 85%)	Percentage: _____% (Minimum 15%)	(Total 100%)

**B. Other Member Support Costs**

Training and Education	_____	_____	_____
Other (please specify in Budget Narrative)	_____	_____	_____
<b>SUBTOTAL B.</b>	_____	_____	_____

	Corporation Share	Grantee Share	Total
<b>C. Staff</b>			
Salaries	_____	_____	_____
Benefits	_____	_____	_____
Training	_____	_____	_____
Other (please specify in Budget Narrative)	_____	_____	_____
<b>SUBTOTAL C.</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>G. Other Operating Costs</b>			
Travel	_____	_____	_____
Corporation sponsored training	_____	_____	_____
Supplies	_____	_____	_____
Local Transportation	_____	_____	_____
Equipment (not greater than 10% of A through F)	_____	_____	_____
Other (please specify in Budget Narrative)	_____	_____	_____
<b>SUBTOTAL D.</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>H. Evaluation</b>	_____	_____	_____
<b>SUBTOTAL E.</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>I. Administration</b>			
To arrive at the Corporation's maximum share of 5%, multiply the sum of Subtotal A plus Subtotal B through E in the Corporation Share column by .0526.			
Program/Operating Site	_____	_____	_____
State Commission (for State programs only)	_____	_____	_____
<b>SUBTOTAL F.</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>J. Total Program Operating Costs (B through F)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Percentage: _____ % (Maximum 67%)	Percentage: _____ % (Minimum 33%)	(Total 100%)

**H. Total Budget (A + G)** \_\_\_\_\_

Corporation Cost per FTE (full-time equivalent position)

**Total Corporation Share (Line H)** \_\_\_\_\_

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**Divided by Total Number of FTEs (Box 1)** \_\_\_\_\_ = \_\_\_\_\_ **Corporation Cost per FTE**

AMERICORPS PROGRAM OBJECTIVES SUMMARY FORM

Date of Submission \_\_\_\_\_

Please type. Please include each of the program objective summary statements from Box 6 of the AmeriCorps Objective Worksheets in the space below. Submit this form, not the worksheets, to the Corporation with your program application. If you have more than three objectives in any category, duplicate this form to record additional objectives.

Legal Applicant: \_\_\_\_\_ Program Cycle:  2000-03  2001-04  2002-05

Site Location (City, State): \_\_\_\_\_  
(for National Direct programs only)

Getting Things Done

- 1. -----
  
- 2. -----
  
- 3. -----

Member Development

- 1. -----
  
- 2. -----
  
- 3. -----

Strengthening Communities

- 1. -----
  
- 2. -----
  
- 3. -----

## Certifications and Assurances

### Certifications and Assurances

#### Instructions

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

**a) Inability to certify**

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

**c) Notice of error in certification or assurance**

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

**d) Definitions**

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

**e) Certification requirement for subgrant agreements**

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

**f) Certification inclusion in subgrant agreements**

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

**g) Certification of subgrant principals**

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

**h) Non-certification in subgrant agreements**

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

**i) Prudent person standard**

Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the certifications and assurances 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.

**CERTIFICATIONS**

**Certification – Debarment, Suspension, and Other Responsibility Matters**

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

- A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
- Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
  - Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
  - Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;
- B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

**Certification – Drug-Free Workplace**

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

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

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about—
- the dangers of drug abuse in the workplace,
  - the grantee's policy of maintaining a drug-free workplace.
  - any available drug counseling, rehabilitation, and employee assistance programs, and
  - the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
- abide by the terms of the statement, and
  - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying us within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted—
- Taking appropriate personnel action against such an employee, up to and including termination; or

- Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).

#### **Certification – Lobbying Activities**

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

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

#### **ASSURANCES**

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

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-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 OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing this program.
- Will keep such records and provide such information to us with respect to the program as may be required for fiscal audits and program evaluation.
- Will not use the assistance to replace state and local funding streams that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-federal expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
- Will develop an age-appropriate learning component for participants in the program that includes a chance for participants to analyze and apply their service experiences.
- Will use the assistance only for a program that does not duplicate, and is in addition to, an activity otherwise available in the locality of the program.
- Will comply with the Notice, Hearing, and Grievance Procedures found in § 176 of the Act.
- Will, prior to the placement of a participant, 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 the program, to prevent the displacement and protect the rights of those employees.
- Will comply with the nondisplacement rules found in § 177(b) of the Act. Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps participant; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed individual; an AmeriCorps participant shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.
- Will comply with the ineligible service provisions found in section 132 of the Act. Specifically a program may not use assistance or any approved national service position to perform service that provides direct benefit to any: (1) business organized for profit; (2) labor union; (3) partisan political organization; (4) organization engaged in religious activities (unless such service does not involve the use of assistance or participants to give religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious education or worship, construct or operate facilities devoted to religious instruction or worship, or engage in any form of proselytization); or (5) nonprofit organization that fails to comply with the restrictions contained in section 501 (c) (3) of the Internal Revenue Code (26 U.S.C. 501(c)(3)). However, the provisions of section 132 of the Act shall not be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.

**CERTIFICATION AND ASSURANCES**

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**CERTIFICATION SIGNATURE**

**NOTE: Sign this form and include in the application.**

**Before you start:** Before completing certification, please read the Certification Instructions.

**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

**Legal Applicant:**

\_\_\_\_\_

**Project Name:**

\_\_\_\_\_

**Name and Title of Authorized Representative:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

---

**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:**

\_\_\_\_\_

**Project Name:**

\_\_\_\_\_

**Name and Title of Authorized Representative:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## APPLICATION CHECKLIST

Each copy of your application contains:

- Table of Contents
  - Signed Title Page
  - Budget Form
  - Budget Narrative
  - Executive Summary: All applicants (no more than one page)
  - Program Narrative (no more than 20 pages)
  - Program Objectives Summary Form
  - AmeriCorps Leader Narrative (no more than six pages, if applicable)
  - Assurances and Certifications Form
- 
- This application is double-spaced
  - This application is in 12-point font
  - This application consists of one unbound, single-sided original and two copies. All applicants are encouraged to voluntarily submit an additional four (4) copies of the application to expedite the review process.

## EDUCATION AWARDS PROGRAM APPLICATION INSTRUCTIONS

## Application Compliance Requirements

You must **submit one unbound, single-sided original and two (2) bound copies** of the application. All applicants are encouraged to voluntarily submit an additional four (4) copies of the application who apply directly to the Corporation to expedite the review process. Facsimiles will not be accepted. Postmarks will also not be accepted. Type and double-space the submission package in not less than 12-point font size, with one-inch margins. Please number the narrative pages. You must follow the page limits specified below. We will not accept appendices. This includes annual reports, videos, brochures or any supplementary material not requested in the application.

We will not review any submission that does not comply with all of the above requirements except under extenuating circumstances as determined by us.

## REVIEW AND SELECTION CRITERIA FOR NEW APPLICATIONS

THE EVALUATION CRITERIA AND THEIR PERCENTAGE WEIGHTS ARE:

Program Design	60%
Getting Things Done	
Participant Development	
Strengthening Communities	
Organizational Capacity	25%
Budget/Cost Effectiveness	15%

### I. New Program Application Instructions

**A. General Submission Information.** Applicants must submit an application that consists of the following components in the following order.

- Title Page
- Executive Summary (one single-spaced page)
- Summary of Current Education Awards Program Impact (complete only if your program is currently in its third year of operation)
- Program Narrative (no more than 20 double-spaced pages)
- Objective Worksheet
- Budget Form and Budget Narrative (if applicable)
- Assurances and Certification

**1. Title Page** -- Follow the instructions for the Title Page.

**2. Executive Summary of the Education Awards Program**

Provide a clear overview of the program. Be succinct and as comprehensive as possible. This should include a mission statement for the program, a statement of need and expected impact of the program, and a summary of the program design. The program design should at a minimum summarize how you will achieve the impacts.

**3. Program Narrative (no more than 20 pages).**

The program narrative follows the Executive Summary and covers the information we request below. You must respond to each question in each section of the program narrative.

In addition to the narrative, we will also evaluate the objective(s) and budget (if applicable) in determining how well your application meets the selection criteria. Include page numbers on each page of the narrative and provide information in the order listed.

- a. Program Design (60%)** Program design consists of three elements that are listed in rank order of importance.

**Getting Things Done  
Participant Development  
Strengthening Communities**

Please note that we will review and consider the Executive Summary of Current Education Awards Program Impact submitted by existing programs when evaluating this Program Design section.

**1. Getting Things Done**

- *What is the compelling community need(s) you will address and how did you identify these needs?*
- Describe at least one specific “getting things done” objective your program will accomplish in the coming year.
- What service activities will the members perform?
- How will the objective(s) directly relate to the activities of the members and how will you measure impact?
- Why is an Education Awards program an appropriate means of meeting the needs?
- “Value Added”: If you currently operate a community service program, and are proposing to make education awards available for those performing the service, please describe how the education awards will add value to the program and increase or enhance the program's impact in the community. This “value added” may be established by:
  - ◆ increasing the number of members participating in the service program
  - ◆ launching new service sites or new service activities
  - ◆ increasing the number of hours of community service provided
  - ◆ expanding the role of community volunteers in the program
  - ◆ improving the caliber or diversity of members enrolled
  - ◆ promoting other strategies to expand the program or enhance its impact in the community

**2. Participant Development**

- How will you recruit, select, and train members?
- What skills and characteristics will the members need?
- Where and how will you place and supervise members?
- What member development activities will occur?
- How will you ensure that members think of themselves as AmeriCorps members?
- What, if any, living allowance or other benefits will your members receive? If you are requesting full-time members who will not receive any living allowance, please discuss how you expect them to meet basic living expenses.
- How will you prepare service supervisors and host sites for their participation and how will you provide ongoing support?

**3. Strengthening Communities**

- Discuss plans to generate community volunteers.

- Identify community organizations that will be involved as partners.
- How will the program document appropriate hours of service?
- What will you do to identify the program as part of the AmeriCorps network?

#### 4. Program Design Issues

We support a variety of program strategies that may effectively use the education award as a resource to help solve community problems. To the extent that your proposal reflects one or more of the following, you should include specific strategies for how you will handle each program design issue.

a. Programs that involve part-time members who receive no living allowance or other benefits can be particularly successful but may pose unique management challenges. Such programs can create problems with inadequate attendance or premature departure from the program.

If you propose such a program, you should propose strategies to help answer the challenges. Strategies may include developing quality service activities that members find both challenging and satisfying; providing extensive educational or career development opportunities for members; requiring explicit acknowledgment of the service term obligation from members; and creating sufficient schedule flexibility to permit member progress despite other personal time commitments, such as a job, college, or family. Include any other strategies you have identified.

b. Placing non-stipended members with other members who receive living allowances and benefits sometimes creates difficulties. Frequently, negative consequences result when members with different benefits packages serve together. Problems include the morale of members, resentment about service assignments, and conflicts concerning program responsibilities. Efforts to avoid such problems must be a significant priority.

Within your application, you should identify and propose strategies that may help avoid or ameliorate such situations. Strategies include placing the Education Award members at new program sites (where no current members are serving); identifying distinct service activities for the different types of members; using non-Corporation funds to pay a living allowance or other benefits; and, clarifying the variable benefits available to different members at the beginning of the program.

c. It is imperative to ensure that the on-site supervisors of Education Awards Program AmeriCorps members are adequately trained, supervised and supported to oversee the service of AmeriCorps members and meet program requirements. This is particularly true with those who supervise members in single or small group placements. Because strategies to provide sufficient orientation and on-going support for these supervisors are critical to the success of Education Awards Programs, you should identify in your proposal the strategy you will use.

#### b. Organizational Capacity (25%)

- If you presently operate a service program, what changes in your current program operation will you make to meet AmeriCorps requirements? (i.e., will changes occur in staffing, participant recruitment, selection, training, placement, preparation of service sites, expansion of community partners, etc.?)
- Discuss your organization's past experience and current capacity to operate or coordinate the proposed service program.
- For programs requesting funds, discuss your financial management systems, including whether you have received federal grant funds in the past, whether your program has been audited, and whether your program has been audited subject to federal requirements. (Provide a copy of any audit report received in the past five years).
- Describe experience with leveraging volunteers to support service activities.
- Describe staff structure and discuss the background, experience, and relevant accomplishments (or specific skills needed) of the principal staff who will be accountable for this program.

- Include a current or proposed organization chart that includes the new program.
- Describe how you will monitor progress toward the annual objectives described above and collect information on the measurable accomplishments of service activities.
- How will your program document appropriate hours of service?
- How will the program ensure that AmeriCorps members comply with the prohibitions on service activity?

**c. Budget/Cost Effectiveness (15%)**

- Describe your financial capacity (other than the requested Corporation funds, if any) to conduct an effective AmeriCorps program.
- Discuss resources available, from non-Corporation sources, to operate and sustain the program. (A request for Corporation funds must follow instructions included in these Guidelines).

**5. Objectives**

Education Awards Programs must submit at least one Getting Things Done Program objective. You may choose to have more. These instructions apply for the objective(s) you choose. Complete the Objectives Worksheet following the instructions. Your objective(s) should be clearly linked to the program narrative and focus on the areas in which you expect to make the greatest impact. Allow time so that you address all of the components needed in developing an objective. Submit the worksheet(s) with your application.

**6. Budget Request**

To request Corporation funds, please follow the instructions below and use the Budget Request Form. The budget is for evaluation purposes only and will not appear in the grant award.

**7. Certifications and Assurances**

Read the certifications and assurances carefully. When you have done so, complete the form which certifies that your organization will comply with all the required Federal assurances and certifications and include this form as the last page of your submission.

**TITLE PAGE FOR PROGRAM APPLICANTS**

AmeriCorps Application

Please type or print in black ink.

Please leave blank for Corporation use.



- Complete a separate Title Page for each program or state commission statewide initiative plan.
- Application types are listed by category of National, State Commission, and Tribes and Territories. Please use only one box to identify the type of funding you are requesting. If you include an AmeriCorps Leader site application with this program application, check the AmeriCorps Leader box in addition to the basic funding request. Only programs who have had a previous AmeriCorps grant will be considered for an AmeriCorps Leader.
- **For applicants requesting funding under the state commission heading:** the state commission will complete the appropriate box for formula or competitive program applicants.
- Indicate the three-year program cycle for which you are requesting funding. For instance, if you are applying as a new program for 2000 check the program cycle 2000-2003.
- List the first year this program received AmeriCorps funding from the Corporation for National Service.
- List the program year within the program cycle for which you are seeking funds.

#### **Item 2 Legal Applicant**

- The Legal Applicant is the agency or Indian Tribe that takes formal responsibility and assumes liability for the program.
- The point of contact is often the supervisor of the person who has the day to day responsibility for administering the program. We will send notification of grant awards to this person at the address you provide.
- Fill in the address and as many of the remaining blanks as are applicable to your agency.

#### **Item 3 Employer I.D. Number**

- Enter the legal applicant's 9-digit Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

#### **Item 4 Name of AmeriCorps Program**

- Enter the name you will give your AmeriCorps Program, i.e. City Scholars, Reading Express, AmeriCorps Health Team.
- Enter the name and complete mailing address of the Program Director or the person who will have the day to day responsibility for administering the program. This is the contact and address the Corporation will use for publicity purposes and when we send mail directly to programs. If no one has been selected, enter the name of the person we can contact to discuss the programmatic aspects of the program. Indicate that this person is serving in an interim capacity.

#### **Item 5 Budget**

- If you are applying for the first year of a program, enter the total amount of funds you are requesting from the Corporation and the total program cost under first year. Include estimated funding for second and third years. If you are requesting funds for the second year of a program, enter the total amount of funds you are requesting from the Corporation and the total program cost under second year. Include estimated funding for the third program year. If you are requesting funds for the third program year, enter the total amount of funds you are requesting from the Corporation and the total program cost under final year.

#### **Item 6 Issue Areas and Priorities**

- Check the boxes only for the primary types of activities your program will perform. All AmeriCorps programs must address at least one of the issue areas.
- Check the appropriate circle if your program addresses a priority the Corporation for National Service identifies in the application guidelines (national) OR if your program addresses one of the priorities the state commission (state) identifies.

#### **Item 7 Population to be Served**

- Check the box or boxes that indicate the population your program will serve.
- Check the appropriate box if the area you will serve is in a HUD-designated or Department of Agriculture Empowerment Zone or Enterprise Community.

#### **Item 8 Certification**

- Enter the name, title, and phone number of the official who has the authority both to commit the organization to accept federal funding and to carry out the proposed program. Submit the original ink-signed copy of the authorizing official's signature. **Approval of the application by the Corporation may not take effect until a signed certification is submitted.**

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## **INSTRUCTIONS: Executive Summary**

Please type the Executive Summary.

The purpose of the executive summary is for you to provide short, clear, concise statements about your proposed program. It is, in fact, a series of "sound bites" that paints a clear picture of your program and the service it will complete. *The Executive Summary is exempt from the double-space rule and may be single-spaced.*

**For All Applicants:**

**Executive Summary of the Education Awards Program (no more than one page)**

Statement of Need

- The overall purpose of AmeriCorps is to help local communities address critical unmet needs. Provide a description of the critical need that has prompted your organization to submit an AmeriCorps proposal. *Examples: Sometown has a city-wide high school drop out rate of 50%... Only 42% of Sometown's first through third graders read at grade level... Only 2% of the homeless population gets assistance in moving to permanent housing... The pollution in the Sometown River has steadily increased over the past 10 years so that fish and other marine animals are no longer able to live in the River.*

Mission Statement

- Include the mission statement for your agency, organization or collaborative that is supporting the AmeriCorps program. In this case, we define "mission statement" as a description of the overarching purpose of the entity. If there is not a clear connection between the statement of need and the mission of your organization, please describe why it is supporting a program that addresses the need listed above. *Examples of mission statements might be: to enhance awareness and promote citizen involvement in natural resource management; to connect educational institutions with the community in order to facilitate the application of knowledge and learning; to assist individuals and families in accessing community resources.*

Program Goal

- Explain what part of the identified need you will address in your proposed AmeriCorps program. *For instance, if the need is a soaring rate of high school drop-outs in the city, the goal of the program might be to decrease the high school drop-out rate in two high schools.*

Program Summary

- Provide a concise description of your proposed AmeriCorps program. This should include the activities that AmeriCorps members perform to reach the program goal(s) and the expected impact(s) of the program.

EDUCATION AWARDS PROGRAM BUDGET FORM

AMERICORPS

Program Cycle:  2000-03     2001-04     2002-05    Program Year: \_\_\_\_\_

Original     Revised

\_\_\_\_\_ (Date of revision)

Please attach the budget narrative to this page.

Legal Applicant Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

## BOX 1 AmeriCorps Member Positions Requested

	(A)	(B)		(C)
	HOURS	NUMBER OF MEMBERS		NO. OF FTES
1 Year Full Time	1700	_____	(b)	_____
1 Year Part Time	900	_____	(b ÷ 2)	_____
<u>Reduced Part Time</u>				
(Hours)	_____	_____	(b x a) ÷ 1700	_____
(Hours)	_____	_____	(b x a) ÷ 1700	_____
1. If this line includes Continuing-Part-time members from the previous grant cycle, please check this box and identify how many: _____				
2. If you are proposing one year part-time 450 hours, use the following formula: ¼ FTE or (b+c)/4			<b>TOTAL FTES</b>	=====

### Budget Request (may not exceed \$500 per full-time equivalent)

Staff Costs		\$ _____
Program Costs:		
Training	_____	
Travel	_____	
Supplies	_____	
Other:	_____	
_____	_____	
_____	_____	
<b>Subtotal</b>		\$ _____
<b>Total Budget</b>		\$ _____

### INSTRUCTIONS: AmeriCorps Education Awards Program Budget Form

Please type budget form or recreate comparable form on the computer. Round all figures to the nearest dollar.

#### Program Cycle

- Check the program cycle that corresponds with the year in which you submitted a new application to the Corporation. Give the program year within the program cycle that this budget will cover.

**Original/Revised**

- Use this budget form for the original and all revised budgets. At the beginning of each program year, you will submit an original budget for that program year. If necessary, you should mark subsequent budget revisions as such with the date of revision.
- You must attach a budget narrative to the budget form. On a separate page, briefly explain each of the budget request line items.

**Legal Applicant/Program Name/Site Location**

- From the title page, copy the name of the Legal Applicant (item 2) and name of the Program (item 4).

**Box 1**

- In column II indicate the number of members in each category. If you have reduced part-time members other than summer members, indicate the number of hours they will serve in the appropriate space.
- In column III, calculate the number of FTE (full-time equivalents) using the formulas listed in the box. At the bottom of column III, indicate the total number of FTE for the program by adding all numbers in column III.

**Budget Request (may not exceed \$500 per full-time equivalent)**

- **Staff.** Indicate cost for staff directly supporting AmeriCorps Education Award Program.
- **Program Costs:** Indicate program management costs in specific categories, and include additional categories of program management costs as needed.

**Budget Narrative:**

- On a separate page, briefly explain each of the budget request line items. If you are applying for the first year of the program, include projected budgets for years 2 and 3. If you are submitting information for the second program year, include a projected budget for year 3. You do not have to describe each line item of the projected budget, but you should indicate the line items that you expect to increase or decrease in future years.

**Certifications and Assurances****Instructions**

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

**a) Inability to certify**

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

**c) Notice of error in certification or assurance**

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

**d) Definitions**

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

**e) Certification requirement for subgrant agreements**

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

**f) Certification inclusion in subgrant agreements**

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

**g) Certification of subgrant principals**

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

**h) Non-certification in subgrant agreements**

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

**i) Prudent person standard**

Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the certifications and assurances 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.

***CERTIFICATIONS***

### **Certification – Debarment, Suspension, and Other Responsibility Matters**

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

- A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
- Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
  - Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
  - Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;
- B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

### **Certification – Drug-Free Workplace**

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

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

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about—
- the dangers of drug abuse in the workplace,
  - the grantee's policy of maintaining a drug-free workplace.
  - any available drug counseling, rehabilitation, and employee assistance programs, and
  - the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
- abide by the terms of the statement, and
  - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying us within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted—
- Taking appropriate personnel action against such an employee, up to and including termination; or
  - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).

### **Certification – Lobbying Activities**

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

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal

contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;

- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

## **ASSURANCES**

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

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-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 OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing this program.
- Will keep such records and provide such information to us with respect to the program as may be required for fiscal audits and program evaluation.
- Will not use the assistance to replace state and local funding streams that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-federal expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
- Will develop an age-appropriate learning component for participants in the program that includes a chance for participants to analyze and apply their service experiences.
- Will use the assistance only for a program that does not duplicate, and is in addition to, an activity otherwise available in the locality of the program.
- Will comply with the Notice, Hearing, and Grievance Procedures found in § 176 of the Act.
- Will, prior to the placement of a participant, 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 the program, to prevent the displacement and protect the rights of those employees.
- Will comply with the nondisplacement rules found in § 177(b) of the Act. Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps participant; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed individual; an AmeriCorps participant shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee’s assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.
- Will comply with the ineligible service provisions found in section 132 of the Act. Specifically a program may not use assistance or any approved national service position to perform service that provides direct benefit to any: (1) business organized for profit; (2) labor union; (3) partisan political organization; (4) organization engaged in religious activities (unless such service does not involve the use of assistance or participants to give religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious education or worship, construct or operate facilities devoted to religious instruction or worship, or engage in any form of proselytization); or (5) nonprofit organization that fails to comply with the restrictions contained in section 501 (c) (3) of the Internal Revenue Code (26 U.S.C. 501(c)(3)). However, the provisions of section 132 of the Act shall not be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.

**CERTIFICATION AND ASSURANCES**

**CERTIFICATION SIGNATURE**

**NOTE: Sign this form and include in the application.**

**Before you start:** Before completing certification, please read the Certification Instructions.

**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

Legal Applicant: \_\_\_\_\_

Project Name: \_\_\_\_\_

Name and Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**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: \_\_\_\_\_

Project Name: \_\_\_\_\_

Name and Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Application Check-List

### Materials to include in Application:

Signed title page

- Executive Summary: All applicants (no more than one page)**
  - For Current AmeriCorps grantees only: Summary of Current AmeriCorps Program Impact (no more than one page)**
  - Program Narrative (no more than 20 pages)**
  - Objective Summary Form**
  - Budget Form**
  - Budget Narrative**
  - Assurances and Certifications**
  - Original application and two copies. All applicants are encouraged to voluntarily submit an additional four (4) copies of the application to expedite the review process.**
- 
- This application is double-spaced**
  - This application is in 12-point font**
    - This application consists of one unbound, single-sided original and two copies.**

## **PROMISE FELLOW PROGRAM APPLICATION INSTRUCTIONS**

### **Compliance Requirements**

You must **submit one unbound, single-sided original and two (2) bound copies** of the application. All applicants are encouraged to voluntarily submit an additional four (4) copies of the application to expedite the review process. Facsimiles will not be accepted. Postmarks will also not be accepted. Type and double-space the submission package in not less than 12-point font size, with one-inch margins. Please number the narrative

pages. You must follow the page limits specified below. We will not accept appendices. This includes annual reports, videos, brochures or any supplementary material not requested in the application.

We will not review any submission that does not comply with all of the above requirements except under extenuating circumstances as determined by us.

## Review Criteria for New Applications

The evaluation criteria and their percentage weights are:

- |                                  |            |
|----------------------------------|------------|
| <b>Program Design</b>            | <b>60%</b> |
| • Getting Things Done            |            |
| • Participant Development        |            |
| • Strengthening Communities      |            |
| <b>Organizational Capacity</b>   | <b>25%</b> |
| <b>Budget/Cost Effectiveness</b> | <b>15%</b> |

## I. New Program Application Instructions

**General Submission Information.** New applicants must submit an application that consists of the following components in the following order. If your program is in its second or third year of operation during the 2000-2001 program year, you must apply as a new program. Beginning with the 2002 application process, you must apply as a new program if you are in your third year of operation.

- Title Page
- Executive Summary
- Summary of Current AmeriCorps Promise Fellows Impact (for current AmeriCorps Promise Fellows programs only)
  - Program Narrative
  - Objective Summary Form(s)
  - Budget Narrative
- Certifications and Assurances

**A. Title Page.** Follow the title page instructions.

**B. Executive Summary of the AmeriCorps Promise Fellows Program (no more than one single-spaced page).** Provide a clear overview of the program. This should include a mission statement for the program, a statement of need and expected impact of the program, and a summary of the program design. Explain how you will achieve the expected impacts. The program design should summarize the overall organizational structure of the program including grantee, sub-grantee(s) and/or host organization relationships. You do not have to identify each host organization.

**C. For Current AmeriCorps Promise Fellows Grantees Only:**

**Summary of current AmeriCorps Promise Fellows impact (no more than one single-spaced page).** Briefly restate your program's objectives and provide a clear description of program impact, outcomes (include all years of AmeriCorps Promise Fellows funding), and accomplishments in all objective areas.

**D. Program Narrative (no more than 20 double-spaced pages).** The program narrative tracks the Executive Summary and covers the information requested in sections 1-3 below. In addition to the program narrative, we will also evaluate the objectives and budget narrative in determining how well the application meets the criteria

described below. Include page numbers on each page of the program narrative and provide information in the order listed.

### **1. Program Design (60%)**

Program design consists of three elements that are listed in rank order of importance.

- Getting Things Done
- Member Development
- Strengthening Communities

Provide clear information that addresses each section in detail. Please note that we will review and consider the Summary of Current AmeriCorps Promise Fellows Impact submitted by existing programs when evaluating this Program Design section.

#### **a. Getting Things Done**

- Describe the specific, compelling community need(s) your program will address and how you identified these needs. The needs must relate to improving or expanding the delivery of one or more of the five promises to children and youth.
- Describe the primary or most important objective(s) of your program and explain how they meet the community needs you have identified. These objective(s) correspond to your Getting Things Done objectives on the AmeriCorps Objectives Summary Form described below.
- Identify the desired change or impact your program will have as a result of your objectives and how you will evaluate whether you have achieved the desired change or impact.
- Describe the Fellows' proposed service activities. Be as detailed as possible in explaining what the Fellows will be doing on a regular basis. Be sure to explain how the proposed service activities relate to meeting the Getting Things Done objective(s).
- If you would like to send a Fellow(s) to the national training, in a separate section, please address the following:
- Describe how this Fellow(s) will provide statewide, regional or national support to the delivery of the five promises. On your Objective Summary Form(s), provide at least one Getting Things Done objective that corresponds to this activity.
- Be as detailed as possible in explaining what the Fellow(s) will be doing on a regular basis.
- Identify the desired change or impact as a result of your objectives and how you will evaluate whether you have achieved the desired change or impact.

#### **b. Member Development**

- Identify the skills and characteristics Fellows will need to perform the proposed service activities including minimum qualifications and any specialized skills required to carry out service assignments.
- Describe how you will recruit and select Fellows that fulfill the required qualifications.
- Provide a training and member development plan that addresses:
  - How you will orient Fellows to the basic requirements of AmeriCorps service;
  - How you will ensure that Fellows understand their unique identity as AmeriCorps Promise Fellows, including their relationship to AmeriCorps and America's Promise;
  - What initial and ongoing member development activities will occur;
  - The primary skills, knowledge or abilities that the members will develop during their service. These correspond to your Member Development objectives on the AmeriCorps Objectives Summary Form; and
- If applicable, how you will address challenges in communication, support, motivation and other areas that may result from Fellows serving at dispersed sites and/or serving as the only member at a site or in the community.
- If you are applying to send a Fellow(s) to the national training, describe how the Fellow(s) will provide training, technical assistance, or support to Fellows in your program or state. On your Objective Summary Form(s), provide at least one Member Development objective that corresponds to this activity.

### c. Strengthening Communities

- Describe how your AmeriCorps Promise Fellows program will improve the overall ability of communities to deliver the five promises to children and youth. Focus on how the AmeriCorps Promise Fellows will add to the current ability of a community to deliver the five promises. For example, Fellows may foster improved coordination of services in the five promise areas; or, they may create new relationships among community organizations that result in young people having access to a promise area they were lacking. These efforts should correspond to your Strengthening Communities objective(s) on the AmeriCorps Objectives Worksheet Summary Form.
- Explain how your program will involve a diverse group of community members and organizations in the delivery of the five promises. Focus on how the strengths, experience and resources of the host organizations and others in the community will support your program's successful accomplishment of its Strengthening Communities objective(s).
- Address how you will communicate and collaborate with other AmeriCorps and Corporation-funded programs.

## 2. Organizational Capacity (25%)

Provide clear information that addresses each section in detail. In this section, it is important to demonstrate the organizational capacity of the prospective grantee as well as any prospective subgrantee(s) who will be responsible for *overall* program administration. For example, if the applicant is a state commission that plans to subgrant the overall program administration to a statewide volunteer center, please address the requested information as it relates to the subgrantee. You do not need to address the topics in this section as they relate to the individual host organizations for the Fellows unless specifically requested.

***Sound track record in the issue area(s) the project will address:*** Describe your organization's experience with the programmatic initiatives you propose in this application and relevant major accomplishments in these areas.

***Principal program staff:*** Identify the key staff positions who will be responsible for overall program administration and percentage of time dedicated to the AmeriCorps Promise Fellows program; background and experience of these staff members; plans to recruit, select, train, and support additional staff if necessary.

***Selection of host organizations:*** Describe the process and criteria you use to select Fellows' host organizations. We will use the information you provide in this section to assess the overall ability of the program to provide adequate placements for Fellows and to meet the proposed objectives.

In this section, explain how you will ensure that Fellows will be involved in an effort to deliver all five promises in the communities where they serve. This requirement can be fulfilled by demonstrating that Fellows' host organizations deliver all five promises directly or by placing Fellows in organizations that are part of a larger effort to deliver all five. Fellows may also be deployed to initiate or support efforts to develop an all-five effort in organizations or communities that are not currently delivering all five promises in a coordinated way. Individual Fellows may target specific promises, but must be part of an overall effort to deliver all five.

Other than the requirement that host organizations deliver all five promises or are part of a larger effort to deliver all five, we do not require specific selection criteria. For illustrative purposes only, following are examples of host organization selection criteria you might use: ability to provide supervision for a Fellow(s), measurable objectives that have positive community impact, host organization's support for

overall program goals, ability to provide training and member development opportunities for the Fellow, and contribution of adequate financial and in-kind support in addition to Corporation funding.

**Ability to provide training and technical assistance:** Describe your plans for providing host organizations and Fellows with training and technical assistance. In particular, describe your plans for initial orientation and training of host organizations and Fellows and systems you will use to ascertain ongoing training and technical assistance needs.

**Ability to monitor and to evaluate progress toward annual objectives:** Describe your plans for monitoring compliance with program requirements and progress toward annual objectives. Include plans for identifying issues, strengths and weaknesses and providing feedback.

**Capacity to manage finances:** Describe your financial management systems, including any past experience managing federal grant funds.

**3. Budget/Cost Effectiveness (15%)**

Provide clear information that addresses each section in detail.

**Budget that supports the program design:** program narrative and budget narrative correspond; budget reflects program goals and design.

**Cost-effectiveness:** budget narrative reflects sources of additional financial support for the program.

**Sustainability:** describe your strategies for ensuring the sustainability of the service activities when federal funding is no longer available.

**E. Objectives Summary Form.** Complete the AmeriCorps Objectives Worksheets following the instructions. Your objectives should be clearly linked to the program narrative and focus on the areas in which you expect to make the greatest impact. Allow time so that you address all of the components needed in developing an objective. Once you have completed a worksheet for each objective, transfer each summary statement onto the AmeriCorps Program Objectives Summary Form. Submit only the Objectives Summary Form(s) to us. However, you should retain your objective worksheets for future reference.

If you have different objectives for different sub-grantees or host organizations, provide a separate Objectives Summary Form for each site's objectives and list the name of the site at the top of the summary form. If objectives are the same for more than one site or represent an aggregate for multiple sites, you may submit one Objectives Summary Form for the common objectives. List the relevant sites or write "All Sites" at the top of the summary form.

You must submit at least one objective in each category--Getting Things Done, Community Strengthening, and Member Development. There is no maximum limit to the number of objectives you submit in any category.

**F. Budget Narrative.** Complete the budget narrative following the instructions.

**G. Certifications and Assurances.** Read the certifications and assurances carefully. When you have done so, complete the form that certifies that your organization will comply with all the required Federal certifications and assurances.

Please type or print in black ink.

FOR INTERNAL USE ONLY

1. **APPLICANT TYPE:** State Commission  Tribe Program  Other \_\_\_\_\_  
 National Direct  Territory Program  \_\_\_\_\_

**APPLICATION TYPE:** New  Continuation  Year of first AmeriCorps Promise Fellows funding: \_\_\_\_\_

**2. LEGAL APPLICANT INFORMATION :**

Organization Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Employer ID Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
 Email: \_\_\_\_\_

**3. PROGRAM INFORMATION:**

Program Name: \_\_\_\_\_  
 Program Director/Contact Person: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
 Email: \_\_\_\_\_

**4. PRIORITIES TO BE MET:**

Caring Adult	<input type="checkbox"/>	Marketable Skills	<input type="checkbox"/>
Safe Places	<input type="checkbox"/>	Opportunity to Serve	<input type="checkbox"/>
Healthy Start	<input type="checkbox"/>	Community Mobilization for All Five	<input type="checkbox"/>

**5. BUDGET:**

	Year 1	Year 2	Year 3
Corporation Funds Requested	_____	_____	_____
Total Program Cost	_____	_____	_____

**6. PROGRAM YEAR:** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**7. TOTAL NUMBER OF FELLOWS:** \_\_\_\_\_  
 Number of full-time members listed above for which only an education award is requested: \_\_\_\_\_

**8. CERTIFICATION:** Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Date: \_\_\_\_\_

**TITLE PAGE INSTRUCTIONS:****AMERICORPS PROMISE FELLOWS**

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1. **Applicant Type:** Check one box to indicate the type of legal applicant. If none of the boxes apply, please type in a description of the legal applicant in the space marked "Other."  
  
**Application Type:** Indicate if this is a new or continuation application then indicate the first year in which you received funding for your AmeriCorps Promise Fellows program.
2. **Legal Applicant Information:** Supply all requested information. Notification of grant awards will be sent to this address.
3. **Program Information:** Supply all requested information. If the legal applicant is also the organization that will operate the program, supply the name and contact information for the program director. If no one has been selected to direct the program, enter the name of the person who can be contacted to discuss the programmatic aspects of the program.
4. **Priorities to be Met:** All applicants are required to demonstrate how AmeriCorps Promise Fellow host organizations will deliver all five promises or are part of a larger effort to deliver all five. In this space, please check the priorities the Fellows' service activities will target: Caring Adult, Safe Places, Healthy Start, Marketable Skill, Opportunity to Serve, or Community Mobilization for All Five (e.g., recruiting Communities of Promise). Select all that apply.
5. **Budget:** If you are applying for the first year of a program, enter the total amount of funds you are requesting from the Corporation and the total program cost under first year. Include estimated funding for second and third years. If you are requesting funds for the second year of a program, enter the total amount of funds you are requesting from the Corporation and the total program cost under second year. Include estimated funding for the third program year. If you are requesting funds for the third program year, enter the total amount of funds you are requesting from the Corporation and the total program cost under final year. These figures should correspond to those provided in your budget narrative.
6. **Program Year:** Indicate when the program year is expected to start and end.
7. **Total Number of Fellows:** On the first line, provide the total number of AmeriCorps Promise Fellows you are requesting in the application. On the second line, indicate the number of Fellow positions for which you are only requesting an education award(s).
8. **Certification and Signature Line:** Enter the name, title, and phone number of the official who has the authority both to commit the organization to accept Federal funding and to execute the proposed project. The original ink-signed copy of the authorizing official's signature must be included with your submission.

Please type. Please include each of the program objective summary statements from Box 6 of the AmeriCorps Objective Worksheets in the space below. Submit this form, not the worksheets, to the Corporation with your program application. If you have more than three objectives in any category, duplicate this form to record additional objectives.

Legal Applicant: \_\_\_\_\_ Program Year: \_\_\_\_\_

Site Location (Organization, City, State): \_\_\_\_\_  
(List the site(s) for which the objectives below apply.)

<p><b>Getting Things Done</b></p> <p>1. _____</p> <p>2.</p> <p>3.</p>	
<p><b>Member Development</b></p> <p>1. _____</p> <p>2.</p> <p>3.</p>	
<p><b><u>STRENGTHENING COMMUNITIES</u> Strengthening Communities</b></p> <p>1. _____</p> <p>2.</p> <p>3.</p>	

## AmeriCorps Promise Fellows Objective Worksheet

*Please identify objective category and then indicate the number of the objective.*

Category (Select One)

GETTING THINGS DONE     MEMBER DEVELOPMENT     STRENGTHENING COMMUNITIES

Building Objectives	For example
1. What <b>activity</b> will Promise Fellows engage in? How <b>many Promise Fellows</b> will engage in this activity? <b>Where</b> will the Promise Fellows engage in the activity? <b>With</b> whom ( e.g., organization, leaders of local Promise efforts, youth, parents)? What <b>promise(s)</b> of America's Promise does the activity address?	<b>3 Fellows addressing promise four — marketable skills through effective education</b> --will work with appropriate staff, parents, and community groups <b>to expand an existing after-school tutoring program to two new sites in the district.</b>
2. What <b>outcome</b> do you expect from this activity? Are you going to focus on the <i>capacity building</i> or the <i>direct service</i> of this activity? (Be sure that there is a direct connection between the <i>activity</i> and the <i>desired outcome</i> .)	<b>More students will increase their literacy skills in a safe and structured</b> after school program. <b>This desired outcome will focus on the direct service.</b>
3. What <b>tools/methods</b> will the program use to measure the outcome? (Please identify the specific instrument the program will use.)	<b>Daily attendance logs</b> to track number of students attending and frequency of individual students' attendance. The LLAP literacy assessment to measure increased literacy skills.
4. What <b>degree or level (percentage or numbers) of the desired outcome</b> do you want to achieve to indicate success? Over <b>what period</b> of time?	<b>80 percent of the students</b> who attend <b>at least two days</b> per week will increase their literacy skills.
5. <b>How many people</b> will directly benefit from this activity? Or, <b>what systems, partnerships or community networks</b> will directly benefit from this activity?	<b>100 students in grades 3 through 5</b> will benefit.
6. Restate your complete objective (steps 1 – 5). <b>Sample:</b> <i>3 Fellows addressing promise four – marketable skills through effective education ---will work with appropriate staff, parents and community groups to expand an existing after-school tutoring program to two new sites for 100 children in grades 3 through 5, resulting in 80% of those students who attend at least two days per week, will increase their literacy skills as measured by attendance logs maintained over the course of the after-school program and the LLAP literacy assessment measure.</i>	

**BUDGET NARRATIVE INSTRUCTIONS:****AMERICORPS PROMISE FELLOWS**

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**For the Current Program Year**

The AmeriCorps Promise Fellows program uses a fixed amount award that is not subject to Federal Cost Principles or specific matching requirements so you are not required to submit a budget form. To allow us to assess the organizational capacity and cost effectiveness of your proposed program, you must submit a detailed budget narrative that describes:

- the *dollar amount* of resources provided to your AmeriCorps Promise Fellows program,
- the *sources* of the resources (Corporation, grantee, subgrantee, or host organization),
- the *allocation* of these resources to specific expenses or activities (e.g., living allowance, training, transportation, staff time for supervision, program administration or monitoring), and
- an *explanation* of how the funds will be used and how you arrived at the proposed amount.

The budget narrative should support and correspond to the activities described in the program narrative. It should also reflect support for required expenses such as the mandatory living allowance, FICA, workers' compensation and unemployment insurance (depending on your state law), health care coverage, orientation/training for Fellows, adequate supervision, and program administration and monitoring.

We do not require a specific budget form, but you may submit this information in a chart format. Please round figures to the nearest whole dollar amount. A sample budget narrative follows these instructions.

**Projected Budgets for Second and Third Program Years**

If you are applying for the first year of the program, include *total* projected budgets for years 2 and 3. If you are submitting information for the second program year, include a *total* projected budget for year 3. You do not have to provide a budget narrative for these years, just the overall projected budget total.

**BUDGET NARRATIVE SAMPLE:****AMERICORPS PROMISE FELLOWS**

<b>Cost Category</b>	<b>Corporation</b>	<b>Grantee</b>	<b>Sub-Grantee or Host Organization</b>	<b>Total</b>
<b>Living allowance</b> 13 Fellows @ \$13,000 = \$169,000	145,000		24,000	169,000
<b>FICA</b> \$169,000 x .0765 = \$12,929			12,929	12,929
<b>Workers' Compensation</b> \$169,000 x .03 = \$5,070			5,070	5,070
<b>Health Insurance</b> 13 Fellows @\$1,000 per year = \$13,000	6,500	6,500		13,000
<b>Training</b> 13 Fellows @ \$100 per Fellow for materials, presenters at orientation = \$1,300 13 Fellows @\$300 per Fellow for local training offerings = \$3,900	1,300		3,900	5,200
<b>Staff Costs (in-kind)</b> Statewide Program Director (.25 x \$50,000 = \$12,500) Host Organization Supervisors (.20 x \$40,000 x 13 = \$104,000)		12,500	104,000	116,500
<b>Benefits (in-kind)</b> Benefits at 25% of salary Statewide Program Director (12,500 x .25 = 3,125) Supervisors (.25 x 8,000 x 13 = 26,000)		3,125	26,000	29,125
<b>Travel</b> Lodging for 13 Fellows to attend 2-day orientation (13 x \$100 per night x two nights = \$2,600)	2,600			2,600
Per diem for 2-day training for 13 Fellows (13 x \$46 per day x two days = \$1,196)		1,196		1,196
<b>Supplies</b> (13 Fellows @\$250 per Fellow = 3,250)			3,250	3,250
<b>Local Transportation</b> (13 Fellows x 150 miles per year x .29/mile = \$566)			566	566
<b>Service Gear</b> Long-sleeve oxfords and t-shirts for 13 Fellows (13 x \$41 for both shirts = \$533)		533		533
<b>TOTAL</b>	155,400	23,854	179,715	358,969

## Certifications and Assurances

### Instructions

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

**a) Inability to certify**

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

**c) Notice of error in certification or assurance**

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

**d) Definitions**

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

**e) Certification requirement for subgrant agreements**

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

**f) Certification inclusion in subgrant agreements**

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

**g) Certification of subgrant principals**

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

**h) Non-certification in subgrant agreements**

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

**i) Prudent person standard**

Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the certifications and assurances 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.

## **CERTIFICATIONS**

### **Certification – Debarment, Suspension, and Other Responsibility Matters**

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

- A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
- Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
  - Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in the above paragraph of this certification, and
  - Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;
- B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

### **Certification – Drug-Free Workplace**

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

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

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about—
- the dangers of drug abuse in the workplace,
  - the grantee's policy of maintaining a drug-free workplace.
  - any available drug counseling, rehabilitation, and employee assistance programs, and
  - the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
- abide by the terms of the statement, and
  - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying us within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted—
- Taking appropriate personnel action against such an employee, up to and including termination; or
  - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).

**Certification – Lobbying Activities**

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

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

## ASSURANCES

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

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-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 OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- Will keep such records and provide such information to us with respect to the program as may be required for fiscal audits and program evaluation.
- Will not use the assistance to replace state and local funding streams that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-federal expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
- Will develop an age-appropriate learning component for participants in the program that includes a chance for participants to analyze and apply their service experiences.
- Will use the assistance only for a program that does not duplicate, and is in addition to, an activity otherwise available in the locality of the program.
- Will comply with the Notice, Hearing, and Grievance Procedures found in § 176 of the National and Community Service Act of 1990 (the Act).
- Will, prior to the placement of a participant, 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 the program, to prevent the displacement and protect the rights of those employees.
- Will comply with the nondisplacement rules found in § 177(b) of the Act. Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps participant; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed individual; an AmeriCorps participant shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.
- Will comply with the ineligible service provisions found in section 132 of the Act. Specifically a program may not use assistance or any approved national service position to perform service that provides direct benefit to any: (1) business organized for profit; (2) labor union; (3) partisan political organization; (4) organization engaged in religious activities (unless such service does not involve the use of assistance or participants to give religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious education or worship, construct or operate facilities devoted to religious instruction or worship, or engage in any form of proselytization); or (5) nonprofit organization that fails to comply with the restrictions contained in section 501 (c) (3) of the Internal Revenue Code (26 U.S.C. 501(c)(3)). However, the provisions of section 132 of the Act shall not be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.

# Certification and assurances

## CERTIFICATION SIGNATURE

NOTE: Sign this form and include in the application. Before completing certification, please read the Certification Instructions.

**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

**Legal Applicant:**

\_\_\_\_\_

**Project Name:**

\_\_\_\_\_

**Name and Title of Authorized Representative:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## 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:**

\_\_\_\_\_

**Project Name:**

\_\_\_\_\_

**Name and Title of Authorized Representative:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_ **Appendix A**

## Appendix A

### AMERICORPS LEADERS

AmeriCorps Leaders are:

- outstanding, motivated graduates of AmeriCorps programs;
- service leaders who are trained to develop and maintain successful partnerships between service programs at the local, state, regional and national levels;
- resources who increase program effectiveness;
- graduates of a competency-based leadership development-training program that incorporates a train-the-trainer model.

Through a yearlong process of training, outstanding graduates of AmeriCorps programs learn how to set personal and professional goals, manage a diverse team of AmeriCorps members and resolve conflicts. They also develop skills in problem-solving, coaching, facilitation and team building.

For the first six years, we managed AmeriCorps Leaders from our headquarters in Washington, DC. In fiscal year 2000, recruitment and supervision responsibilities for Leaders will shift to locally based programs. In 2000, AmeriCorps programs will recruit, select and supervise their Leaders. Funds to pay a portion of the Leaders annual stipend and other benefits, similar to the current process for supporting AmeriCorps members, will come from your local program budget. We will remain responsible for providing leadership training and technical support to the Leaders. Shifting the primary support of Leaders from Washington to service sites will allow more AmeriCorps alumni the opportunity to serve as AmeriCorps Leaders.

In fiscal year 2000 programs may include the request for a Leader in this AmeriCorps program application. You may apply only if your organization has a currently funded AmeriCorps program. If you are applying for the first time, you are not eligible to host an AmeriCorps Leader.

#### **Program Design (60%)**

##### **Strengthening Communities:**

Each program that hosts an AmeriCorps Leader must provide that Leader with opportunities to coordinate local, regional, statewide or national service activities. The Leader's "ambassadorship" or community liaison efforts in coordinating activities between service organizations strengthens local communities. The quality of service delivery to communities also increases because of collaborative resource management and enhanced communication between programs.

Appropriate "ambassadorship" activities for Leaders include creating and managing local or state-wide inter-corps councils, training AmeriCorps members from other corps, publishing cross-stream newsletters, planning and coordinating large service projects, etc. Leaders should spend a minimum of 25% of their term (425 hours) on "ambassadorship" activities.

##### **Leader Development**

The primary emphasis of the AmeriCorps Leaders Program is to develop service leaders. Each organization that hosts an AmeriCorps Leader must commit to leadership development of exceptional AmeriCorps members. Site managers are responsible for providing supervised leadership development experiences to Leaders. These experiences and activities should become more challenging through the year, reflecting the Leader's ability to manage greater responsibilities.

The AmeriCorps Leaders Program is a competency-based training program. In order to develop their leadership skills, Leaders must incorporate the competencies they learn during training into service activities at their sites. Service leadership competencies include problem solving, conflict management, decision-making, time management and goals setting.

AmeriCorps Leaders are resources to organizations. Leadership development does not include supervising members, evaluating programs or performing strictly administrative tasks. We expect Leaders to develop cohesive teams by providing training, coaching and technical support to a diverse corps of AmeriCorps members.

#### **Organizational Capacity (25%)**

Management staff at service sites is responsible for providing administrative and technical support to AmeriCorps Leaders. First and foremost, we expect staff to support the leadership development of not only a Leader but also all members in the program.

A strong organizational capacity at the site is necessary to ensure leadership development among members. The site is responsible for identifying a staff manager who will provide direct supervision and support to the Leader throughout his/her term of service. The site is also responsible for supporting the Leader's "ambassadorship" activities, allowing the Leader time away from the site to coordinate efforts with other programs. Administrative support to the Leader includes a workstation with desk, chair and telephone. The Leader will also need access to a photocopier, fax machine and computer. Every AmeriCorps Leader and site supervisor must also have access to electronic email, with their own password. The AmeriCorps Leaders Program communicates most of its administrative information to Leaders via the listserv. Leaders share technical information on their listserv. The site supervisors also have a listserv that is not accessible to Leaders. On this listserv, supervisors can communicate with each other and with us.

The final measure of organizational capacity is sustainability. Because AmeriCorps Leaders serve only one term, it is critical that each site develops a comprehensive plan that identifies how activities the Leader developed (e.g. managing inter-corps councils, publishing the monthly newsletter, etc.) will continue after the Leader leaves the site.

**Budget/Cost-Effectiveness (15%)**

AmeriCorps sites must commit enough funds to adequately support a full-time AmeriCorps Leader for a full term of service. Budget line items for the Leader include

A living allowance, FICA, Worker's Compensation, health care and liability insurance as appropriate, travel, supplies, service gear, conference registration as appropriate, and mileage reimbursement for local or state-wide travel.

## Appendix B

### DEFINITIONS

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

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

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

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

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

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

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

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

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

## Appendix C

### BUDGET ANALYSIS CHECK-LIST

Legal Applicant: \_\_\_\_\_

This check list will help you to make sure that you submit an accurate budget that meets our requirements. Read the guidance carefully in the right column when reviewing your budget and place a check in the left hand column. If you answer yes to each question, your budget is in compliance.

- Compliance?**      **MEMBER SUPPORT COSTS**
- Yes \_\_\_ No \_\_\_      Cash match is met? All budget items under Member Support Costs (living allowance, FICA workers' compensation, health care) have, at a minimum, a 15% **cash** match. Except for health care, you cannot use other federal funds for the match. If you use work study funds, there must be an aggregate 15% non-federal share of all member support costs.
- Yes \_\_\_ No \_\_\_      Correct living allowance? Full-time AmeriCorps members receive at least the minimum living allowance of \$9,000. 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. Programs are not required to pay part-time members living allowances but if you do, you may prorate the full-time living allowance.
- Yes \_\_\_ No \_\_\_      The Federal share of the living allowance for full-time Members is no more than \$7,650? Regardless of the size of the living allowance, the Corporation share (including other Federal funds) cannot be more than 85% of the minimum allowance.
- Yes \_\_\_ No \_\_\_      The Federal share of the living allowance for part-time Members is no more than \$4,050? As with full-time Members, programs may provide a higher living allowance for your part-time members, but our share may not exceed 85% of \$4,765.
- Yes \_\_\_ No \_\_\_      Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. The distribution should occur in equal increments that are not based on the specified number of hours worked.
- Yes \_\_\_ No \_\_\_      Correct FICA calculation? All programs must pay FICA for any Member receiving a living allowance. Calculate FICA at 7.65% of the total amount of the living allowance. You must prorate FICA in the same proportion as our match and your match.
- Yes \_\_\_ No \_\_\_      Correct Workers' Compensation calculation? Some States require workers' compensation for their AmeriCorps members. Programs must check with your State Department of Labor or State Commission to determine if your program is required to pay workers' compensation and at what level. Programs that are not required to pay workers' compensation need to provide similar coverage for members' on-the-job-injuries through your own existing coverage or a new policy purchased in accordance with normal procedures.

Yes \_\_\_ No \_\_\_ Health care is provided for qualified full-time AmeriCorps members only (unless part-time serving for a sustained full-time period of time such as summer service)? If your program chooses to provide health care to other part-time members, you may not use our funds to help pay for any portion of the cost. Programs 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 program. In addition, programs must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his or her own. If programs already carry minimum benefits at a reasonable cost, you may use existing policies to cover members. We will not cover health care costs for family members

### **Staff**

Yes \_\_\_ No \_\_\_ Costs charged under the staff line item directly relate to the operation of the AmeriCorps program/project? Examples include costs for staff who recruit, train, place, or supervise members.

Yes \_\_\_ No \_\_\_ Staff that is indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section of the budget? Examples of administrative costs include central management and support functions.

Yes \_\_\_ No \_\_\_ Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to us or to your share of the grant. Expenses incurred to raise funds may be paid out of the funds raised. Development officers and fund-raising staff are not allowable expenses.

### **Operational**

Yes \_\_\_ No \_\_\_ Funds for the purchase of equipment (does not include general office use equipment) are limited to 10% of the total grant amount?

Yes \_\_\_ No \_\_\_ All single equipment items over \$1000 are specifically listed?

Yes \_\_\_ No \_\_\_ Justification/explanation of equipment items is included?

Yes \_\_\_ No \_\_\_ Funds to pay relocation expenses of AmeriCorps members are not in our share of the budget?

Yes \_\_\_ No \_\_\_ Internet e-mail requirements are met? AmeriCorps programs must have Internet e-mail capability and subscribe to the AmeriCorps listserv run by the National Service Resource Center (at ETR Associates) and may budget up to \$250 to cover the costs associated with getting on-line.

Yes \_\_\_ No \_\_\_ Guidelines concerning service gear have been followed? Even though the Corporation has made the Service Gear package optional, State Commissions should feel free to encourage programs to provide this package for their Members. If a program chooses to purchase the standard service gear package, it should budget \$33.00 per member. If the program needs the shirt with a collar, it should budget between \$33.00 and \$68.00 per member. We will pay up to \$150.00 per member for additional safety apparel that is necessary to perform daily service. You must include a justification for these additional items in the budget narrative.

Yes \_\_\_ No \_\_\_ Have you included \$2,000 for travel to Corporation-sponsored meetings in the budget?

### **Administration**

Yes \_\_\_ No \_\_\_ Our maximum share of Administrative costs does not exceed 5% of total Corporation funds? (Multiply all other Corporation funds by .0526 to determine the administrative share)

Yes \_\_\_ No \_\_\_ Administrative costs include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, auditing, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the program; and (4) the portion of the salaries and benefits of the director and any other program administrative staff not attributable to the time spent in support of a specific program or project.

### **Other**

Yes \_\_\_ No \_\_\_ All "Operational Costs" (anything other than Member Support Costs) are matched at least **33%** by your program with cash or in-kind services?

Your share of the program operating cost is 33%. Therefore, our funds may not exceed 67% of the program operating cost (whether the program is a grantee or subgrantee) including administration. Your program may provide its share of operating costs through cash or in-kind contributions. The share of funds may come from a number of sources. However, we require that all programs raise some of the funds from the private sector, i.e. non-governmental funds. Please note that the maximum amount of the living allowance that may be paid using Corporation and other Federal funds remains at 85%.

Yes \_\_\_ No \_\_\_ Have you included the number of new full-time and part-time members receiving education awards?

Yes \_\_\_ No \_\_\_ Programs meet the "Cost Per Member" guidelines? All programs' cost per full-time equivalent member may not exceed \$11,700.

Yes \_\_\_ No \_\_\_ All budget line items, including consultant costs, are adequately explained in the narrative?

Do line items add up to the specified subtotals and totals?

## Appendix D

# GUIDANCE ON DEVELOPING OBJECTIVES

All programs applying for AmeriCorps\*State funding must complete objective worksheets. You should complete the forms following the instructions and link your objectives to the information you provide in the program narrative. Objectives are a reflection of essential program goals for the year. They should state what would change as a result of program participants' efforts throughout the year. Include only activities that are at the core of the program's mission in your application.

All AmeriCorps applicants must provide up to three objectives in each of the following areas:

- getting things done (community service objectives);
- member development; and
- community strengthening.

Objectives statements have five components that are described on the worksheets provided. Use the worksheets to develop the components (if needed), and then combine them into one statement of the objective at the bottom of the page. The five components are as follows:

- the service to be done or the activities to be engaged in;
- the intended result of that service;
- a method of measuring quality or impact;
- a standard of success; and
- the number of individuals who benefit.

The objectives should focus on results. However, programs should know that a range of results exists for any set of activities. For instance, a mentoring program may lead to a decrease in drop-out rates, which leads to an increase in graduation rates, which leads to better job histories, and so on. Community and member impact objectives should be established as far along the spectrum as possible away from processes and towards ultimate outcomes, given the constraints of measurability in a single year.

### Getting Things Done (Community Service Objectives)

Community service objectives should derive from the mission statement and reflect the impact your program hopes to have on the recipients of the services you provide. For example, your tutoring program hopes to improve the mathematics skills of at least 25 students through tutoring. A diagnostic test will determine the students' tutoring needs at the beginning of the program. Your program hopes students will master at least 75% of their skills that require remediation, as determined by re-testing.

1. The service you will provide is tutoring.
2. The intended result is an improvement in mathematics skills.
3. The measure of impact is a pre-test, post-test comparison.
4. The standard of success is "mastery" of 75% of the skills tutored.
5. Twenty-five students benefit from the service.

Do not specify the nature of the diagnostic test and the meaning of the word "mastery" in this section. Provide details on those elements in your application's program narrative.

### Member Development

Member development objectives should reflect the growth and development that you hope would occur in members as a result of involvement with your program. For example, your program hopes to increase the problem-solving skills of its 50 members through a variety of problem-solving exercises and reflection. A set of pre- and post- exercises will assess increases in problem-solving skills. Your program hopes to see a notable increase in skills in at least 80% of your members.

1. The activities members will engage in are problem solving exercises and reflection.
2. The intended result is increased problem-solving skills.
3. The measure of quality or impact is a set of pre- and post- problem-solving exercises.
4. The standard of success is a notable increase in skills in 80% of the members.
5. Fifty members will benefit.

Provide more details on the problem-solving exercises in your application's program narrative.

### **Strengthening Community**

Community-strengthening objectives should express changes you hope to affect in the larger community. For example, you hope to develop and implement a volunteer initiative to increase the numbers of community volunteers involved with the program. Track hours using weekly logs. You estimate that volunteers will donate 300 hours.

1. The activities you will engage in are the development and implementation of a volunteer program.
2. The intended result is an increase in volunteer hours.
3. You will use the program "logo" that record the number of additional volunteer hours to measure the quality or impact.
4. The standard of success is 300 hours.
5. The volunteers, the program and the larger community will benefit.

Note that this objective focuses more on process than results (it covers the establishment of a volunteer program, not the impact of that program on the larger community or those the volunteers serve). We understand that community strengthening objectives will generally focus on development and implementation activities, not the ultimate outcomes of those activities. Also, the fifth component (number of individuals who benefit) is generally less defined for community building objectives than it is for community service and member development objectives.

## Appendix E

# EMPOWERMENT ZONES AND ENTERPRISE COMMUNITIES

### Empowerment Zone (EZ)

Georgia: Atlanta  
 Illinois: Chicago  
 Kentucky: Kentucky Highlands\*  
 Maryland: Baltimore  
 Michigan: Detroit  
 Mississippi: Delta\*  
 New York: Harlem, Bronx  
 Pennsylvania/New Jersey: Philadelphia, Camden  
 Texas: Rio Grande Valley\*

### Supplemental Empowerment Zone (SEZ)

California: Los Angeles  
 Ohio: Cleveland  
 Enhanced Enterprise Community (EEC)  
 California: Oakland  
 Massachusetts: Boston  
 Missouri/Kansas: Kansas City, Kansas City  
 Texas: Houston

### Enterprise Community (EC)

Alabama: Birmingham  
 Alabama: Chambers County\*  
 Alabama: Greene, Sumter Counties\*  
 Arizona: Phoenix  
 Arizona: Arizona Border\*  
 Arkansas: East Central\*  
 Arkansas: Mississippi County\*  
 Arkansas: Pulaski County  
 California: Imperial County\*  
 California: L.A. Huntington Park  
 California: San Diego  
 California: San Francisco, Bayview, Hunter's Point  
 California: Watsonville\*  
 Colorado: Denver  
 Connecticut: Bridgeport  
 Connecticut: New Haven  
 Delaware: Wilmington  
 District of Columbia: Washington  
 Florida: Jackson County\*  
 Florida: Tampa  
 Florida: Miami, Dade County  
 Georgia: Albany  
 Georgia: Central Savannah\*  
 Georgia: Crisp, Dooley Counties\*  
 Illinois: East St. Louis  
 Illinois: Springfield  
 Indiana: Indianapolis  
 Iowa: Des Moines  
 Kentucky: Louisville  
 Louisiana: Northeast Delta\*  
 Louisiana: Macon Ridge\*  
 Louisiana: New Orleans  
 Louisiana: Ouachita Parish

*District of Columbia 2001/2002*

Massachusetts: Lowell  
 Massachusetts: Springfield  
 Michigan: Five Cap\*  
 Michigan: Flint  
 Michigan: Muskegon  
 Minnesota: Minneapolis  
 Minnesota: St. Paul  
 Mississippi: Jackson  
 Mississippi: North Delta\*  
 Missouri: East Prairie\*  
 Missouri: St. Louis  
 Nebraska: Omaha  
 Nevada: Clarke County, Las Vegas  
 New Hampshire: Manchester  
 New Jersey: Newark  
 New Mexico: Albuquerque  
 New Mexico: Moro, Rio Arriba, Taos Counties\*  
 New York: Albany, Schenectady, Troy  
 New York: Buffalo  
 New York: Newburgh, Kingston  
 New York: Rochester  
 North Carolina: Charlotte  
 North Carolina: Halifax, Edgecombe, Wilson Counties\*  
 North Carolina: Robeson County\*  
 Ohio: Akron  
 Ohio: Columbus  
 Ohio: Greater Portsmouth\*  
 Oklahoma: Choctaw, McCurtain Counties\*  
 Oklahoma: Oklahoma City  
 Oregon: Josephine\*  
 Oregon: Portland  
 Pennsylvania: Harrisburg  
 Pennsylvania: Lock Haven\*  
 Pennsylvania: Pittsburgh  
 Rhode Island: Providence  
 South Dakota: Beadle, Spink Counties\*  
 South Carolina: Charleston  
 South Carolina: Williamsburg County  
 Tennessee: Fayette, Haywood Counties\*  
 Tennessee: Memphis  
 Tennessee: Nashville  
 Tennessee/Kentucky: Scott/McReary Counties  
 Texas: Dallas  
 Texas: El Paso  
 Texas: San Antonio  
 Texas: Waco  
 Utah: Ogden  
 Vermont: Burlington  
 Virginia: Accomac\*  
 Virginia: Norfolk  
 Washington: Lower Yakima\*  
 Washington: Seattle  
 Washington: Tacoma  
 West Virginia: West Central\*  
 West Virginia: Huntington  
 West Virginia: McDowell\*  
 Wisconsin: Milwaukee

\* denotes rural designee

*District of Columbia 2001/2002*

Round II Urban Empowerment Zones

Boston, Massachusetts  
 Cincinnati, Ohio  
 Columbia/Sumter, South Carolina  
 Columbus, Ohio  
 Cumberland County, New Jersey  
 El Paso, Texas  
 Gary/East Chicago, Indiana  
 Huntington, West Virginia/Ironton, Ohio  
 Knoxville/Knox County, Tennessee  
 Miami/Miami-Dade County, Florida  
 Minneapolis, Minnesota  
 New Haven, Connecticut  
 Norfolk/Portsmouth, Virginia  
 Santa Ana, California  
 St. Louis, Missouri/East St. Louis, Illinois

Round II Rural Empowerment Zones

Desert Communities Empowerment Zone (CA)  
 Southwest Georgia United Empowerment Zone (GA)  
 Southernmost Illinois Delta Empowerment Zone (IL)  
 Griggs-Steele Empowerment Zone (ND)  
 Oglala Sioux Tribe Empowerment Zone (SD)

Round II Rural Enterprise Communities

Metlakatla Indian Enterprise Community (AK)  
 Four Corners Enterprise Community (AZ, NM, UT)  
 Central California Enterprise Community (CA)  
 Empowerment Alliance of Southwest Florida Enterprise Community (FL)  
 Molokai Enterprise Community (HI)  
 Town of Austin Enterprise Community (IN)  
 Wichita County Enterprise Community (KS)  
 Bowling Green Enterprise Community (KY)  
 City of Lewiston Enterprise Community (ME)  
 Clare County Enterprise Community (MI)  
 Fort Peck Assiniboine and Sioux Tribe Enterprise Community (MT)  
 City of Deming Enterprise Community (NM)  
 Tri-County Indian Nations Enterprise Community (OK)  
 Fayette Enterprise Community (PA)  
 Allendale ALIVE Enterprise Community (SC)  
 Clinch-Powell Enterprise Community (TN)  
 FUTURO Enterprise Community (TX)  
 Five Star Enterprise Community (WA)  
 Northwoods Nijjii Enterprise Community (WI)  
 Upper Kanawha Valley Enterprise Community (WV)

## Appendix F

### POLICY GUIDANCE ON FUNDRAISING

While there are a wide range of activities you may undertake to create a sustainable future for your program, you should keep in mind that you cannot pay for certain activities out of federal grant funds. Before making plans, you may want to review the Office of Management and Budget Circular applicable to your organization that spells out the costs that you may and may not charge to your grant. For example, under the OMB Circulars, you cannot charge to your grant the costs of “organized fundraising” or expenses incurred “solely to raise capital or obtain contributions.” Staff supported by AmeriCorps grant funds must be careful to comply with the OMB limitations while on AmeriCorps time and to not charge the time spent on these activities to the AmeriCorps grant. OMB Circulars also require that you keep accurate records regarding time you spend on these and your other activities to clearly convey the nature of the activities.

Overall, AmeriCorps members cannot assist their organizations with major fund raising efforts. However, our policy permits some limited activities related to fundraising by AmeriCorps members to the extent that such activities “provide immediate and direct support to a specific and direct service activity; fall within the program’s approved direct service objectives; are not the primary activity of the program; and do not involve significant amounts of time for any member.”

Following are some examples that may help to clarify what you can do with federal grant funds, as well as what you may not charge to your AmeriCorps grant. There are also examples of what AmeriCorps members may do, as well as activities that are prohibited for members.

#### ***You may:***

- Develop and print materials such as brochures and annual reports that you will use for outreach to the general public, which includes potential board members, funders and community partners.
- Contact individuals and organizations that are potential partners who may assist your program in delivering services.
- Ask your board of directors and other volunteers to raise funds on their own time.
- Pay for a program evaluation to demonstrate the impact and effectiveness of your program.
- Solicit community involvement or in-kind support for your program - e.g., seek volunteers to help with the project and donations of building supplies for a construction project.
- Coordinate community involvement in a day of service, serv-a-thon, or other direct service activities that may have a fundraising element.
- Include members of the public (including funders and other community partners) on your general mailing list for newsletters or brochures and other general interest publications. (But publications paid for from AmeriCorps grant funds, including matching or other federal funds, should not contain solicitations of donations.)
- Include in your general purpose newsletter a “wish list” of needed in-kind items
- Invite members of the public, including funders, to make a site visit to your program.
- Ask for advice from individuals with expertise who may be business or foundation staff regarding matters such as program development, training and evaluation;
- Invite members of the public, including funders and other community partners, to attend graduation ceremonies and other special events;
- Ask a local business to sponsor a recognition event for members or volunteers.

#### ***Members May:***

- Solicit supplies from local businesses for a direct service project, - e.g., solicit several cans of paint from a store near a work site to meet a need.
- Organize an occasional “serv-a-thon” in which Members recruit individuals to obtain sponsors in advance of an approved direct service event.

#### ***You may not:***

- Charge time to your AmeriCorps grant for staff to prepare funding proposals;
- Use AmeriCorps grant funds, including matching or other federal funds, to develop promotional materials solely targeted at prospective funders;
- Use AmeriCorps grant funds, including matching or other federal funds, to engage in a direct mail campaign to raise funds;
- Use AmeriCorps grant funds, including matching or other federal funds, to conduct capital campaigns or endowment drives;
- Hire a development consultant and charge fees to your AmeriCorps grant;
- Charge time staff spends on fundraising to sources of AmeriCorps or other federal grant funds.

#### ***Members May Not:***

- Prepare any part of a grant proposal or perform other fundraising functions to help you achieve your match requirement, or to pay your organization’s general operating expenses.

## Appendix G

### AmeriCorps Promise Fellows Fund Raising Policy Guidance

AmeriCorps Promise Fellows are subject to the following grant award provision related to fund raising:

*A member's service activities may not include organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar activities designed for the sole purpose of raising capital or obtaining contributions for the organization.*

*Service activities that raise funds or in-kind contributions while generating, involving and/or encouraging community support may be considered appropriate and allowable, such as serve-a-thons, to the extent they are in direct and immediate support of an approved objective of the Program and provided that they are not the program's primary activity and do not involve significant amounts of an individual member's time.*

*Prohibited activities for members include preparing grant proposals, performing other fund raising activities to help the Grantee achieve its matching requirements or to support an organization's general operating expenses, and providing fund raising assistance to other community-based organizations that do not provide immediate and direct support to a Grantee's approved Program objective.*

In applying this rule, "approved objective" means an objective specifically proposed in your application for AmeriCorps Promise Fellows funding and approved by the Corporation. "Program" refers to the AmeriCorps Promise Fellows program carried out by the Grantee and its sub-grantees. It does not refer to other programs or activities generally operated by the Grantee or sub-grantees.

Sustained or substantial fund raising activities related to a Program's approved objectives should be handled by Program or organizational staff such as an executive director or development director. A Fellow may provide a description of his or her activities to support such fund raising efforts, but may not direct, lead, coordinate or otherwise be responsible for sustained or substantial fund raising activities even if they are conducted to support a Program's approved objectives.

Following are examples of the application of these rules in the context of the AmeriCorps Promise Fellows program. This list is provided for illustrative purposes and is not exhaustive. Grantees are responsible for assessing whether particular activities comply with the provisions of their award and the approved objectives of their Program.

An AmeriCorps Promise Fellow MAY:

- Solicit supplies from local businesses for an approved direct service project--e.g., solicit several cans of paint from a hardware store to be used by youth serving in a service learning program created by the Fellow.
- Solicit community involvement with your Program or with a coalition of organizations promoting Promise-related activities--e.g., seek volunteers to serve as mentors in an initiative supported by the Fellow, solicit donated books for a literacy program the Fellow is creating, or recruit organizations to participate in a steering committee to develop a Community of Promise.
- Solicit commitment makers to provide volunteers or in-kind resources--e.g., asking a local corporation to provide paid leave time so employees can volunteer as tutors or obtaining free printing services from a local printer to publish a brochure instructing families how to enroll in a health care program.
- Organize an occasional serv-a-thon in which the Fellow recruits participants who will obtain sponsors in advance of an approved direct service event.
- Coordinate community involvement in a day of service, serv-a-thon, and other direct service activities that may have a fund raising element. However, the Fellow should not coordinate the fund raising component of the activity.
- Include members of the public (including funders and other community partners) on a general mailing list for newsletters, brochures, publications, and other educational materials regarding the Fellow's activities.
- Include in a Promise-related newsletter a wish list of needed in-kind items.

AmeriCorps Promise Fellows may NOT:

- Write a grant proposal requesting funding to support the host organization's cost of hosting a Fellow.
- Sell tickets to a fund raising event to raise money for an organization's general operating expenses.
- Write a grant proposal to raise operating support for a new mentoring program the Fellow is implementing.
- Solicit a financial commitment from a local corporation to contribute a percentage of its profits to Community of Promise partners.

## Appendix H

# POLICY GUIDANCE ON CRIMINAL RECORD CHECKS

This information explains the grant award provision related to criminal record checks and our expectations related to this provision. It reflects our guidance on this matter. The following includes:

- the provision
- statement of our purpose
- discussion of our expectations for grantees
- general guidance

### Provision

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

### Statement of Purpose

While acknowledging that the vast majority of AmeriCorps members would not intentionally harm recipients of service, we are nevertheless very concerned about the potential for improper or criminal conduct victimizing program clients. Such victimization does damage to the individual victim, the program, and the entire AmeriCorps national service network.

Programs have the responsibility to establish and use thorough screening processes to determine the suitability of candidates for selection to provide the program’s services. In certain programs, because of the vulnerability of the client population, it is prudent to conduct a criminal record check for each applicant. The suitability determination that you should make includes information from the criminal record check, as well as the other information that you gain through the application and screening process. Many programs are already using criminal record checks as part of their screening, and insurance companies are increasingly often requiring this step.

We recognize that you are in the best position to make decisions concerning the screening mechanisms you use, including criminal history checks, taking into account the nature of the service activity and the potential vulnerability of service recipients. The same is generally true of decisions about the criteria, including criminal records that would warrant rejection of a candidate.

While no practical system of applicant screening, including record checks, can guarantee avoidance of every possible problem, our purpose is to protect recipients of service, protect AmeriCorps programs from unnecessary liability exposure, and to protect the public image of the AmeriCorps national service network.

### Corporation Expectations

We expect that you will regard criminal record checks as one part of the applicant screening process that may have many other steps – all related to making appropriate determinations about the suitability of applicants. In addition, conducting criminal record checks does not free you and program sponsors from the responsibility of careful program management and effective supervision of members and program staff. In carrying out the criminal record check grant provision, you should take the following steps:

1. Consider whether your program involves substantial direct contact with children or performs service in the homes of children or other vulnerable individuals. The term children is defined by state law. Substantial direct contact means contact with children that is regular, continuous and personal in nature. Your program should determine, based on specific circumstances, whether individuals are “vulnerable” or not.

Examples of vulnerable individuals may include (but are not limited to) infirm elderly persons, or individuals with a physical or mental disability.

2. If so, determine; (a) the appropriate form of criminal record check that you should make, based primarily on the responsibilities of the position; (b) the process by which you may carry out that check; and, (c) any limitations imposed by state or local law.
3. Conduct a check on AmeriCorps members and staff whose duties involve substantial direct contact with children or who perform service in the homes of children or other vulnerable individuals. If your program must conduct criminal history checks, you should do so for all new and continuing members, as well as for staff.
4. Determine in advance, the types of criminal backgrounds that should result in termination of candidacy or service.
5. Ensure that you take consistent actions on the information that you receive.
6. Ensure that you carefully observe privacy considerations and that you appropriately safeguard the confidentiality of criminal history information you possess.
7. Your program should be aware of the various criminal record indices that are available, such as local (both city and county, as applicable), state, national, military, and international indices.
8. Your program should obtain enough information on the background of applicants (for example whether the applicant has served in the military service, traveled abroad, or relocated within the United States) to determine which indices you should query.

While the above describes our minimum expectations, the circumstances of a local program and applicable state law or regulations may dictate that additional steps be taken.

Concerning the cost of record checks for members, explore whether they can be conducted free or at reduced cost (as a number of programs are already doing), or if any community partners can support this activity. If it is necessary to use our funds, your program should attempt to rebudget within existing funds. Commissions may use carry-over formula funds for this purpose.

### **General guidance**

Below are suggestions and approaches that may be useful in developing procedures to fulfill this responsibility.

- Your program should review these requirements with legal counsel and your liability insurance carrier.
- You should ask each applicant, as part of the application process about his or her criminal history. Failure to truthfully complete an application should automatically result in termination of candidacy, a fact that you should note in the application itself.
- You should prominently announce notice of your intent to conduct criminal record checks – both to discourage individuals with potentially unacceptable backgrounds from even applying, and to evidence your concern for the safety of your clientele.
- If your program announces that it will conduct criminal record checks, you should do so. Failure to conduct a check after announcing that you will do so creates a situation of potentially serious liability.
- You have the authority to decide the specific check you will make – i.e., whether a local, statewide, or national check is appropriate – based on the circumstances of your program, relevant law and regulations concerning access to criminal records, and the populations you serve.
- Suitability for enrollment (or hiring) is a determination you make, but the standard of care that your program should adhere to is one of “reasonable precautions”. This means that your program should take reasonable precaution to discover the existence of background information that, if not discovered, could possibly result in an injury to a third party. Your failure to satisfy this standard of care could result in being held liable for its negligent acts or omissions.
- You need not "recheck" returning members (or continuing staff) each year after the initial check, but the member contract (or employment agreement) should include a provision that your program leadership will be notified if the member is arrested for any of certain specified offenses.
- Your program should be aware of the various criminal record indices that are available, such as local (both city and county, as applicable), state, national, military, and international indices.

- Your program should obtain enough information on the background of applicants (for example, whether the applicant has served in the military service, traveled abroad, or relocated within the United States) to determine which indices you should query.
- While criminal records checks normally involve state agencies, you should contact your local police or sheriffs' departments for assistance in identifying potential vulnerable populations, as well as with determining the appropriate form of background check, based on local circumstances, and carry out that check. Generally, law enforcement agencies prefer to help at the outset – to help avoid problems later. If a specific state does not allow access to statewide criminal records, you should conduct local checks to the maximum extent allowed.
- If arrest information is not accompanied by disposition information, it may not provide sufficient basis for rejection of applications.
- You should develop, and carefully adhere to, written policies related to safeguarding confidential information (criminal records) received and used by your program.
- After considering re-budgeting within the grant and exploring other avenues of support, if you are still having difficulty paying the cost of these checks you should contact us.

**Further Information**

For further information or assistance with implementing these requirements, contact your program officer at the Corporation for National Service.