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AmeriCorps

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TECHNICAL ADVISORS

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Inst for Educ Seekers
24th 1001 Ct, KG
Ct + K Transit
Lunch 12:30 - Lunch
3 Floor Conference Room

TO: Rodney Palmer, Mary Ann Miller
Office of Policy and Evaluation

From: Joel Berg, USDA

Subject: Rough Administrative Budget for the Application

4 pages, including this cover

Based on the admin. funds allocation of $129,144 for a commission for 1999, I have revised a rough draft of the budget for the application for commission administrative funds.

Since the core of the application is the budget sheet, I do think this should be finalized before much work is done on the narrative for the application. To finalize the worksheet, DC government must formally agree to the matching funds (including in-kind funds) proposed in the worksheet. Just to be safe, I have proposed DC matching funds in excess of 50%, but since much of it is in the form of in-kind space and equipment you already have, this should be easy for DC to commit to and should make the application even stronger.

Please fell free to call me at (703) 305-2283 with any questions.

DRAFT

ADMINISTRATIVE FUNDS BUDGET FORM

State Commission _____

A. Personnel	Funds requested from the Corporation	+	State/Local Private Funding	=	Total Combined Funding
Staff Salaries	$75,000		$60,000		$135,000
Staff benefits	$25,000		$20,000		$45,000
Contract Employees/ Major Consultants	$12,000		0		$12,000
Subtotal A	$110,000		$80,000		$190,000

B. Travel			
Commission Members	$750	0	$750
Staff	$3,144	$2,000	~~$5,144~~ $5,144
Others	$250	0	$250
Subtotal B	$2000	$2,000	$4,000

C. Sub-contracts, Sub-grants, Interagency Agreements

(Organization names)

-	0	0	0
-	0	0	0
-	0	0	0
-	0	0	0
Subtotal C	0	0	0

D. Operating Costs

Supplies	0	$3,000	$3,000
Equipment	0	$20,000	$20,000
Communications	0	$15,000	$15,000
Space	0	$15,000	$15,000
Subtotal D	0	$53,000	$53,000

*Total funds requested from the Corporation may not exceed 50% of total combined funding

CFDA 94.003

DRAFT January 1 - December 30, 1999

STATE COMMISSION APPLICATION TITLE PAGE

1. State Commission DISTRICT OF COLUMBIA

Executive Director _____

Address _____

City, State, ZIP _____

Phone/Fax _____

E-mail _____

2. Request for Administrative Funds

$129 144 New FY '98 Funds requested

3. Request for PDAT Funds

$96,000 New FY '98 Funds requested

\+ 0 Estimated requested amount of FY '97 funds for carryover

$96,000 Total requested FY'98 allotment

4. Commission Certification

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

Commission Chair/ Designated Member		Commission Staff	
Name	_____	Name	_____
Title	_____	Title	_____
Signature	_____	Signature	_____
Date	_____	Date	_____

DRAFT

	Funds requested from the Corporation	State/Local Private Funding	Total Combined Funding
E. Other Costs (Please describe below)			
Printings	0	$1,000	$1,000
Meeting with grantees/service prov.	0	$1,000	$1,000
SUB-TOTAL E:	0	$2,000	$2,000
GRAND TOTAL:	$129,144	$137,000	$262,000

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ELKE LEWIS

Chief Executive Officer, TradeBank International, Inc.
2022 Storm Drive
Falls Church, VA 22043
(703)556-0699; 556-9336 (fax)

STATE COMMISSION APPLICATION TITLE PAGE

1. State Commission _____

Executive Director _____

Address _____

City, State, ZIP _____

Phone/Fax _____

E-mail _____

2. Request for Administrative Funds

_____ New FY '99 Funds requested

3. Request for PDAT Funds

_____ FY '99 Funds requested

4. Commission Certification

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

Commission Chair/ Designated Member		Commission Staff	
Name	_____	Name	_____
Title	_____	Title	_____
Signature	_____	Signature	_____
Date	_____	Date	_____

ADMINISTRATIVE FUNDS BUDGET FORM

State Commission _____

A. Personnel	Funds requested from the Corporation	+	State/Local Private Funding	=	Total Combined Funding
Staff Salaries					
Staff benefits					
Contract Employees/ Major Consultants					
Subtotal A					

B. Travel			
Commission Members			
Staff			
Others			
Subtotal B			

C. Sub-contracts, Sub-grants, Interagency Agreements

(Organization names)

Subtotal C			

D. Operating Costs			
Supplies			
Equipment			
Communications			
Space			
Subtotal D			

*Total funds requested from the Corporation may not exceed 50% of total combined funding

CFDA 94.003

	Funds requested from the Corporation	State/Local Private Funding	Total Combined Funding
E. Other Costs (Please describe below)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DRAFT

Program Development Assistance and Training (PDAT) Budget Form

Fiscal Year 1999

Budget Year (Check One): ❑ Nov. 1, 1998-Oct. 31, 1999, or ❑ Jan. 1-Dec. 31, 1999.

State Commission _____

A. Commission Staff			Specify the salary and/or consultant fee of the Commission T/TA position; specify the cost of benefits if the position is filled by a full- or part-time employee.
	Salary and Benefits	_____	
B. Program Staff Development			Include expenses for program directors (not commission staff) to attend training events. Costs included in *Other* should be described in the accompanying budget narrative.
	Travel	_____	
	Per Diem	_____	
	Other	_____	
	Subtotal B	_____	
C. Consultants		_____	Specify the total cost of consultants (*excluding* any costs for Commission T/TA position and training events).
D. Training Events		_____	This amount should include the cost of training supplies, the cost of consultant trainers, and the cost (travel and per diem) of AmeriCorps member attendance at state, regional, and national training events.
E. Sub-contracts, sub-grants		_____	Specify the total cost of sub-grants and sub-contracts.
F. Communication			This amount should include the total cost of communications systems and equipment. *Systems* may include newsletters, computer networks and mailings.
	Systems	_____	
	Equipment	_____	
	Subtotal F	_____	
G. Supplies		_____	Include only supply costs not associated with *Training Events*.
H. Other		_____	Specify the total of all other costs unrelated to the above categories.
Total (A through H)		_____	This should equal line 3 below.

1. Estimated unobligated FY 1998 funds[1]	_____	[1] As of the end of the Commission's PDAT budget year.
2. FY 1999 allotment	_____	[2] Request should be the difference between lines 1 and 2 and should equal *Total (A through H)* from above.
3. FY 1999 Award Request[2]	_____	

EMERGENCY TASK FORCE FOR DISTRICT OF COLUMBIA AMERICORPS PROGRAMS

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CORPORATION
FOR NATIONAL
SERVICE

Joel Berg

October 14, 1998

Dear Mary Ann,

Enclosed is the "companion piece" to the 1999 Guide to Programs and Grants booklet that I left with you a few weeks ago. This document provides specific instruction for completing an AmeriCorps application and would be included in any R.F.P. developed by the D.C. Commission. Beginning on page 103 is the guidance for the Admin, PDAT and Disability grants. (But you already have this...)

Please call if you have any questions about it or if I can help with anything.

Betty Platt

CORPORATION
FOR NATIONAL
SERVICE

To: State Commission Executive Directors
Corporation State Office Directors
State Education Agency Learn and Serve America Program Directors

From: Deb Jospin
Bill Bentley
Gary Kowalczyk
Tom Endres
Marilyn Smith

Subject: 1999 Administrative and Program Guidance

Date: September 21, 1998

We are pleased to enclose the *1999 Guide to Programs and Grants.* This Guide is a product of our commitment to simplify application guidelines and evaluation criteria for the service programs we support as part of AmeriCorps, Learn and Serve America, and the National Senior Service Corps. We believe it is important to issue guidance in a consolidated format for those who want to know more about national service programs. The Guide will enable people to understand all Corporation-sponsored programs and to contact the proper entity for more information or applications. Additionally, we hope the Guide will increase understanding about roles and responsibilities among state commissions, Corporation state offices, and state education agencies.

Also enclosed is the *1999 Administrative and Program Guidance* the Corporation provides each year to state commissions and Corporation state offices. This document contains reporting instructions related to the unified state plan and information concerning evaluation criteria and training and technical assistance that apply to all three state partners. State education agencies will find the Learn and Serve America continuation guidelines in the *1999 Guide to Programs and Grants.*

The administrative guidance for Corporation state offices and state commissions has been consolidated and provided to all of you so that you can understand the processes, policies and operating structures of the offices. It is also provided to aid in implementing unified state plans. Because of the different grant and administrative requirements that govern the Corporation's grants to each of the state partners, the guidance varies in content and process. Each of you needs to follow only the guidance that applies to you.

1201 New York Avenue, N.W. · Washington, D.C. 20525
telephone: 202-606-5000 · website: www.nationalservice.org

We are continuing to move toward uniform Corporation applications/guidelines for fiscal year 2000. As part of this process, the Corporation will seek suggestions and feedback from our partners on both our efforts to date and creative ideas for future efforts.

We appreciate your work in the field of national service and look forward to working with you to create high quality service opportunities in 1999.

1999
ADMINISTRATIVE
AND
PROGRAM GUIDANCE

FISCAL YEAR 1999: CALENDAR OF DUE DATES

AmeriCorps*VISTA

Due Date	Project	When/Where Forms Available
October 16, 1998	1999 Proposed Budget Operating Plan	Will be sent out from HQ (Excel)
October 16, 1998	MIS Charts	N Drive/Everyone folder/Cluster specific folder (Excel)
October 16, 1998	Training Calendar Database	N Drive/Everyone folder/VISTA training folder (Access)
October 30, 1998	State Plan Report Form	AC*VISTA Website on INTRANET/Contents/Filing Cabinet/Forms (Word)
October 30, 1998	Community Impact Report	AC*VISTA Website on INTRANET/Contents/Filing Cabinet/Forms (Word)
January 15, 1999	Quarter 1 MIS Chart and Budget Operating Plan Updates to AmeriCorps*VISTA Field Liaison	N Drive/Everyone folder/Cluster specific folder (Excel)
January 15, 1999	Training Calendar Database Update	N Drive/Everyone folder/VISTA training folder (Access)
April 16, 1999	Quarter 2 MIS Chart and Budget Operating Plan Updates to AmeriCorps* VISTA Field Liaison	N Drive/Everyone folder/Cluster specific folder (Excel)
April 16, 1999	Training Calendar Database Update	N Drive/Everyone folder/VISTA training folder (Access)
April 30, 1999	State Plan and Community Impact Report Updates	AC*VISTA Website on INTRANET/Contents/Filing Cabinet/Forms (Word)
July 16, 1999	Quarter 3 MIS Chart and Budget Operating Plan Updates to AmeriCorps*VISTA Field Liaison	N Drive/Everyone folder/Cluster specific folder (Excel)
July 16, 1999	Training Calendar Database Update	N Drive/Everyone folder/VISTA training folder (Access)
October 15, 1999	Quarter 4 MIS Chart and Budget Operating Plan Updates to AmeriCorps*VISTA Field Liaison	N Drive/Everyone folder/Cluster specific folder (Excel)
October 15, 1999	Training Calendar Database Update	N Drive/Everyone folder/VISTA training folder (Access)

FISCAL YEAR 1999: CALENDAR OF DUE DATES

National Senior Service Corps

Due Date	Project	When/Where Forms Available
December 31, 1998	Fiscal Year 1998 State Accomplishment Report	September 15, 1998
December 31, 1998	Site Visit Plan on File	N/A
December 31, 1998	Identify One Sponsor Per Cluster to Test Grant Consolidation Approach	N/A
September 30, 1999	Three Year Grant Cycle Status	September 15, 1998
September 30, 1999	Fiscal Year 1999 GPRA Status Chart	January 1, 1999
September 30, 1999	Area Managers Report on Grant Consolidation Issues	N/A
Two weeks after the results of the PNS competition are announced	PNS VSY/Volunteer Charts	March 1, 1999

FISCAL YEAR 1999: CALENDAR OF DUE DATES

AmeriCorps* State and National

Due Date	Project
October 15-November 17, 1998	State Commission Administrative Applications (includes update on unified state plan)
February 1, 1999	Commission Narrative on Application Review Process
February 1, 1999	AmeriCorps* State Competitive Applications and Continuation Requests (includes America Reads)
February 1, 1999	Education Awards Program Applications and Continuation Requests
February 1, 1999	First Progress Report
March 11, 1999	AmeriCorps* National Direct Continuation Requests
April 30, 1999	Commission Semi-Annual Progress Report (includes progress on administrative plan, PDAT and Disability funds)
April 30, 1999	Commission Narrative on Application Review Process (if different from competitive process or if a competitive package was not submitted)
April 30, 1999	AmeriCorps* State Formula Applications and Continuation Requests
April 30, 1999	Education Awards Program Applications and Continuation Requests
April 30, 1999	Indian Tribes Applications and Continuation Requests
April 30, 1999	U.S. Territories Applications and Continuation Requests
April 30, 1999	Second Progress Report
October 31, 1999	Third Progress Report

FISCAL YEAR 1999: CALENDAR OF DUE DATES

Learn and Serve America

Due Date	Project
February 16, 1999	School and Community-based Continuation Request
February 16, 1999	School and Community-based Semi-Annual Progress Report
February 16, 1999	Higher Education Continuation Request
February 16, 1999	Higher Education Semi-Annual Progress Report
July 30, 1999	Higher Education Semi-Annual Progress Report
August 17, 1999	School and Community-based Semi-Annual Progress Report

1999 ADMINISTRATIVE AND PROGRAM GUIDANCE TO STATE COMMISSIONS, CORPORATION STATE OFFICES AND STATE EDUCATION AGENCIES

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GUIDANCE FOR STATE PARTNERS

Guidance for State Commissions, Corporation State Offices and State Education Agencies

I. UNIFIED STATE PLAN REPORTING

The implementation of the unified state planning process involves all Corporation-supported programs as well as non-Corporation service providers and volunteer programs. Coordination among all state-level partners will enhance the resources available to promote and expand service opportunities, and to increase the impact of service activities within each state. Most states have submitted their three-year unified state plans, and are implementing the first or second year.

In addition to an integrated approach to planning and program development, the Corporation is moving towards integrated reporting. During the next year the Corporation will review all reporting required of the state partners to determine what reporting can occur against the unified state plan, thereby decreasing individual reporting requirements. As part of the review process the Corporation will seek suggestions and feedback from all three administrative entities.

For 1999, however, it will be necessary for state commissions, Corporation state offices and state education agencies to briefly report on activities to date as the partners implement the Unified State Plan, including how state program and grant approaches have been integrated. Reports are due by February 1, 1999, for the period ending December 30, 1998. Please submit one unbound original and two copies to Planning and Program Integration, Corporation for National Service, 1201 New York Avenue, NW, Washington, DC, 20525. The document should be no longer than 5 pages and provide a summary of progress made in each section of the plan, challenges faced in implementing the unified state plan and changes the partners are making to the plan. A cover letter signed by the commission executive director, Corporation state office director and state education agency Learn and Serve America representative should accompany the report.

II. JOINT EVALUATION CRITERIA

For new programs and projects in 1999 there are new evaluation criteria. Last spring the Corporation reviewed the evaluation criteria used by all streams of service to select programs/projects and evaluate program effectiveness and outcomes. Each stream used a slightly different set of criteria with a variety of weights. At the request of the Board of Directors, the Corporation developed a joint set of evaluation criteria for use across the Corporation. Program Design, Organizational Capacity and Budget/Cost-Effectiveness, constitute the criteria by which state commissions, Corporation state offices and state education agencies should select new programs and projects and evaluate program effectiveness. These criteria apply to program outcomes as well as the initial selection beginning in 1999. (State commissions may include additional criteria for those programs it proposes under its formula funding.)

Program Design (60%)

Getting Things Done

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

Strengthening Communities

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

Participant Development

- Effective plans for recruiting, developing, training, supervising, and recognizing participants
- Well-designed activities that promote an ethic of service/civic responsibility
- Well-designed plan to engage participants in high-quality service-learning as defined by the Corporation[1]
- Well-designed plan for participants to learn to serve together with people of diverse backgrounds

Organizational Capacity (25%)

- Ability to provide sound programmatic and fiscal oversight
- Sound track record in the issue areas(s) to be addressed by the project
- Well-defined roles for staff and administrators
- Well-designed plans or systems for self-assessment, evaluation and continuous improvement

Budget/Cost-Effectiveness (15%)

- Adequate budget to support program design[2]
- Commitment of applicant organization/host agency to securing resources for program implementation and/or sustainability
- Cost-effective within program guidance

---

[1] The Corporation encourages all applicants to include service-learning activities in their program design. However, this is only an evaluation criteria for Learn and Serve America

[2] Applicable for the following Corporation programs - AmeriCorps*State, National, Indian Tribes, and U.S. Territories, and Learn and Serve America

Program Design includes three sub-categories and represents 60 percent of the basis used to evaluate each applicant. The relative importance of the sub-categories is reflected in the following rank order and varies by program.

AmeriCorps*VISTA: Strengthening Communities, Getting Things Done and Participant Development
National Senior Service Corps: Getting Things Done, Strengthening Communities and Participant Development
AmeriCorps*State/National, Indian Tribes and U.S. Territories, Education Award Programs: Getting Things Done, Participant Development and Strengthening Communities.
Learn and Serve America: all three sub-categories have equal weights.

Because existing programs or projects may have been selected under different criteria, these criteria will apply to new programs and projects beginning in 1999. They are explained more fully in the *1999 Guide to Programs and Grants.*

III. CROSS-PROGRAM TRAINING AND TECHNICAL ASSISTANCE

Under the unified state plan, state partners develop plans for a "shared vision of service" and for "building a solid infrastructure of high-quality programs and support services." Partners "share expertise and resources for efficient, cost-effective use of funds." One of the primary strategies for achieving these goals is through shared training and technical assistance. Each plan is to "describe goals and strategies for delivering training and technical assistance to local programs, including cross-stream training sessions for state and local program staff, program participants and volunteers." Therefore, the Corporation wants to provide flexibility to state partners in the areas of training and technical assistance and encourages you to coordinate training as appropriate, particularly if similar training content has been identified as a need by all programs and duplication of individual training events could be avoided.

At the same time, it is important to ensure that participants and volunteers have the specific training they need for their program. Because each Corporation program must accommodate the needs of different training audiences, separate training guidelines have been developed for Corporation state offices in working with AmeriCorps*VISTA and National Senior Service Corps and for state commissions for Program Development and Training funds. Communication about training plans between the Corporation state office, state education agency and the state commission is encouraged along with the development of a coordinated state-wide training calendar and joint submission of requests for services of Corporation national training providers. A list of national providers is included in this document as Appendix F. Additionally, because the Corporation recognizes a correlation between the quality of national service programs and effective leadership, Corporation state office, state commission and state education agency staff are encouraged to identify potential candidates from all programs in the state who would benefit from attending one of the National Service Leadership Institute's scheduled trainings organized by the Corporation.

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CORPORATION STATE OFFICES

Corporation State Offices

Part One: **AmeriCorps*VISTA Management and Reporting Guidance**

Part Two: **National Senior Service Corps Program and Administrative Guidance**

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AMERICORPS*VISTA

PART ONE

AMERICORPS*VISTA FISCAL YEAR 1999 MANAGEMENT AND REPORTING GUIDANCE

Background and Overview

At the beginning of the fiscal year, Corporation state offices submit reports and a state management plan for AmeriCorps*VISTA resources they administer. The reports and plan are based on the guidance provided in this section. Plans are submitted to the AmeriCorps*VISTA field liaisons for each cluster.

Corporation state staff should prepare their plans and conduct their administrative responsibilities with the Unified State Plan in mind. In addition, each Corporation state office must share its plans and appropriate reports with the state commission, state education agency, and any other signatory to the Unified State Plan.

Available Resources

For planning purposes, the distribution of fiscal year 1999 AmeriCorps*VISTA resources is based on the fiscal year 1998 appropriation level of $65.2 million (with $24.0 million earmarked for America Reads initiatives). The following levels may be modified when Congress completes action on the fiscal year 1999 appropriation's bill.

Submission Contents and Deadlines

The Calendar of Due Dates at the front of this document identifies various reports and submissions that must be provided to AmeriCorps*VISTA offices at the beginning and throughout the year. State offices submit reports on 1998 activities and plans for 1999. The AmeriCorps*VISTA staff has developed new electronic forms for several of the documents the state office submits to headquarters. These forms are located on the Intranet and the shared "N". Instructions on how to access and complete them have been sent under separate cover to the state offices and service centers.

I. AMERICORPS*VISTA GUIDANCE

The AmeriCorps*VISTA legislative mission provides the "umbrella" under which the program operates:

> to strengthen and supplement efforts to eliminate and alleviate poverty and poverty-related problems in the United States by encouraging and enabling persons from all

> walks of life, all geographical areas, and all age groups... (to) assist in the solution of poverty and poverty-related problems, and... to generate the commitment of private sector resources, to encourage volunteer service at the local level, and to strengthen local agencies and organizations to carry out the purpose (of the program).

With more than 36 million Americans still living in poverty today, our programming must focus on long-term solutions to the problems of poverty. Some of the performance measures used to assess how well AmeriCorps*VISTA is meeting its legislative mandates are discussed below and form the basis for the state management plan.

AmeriCorps*VISTA will celebrate its 35th anniversary in the year 2000. During the coming year, headquarters staff will work with state office staff to prepare for the celebration - looking to the future while celebrating the past. State offices will receive additional information and guidance related to the celebration.

Unified State Plan Guidance. In applying AmeriCorps*VISTA resources to program priorities set forth in the Unified State Plan, and to cross-stream programming activities in general, the following programmatic and/or statutory requirements will apply:

- AmeriCorps*VISTA efforts must address the needs of low-income communities;
- projects must focus on the mobilization of community resources, including local volunteers;
- AmeriCorps*VISTA activities must promote the long-term sustainability of project activities; and
- The AmeriCorps*VISTA resource should not be used by a program to duplicate activities which are already funded by another Corporation program.

A. Program Guidance

1. 1999 Program Priorities

In fiscal year 1999, state offices are encouraged to develop and expand projects in two national program priority areas described below which carry over from fiscal year 1998. Since both priorities are broadly expressed, they should easily encompass state/local priorities as reflected in the Unified State Plan, and represent resources for state offices to offer as part of the unified planning process. The Corporation is also adding a third priority that will increase access to computer technology and telecommunications in low-income communities.

Welfare to Work. AmeriCorps*VISTA can make a substantial contribution in assisting those making the transition from welfare to work by providing low-income individuals with opportunities for employment, self-employment, income generation and investment in their future. As the recent Westat Accomplishments Study indicated, AmeriCorps*VISTA members can have significant impact in such areas as: job

development, job placement, job readiness training, computer literacy, workplace literacy, microenterprise development, micro-lending, and establishment of support systems (child care, transportation, etc.) which enable individuals to seek and keep employment. Special priority should be given to areas designated as urban or rural empowerment/enterprise zones.

Children/Youth/Families. Following up on the goals of the Presidents' Summit for America's Future, AmeriCorps*VISTA will continue to work with organizations that provide holistic approaches to dealing with problems affecting low-income children, youth and families. Program activities with potential for significant impact include: children's literacy (America Reads), family literacy, mentoring, child care and early childhood education, maternal and child health, child abuse, substance abuse and delinquency prevention, youth entrepreneurship, and providing youth with marketable skills and opportunities to "give back" to their own communities.

Access to Technology. Organizations and institutions serving low-income communities must be able to access resources that current technology can provide. AmeriCorps*VISTA members can help build that capacity by assessing technology needs; developing technology plans; developing school-based or neighborhood-based computer learning centers; securing resources for hardware, software, and communications links; designing curricula; implementing training programs for agencies, low-income residents, and students; establishing community Internet access sites; and recruiting volunteers for a variety of activities, including computer installation, re-wiring, instruction for students, e-mail mentoring programs, and staffing of computer labs.

2. Cost Share Partnerships

States are again encouraged to develop or expand cost-share projects during fiscal year 1999. Headquarters staff has worked on national partnerships that have potential for cost-share agreements at both state and national levels. Descriptions of those initiatives will be provided to state offices under separate cover. At the end of the third quarter of fiscal year 1998, there are 227 cost share agreements that support over 1,285 service years. This represents an increase of nearly 150 volunteer service years (VSYs) in agreements when compared to the start of fiscal year 1998.

The goal for fiscal year 1999 is to increase the number of volunteer service years in cost share agreements by a minimum of 50 per Cluster, or an overall increase of at least 250 volunteer service years by the end of fiscal year 1999. Headquarters will provide a 9/30/98 chart which will be used as a baseline for tracking fiscal year 1999 production.

Each state in the cluster should contribute to the overall cost-share cluster goal. Each office should become familiar with, and adhere to, existing cost share guidance when developing agreements. This guidance has been issued to the field in hard copy, via e-mail, and is on the Intranet. The guidance contains both field procedures and budget and accounting procedures which cover the entire cost share process.

There will continue to be four mandatory sponsor requirements in cost-share agreements:

- Subsistence allowance (at actual rates per location)
- Stipend at $1,200 per volunteer service year
- FICA at 7.65 percent of stipend
- Health support at $1,600 per volunteer service year

The sponsor may provide other services, in-kind, but these costs are not to be reflected as part of the reimbursable cost share agreement amount. The only billable costs are the four cost categories mentioned above.

Sponsors can be billed only for actual costs incurred. Costs associated with stipends will be billed only if the stipend is included in the agreement and AmeriCorps*VISTA members elect this option. However, if this cost is not included and a member chooses the stipend option, then the agreement can be amended to include this line item. **Please ensure that stipends (and FICA) are budgeted at least at the rate that AmeriCorps*VISTAs choose stipends in your state or cluster to avoid having to amend the agreements.**

No placements can be made on cost-share projects until a valid memorandum of agreement is in effect and a budget code has been assigned specifically to that agreement. Cost-share memoranda of agreement must be signed first by the project sponsor and lastly by the state director.

Amendments to cost share agreements must be made prior to the end of the agreement if it is found that:

- the dates of the project will go beyond the dates in the memorandum of agreement, and
- additional funds will be required from the cost share sponsor.

Amendments that extend the time of the agreement are limited to no more than six months beyond the initial one-year period. Any extension for a period greater than six months should be treated as a continuation.

Any amendments should be accomplished on the one-page amendment format which was included as Attachments D-1 and D-2 of the previously issued cost-share guidance. The amendments will require the signature of the sponsor (first) and the state program director (last).

Headquarters has scheduled a 3 percent increase in the subsistence rate effective April 1, 1999. This increase should be built into any new agreements. It also should be built into

continuations that occur prior to that date. Any amendments that are required as a result of this subsistence rate increase should use the one-page amendment format.

Current cost share agreements that have not complied with reimbursement provisions cannot be renewed as cost-share agreements. Cost share sponsors who are delinquent in making reimbursement will be notified by the service center with a copy of the notification going to state offices. Standard placement on projects which combine cost-share and standard slots should not be made until delinquent billings have been satisfied.

B. Instructions for Preparing the 1999 AmeriCorps*VISTA State Management Plan

The program guidance above, the instructions in this section, and the instructions about how to access the forms on the Intranet (Program and Field Support Update, dated 8/19/98) should be followed to develop the state office management plan. The fiscal year 1999 state management plan for AmeriCorps*VISTA consists of two documents, the State Plan Report and the Community Impact Report. When preparing both documents, keep in mind the need to respond to Government Performance and Results Act performance measures (see Attachment 1) established for the AmeriCorps*VISTA program. In addition, the plan should be developed with a focus on collaboration.

1. State Plan Report Form

Please use the electronic State Plan Report available on the Intranet (See sample in Attachment 2), to document your submission. Upon opening the forms, state offices should save the form on their own computer in an easily retrievable file. When state offices have completed the form and are ready to submit it to headquarters, the forms should be sent to their designated field liaison officer as an e-mail attachment.

Objective 1: State-specific programming priorities will be a focus of new AmeriCorps*VISTA project development in fiscal year 1999. State offices should provide a list of new projects to be developed by priority area which fit into the strategic vision of the Unified State Plan. A discussion of these priorities should reflect how they fit into the Unified State Plan and provide opportunities for collaboration with other streams of service as appropriate. All AmeriCorps*VISTA program priorities must demonstrate sustainable, long-term impact on low-income communities, and the generation of private sector and volunteer resources.

Objective 2: States will develop new projects which address AmeriCorps*VISTA's major program priorities of Welfare to Work, Children/Youth/Families, and Access to Technology. State Offices should provide a list of new projects to be developed in each area (if not already described in Objective 1). A discussion should include how these project development activities complement other efforts, as well as ongoing cross-stream activities or those being

planned.

Objective 3: State Offices will develop/expand cost-share partnerships within each state in support of the overall cluster goal to increase cost-share slots by a minimum of 50 over the agreement levels in place as of September 30, 1998. State offices should provide a list of expected cost-share project development/expansions in fiscal year 1999. Special emphasis should be placed on developing cost-share agreements that include a commitment of private sector resources for the project. If private sector support is involved, states should identify those projects along with specific sources of funding. *Cost-share project development includes projects that are partially cost-shared and partially standard. Production of cost-share service years is one of several Government Performance and Results Act performance measures established for the program (See Attachment 1).*

2. Community Impact Report

Please use the electronic Community Impact Report (See sample in Attachment 3), available on the Intranet to document your submission.

*Selected responses to both of the goals outlined below will be provided to Congress in support of the fiscal year 2000 appropriations process, and will address performance measures for the AmeriCorps*VISTA program established for the Government Performance and Results Act. Project descriptions should be no more than one page each. Specific GPRA measures for AmeriCorps*VISTA are included as Attachment 1.*

Objective 1: Demonstrate the accomplishments of AmeriCorps*VISTA programming in addressing significant low-income community needs through sustainability of AmeriCorps*VISTA activities. State offices should describe up to three AmeriCorps*VISTA projects which closed in the past 24 months with activities begun or expanded by AmeriCorps*VISTAs which continue today. Descriptions should discuss how the projects were able to sustain activities and improve the lives of community residents.

Objective 2: Demonstrate the accomplishments of AmeriCorps*VISTA members in mobilizing community resources. State offices should describe up to three examples of significant resource generation activities conducted by AmeriCorps*VISTAs during fiscal year 1998 with particular emphasis on private sector cash/in-kind resources mobilized and community volunteers recruited. Descriptions should also include the impact of these activities on the low-income communities served as well as on the sponsoring organizations. Provide specific resource amounts and quantifiable results in the project descriptions.

Due Date: October 30, 1998 -- State Plan Report and Community Impact Report

C. Administrative and Budget Guidance

The guidance below forms the basis for preparation of the MIS charts and proposed budget operating plans that offices will submit for fiscal year 1999. The charts and forms are available on the Corporation share "N" drive. Instructions for using these forms were sent out under separate memo dated August 19, 1998.

1. Allocation of Program Resources

The Corporation has made a number of changes to the management of AmeriCorps*VISTA program resources in fiscal year 1999 in order to streamline AmeriCorps*VISTA program and budget requirements and to provide more flexibility to the field in the management of these resources. These changes will require greater coordination among members of the state and service center cluster team. In order for these changes to work effectively, all parties will have to provide us with complete and accurate program and budget projections for fiscal year 1999. These changes include:

- Service years will be allocated at the cluster level. Area managers will be responsible for determining the allocations to individual states and will advise the service center and headquarters of state allocations/re-allocations on a quarterly basis. Only service years specifically designated for national or special projects will be allocated by headquarters on a state-by-state basis.

- Re-allocations of service years by headquarters among the clusters will occur at quarterly intervals as a result of quarterly budget reviews. We will monitor performance of each cluster in terms of state allocations, reallocations and overall production.

- There will be two service year allocations – one for regular AmeriCorps*VISTA and one for America Reads. Only two sets of MIS charts will be required instead of the five you are now sending in each quarter. Leaders will be included in either the regular or America Reads MIS charts. We will not require Cost-Share MIS charts for fiscal year 1999.

- MIS charts will be maintained for each state and a summary chart for the cluster on the "N" drive. These charts, formatted in Excel, will be available for all clusters in time to prepare MIS charts for fiscal year 1999 allocations.

- All training event information will be entered into a database from which training calendars will be produced for all clusters and nationally. This database will also be maintained on the "N" drive. The database will be maintained by the cluster training specialists and must reflect data submitted in MIS charts and budget requests. Cluster team coordination is essential to make this work.

- Service centers will have limited ($10,000) rebudgeting authority within the 20 purpose code series and within the 90 purpose code series (but not between the 20 series and the 90 series) as long as funds are available within these purpose codes for this purpose. Service centers will be required to notify their AmeriCorps* VISTA field liaison officer when rebudgeting takes place via e-mail. Budget amendments will be issued when rebudgeting is not possible or exceeds the $10,000 threshold.

- The training budget will consist of three, not five, line items: one line item each for pre-service orientation, early service training /in-service training, and in-service training for supervisors.

2. Additional Factors on Resource Allocation

a. Allocation of service years to each cluster is based on the average of the initial fiscal year 1998 cluster allocation and the final fiscal year 1998 cluster performance level. These allocations will be augmented by service years in support of non-grant national projects up until their scheduled end dates in fiscal year 1999. Non-grant America Reads referrals (from the fiscal year 1998 competitive process) will be factored into resource allocations to each cluster with specific state designations. Service year allocations will likely be made in September after Congressional appropriations action and determination of final August training entry numbers.

b. The area manager will determine the service year allocation for each state. Area managers need to provide the service centers with this information so that budget projections can be developed. Area managers must notify service centers whenever individual state allocations are being amended or modified. Clusters will be required to notify headquarters of these allocations at the time of initial submission of MIS charts and ensure that national demonstration volunteer service years are designated by state. Intra-cluster reallocations can be made at the end of each month and formally communicated to headquarters as part of the budget review process each quarter. Again, service centers have to be notified immediately due to the obvious budget consequences on any such movement.

c. The Corporation will hold funds in Headquarters for all America Reads program grants scheduled to be renewed by the end of fiscal year 1999. Headquarters anticipates funding the continuation of those grants recommended by state offices and will hold an amount equal to approximately 60 percent of the amount awarded by the end of fiscal year 1998. We anticipate that this amount will be sufficient to cover grant continuations in light of expected carryover and the potential to execute no-cost extensions which will carry us into fiscal year 2000.

d. Headquarters will hold up to 200 service years for an expanded summer associates program in both America Reads and regular VISTA. The regular VISTA associates will focus on the use of skilled students in law and business. The number of associate placements will most likely expand to 1,100 from about 600 this year. The same internal competitive process will be used to determine project approvals.

e. AmeriCorps*VISTA headquarters will retain service years for the Welfare to Work national demonstration initiative that is now underway and expected to be funded via competitive grants early in fiscal year 1999.

f. Project support allocations are based on each Cluster's proportionate share of fiscal year 1999 service years. Cluster teams should work together to distribute these resources among states. Annual spending plans based on specific project needs and potential project development should guide this distribution.

D. Instructions for Preparing Budget and Supporting Documents

The guidance below and in the previous section should form the basis for preparing budget operating plans for both regular VISTA and America Reads.

When preparing the AmeriCorps*VISTA program budget, it is essential that the area manager and service center director develop a coordinated response which clearly reflects planned activities within each state in the cluster.

1. Leaders

AmeriCorps*VISTA leader costs will continue to be broken out separately under purpose code 20 for regular VISTA and purpose code 93 for America Reads. When developing the budget for leaders, include only volunteer support costs (stipend, subsistence, settling-in, FICA, etc.). Any other leader costs should be budgeted (and coded) to the specific purpose code for these line items. Leaders paid under program grants or cost-share agreements should be coded against those purpose codes.

Budgets will be developed for both regular VISTA leaders and America Reads leaders using the average subsistence allowance for your cluster and factoring in an additional $200 per month in subsistence and $100 per month for stipend at the same rate that volunteers elect the stipend option in your cluster. Please also factor in the 3 percent stipend increase scheduled for April 1, 1999.

Because leader volunteer service years will be included in either the regular or America Reads MIS charts, it is essential that the budgets you develop are based on specific state plans for the utilization of leaders. You may request leader MIS charts for initial

planning purposes when developing financial projections but headquarters will not require these charts either initially or during the year.

2. Project Support

In the past, $400 per service year has been allocated to clusters for project support. This year headquarters is increasing the amount that you can request to $500 per volunteer service year (purpose codes 23 and 96). Area managers should ensure that further allocation of these funds be based on project needs and state spending plans for new and continuing projects. Headquarters is not asking for these plans but wants to ensure that the further allocation of funds be targeted to those states/projects most in need.

3. Training

Cost factors for pre-service orientation and early service training assume the requirements outlined in Section E below. Headquarters will provide a single training cost factor for each Cluster. This factor should be applied to each training entry rather than service year. Actual budget submissions to headquarters, however, will be broken out between pre-service orientation (purpose codes 24/97) and early service training /in-service training (purpose codes 25/98). To the extent that training funds remain available after pre-service orientation and early service training requirements are met, such funds may be used for in-service training activities.

For early service training, training entries placed during the fourth quarter of fiscal year 1998, who have not received early service training in fiscal year 1998, should be factored into early service training budgets for the first quarter of fiscal year 1999. Entries in the last quarter of fiscal year 1999 should not be factored into that quarter if they will subsequently receive training in the first quarter of fiscal year 2000.

These cost factors should be used to develop budgets for pre-service orientation and early service training /in-service training:

Atlantic	$ 950
Southern	$1,000
North Central	$ 950
Southwest	$ 950
Pacific	$1,050

The Corporation is reviewing several options which will enable headquarters to provide you with some contract logistical help when arranging travel to training, and will be discussing options with you shortly.

Clusters should assume a cost factor of $500 per newly-hired supervisor in purpose codes 27/99 when projecting the costs of supervisory training. If special supervisory trainings

related to America Reads occur in fiscal year 1999, these costs will be considered separately.

4. Volunteer Support

The policy on providing members with a choice in their 10th month of service between stipend and education award remains in effect.

a. **Subsistence Allowances.** Assume a 3 percent increase above the current rates effective April 1, 1999. AmeriCorps*VISTA leaders will receive a $200 per month increase above the standard subsistence rate for the city/county in which they are working.

b. **Stipend.** Calculate at $100 per month for those participants not selecting the education award. Leaders may elect the stipend and get $200 per month. No FICA rate change is anticipated. The stipend should be budgeted at the rate at which members have historically chosen the stipend option in your cluster (approximately 45 percent to 50 percent chose the stipend).

c. **Settling-in:** Budget up to $550 for all participants expected to relocate for their AmeriCorps*VISTA assignment.

5. Health Care and Child Care

Headquarters will continue to budget for this centrally. Cost share budgets should be calculated at $1,600 per volunteer service year for health care. Child care should not be included in cost share budgets.

6. Developing AmeriCorps*VISTA Budget Projections

Preparation of the MIS charts and training calendar will provide the necessary program data to complete the AmeriCorps*VISTA budget operating plan for fiscal year 1999. Clearly, the quality of the program data (MIS charts/training calendar) will determine the accuracy of your projections. When developing the MIS charts, please take the following into consideration:

a. There is an imbalance in the training entries in fiscal year 1998 due to the very large concentration of entries in June/July/August. This is having an influence on attrition rates. Please consider entering members into service earlier in the fiscal year. It is essential that AmeriCorps*VISTA achieve more balance in its quarter by quarter training entries.

b. Headquarters will provide detailed attrition information under separate cover. Approximately 25 percent of all members entering service will extend or re-enroll.

c. Please ensure that all grant and cost-share training entries are included in your MIS charts (training entry lines have been added for this purpose).

7. Forms

The follow ng information is due from the area manager and service center director on *October 6, 1998.*

a. **MIS charts** for regular AmeriCorps* volunteer service years and America Reads service years completed via "N" drive

b. **Training Calendar** – this is a Microsoft Access database on the "N" drive. Information has to be updated via "N" drive.

c. **Proposed Budget Operating Plan for fiscal year 1999** (Attachment 4) – forwarded electronically.

E. Additional Management Guidance

1. Training Calendar Database

In an effort to bring all related information together in an easily accessible file, headquarters staff is introducing the use of an AmeriCorps*VISTA training folder on the "N" drive. All offices and headquarters will store information on training events, trainers/consultants available to the field, and national training and technical assistance providers in joint Microsoft Access databases accessible to everyone. These databases will take the place of the former system of submitting and revising training calendars or schedules.

The cluster training specialist will enter data into the database for all training events and will keep this information updated during the year with complete updates due at the time MIS charts are due to be completed by state offices. All training entries will be listed in the database including activity for regular VISTA and America Reads (as well as all grant and cost-share activity for regular or America Reads). Training specialists should coordinate the collection of all information regarding training events with the area manager, state directors, and service center staff.

The training database will allow everyone to access consolidated information in the form of reports. For example, if a state needs to send one or two applicants to the next available PSO, a report listing all scheduled pre-service orientations can be run. If the service center needs to know how many AmeriCorps*VISTAs are scheduled to enter training in the cluster by month, a report can provide this information. Placement officers will know training classes scheduled throughout the country in the coming quarter.

The database will also serve as a connection point for information on training, requests for training funds, and training information reported in quarterly budget reviews. These pieces should interrelate accurately and provide many units with useful information.

Training specialists should enter information on all planned trainings into the database at the time that headquarters allocate volunteer service years and request MIS charts for each cluster. It is essential that the information contained in this database be entirely consistent with your budget request for pre-service orientation, early service training/in-service training, and in-service training for supervisors. Headquarters provided appropriate technical assistance to training specialists by mid-August on how to access and use the training calendars.

2. Training

In fiscal year 1998, a pre-service/early service training configuration was introduced based upon the recommendations of a field training working group, feedback from AmeriCorps*VISTA leaders, and discussions with field staff. The experience and recommendations of field staff in implementing this model, as well as feedback from the results of a training survey conducted of 2000 AmeriCorps*VISTAs, are reflected in the following fiscal year 1999 training guidance:

a. Pre-Service Orientation (PSO)

All AmeriCorps*VISTA trainees will attend cluster-wide or multi-state pre-service orientations coordinated by the service center prior to assignment at their project site. Single-state pre-service orientations may be held if a large number of trainees will be entering one state at the same time. Single state pre-service orientations must be approved by the area manager with notification to VISTA headquarters. (Pre-service orientation deferments of up to four weeks after assignment may be approved by area managers on an exceptional basis.) Cost factors for pre-service orientation will support the required two overnights as well as average cluster travel costs for both local and national recruits.

When possible, trainers from the pre-service orientation trainer database should continue to be used. **No pre-service orientations should be scheduled during the month of September.**

All pre-service orientations should accomplish the following objectives so that AmeriCorps*VISTAs will, by the end of pre-service orientation:

- Understand the terms and conditions of service.
- Understand the mission and structure of the Corporation for National Service and be acquainted with appropriate Corporation staff members.

- Understand the planning and project development processes and relationship among the AmeriCorps*VISTA member, supervisor, sponsoring organization, and the Corporation for National Service State Office.
- Understand their role in working with community organizations, local programs, and low-income people.
- Understand their role in the community development process (and understand the relationship between personal development and community development) including mobilization of resources, volunteers and sustainability.
- Understand that pre-service orientation is an orientation that is part of a continuum of training which also includes On-Site Orientation, early service training and in-service training.
- Be acquainted with Corporation policies, financial, educational, and health benefits, and know to whom to turn with questions.
- Have completed all administrative processing toward becoming an AmeriCorps*VISTA.
- Have a strong sense of national identity.
- Have taken the oath to become an AmeriCorps*VISTA member.

An additional pre-service orientation training module for America Reads has been developed in conjunction with the national training and technical assistance provider, the LEARNS partners (Bank Street College of Education, Southern Regional Council, and Northwest Regional Education Lab). A cadre of trainers has also been trained by the LEARNS partners to provide an orientation to America Reads as part of the regular pre-service orientation agenda. Cluster training specialists have the list of these trainers as well as printed resources to support these orientations.

b. Early Service Training (EST)

All AmeriCorps*VISTA members will receive early service training (EST) within the first 120 days of pre-service orientation which focuses on specific skills needed to accomplish project objectives. Early service training may be delivered on a cluster-wide, multi-state, or single-state basis, or accomplished via course/conference attendance, or project training grants. AmeriCorps*VISTA sponsors with specific expertise may receive training grants to deliver all, or part, of early service training only if the training is provided to AmeriCorps*VISTAs from other projects as well as their own.

Cost factors for early service training, contained in purpose codes 25 and 98, will support approximately two days of training along with average Cluster travel costs for standard, cost-share and national project AmeriCorps*VISTAs (grant AmeriCorps*VISTAs should be included on a case-by-case basis as appropriate). Clusters may shift funds between pre-service orientation and early service training as needed via an advisory to the AmeriCorps*VISTA manager of program field support. States are encouraged to work with Unified State Plan partners in the design of multi-

stream events for all members and to identify those events already planned which would be appropriate for AmeriCorps members and/or project staff.

Early service training should consist of in-depth training rather than general overviews. Members have requested that trainers be well versed in the topics presented, be able to share their expertise, and be cognizant of the differences between rural and urban assignments. Several of the national training and technical assistance providers are experts in areas such as sustainability, volunteer recruitment, etc., and should be used when available. Training and technical assistance providers can be contacted directly by state or cluster staff. (early service training may be designed as a cross stream event as long as the skill based training needs of AmeriCorps*VISTA members are met.)

In addition to utilizing project sponsors and training and technical assistance providers, the early service training trainer database maintained on the N-drive should also be tapped. Information on quality trainers who have conducted early service training which is not included in the database should be forwarded to your cluster training specialist for inclusion.

A two-day America Reads early service training agenda has been developed by the LEARNS partners, training and technical assistance staff members, training specialists, and AmeriCorps*VISTA staff. The "package" includes trainers provided by the LEARNS partners to deliver the workshops. This model can be used in conjunction with other early service training. LEARNs will provide two America Reads early service trainings per cluster in fiscal year 1999. In order to minimize costs, these trainings must be multi-state and coordinated by the service center training specialists. Clusters should provide their America Reads early service training dates to the manager of program development and training as soon as possible so that the LEARNS partners can start scheduling events and trainers accordingly.

c. In Service Training (IST)

After early service training requirements have been met as a first priority, in-service training may also be provided using funds remaining in purpose codes 25 and 98. In-service training may be Corporation sponsored training, cross-stream training events, outside conferences/workshops, or other activities designed to enhance members' skills.

d. Supervisory Training

Supervisory training funds (purpose codes 27 and 99) provided to each cluster are intended to support the attendance of all newly-hired supervisors at pre-service orientations. **Supervisors, whenever possible, should attend pre-service orientation prior to recruitment of their AmeriCorps*VISTA members.** If funds

permit, site supervisors on large or "umbrella" projects should also be invited to pre-service orientation prior to member recruitment.

To the extent that supervisory training funds remain available after all new supervisory training requirements have been met, those funds may be used to provide additional training to supervisors at state or cluster discretion.

After reviewing the results of the needs assessment conducted of all AmeriCorps*VISTA project supervisors in fiscal year 1997, AmeriCorps*VISTA is continuing to work with training and technical assistance staff to develop ways in which all national service program supervisors can be trained, in a timely manner, within each state including the use of statewide cross-stream training events and PDAT funds.

3. National Recruitment and Placement

The Corporation is hopeful that the national recruitment efforts now underway will help to meet the 30 percent national recruitment goal during fiscal year 1999. States should continue to pursue the development of positions for national recruits and indicate projected nationally recruited volunteer requests by month of entry on the MIS charts for both America Reads and regular VISTA. The projections and timing you provide will form the basis for recruitment targets for the AmeriCorps recruitment and placement office. *(When establishing nationally recruited volunteer requests on MIS charts, please include cost-share and grant nationally recruited volunteer requests on the appropriate regular or America Reads chart even though they are not part of the MIS calculations.)*

In order for the national recruitment effort to best meet the states' needs, each cluster will need to build a stronger working relationship with the cluster recruitment and placement staff. Headquarters asks each cluster to identify one staff person who has significant recruitment experience to work with the cluster-based recruitment/placement staff. The development of such a relationship in each cluster will enable recruitment/placement staff and state offices to better work together to fill recruitment needs. It is hoped that this will be a mutually supportive relationship which will add significant value to overall recruitment efforts by enabling the recruitment/placement staff to be more connected to what it does.

All nationally recruited volunteer requests should be made at least 90 days in advance of the anticipated pre-service orientation date. Placement officers can provide state offices with the nationally recruited volunteer request form. These requests should be made directly to your cluster placement officer who will then communicate this request to the headquarters office of recruitment, placement and selection.

It is imperative that formal request forms be submitted to your placement officers in order to establish an accurate production goal for recruitment. Without a clear

understanding of the need, the recruitment office cannot set realistic recruitment targets.

4. AmeriCorps*VISTA leaders

In fiscal year 1998, the Corporation placed a 3 percent cap on the number of AmeriCorps*VISTA leaders to be assigned. That cap was put in place because of the rapid growth of AmeriCorps*VISTA leader positions and the lack of additional training resources. Because there was not the growth that would have exceeded the budget capacity, headquarters is lifting the cap with the expectation that each state will work with the cluster team to ensure that the budget can support the number of leaders planned for the cluster. You should, however, be very selective in this process and make the appointment of leaders more competitive so that the highest quality individuals are assigned.

If states are placing leaders who have already served at least one year as an AmeriCorps*VISTA in that same state:

- State offices should request a reference from the project supervisor and another AmeriCorps*VISTA or co-worker from the same project;
- State offices should also request and review a motivational statement provided by the leader applicant on why they want to serve as an AmeriCorps*VISTA leader; and,
- Provide a copy of the leader's assignment description, name, mailing address, phone number, and fax number to the headquarters AmeriCorps*VISTA leader coordinator at the time of assignment.

If a state office wants to request a leader from another state, or from the Returned Peace Corps Volunteer (RPCV) network:

- State offices should provide a project description, leader assignment description, and qualifications to the headquarters AmeriCorps*VISTA leader coordinator;
- Headquarters will provide resume(s) or member application forms, along with a motivational statement, from AmeriCorps*VISTAs or RPCVs who have applied for leader positions;
- Prior to placement of a leader from outside the state, Corporation state offices must submit to the headquarters AmeriCorps*VISTA leader coordinator the name, social security number, and record of prior AmeriCorps*VISTA/Peace Corps service. She will verify prior service not necessarily accessible through VMS to determine if individuals qualify for AmeriCorps*VISTA leader positions.
- Upon placement, state offices should provide the name, mailing address, phone and fax number of the leader as noted above.

Any AmeriCorps*VISTA member interested in serving as a leader outside of his/her state should be referred to the headquarters AmeriCorps*VISTA leader coordinator.

(Sample leader assignment descriptions are contained in Attachment 5.)

In addition to assigning AmeriCorps*VISTA leaders to projects with at least eight members, a number of states, because of size and geography, have placed AmeriCorps VISTA leaders regionally within a state. These leaders serve on an AmeriCorps VISTA project, support their own project's members as well as members on other projects, and often work in similar issue areas. This is an acceptable use of AmeriCorps*VISTA leaders as long as:

- they are supervised by the supervisor of the project of assignment;
- all project sponsors involved must be in agreement with the assignment;
- there is a valid role and well-outlined responsibilities for the "region;" an assignment description is submitted to the headquarters AmeriCorps*VISTA leader coordinator explaining how the leader will be used; and
- Leaders must not perform Corporation state office staff roles; e.g. site visits to projects other than their own; delivery of terms and conditions of service at pre-service orientation; technical assistance in project development.

While the preponderance of the leader's time must be spent on project-related activities, leaders may, with approval from the supervisor and concurrence from the state office, also participate in: identifying member training needs and resources to meet those needs; member recruitment, Inter-Corps Council activities; and other activities designed to foster inter-program collaboration and special service activities.

The next leaders' forum is scheduled for October 21-23, 1998, in Washington, DC. All names for that training must be submitted at least one month before the training event. State offices will arrange travel for all leaders attending the forum from their state, submitting itineraries to the headquarters AmeriCorps*VISTA leader coordinator. A future leader may attend the forum if the leader assignment begins up to 3 months after the forum.

Attendance at a training session is **mandatory** for all AmeriCorps*VISTA leaders near the beginning of their leader service. Depending on funds available, AmeriCorps*VISTA leaders may be able to attend more than one forum if they feel it would benefit them.

Headquarters staff have been working with the staff of the AmeriCorps leaders program and the NCCC team leaders to collaborate in the areas of communications, technical assistance, recruitment, and training in order to broaden the scope of what can be offered and to provide more opportunities for collaboration without using additional resources. One product of this is the "Leader's Digest" that is sent out once a month to all leaders. Headquarters will keep you informed of further collaborations as they develop.

5. National Conference Representation

State offices, sponsors, and members are encouraged to identify conferences which provide presentation opportunities as well as training to AmeriCorps*VISTA members. Members should submit proposals to deliver presentations that illustrate the role that national service plays in communities. The members' function would not be to recruit, but to show the impact of AmeriCorps*VISTA on projects and communities, and to increase the awareness of AmeriCorps*VISTA resources. Headquarters may also ask state offices to help identify members for national conference presentations, if appropriate. If funds are not available within existing training resources, additional funds to cover travel and registration fees can be made available.

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AMERICORPS*VISTA ATTACHMENTS

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ATTACHMENT 1

AMERICORPS*VISTA
FISCAL YEAR 1999 PERFORMANCE GOALS

Strategic Goal 1: Service will help solve the nation's unmet education, public safety, environmental and other human needs.

Performance Goal	*Performance Indicator*	*Type*	*Source and Timing*
The Corporation will support 870 AmeriCorps*VISTA projects	#1: No. of AmeriCorps*VISTA projects.	Output	Grants Data base. Annually.
AmeriCorps*VISTA projects will meet critical community needs.	#2: Accomplishment Data.	Intermediate Outcome	Accomplishment Survey. Annually.

Strategic Goal 2: Communities will be made stronger through service.

Performance Goal	*Performance Indicator*	*Type*	*Source and Timing*
AmeriCorps*VISTA will complete 4,920 service years.	#3: No. of volunteer service years completed.	Intermediate Outcome	VISTA Management System.
90% of VISTA project sponsors will rate VISTAs as highly successful in helping the sponsor meet its objectives.	#4: % of sponsors rating VISTAs as highly successful on this aspect of service.	Intermediate Outcome	Customer Satisfaction Survey. Annually.
25 community volunteers will be recruited for each AmeriCorps* volunteer service year achieved.	#5: No. of community volunteers generated by VISTAs.	Intermediate Outcome	Accomplish Survey. Annually.
AmeriCorps*VISTA members generate cash and in-kind resources for their sponsoring organizations in a ratio of $2.50 generated for every $1.00 of Federal resource.	#6: Amount of resources raised by VISTAs.	Intermediate Outcome	Accomplishment Survey. Annually.
80% of AmeriCorps*VISTA members will complete at least one year of service.	#7: % of VISTAs successfully completing term of service.	Intermediate Outcome	VISTA Management System.

Strategic Goal 2 (Continued)

Performance Goal	*Performance Indicator*	*Type*	*Source and Timing*
90% of community representatives surveys will give high ratings to the quality and impact of AmeriCorps*VISTA services.	#8: % of community representatives rating VISTA projects as highly successful.	End Outcome	Community Impact Ratings. Annually.
70% of services begun by AmeriCorps*VISTA projects will be in operation 3 yrs. after project conclusion.	#9: % of VISTA-initiated services in operation 2 yrs. after project conclusion.	End Outcome	Program evaluation results from: "Sustainability Study of AmeriCorps*VISTA Supported Projects and Activities" (1997) PeopleWorks, Inc.

Strategic Goal 3: The lives of those who serve will be improved through their service experience.

Objective A: Dramatically increase the number of individuals who have the opportunity to earn education aid by performing service.

Performance Goal	*Performance Indicator*	*Type*	*Source and Timing*
80% of VISTAs who enroll in the Trust will earn the Ed Award.	#10: % of those VISTAs who enroll in the Trust earning the Ed Award.	End Outcome	Trust Data Base.
25% of former AmeriCorps*VISTA Members will report that the educational trust award was a significant factor in their decision - and their ability - to go to college.	#11: %. of former VISTAs who report that the educational trust award was a significant factor in their decision - and their ability - to go to college.	End Outcome	Indicators will be developed as part of pending program evaluation: "Longitudinal Research on Service Participants."

Revised 9/9/97

CORPORATION INITIATIVE – EXPANDING PARTNERSHIPS IN NATIONAL SERVICE
FISCAL YEAR 1999 PERFORMANCE GOALS

Strategic Goal 5: The Corporation will develop and maintain sound organizational systems and effective partnerships with the wider national service network.

Objective D: Broaden financial, in-kind, and human resources for national service while focusing the federal role.

Performance Goal	*Performance Indicator*	*Type*	*Source and Timing*
60% of former Learn and Serve grantees will sustain the programs after the grant ends.	#1: % of former Learn and Serve grantees with service-learning programs of same or greater size three years after grant ends.	End Outcome	Pending program evaluation on "Institutionalization of Service Learning in K-12 and Higher Education." One-time only.
AmeriCorps*VISTA will obtain support for 1,300 service years through negotiated cost-share agreements.	#2: No. of cost-share AmeriCorps* volunteer service years completed.	Intermediate Outcome	AmeriCorps*VISTA Management System.
AmeriCorps*State and National will increase the number of "Ed Award Only" members by 10,000.	#3: No. of "Ed Award Members."	Intermediate Outcome	Grants Data Base.
AmeriCorps*National Civilian Community Corps fundraising campaign will generate $1,000,000 by the end of FISCAL YEAR 1999.	#4: Amt. of private sector funds raised.	Intermediate Outcome	Corporation for National Service Financial Records System.

ATTACHMENT 2

State Plan Report

AmeriCorps*VISTA State Plan for the State of:

Instructions:

- **First**, save this document as a submission from your state, such as (for Kansas): KSstateplan.doc
- **Second**, complete each section according to the information requested. Use your TAB key to move from field to field.
- **Third**, send your completed document into your cluster field liaison officer as an attachment to an email.

Objective 1

Please provide a listing of projects to be developed by priority area in accordance with the Unified State Plan. Six month updates will reflect which projects have been developed, which has been dropped, and new projects added to the list for this program year.

Objective 2

Please provide a listing of projects to be developed in accordance with national program priorities of **Welfare to Work**, **Children/Youth/Families** and **Access to Technology**. Six month updates will reflect which projects have been developed and their status, which has been dropped, and new projects added to the list for this program year.

Objective 3

Please provide a listing of new or expanded cost-share projects including the projected number of service years. Include information on any private sector resource support for each project. Six month updates will reflect which projects have been developed and their status, which has been dropped, and new projects added to the list for this program year.

ATTACHMENT 3

Community Impact Report

AmeriCorps*VISTA Community Impact in the State Of:

Instructions:

- Please provide 2-3 examples for each category of Sustainability and Resource Mobilization (4-8 examples total). The form below should be completed for **each** example.
- **First**, save this document as a submission from your state, such as (for Kansas): bestofKS1.doc
- **Second**, complete each section according to the information requested. Use your TAB key to move from field to field.
- **Third**, send your completed document into your Field Liaison Officer as an attachment to an email.

Section 1. Sponsoring Organization Information

Please fill in general information on the sponsoring organization in the space below.
Name of Sponsor:
Address:
Contact Name:
1-2 sentence description on sponsoring organization:
Type of VISTA project: Standard
Type of Community Impact Submission: Sustainability
If example is sustainability, give project end year:
NOTE: If the submission is an example of sustainability, complete Section 2. A sustainability example would be a project that has closed within the last 24 months where significant AmeriCorps*VISTA project accomplishments continue. If the example is demonstrates resources mobilized, complete Section 3.

Section 2. Sustained Projects/Activities

Demonstrate the accomplishments of AmeriCorps*VISTA programming in addressing significant low-income community needs through sustainability of AmeriCorps*VISTA activities:

Section 3. Resources Generated

Describe resources generated by the AmeriCorps*VISTA members on this current project. Provide quantitative data and indicate whether resources were generated from the public or private sector.

A. Number of active community volunteers:

B. Hours of service performed by community volunteers:

C. Total dollar amount of in-kind donated goods and services:

D. Total dollar amount of monetary grants, donations and fund raising:

E. Briefly discuss the impact of these generated resources on project operations.

ATTACHMENT 4

AmeriCorps*VISTA Proposed Budget Operating Plan

Cluster:			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comment
Total VISTA (including America Reads)			**0.0**	**0.0**	**0.0**	**0.0**	
VISTA			**0.0**	**0.0**	**0.0**	**0.0**	
20	Leaders		0.0	0.0	0.0	0.0	
21	Grants		0.0	0.0	0.0	0.0	
22	Volunteer Support		0.0	0.0	0.0	0.0	
	1183	Stipend	0.0	0.0	0.0	0.0	
	1186	Settling-in	0.0	0.0	0.0	0.0	
	1187	Subsistence	0.0	0.0	0.0	0.0	
	1212	FICA	0.0	0.0	0.0	0.0	
	1242	Child Care	0.0	0.0	0.0	0.0	
	2102	Travel	0.0	0.0	0.0	0.0	
	2201	Transportation	0.0	0.0	0.0	0.0	
	9999	Other costs	0.0	0.0	0.0	0.0	
23	Project Support		0.0	0.0	0.0	0.0	
	TRAINING		0.0	0.0	0.0	0.0	
24	Pre-Service		0.0	0.0	0.0	0.0	
25	Early Service		0.0	0.0	0.0	0.0	
27	In-Service – Supervisors		0.0	0.0	0.0	0.0	
68	Summer Associates		0.0	0.0	0.0	0.0	
	SERVICE YEARS:		0.0	0.0	0.0	0.0	
	Standard		0.0	0.0	0.0	0.0	
	Summer Associates		0.0	0.0	0.0	0.0	
	TRAINING ENTRIES:		0.0	0.0	0.0	0.0	
	Standard		0.0	0.0	0.0	0.0	
	Grant		0.0	0.0	0.0	0.0	
	Cost Share		0.0	0.0	0.0	0.0	
VISTA America Reads			**0.0**	**0.0**	**0.0**	**0.0**	
91	Summer Assoc		0.0	0.0	0.0	0.0	
93	Leaders		0.0	0.0	0.0	0.0	
94	Grants		0.0	0.0	0.0	0.0	
95	Volunteer Support		0.0	0.0	0.0	0.0	
	1183	Stipend	0.0	0.0	0.0	0.0	
	1186	Settling-in	0.0	0.0	0.0	0.0	
	1187	Subsistence	0.0	0.0	0.0	0.0	
	1212	FICA	0.0	0.0	0.0	0.0	
	1242	Child Care	0.0	0.0	0.0	0.0	
	2102	Travel	0.0	0.0	0.0	0.0	
	2201	Transportation	0.0	0.0	0.0	0.0	
	9999	Other costs	0.0	0.0	0.0	0.0	
96	Project Support		0.0	0.0	0.0	0.0	
	TRAINING		0.0	0.0	0.0	0.0	
97	Pre-Service		0.0	0.0	0.0	0.0	
98	Early Service		0.0	0.0	0.0	0.0	
99	In-Service – Supervisors		0.0	0.0	0.0	0.0	
	SERVICE YEARS:		0.0	0.0	0.0	0.0	
	Standard		0.0	0.0	0.0	0.0	
	Summer Assoc		0.0	0.0	0.0	0.0	
	TRAINING ENTRIES:		0.0	0.0	0.0	0.0	
	Standard		0.0	0.0	0.0	0.0	
	Grant		0.0	0.0	0.0	0.0	
	Cost Share		0.0	0.0	0.0	0.0	

ATTACHMENT 5

Sample
AmeriCorps*VISTA Leader Assignment Descriptions

Standard Leader
Minnesota Housing Partnership
Statewide
The Minnesota Housing Partnership is a statewide AmeriCorps*VISTA project with members working on planning and developing transitional housing. The AmeriCorps*VISTA project is working to establish regulations with housing residents in order to maintain the security and safety of the projects. Members are working on connecting the transitional housing residents with local social service providers, providing budgeting and financing workshops, and organizing the rehabilitation of existing housing to provide affordable housing opportunities.

The AmeriCorps*VISTA leader will:
- coordinate and support the work of 13 AmeriCorps*VISTA members.
- assess training needs and plan quarterly trainings for the members.
- recruit and orient new members.
- research "best practices" in the area of affordable housing.
- provide technical assistance to members as needed.
- plan with the members the implementation steps to long-term sustainability.
- promote the successes of the project through press releases and reports to the Corporation State Office.
- develop a structure for soliciting memberships from Minnesota's affordable housing community.

Qualifications:
One full term of service with AmeriCorps*VISTA or Peace Corps (2 years).
Must have excellent oral and written communication skills.
Willingness and ability to work with diverse groups of people.
Experience with housing issues is preferred.

Regional Leader
Catherine's House
Little Rock, Arkansas
The AmeriCorps*VISTA project is helping the organization expand its services to support low-income youth parents through a family-oriented development center that offers health, social and educational services for first-time pregnant or parenting teenagers. Members coordinate parenting and life skills training, job preparation, and career placement programs along with recruiting and training community volunteers to support the programs.

The AmeriCorps*VISTA leader will:

- coordinate and support the work of 4 AmeriCorps*VISTA members with the project along with 10 AmeriCorps*VISTA members serving on related projects in Little Rock.
- identify and help to meet training needs of members.
- act as liaison between Catherine's House, other VISTA projects assigned to supporting, and the Corporation State Office.
- recruit and orient new members.
- provide technical assistance to members as needed.
- build local partnerships with Catherine's House, the other VISTA projects, and local businesses and nonprofits.
- work with the members to plan the implementation steps to long-term sustainability.
- promote the successes of the project through press releases and reports to the Corporation State Office.
- fundraise and write grants to support Catherine's House programs.

Qualifications:

One full term of service with AmeriCorps*VISTA or Peace Corps (2 years).
Must have excellent oral and written communication skills.
Willingness and ability to work with diverse groups of people.
Experience with housing issues is preferred.

NATIONAL SENIOR SERVICE CORPS

PART TWO

NATIONAL SENIOR SERVICE CORPS PROGRAM AND ADMINISTRATIVE GUIDANCE

Background and Overview

At the beginning of the fiscal year, Corporation state offices submit reports for Senior Corps resources they administer. The reports are based on the guidance provided in this section and are submitted to the Corporation National Senior Service Corps Director.

Corporation state staff should conduct their administrative responsibilities with the unified state plan in mind. In addition, each Corporation state office must share appropriate reports with the state commission, state education agency, and any other signatory to the unified state plan.

Available Resources

For planning purposes, prepare plans based on fiscal year 1998 appropriation levels and guidance. The following levels may be modified when Congress completes action on the fiscal year 1999 appropriations bill.

Submission Contents and Deadlines

The Calendar of Due Dates in the front of this document identifies various reports that must be submitted to the Corporation at the beginning and throughout the year. The Senior Corps requires state offices to submit reports on 1998 activities. The program and management guidance from the Senior Corps headquarters office constitutes the plan for state offices and contains the goals the state offices need to implement. It is developed each year in collaboration with the area managers and service centers. The state offices then provide periodic reports throughout the year to the headquarters office on progress towards the stated goals.

I. NATIONAL SENIOR SERVICE CORPS GUIDANCE

The Senior Corps goals for fiscal year 1999 address both programmatic and administrative issues. The main programmatic theme is Programming for Impact. Most projects now understand the concepts of Programming for Impact and need support and assistance as they translate the concepts into activities at their volunteer stations. Projects also need help tracking, reporting and using the information related to their accomplishments. The focus on Programming for Impact will respond to these needs and assure that the Corporation meets its stated goals with respect to the Government Performance and Results Act. It will also position projects to broaden community support for their activities and accomplishments and generate financial support from new sources.

Proposed regulations for the National Senior Service Corps programs were published in the Federal Register September 2, 1998. Once finalized, helping projects understand the new

regulations will become an important programmatic goal. The regulations update program operations to make them responsive to changes that have occurred since they were last published and incorporate new concepts of programming to highlight the accomplishments of senior service.

The main administrative themes are increasing accountability and streamlining systems in order to reduce paperwork and administrative burden for Corporation state offices and grantees. Achieving these programmatic and administrative goals will position the Senior Corps to play a more prominent role in national service and provide the framework needed to attract healthy, talented seniors who will be retiring within the next 5-10 years.

Instructions. *The goals described below are the 1999 objectives for the Senior Corps. They were developed in consultation with the Corporation area managers and service center staff and, therefore, constitute the state office plan for Senior Corps. In most cases, progress towards achievement of these objectives will be monitored through the required progress reports throughout the year. If specific reports or plans are required, due dates are shown under the relevant goal.*

A. Program Goals

Goal #1: Achieve the Programming for Impact goals that have been established for fiscal year 1999.

Corporation state offices will continue to assist projects implement Programming for Impact so that the national Government Performance and Results Act goals for fiscal year 1999 will be achieved. The GPRA goals that have been established for fiscal year 1999 are as follows:

- **RSVP** - 20 percent of RSVP volunteers serving in outcome based assignments which meet priority community needs;
- **FGP** - 50 percent of Foster Grandparents serving under current care plans defining anticipated accomplishments that impact priority community needs; and
- **SCP** - 75 percent of Senior Companions serving under current care plans defining anticipated accomplishments that impact priority community needs

(1) Complete the **Fiscal Year 1998 State Accomplishment Report**, which is a state level summary of accomplishments and includes the following components: numbers of volunteers and people served; at least one compelling accomplishment focused story from each program; a testimonial quote; and a volunteer profile.

Due Date: December 31, 1998

(2) Complete a **GPRA Status Chart** which indicates the percentage of volunteers serving in outcome-based assignments.

Due Date: September 30, 1999

Goal # 2: To plan and implement state and /or cluster-based training to:

(1) Provide information on Programming for Impact to project directors and other stakeholders who are new, struggling with the basic concepts or having difficulty implementing it at a beginning level;

(2) Provide advanced-level information on Programming for Impact to project directors and other stakeholders who are ready to hone their skills and implement Programming for Impact at an advanced level;

(3) Facilitate participation by Senior Corps project directors in state and cluster-based training that supports Senior Corps program goals and cross-stream programming as articulated in the Unified State plan; one of the two trainings budgeted in project grants must be a cross-stream event;

(4) Provide project directors and other stakeholders the information and support they will need to implement the revised regulations.

Resources and the mechanisms for accessing them will be made available to each cluster to accomplish the training goals.

Goal #3: Allocate all new resources for RSVP and the Foster Grandparent Program to activities that support the goals of the America Reads Challenge. Allocate all new resources for the Senior Companion Program to Independent Living and Respite Care.

As always, competition for programs of national significance will occur only if the Senior Corps receives a Congressional increase in its fiscal year 1999 appropriations. In the event of an increase, Senior Corps' goal is to issue programs of national significance guidance by December 31, 1998. Upon selection of programs for national significance recipients, Corporation state offices will be required to complete a chart indicating the number of volunteer service years funded in the appropriate programs of national significance categories. The chart will also capture information regarding the use of demonstration authority elements.

Due date: Two weeks after the results of the programs of national significance competition are announced

B. Administrative Goals

Goal #4: Assure that all grantees are monitored once every three years in accordance with NSSC Policy Guidance 97-2.

NSSC Policy Guidance #97-2 stipulates that a quality assurance site visit must be conducted by the Corporation state office at least once every three years. The required quality assurance visit includes all of the following:

(1) Module IV-Project Administration;
(2) Module VI-Fiscal Review; and
(3) Module VII-Compliance

Consistent with the project review and redevelopment system, each Corporation state office should have on file an annual site visit plan for Senior Corps grantees within their state.

The annual site visit plan must be on file by December 31, 1998

Goal #5 Set and achieve challenging goals in fiscal year 1999 for establishing three-year project approvals for Senior Corps sponsors.

Corporation state offices should be working toward the ultimate goal of having 100 percent of qualified Senior Corps projects approved for a period of three years consistent with policy guidance # DO-93-19. This approach reduces the paperwork burden for the Corporation and the sponsors and creates a framework for considering three year funding.

Corporation state offices must report the number and percentage of FGP, RSVP and SCP projects approved for three years.

Due Date: September 30, 1999

GOAL #6 Begin to establish systems that will result in developing one consolidated grant application when the organization sponsors more than one Senior Corps project.

One consolidated application would save time and energy and reduce the paperwork burden for the sponsor and the Corporation and might facilitate integrated thinking programmatically. Where possible, Corporation state offices should synchronize grant cycles to support the submission of consolidated applications in the future.

Each area manager is to identify one sponsor per cluster to test the development of one consolidated application. It is anticipated that through these test sites issues will be identified which will inform the Corporation as to systems changes that will be required to support consolidated applications.

(1) Identify one sponsor per cluster by December 31, 1998.

(2) Area managers report to headquarters regarding consolidation issues by September 30, 1999.

STATE COMMISSION

State Commissions

Part One: **AmeriCorps Grant Application Guidance**

Part Two: **Administrative Funds Application Guidance**

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AMERICORPS STATE APPLICATION GUIDANCE

PART ONE

AMERICORPS GRANT APPLICATION GUIDANCE

Background and Overview

The states, through the state commissions, are responsible for administering most of the funds available under Subtitle C of the National and Community Service Act - the AmeriCorps*State program. Each state receives an allocation of funds through a formula allotment and may also submit applications for consideration for competitive funds. The state commissions conduct an application process for AmeriCorps grants; review and select potential AmeriCorps programs from the applications submitted and submit a portfolio of AmeriCorps applications to the Corporation for review and approval (formula programs) and review and selection (competitive programs.)

Available Resources

For fiscal year 1999, depending upon final appropriations, the Corporation anticipates program funds availability at the levels given below.

State commissions should also note that the minimum living allowance for AmeriCorps members, will increase from $8,340 to $8,730 for 1999. The maximum federal share of the living allowance will be $7,420 per full-time member and the minimum non-federal share will be $1,310 per full-time member. These increases will affect the amount of funds commissions have for new and continuation (renewal) formula programs.

Formula Funds

Depending on final appropriations, the formula allotment for each state should remain approximately the same as fiscal year 1998. Selection of grantees for formula AmeriCorps programs is primarily the responsibility of state commissions. Each state commission decides whether formula funds will be made available for new programs in fiscal year 1999 or only for continuations. Each commission should also decide if it will allow program expansions for AmeriCorps*State formula applicants and should include the appropriate instructions in its guidance to formula programs.

Competitive Funds

Depending upon final appropriations, the Corporation estimates funds will be available to support all grantees eligible for continuation (renewal), including the 1998 America Reads grantees. In addition, up to an additional $15 million will likely be available for new programs in the AmeriCorps*State competitive pool. Programs that have completed three years of operation must compete as new programs. The priorities, new initiatives and preferences the Corporation has established for new programs are found on pages 43-46 of this document and on pages 45-46 and 54-55 of the *1999 Guide to Programs and Grants*.

Competitive Program Expansions. Because of a limited amount of funds for new programs in 1999, the Corporation anticipates approving only a limited number of expansions for high-quality programs in the AmeriCorps*State competitive pool. The Corporation will consider such requests on a case-by-case basis. Applicants requesting an expansion must have an excellent track record of member enrollment and progress towards objectives. Applicants should provide a clear and succinct rationale for their request.

Education Awards Program

Depending upon final appropriations, the Corporation anticipates making available up to 15,000 education awards from the National Service Trust and up to $500 in operating funds, per full-time member (prorated for a part-time members), for this initiative in fiscal year 1999. Proposals may be submitted by either the February 1, 1999 deadline, or by the April 30, 1999 deadline. Applicants proposing to operate summer programs should apply by the February deadline to ensure adequate time to approve and process the grant application prior to the start of the program.

Eligibility

States, the District of Columbia, and Puerto Rico, through a Corporation-approved state commission or Alternative Administrative Entity, are eligible to submit a state application to the Corporation using these guidelines.

Grant Continuations

For fiscal year 1999, the Corporation has renamed the "grant renewal" process the *grant continuation* process. The term "grant continuation" more accurately reflects the process of approving the second or third year of operating funds for an existing AmeriCorps grantee that has received three year programmatic approval. Most current programs received three-year programmatic approval in 1997 and are eligible to apply for continuing funding in 1999. These programs are not competing against new applicants and are evaluated and approved for an additional year of funding based on their own performance and progress.

There are also a number of programs whose three-year programmatic approval concluded in 1998. These programs must file new applications and compete for a new grant with all other new applicants.

States may choose to consider all grants as one-year grants and re-compete them each year as new applicants. While states may choose to provide planning grants with formula funds, the Corporation discourages funding planning grants in 1999.

I. STATE APPLICATION PACKET CONTENTS

This guidance is not intended to supersede state law requirements regarding the selection of programs by a state commission. Each state commission should develop and distribute a state application packet that provides information on the following topics:

- Funding availability
- Competitive/formula funds guidance and application instructions
- State cost per member and budget guidelines
- State application deadlines/submission requirements
- State preferences/priorities
- Evaluation criteria
- Continuation (formerly renewal) instructions
- Other information and guidelines as required

The guidance that follows in Part One provides the necessary information to develop the state application packet for potential and continuing AmeriCorps applicants. The packet can be prepared in one of two ways:

First, information can be presented in a supplemental application packet that serves as a companion piece to the 1999 Guide to Programs and Grants (the Guide). The Guide already provides appropriate references to a "state supplemental application packet." The Guide also provides valuable information on other Corporation initiatives and programs. This is the least labor intensive option and would require potential applicants to review the state supplemental application and the Guide, and complete the attached application. State commissions should be careful to highlight in the supplemental application the critical areas of the Corporation's Guide which should be reviewed prior to completing an application.

Second, state commissions may download the text of the Guide from the Corporation's web site at *www.nationalservice.org*. Once downloaded, the Commission would need to combine the Corporation-wide Grant Guidance section and AmeriCorps guidelines with any supplemental state information. This allows one guidance packet to be sent with application forms to potential applicants. Commissions that choose this option will need to edit the Corporation's text carefully, removing references to "state application packets" and changing referenced page numbers as appropriate. This option would also change the format of the guidelines.

II. STATUTORY REQUIREMENTS AND RESTRICTIONS

A. Limitations on State-Run Programs

At least 60 percent of Corporation funds provided to a state must be used to support programs that are not carried out by the state or by a state agency. However, the Corporation may waive this requirement if a state demonstrates that it did not receive an adequate number of acceptable applications from applicants other than the state or state agency during the competitive selection process.

B. Program Selection

At least 50 percent of Corporation funds provided to states must be used for programs that operate in the legislated areas of greatest need or on federal or other public lands and that place a priority on recruiting members who are residents in high need areas. These include:

- communities designated as empowerment zones or redevelopment areas targeted for special economic incentives; or otherwise identifiable as having high concentrations of low-income people;
- areas that are environmentally distressed;
- areas adversely affected by federal actions related to the management of federal lands that result in significant regional job losses and economic dislocation;
- areas adversely affected by reductions in defense spending or the closure or realignment of military installations; and
- areas that have an unemployment rate greater than the national average for the most recent 12 months for which satisfactory data are available.

The Corporation may waive this requirement for any particular state if at least 50 percent of the total amount of assistance to all states will be used for such programs.

C. Restrictions

The Corporation will reject an application that requests funding for a project already included in another application pending before the Corporation. For example, a local affiliate of a national non-profit organization that is included in that national non-profit's direct application to the Corporation may not seek additional funds for the same projects through its state application process.

III. 1999 AMERICORPS PRIORITIES AND PROGRAM INITIATIVES

A. State Priorities for Formula Programs

Programs proposed for support with formula allotment funds should address priorities established in the unified state plan.

B. National Priorities for Competitive Programs

For fiscal year 1999, the Corporation will continue to support high-quality programs that meet community needs in areas of education, public safety, the environment, and other human needs as described in the statute. To further concentrate program efforts in these areas, the Corporation is continuing the established priority of focusing on children and youth. (Please see pages 11, 13 and 54-55 in the *1999 Guide to Programs and Grants* for additional information and program examples).

C. Additional Guidelines for Competitive Applications

In fiscal year 1999 the Corporation has established two initiatives within the four issue areas for AmeriCorps competitive pool funds– the America Reads challenge and Senior/AmeriCorps collaboration initiatives. Supplemental materials provided to potential applicants by the state commissions should highlight these initiatives as well as provide any other state-specific information. Programs that have completed a three-year grant cycle, while competing against all new programs, will not need to shift their focus to meet the new initiatives. The Corporation does, however, strongly encourage programs with activities similar to America Reads or the Senior Corps collaboration activities to build these initiatives into their applications.

Senior/AmeriCorps Collaborations. General guidelines for the collaboration can be found on pages 54-55 in the *1999 Guide to Programs and Grants*. In addition to this information, each state commission should include a list of all Retired Senior and Volunteer Program sites in its supplemental application. This and other state-specific information on Senior Corps programs can be obtained from the appropriate Corporation state office director.

America Reads Challenge. General guidelines for the America Reads challenge can be found on page 11 of the *1999 Guide to Programs and Grants*. For 1999, commissions will have two options for applying for competitive funds under the America Reads challenge.

Option I: State-wide Initiative

This option requires a commission to develop a state-wide initiative to respond to the America Reads challenge. Funds requested from the Corporation should be related to a larger plan and effort by the state to have all children read well and independently by the end of the third grade.

Under this option commissions are encouraged to submit an application that identifies potential AmeriCorps programs for a state-wide America Reads initiative. However, a plan to identify and fund applicants at a point later in the year, while potentially less competitive, is also acceptable. In both cases, the commission's state-wide initiative must include the components listed below, which should be described in the commission submission.

- Consultation with the state education agency and other relevant organizations associated with education and literacy within the state;
- Identification of specific program designs and activities applicants will be engaged in;
- Identification of target numbers of AmeriCorps members to be involved during the year; and
- An allocation process for identifying, selecting, and funding applicants, which is consistent with all current AmeriCorps guidelines.

Partners and subgrantees may include programs engaged in literacy activities within the state that do not currently receive AmeriCorps funds and/or components of the national service network, including AmeriCorps* State competitive and formula

programs, already engaged in literacy activities. Such a combination must have a cohesive purpose and be consistent with the overall plan and program design outlined in the proposal. Formula programs must propose new activities for America Reads members.

State-Wide Initiative Continuations. America Reads state-wide initiatives funded in 1998 are considered continuations. If a continuation program has only recently begun operation at the time the continuation request is due on February 1, 1999, it should report on progress to date in planning and development of its program.

Option II: Expansion of Existing AmeriCorps Literacy Programs.

This option enables commissions to select currently funded AmeriCorps competitive or formula programs that are engaged in literacy activities for additional funding. Currently funded competitive programs can propose either new literacy activities with new AmeriCorps members or an expansion of current activities—adding additional AmeriCorps members and/or sites. Formula programs, however, must propose new activities.

The commission will need to submit a continuation request for the existing program(s) as part of its 1999 competitive package (formula programs will need to submit their continuation request on February 1, 1999, if they are requesting an America Reads funds). The continuation request will be considered separately from the competitive program expansion (America Reads request of a formula program) proposed within this submission.

Sub-grantees will need to submit their continuation request as described below, but also include a separate 5 to 7 page submission describing the America Reads Challenge expansion or new activities, highlighting explicitly the number of members and the activities in which they will be engaged. This submission should respond to the program narrative questions of the AmeriCorps*State application. The budget and budget narrative for the expansion request should be incorporated into the sub-grantees continuation budget submission.

If an America Reads grant is part of an existing AmeriCorps program, the America Reads grant will be considered to be on the same grant lifecycle as the existing AmeriCorps program. Therefore, if the underlying AmeriCorps program is entering its third year, the America Reads funding will be viewed as a third year program for continuation purposes.

Additional America Reads Guidance

1. The funding recommendation chart prepared by each commission (see pages 53-54 of this document) should include a separate list of the proposed America Reads subgrantees.
2. It is anticipated that all programs will begin with the start of the 1999-00 school year. **Sub-grants must be awarded in order for the program to be eligible for continuation.**

3. In developing an application, a state commission should consult with key stakeholders in the state involved with education and literacy issues (e.g., state education agency). Local programs must enter into partnerships with school(s) and/or the local education agency to assure that the literacy activities are of high quality and consistent with reading instruction in schools. The state commission and the local programs should consider partnerships with other existing national service programs engaged in literacy activities within the state, including Indian Tribes, AmeriCorps*VISTA, Learn and Serve America programs, AmeriCorps*NCCC, and Senior Corps programs. Because of the congressionally imposed cap on National Direct funds, operating sites of National Direct parent organizations cannot be included as subgrantees.
4. All states, in submitting an application, must agree to participate in an intensive nationwide evaluation of the effectiveness of national service programs in helping to meet the America Reads challenge. In addition, programs must track and evaluate accomplishments and outcomes from the America Reads Challenge initiative separately from other Corporation funded activities.
5. If the unified state plan has identified children's literacy as a major objective, the America Reads proposals submitted by a state should be consistent with that plan. States may, but are not required to, modify the Unified State Plan to include America Reads initiatives. This can be done as part of the Unified State Plan report described at the beginning of this document.

D. Preferences

Corporation-wide and AmeriCorps program-specific preferences can be found on pages 13 and 45 of the *1999 Guide to Programs and Grants*, respectively. In general, competitive applicants that meet one or more of the preferences may be selected by the Corporation over applicants that do not. Preferences are applied by the Corporation during each grant application review process after applications have been examined for compliance, and are determined to be quality programs by peer and/or staff review panels.

IV. REVISED POLICY GUIDANCE

Please see pages 43-46 of the *1999 Guide to Programs and Grants* for additional revised policy guidance.

A. Corporation Cost Per Member

The Corporation average state cost per AmeriCorps member will remain at $11,250 for 1999. The average cost per member does not include the education award, child care or any Commission administrative costs. It is calculated by dividing the total Corporation funding requested from the TOTAL line (A through F) of the budget form by the number of full-time education awards requested. Part-time education awards should be converted to full-time awards before determining cost per member as follows:

- Each 900 hour, one-year member = ½ Full-time member
- Each 900 hour, two-year member (450 hours/year) = ¼ Full-time member

- Summer component members: $\frac{\text{\# of hours}}{1700 \text{ hours}}$ = portion of Full-time member

  Example $\frac{350 \text{ hours}}{1700 \text{ hours}} = 0.206$ Full-time member

Individual programs within the state may propose costs per member that are higher or lower than $11,250 as long as the average cost meets the target and no individual program exceeds a Corporation share of $14,500 per member. Commissions should still work to reduce the average cost per member each year.

Because the average cost per member can go up or down depending on which competitive and education awards programs the Corporation funds, the Corporation has determined that the average must be met by the end of the grant negotiation process for formula and education award applications, which are due to the Corporation on April 30, 1999. **It is important to note that the formula and education award grants will not be awarded until the total negotiated program portfolio for the state reflect an average cost per member of $11,250.**

B. Calculation of Education Awards

The education award that is provided to full-time AmeriCorps members serving at least 1700 hours is $4,725. The part-time education award for AmeriCorps members serving at least 900 hours is $2,362.50. Any education award that is prorated based on a reduced part-time term of service in the grant award (such as a summer term) is based on 900 hours. In calculating the amount of a prorated education award, a program should divide the number of hours to be served by 900 and multiply that figure by the part-time education award. For example:

> If a member is to serve a 300 hour summer term, a program would divide 300 by 900 and multiply by 2,362.5.
>
> (300/900) x 2,362.5 = 787.50
>
> Therefore, a member serving a 300 hour term of service would receive an education award of $787.50.

Programs should be reminded that a member may receive a post-education award only for the first two terms of service. A reduced part-time term of service counts as a term of service. Consequently, two part-time terms **are** two terms of service.

C. Monitoring

State commissions are responsible for ensuring program quality and that programs have an impact on problems facing their communities. In addition, the programs themselves must be able to monitor the service of members. A number of factors may make monitoring more of a challenge for programs. These include:

1) Individual placements;
2) Programs that are spread out geographically; and

3) Programs that are attempting to address many issue areas at once.

The 1999 application guidelines ask the applicants to provide specific strategies for monitoring. In evaluating applications, commissions should pay particular attention to this issue – some strategies to look for include:

- Recruiting and enrolling members who can work independently;
- Providing appropriate orientation, ongoing training, and regular means of regular communication;
- Selecting strong host sites and ensuring strong support from direct-line supervisors of members; or
- Narrowing the range of tasks performed to make monitoring easier.

Financial monitoring is difficult in organizations with unaudited financial systems and those unfamiliar with federal grant requirements. Commissions should ensure that organizations operating programs implement appropriate accounting systems and internal controls.

V. STATE RESPONSIBILITIES FOR REVIEW AND RECOMMENDATION

As in 1998, each state commission will be responsible for reviewing its new applications and continuation requests and preparing recommendations to the Corporation for programs to fund with its formula allotment and under the competitive pool. A sound process includes setting a due date for applications to be submitted to the state commission that allows the commission adequate time to review the requests, analyze the budgets, and work with the program on revisions of its budget, proposed activities, and annual objectives, as necessary. State commissions **typically** use the same process to review and prepare recommendation summaries for both formula and competitive applications. However, the Corporation may also conduct a peer review of new competitive applications.

It is up to each state commission to design its application guidelines and review processes and decide how to use the state commissioners - as long as all conflict of interest requirements are followed and the process meets Corporation standards as described below and in the document *Conducting a Grant Application Review Process* that commissions were given in 1996. Commissioners can participate in the review processes and later as the decision-makers after staff have prepared their recommendations.

A. Review Guidelines for Continuation Requests (formerly renewal requests)

Programs that have completed one or two years of operation under funding from the Corporation are considered continuations. The state is not required to conduct a peer review on continuations. The primary criterion a commission should use to determine which programs will be recommended for continuation is the program's progress against its own objectives. Progress for a first-year program just getting started should be measured against its progress on activities for implementation, such as hiring and training staff, selecting project sponsors, and developing recruitment materials.

For 1999, programs will submit **to the commission** the most current progress report, a budget and budget narrative, new objectives forms (if member activities have been changed) and a brief narrative describing any changes to the program that are anticipated for 1999. February 1 and April 30, 1999, submissions should include the progress reports due for that reporting period.

B. Guidelines for Selecting New Applications

If a state has any new programs applicants in 1999, those programs must follow the guidelines for new programs in the *1999 Guide to Programs and Grants* and the AmeriCorps State Instructions and Forms. **New applications must be reviewed through a state peer review process that is:**

- broad-based and diverse;
- has at least two, preferably three, people in each review group;
- has procedures to ensure that none of the reviewers has a conflict of interest;
- trains reviewers before the review begins in order to ensure consistency across review groups in how to review an application and determine quality;
- use the criteria printed in these guidelines to review proposals;
- uses a review form which is developed according to the review criteria; and
- establishes a procedure for how review groups rank or score applications.

The state should publish the criteria it will use to evaluate the quality of the applications. Pages 1-3 of this document as well as pages 14-16 of the *1999 Guide to Programs and Grants* provide a detailed description of the Corporation's selection criteria. At minimum, state commission criteria should include the following:

Program Design (60%)
(in order of importance)

- Getting Things Done
- Participant Development
- Strengthening Communities

Organizational Capacity (25%)

Budget/Cost-Effectiveness (15%)

C. Commission Staff Review and Recommendations

The results of peer review should be analyzed by commission staff and recommendations prepared for the commission to make funding decisions. During this review the commission may bring into the selection process the extent to which programs meet additional factors that the state commission and staff have approved and previously published in the state's application guidelines.

VI. CORPORATION REVIEW PROCESSES

A. Review of Commissions

For fiscal year 1999, the Corporation will review the request for administrative funds in the fall of 1998 to assess the quality of the commission's activities, programs and systems. If they are determined to be weak, the Corporation will conduct a full review of the state's formula continuation requests and new applications in the spring. The Corporation will use the commission progress report and other relevant information to assess the capacity of the state to administer its existing program network.

B. Review of Applications

The Corporation reviews continuation requests using previous grant year performance information, the state commission recommendation and information from the Corporation's management information systems, including retention and enrollment rates, impact data, etc.

The Corporation conducts a quality review of new AmeriCorps State competitive program applications. The Corporation may convene panels of experts to evaluate the quality of these applications using the same criteria it requires the states to use. Staff will analyze the panel results, then make recommendations for funding, taking into consideration Corporation priorities and preferences published in the 1999 guide or mandated by statute.

C. Timeline for Decisions

The Corporation expects to notify state commissions of its decisions on competitive programs by April 9, 1999. If the Corporation does not approve a competitive program for funding, the state will have the opportunity to determine whether the formula package will be revised before submission to the Corporation. April 9thth is the date on which the state will be notified that the program is approved. It is not the date on which grant award letters will be issued. Additional budget and compliance issues may still need to be resolved before grant amounts are final and award letters are issued.

VII. REPORTING REQUIREMENTS FOR EXISTING PROGRAMS

All reporting from previous grant years must be up-to-date. Final decisions on all programs previously funded by AmeriCorps will be made pending timely receipt of forms and reports. State commissions must ensure that programs submit all reports and forms on time. State commissions may choose to consider the program's record regarding submission of forms and reports as a quality factor when reviewing programs for inclusion in the application. **Commissions should review the list of required forms as well as progress reports, Financial Status Reports, and Annual Accomplishments Reviews found on page 17 of the 1999 Guide to Programs and Grants.**

VIII. INSTRUCTIONS FOR COMMISSION AMERICORPS SUBMISSION

A. Submission Requirements and Format

The state must submit an unbound original and two (2) copies of the complete application. The copies should not be bound, except with a binder clip. The competitive submission must be received at the Corporation for National Service, 1201 New York Avenue, NW, Box AS, Washington, D.C. 20525 **by 5:00 p.m. on February 1, 1999**. The formula program submissions must be received at the Corporation **by 5:00 p.m. on April 30, 1999**. Facsimiles will not be accepted.

The submission consists of the following five components:

1. **State Commission Title Page.** (see below)

2. **State Commission Narrative on the Review Process.** A brief (3-5 pages) narrative describing the state commission's review and decision-making processes for both continuation and new applications (if applicable). This narrative will be submitted with the competitive request. It does not need to be resubmitted with the April 30 formula package, unless the process for this review was different. If a commission does not submit a competitive application, it should submit this narrative on April 30.

3. **A Funding Recommendation Chart.** (see below)

4. **Continuation Requests.** The February 1 submission will generally include continuation requests for competitive funds and the April 30 submission will include continuation requests for formula funding. Formula continuation program requests that include America Reads must be submitted on February 1. Each program's continuation request should consist of the following:

    - Commission recommendation summary
    - Title page
    - Progress report for the appropriate reporting period
    - Future plans
    - Objectives forms (if objectives have changed)
    - Budget form and budget narrative
    - Certification and assurances form

5. **New applications.** The February 1 submission will generally include new from competitive applications and the April 30 submission will generally include new formula applications. New formula applications with an America Reads funding request must be submitted February 1.

B. Budget Guidance

Each application which the state commission submits to the Corporation must include a budget form and budget narrative that is in compliance with all sections of the budget check-

list included as Appendix A. The budget must reflect the amount the state commission is recommending for funding. Note: If the commission makes changes to a program's initial continuation request or budget, the program will also have to revise the Title Page and the Budget Form.

1. Operating Cost Match

The grantee's share of the program operating cost is at least 33%. Therefore, state commissions will need to ensure that Corporation funds do not exceed 67% of the program operating cost, including administration. The 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 all programs to raise some of the funds from the private sector, e.g. corporations, foundations, individuals, local businesses, and non-profit organizations. Please note that the maximum amount of the living allowance that may be paid using Corporation and other federal funds is 85 percent of the minimum living allowance amount, which is $7,420 in 1999. As always, the living allowance match must be in cash and may not include Federal funds.

2. Budget Compliance

Corporation staff continue to find many unallowable costs and significant errors in addition and subtraction in proposed budgets. It is the commission's responsibility to ensure that budgets from programs do not contain errors and meet the requirements set out in the budget analysis check-list (see Appendix A.) The accuracy of program budgets will be a consideration in determining the quality of the commission's systems.

3. Compliance with Federal Legal Requirements

Programs must comply with all applicable Federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits. State commissions should already have copies of the applicable OMB Circulars and should give them to any applicants needing them. The Corporation will provide another complete set to commissions upon request.

4. State Commission Subgrants

Since states are provided direct administrative funding and program development assistance and training funds to support their operations, they are strongly encouraged to provide the full 5% administrative funds to operating programs. At a maximum, the state should not retain more than 1% of such funds if deemed necessary. Any administrative funds retained by the Commission must be used solely in support of the AmeriCorps programs or any other programs from which it has retained a portion of the administrative funds.

C. SPECIFIC INSTRUCTIONS

1. Commission Submission Narrative

Describe the commission process for assessing program quality and deciding to recommend programs for continuation or new funding. Be clear about the review process and what documents and systems were evaluated to make the recommendations.

2. A Funding Recommendation Chart

Prepare an overview page summarizing the state commission's funding recommendations. This should be a one-page chart.

Special Instructions for America Reads Challenges. The Corporation must track accomplishments related to America Reads funds separately. Therefore, in some cases, the chart should list programs that add America Reads funds to regular formula or competitive funds twice, showing funds and numbers of AmeriCorps members supported with America Reads funds separately from the regular program.

The chart submitted on February 1 with the competitive submission should include the information in the following order under the following headers.

- **Continuation Competitive Programs**
  List all continuation competitive programs including the legal applicant name, the 1998-99 grant amount, the 1999-00 amount requested from the program, the 1999-00 amount recommended by commission, the number of proposed full-time and part-time members. **Please delineate programs requesting expansion with an asterisk (*) .**

- **New Competitive Programs (If applicable)**
  List all new competitive applicants proposed by the commission. Include the legal applicant name and designate whether the application is 1) America Reads, 2) Senior/AmeriCorps Collaborations, and/or 3) a new program that has been previously funded under AmeriCorps, the 1999-00 amount requested from the program, the 1999-00 amount recommended by the commission, the number of proposed full-time and part-time members.

- **Formula Programs with America Reads Funds**
  List all continuation or new formula programs that include an America Reads funding request including the legal applicant name, the 1998-99 America Reads grant amount (if a continuation), the 1999-00 America Reads grant amount requested from the program, amount recommended by commission, the number of proposed full and part-time members in the America Reads component.

- **Total of Competitive Request**
  Subtotal the budget amounts and the number of members for the competitive programs.

The chart submitted on April 30 with the formula submission should include the information in the following order under the following headers.

- **Continuation Formula Programs**
  List all continuation formula programs including the legal applicant name, the 1998-99 grant amount, the 1999-00 amount requested from the program, the 1999-00 amount recommended by commission, the number of full-time and part-time members. Include planning grants which are converting to operating grants in this section. Do not forget to include formula programs submitted in February that currently have or are requesting America Reads funds and designate them as such.

- **New Formula Programs 1999**
  List all new formula programs including the legal applicant name, the 1998-99 amount requested from the program, the 1999-00 amount recommended by the commission, the number of proposed full-time and part-time members. Do not forget to include formula programs submitted in January that are requesting America Reads funds and designate them as such.

- **Total Formula Request**
  Subtotal the budget amounts and the number of members for the formula programs.

3. Title Page For Program Applicants

The state commission is responsible for completing Item 1, Application Type, on each program applicant's title page, designating the kind of application being submitted.

4. Instructions for Continuation Programs

Continuation requests must submit a title page, the first (competitive continuations) or second progress report (formula continuations), a budget form and narrative, objectives worksheets (if different activities are being planned) and a brief plan for the coming year (no more than 2-3 pages) that describes any changes that are planned, including any changes in the objectives, planned service activities, program partners or any new roles and involvement for the community. Continuing applicants will use the same forms and instructions submitted for new applications (see attached separate section for new applicants). Commissions should develop their own continuation guidelines using this information.

Reminder: The state commission is responsible for completing Item 1, Application Type, on each program applicant's title page, designating the kind of an application being submitted.

5. Instructions for New Applicants

All new programs (including those AmeriCorps programs that are completing a three-year grant cycle) in the 1998/99 program year must follow the application instructions for new programs in the *1999 Guide to Programs and Grants.*

Reminder: The state commission is responsible for completing Item 1, Application Type, on each program applicant's title page, designating the kind of an application being submitted.

6. State Commission Recommendation Summaries for Applications

For each program the state commission recommends, the commission must prepare a 1-2 page recommendation summary which provides the commission's analysis to support its funding request (see page 57 for summary format). The recommendation summaries should accompany each of the continuation requests the commission submits and should be submitted in the same order as they are listed in the funding recommendation chart. Recommendation summaries should follow the order and format below. Please put the recommendation summary on top of the application. The quality and thoroughness of these recommendation summaries will be a consideration in determining the quality of the commission's systems.

Continuation Program Recommendation Summary Format

Commission:_____

Legal Applicant:_____

o Formula o Competitive o Education Award Program o America Reads

Commission Recommended 1999-00 Funding Level: _____

Commission Recommended Number of 1999-00 AmeriCorps*State Members:

____FT (min. 1700 hours) _____PT (900 hours) _____ (450 hours) _____Summer (300 hours)

Official Program Start Date_____

1. In addition to the attached continuation application, the below analysis is based upon:

   o Site visits (how many?_____) o Progress Reports

   o Phone Contact (how frequent?) _____

   Other_____

2. Does the commission believe that the program is meeting its annual objectives? If not, explain why.

3. Provide a concise summary of the program's service activities for next year.

4. Provide a clear *analysis* of this program's strengths and accomplishments which support the commission's decision to request 1999-00 continuation funding.

5. What challenges is this program currently facing? Describe the commission's strategy for assisting this program with these challenges in the next program year.

6. How does this program support the commission's vision stated in the state plan (or unified state plan)? Describe how it complements the state's existing portfolio.

New Program Recommendation Summary Format

Commission:_____

Legal Applicant:_____

o Formula o Competitive o Education Award Program

o America Reads o Senior/AmeriCorps Collaboration

Commission Recommended 1999-00 Funding Level: _____

Commission Recommended Number of 1999-00 Members:

_____FT (min. 1700 hours) _____PT 900 hours) _____(450) _____Summer (300 hours)

Official Program Start Date_____

1. Provide a summary of the program's service activities.

2. Provide an analysis of the commission's decision to fund this program that describes its strengths. Show how any formula programs support the commission's vision stated in the state plan (or Unified State Plan). Describe how this program will complement the state's existing portfolio.

3. Provide an analysis of the challenges the commission foresees this program facing if it were to receive funding.

4. Describe the commission's strategy for assisting this program with these challenges.

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FORMS AND INSTRUCTIONS

AMERICORPS*STATE

APPLICATION FORMS AND INSTRUCTIONS

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A. Continuation Application Instructions (formerly renewal instructions)

1. General Submission Information. AmeriCorps*State applicants in their first or second year of operation should include the below information in their request for a grant continuation. Please note: AmeriCorps*State applicants may be asked to submit additional, state-specific information by individual state commissions. General submission dates and requirements and are also established by state commissions.

1. **Title Page**
2. **Progress Report from the most recent period of operation**
3. **Budget Narrative and Form** (see instructions below)
4. **Next Year's Plan.** Narrative of 2 to 3 pages covering changes to the previous year's program activities and/or program objectives as well as any specific Corporation requests for responses to feedback from site visits, progress report reviews, or any additional information requested by state commissions. Applicants proposing a change in objectives must submit to objective worksheets with the continuation request.

B. New Program Application Instructions

General Submission Information: The application for new applicants, and programs in there third year who must apply as a new program **consists of six components that must be submitted to the Corporation in the following order.**

1. **Title Page**
2. **Program Narrative**
3. **Budget Narrative**
4. **Budget Form**
5. **Objectives Worksheets**
6. **Certifications and Assurances**

I. Program Narrative(not more than 20 pages)

The program narrative should come right after the title page and must cover the information requested in sections (A - F) below. In addition to the narrative, the mission statement and objectives requested on the worksheets will be evaluated as part of the score for getting things done, strengthening communities and developing members. It will be helpful to read the material contained in the instructions for the budget form before preparing your narrative.

A. Getting Things Done

Describe the specific need(s) the program will address, the process by which those needs were identified and how the needs relate to the national issue area priorities or state priorities. Clearly show how the program mission statement and objectives flow directly and logically from the needs identified and how they were used in the program development process.

If the program is an individual placement model, the applicant should pay particular attention to how Members progress will be supervised and monitored. Describe the program design and structure, including location(s), collaborations and partnerships, specific service activities to be performed by AmeriCorps Members and their relationship to the identified needs. Include a description of a "typical day" for a Member, how Members will be placed and supervised and how service sponsors and host sites will be prepared and supported.

B. Developing Members

Provide a description of the number and types (full and/or part-time) of Members to be recruited, including the expected characteristics, attributes and skills required.

Describe the recruitment strategy, including selection criteria, minimum qualifications or specialized skills, measures that will be used to ensure diversity, other organizations that will be involved in the recruitment process and plans to use the national recruitment referral system.

Describe the key elements of participant training, in-service education, or service-learning curriculum employed to improve participants' skills, prepare them for placement and foster positive civic values. If the program will involve participants who are not AmeriCorps Members, describe plans to ensure equity and esprit de corps between all participants. Describe host sites/service sponsors will be oriented and prepared for placement of AmeriCorps Members and how Members will be matched to assignments. Also, describe how the program will ensure that AmeriCorps Members will comply with the prohibitions on service activity.

Describe the benefits Members will receive, especially any that will be additional to those in the program guidelines and requirements. If a higher living allowance than $8,730 is to be offered, provide justification for doing so.

C. Strengthening Communities

Describe how the program will strengthen the community and what kind of support and coordination the program has with local government, community-based organizations and others.

Describe the process used for developing this application, the individuals and organizations involved and the role that each partner organization will play in the administration of the program. Be clear about who is accountable for what and how support for AmeriCorps will be built among the various community sectors. In addition, describe how AmeriCorps Members will be involved in planning and implementation. Describe any on-going processes that will be used to monitor the program impact within the community.

D. Evaluation and Continuous Improvement

Every program that receives AmeriCorps funding must establish:

- a set of annual objectives;
- a system for tracking progress toward those objectives;
- a system for obtaining "customer" feedback and using it to improve program quality; and

- a system for collecting additional descriptive and demographic data as required by the Corporation.

Applicants should submit objectives on the provided worksheets and summary forms. In this section of the narrative, applicants should:

- Describe the systems that will be used to monitor progress toward annual objectives. A comprehensive evaluation plan is not needed, but programs should describe what methods will be used and the organization's capacity to design and conduct the evaluation activities described in the objectives. Individual placement programs should pay particular attention to how sites will be monitored.

- Describe the program's primary stakeholders, how regular feedback will be obtained from them and how that feedback will be used to improve quality.

E. Replication efforts. Applicants proposing to replicate an existing program in other areas must describe the results of any outside evaluation conducted on the program or other evidence of successful performance or track record that will demonstrate its appropriateness for replication. Provide background on the extent of local support from the community to be served and the existing relationship in the community. Describe the identifiable core elements that account for its effectiveness and what technical assistance will be provided to ensure high-quality programs. Describe how the proposed program will build on existing programs and not duplicate a program already operating in the community..

F. Organizational Capacity

Provide an organizational chart (one page maximum) that shows size and structure and how the proposed program will fit into that structure. Provide overall budget figures for the organization from the past three years, show how this program will fit within the total operating budget of the organization, discuss experience in administering federal grants and describe the organization's financial management system.

Describe the applicant organization's experience and capacity to operate or coordinate a program comparable to the one proposed. Include the background, experience and relevant accomplishments of the principal staff who will be accountable for this program, and describe plans to recruit, select, train and support additional staff.

G. Cost-effectiveness and Sustainability

The Corporation and the State Commissions will evaluate the overall cost per member within the context of the program's ability to have a high impact on the community.

Provide information that demonstrates efforts to build both financial and programmatic community support,. Describe how the applicant will meet the financial matching requirements, what plans exist to exceed the match and how the program will be sustained beyond the grant term. Describe the program's relationship with and support from relevant local units of government, community-based organizations, program participants , citizens and others.

II. TITLE PAGE INSTRUCTIONS

ITEM 1 Application Type
Do not complete this item. It will be completed by the State Commission.

ITEM 2 Legal Applicant
Supply all the requested information, including the program title and an email address, if available. Notification of grant awards will be sent to this address.

ITEM 3 Employer Identification Number
Enter your 9-digit Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

ITEM 4 Program Director/Title
Enter the name and complete mailing address, including the phone and fax number of the designated Program Director. Please provide an email address, if available. If no one has been selected, so indicate and enter the name of the person who can be contacted to discuss the programmatic aspects of the program.

ITEM 5 Budget
Enter the total amount of funds being requested from the Corporation for FY99, as well as the total budget amount for the program for FY99. Also, provide budget estimates for the program's Year 2 and Year 3. Base the estimates on the program operating at the same level of activity as proposed in Year 1. Those programs that have completed three years of funding and are re-competing should consider 1999-00 as Year 1. Continuation programs should consider 1999-00 as Year 2, and provide a budget estimate for Year 3.

Complete Item 6 or 7 depending on whether the program will meet state or national priorities.

ITEM 6 1999 Issue Areas and National Priorities
If the program will meet national priorities, check the circles only for the primary types of activities that will be performed.

ITEM 7 State Priorities for Formula Programs
If the program will meet state priorities, list the state priorities the Formula program will address as described in the state plan.

ITEM 8 Population to be Served
Check the circle beside the area type that will be served (urban, rural, or other). Check the appropriate circle if the area to be served is in a HUD-designated or Department of Agriculture Empowerment Zone or Enterprise Community. Provide a brief description of the population that will be the beneficiary of the service project, including the estimated percentage that lives below the poverty line.

ITEM 9 AmeriCorps Members
Provide the total number of full-time, part-time and continuing members who will be in the program. These figures should be transferred from the first column, "Number of Members,"

of Item K of the budget form. Also, provide the number of education awards requested through this application process. This figure should be transferred from column 3, "Total Education Awards," of Item K of the budget form.

ITEM 10 Mission Statement
Develop a mission statement. The mission statement should express the program's vision with regard to the three key goals of national service - getting things done, strengthening communities and developing Member citizenship and skills. Indicate the ultimate impacts to be achieved, such as to "reduce violence in schools," "improve the academic achievement of young people," or "develop more skilled and dedicated citizens." The mission statement should be geared to the most ambitious goals thought achievable, even if the program cannot measure them on its own.

ITEM 11 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 execute the proposed project. Submit the original ink-signed copy of the authorizing official's signature. DO NOT FORGET TO HAVE THIS FORM SIGNED.

III. BUDGET FORM AND BUDGET NARRATIVE INSTRUCTIONS

The budget should be the last component of the proposal developed. The budget should be sufficient to perform the tasks described in the proposal narrative. It should not contain unexplained amounts for miscellaneous or contingency costs or unallowable line items such as entertainment costs. **A Budget Form and Budget Narrative must accompany each application.**

A. Budget Narrative
It will be easier to complete the budget narrative first, using the line items on the form as a guide, and then converting the totals to the budget form. The Budget Narrative should be organized in the same order as the Budget Form and clearly identify requested Corporation Share and Grantee Share. The grantee shares in specific items should meet at least the minimum requirement as described below.

The narrative must be completed for both funds requested from the Corporation and for other Federal /State /Local /Private funds. It should 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, a full explanation must be provided in the budget narrative that explains the item, its purpose and shows how the cost was calculated, in an equation format where appropriate. For example, travel should be broken down into discrete components, then equations prepared showing the number of anticipated trips, the number of travelers, and the estimated cost.

Travel to State Commission Workshop:
2 staff x (2 days x $120 per diem) + mileage (150 miles x .25 mile) = $517.50

CPR training for ACMs: 100 members x $50 = $5,000

Program Operating Cost
Corporation funds may not exceed 67% of the program operating cost (whether the program is a grantee or subgrantee, including administration. The grantee's share of the program cost is 33%. Living allowance, health care, and child care costs should not be included in the calculation of the program operating costs. There are separate budget requirements for living allowance, health care and child care.

The program may provide its share of operating costs through cash or in-kind contributions. In-kind contributions are the value of goods or services donated by the grantee or a third party in support of the project. The share of funds may come from a number of sources, including federal. However, we also require that all programs raise some of the funds from the private sector, e.g. corporations, foundations, individuals, local businesses or nonprofit organizations. The Corporation may waive the budget match requirement if it determines that there is a lack of available financial resources at the local level.

Compliance with Federal Legal Requirements
Programs must comply with all applicable Federal laws, regulation, and OMB Circulars for grant management, allowable costs, and audits. State Commissions should already have copies of the applicable OMB Circulars and regulations and should give them to any applicants needing them. The Corporation will provide another complete set to Commissions needing them.

All budget items in Item A below must have, at a minimum, a 15% cash match. Except for health care, matches cannot be made with other Federal funds. Funds received under P.L. 638 for tribal self-determination are allowable as non-federal match.

B. Budget Form

At the top of the Budget Form, please supply the name of the Legal Applicant and the program name in the space provided. National Direct operating sites should provide site location as well.

ITEM A: Member Support Costs.

Living Allowance
On the budget form, state the number of members who will be receiving a living allowance in each of the appropriate categories as determined by the number of service hours they expect to complete in the year (e.g. 20 full-time, 10 first year part-time and 10 second year part-time etc.). Returning part-time members (continuing members) should also be included in the category as determined by their service hours for the second year. Programs should only budget part-time member costs for the current operating year. For example, if a part-time member will be completing his/her service hours over two years, the budget should only reflect the first year cost, or 450 hours. **Please note** that for continuing applications, if an applicant was funded for 2 or 3 years of part-time member stipends in a prior year award, the number of these continuing part-time members already funded should be included in the Number of Members column, but not budgeted in the Corporation Share or Grantee Share column.

Full-Time Members

Generally, all full-time members must receive a living allowance between $8,730 and $16,680. **The Corporation will fund only 85% of the minimum living allowance amount ($8,730 X 85%), or $7,420.** Programs that want to provide a higher living allowance in excess of $8,730 must provide a grantee match for all funds over $7,420. For example, a program desiring to provide a $9,000 living allowance to its members would have to provide a $1,580 match if it requested the maximum Corporation match of $7,420. Note that this $1,580 match must come from non-federal sources. Programs in existence prior to September 21, 1993 (see section under AmeriCorps Guidelines and Program Requirements - member benefits - Living Allowances Exceptions) may offer a lower living allowance than the minimum, but Corporation funds will only support 85% of the total amount.

Part-Time Proration Formula

Programs are not required to pay part-time members living allowances but if programs decide to do so, they could prorate the full-time living allowance. This calculation is [0 up to $8,730 x (# of service hours for program year÷1700 service hours)]. Examples follow.

One Year Part-Time Members

Part-time members completing 900 hours of service in one year could receive up to $4,622 for the year with the maximum Corporation match being $3,929 ($4,622 x 85%). The $4,622 was calculated by multiplying $8,730 by (900 service hours/1700 service hours).

Two Year Part-Time Members

Part-time members completing their service in two years could prorate the full-time living allowance based on the hours served during that program year. A two year part-time member (450 service hours per year) could receive $2,311 [$8,730 x (450 service hours/1700 service hours)] for the program year with $1,964 ($2,311 x 85%) being the maximum Corporation match.

FICA

All programs must pay FICA for any member receiving a living allowance. The program's share of FICA should be calculated at 7.65% of the total amount of the living allowance and must be prorated in the same proportion as the Corporation and Grantee match. For example, a grantee providing $8,730 to its full-time members with the Corporation providing an 85% match ($7,420) and the grantee providing a 15% match ($1,310) would provide a FICA match of $100 ($1,310 X 7.65%) while the Corporation would provide a FICA match of $568 ($7,420 X 7.65%).

Worker's Compensation

Some states require worker's compensation for their AmeriCorps members. These rates vary by each state. Programs must check with their State Department of Labor or State Commission to determine if the program is required to pay worker's compensation and at what level. Programs that are not required to pay worker's compensation need to cover their members for on-the-job-injuries through their own existing coverage or a new policy purchased in accordance with their normal procedures.

Health Care
Programs with existing health benefit policies for their full-time members that meet minimum requirements may request 85% of those funds from the Corporation. The remainder must be matched in cash by the grantee. The Corporation will not pay for dependent coverage. Separate health insurance is not required for tribal AmeriCorps members covered by Indian Health Service. In this instance, $924 per full-time member may be counted as match.

Corporation Health Care
Programs without existing health coverage or with coverage that does not meet the minimum requirements must select the AmeriCorps Member Health Care Policy. The cost of this policy is currently established at $924 per full-time member. The Corporation will fund 85% of these expenses, or $785 per full-time member. The remaining amount must be matched in cash by the grantee.

Other
Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. Rates vary by each state. Grantees cannot charge the cost of unemployment insurance taxes to the grant unless mandated by State law. Programs are responsible for determining what State law requires via their State Commission, legal counsel, or applicable state agency. If unemployment coverage is required by state law, include the cost in this line item.

Items B-E below must be matched at least 33% by the grantee with cash or in-kind contributions. The sources may be Federal, state, private sector, or other funds.

ITEM B Other Member Support Costs
Include any training, education, and other costs that relate directly to the program members in this section.

ITEM C Staff
The portion of staff costs that are attributed directly to the operation of an AmeriCorps program or project. Staff that is indirectly involved in the management or operation of the applicant organization may only be funded through the administrative cost section of the budget.

ITEM D Operating Costs
Costs that are directly related to operating the AmeriCorps program

Travel
Costs associated with transportation, lodging, subsistence and other related expenses for staff and AmeriCorps members outside their local service site.

Corporation Sponsored Meeting
Indian Tribes and U.S. Territories and programs applying through the state must include $2000 in this line item to cover the cost of Corporation-sponsored technical assistance meetings. National Direct operating sites should include $750 in this line item to cover these costs.

Supplies
Funds for the purchase of supplies and materials, including Service Gear.

Transportation
Costs associated with traveling locally such as bus passes to local sites, mileage reimbursement for use of a car, etc.

Equipment
Funds for the purchase of equipment are limited to 10% of the total grant amount (line items A-F). Any single item costing more than $1000 must be listed.

Other
Include in this line item Internet costs. Allowable costs in this section also may include space rental (for sites where programs are run; national office space rental is unallowable), utilities, and telephone and Internet expenses that are directly and specifically used for AmeriCorps members and directly involve staff. They must be equitably prorated if shared with other projects or activities. Each item should be listed and justified in the budget narrative.

ITEM E Internal Evaluation
Costs for activities related to program evaluation, including additional staff time not otherwise budgeted, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity.

ITEM F Administration

a. 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 organizational management improvement costs (except for independent and internal evaluations of the Program or project that evaluations 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 communication costs that primarily support Program or project operations, excluding those costs that are already covered by an organization's indirect cost 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.

b. Limitation by statute. Administrative costs cannot exceed 5% of total Corporation funds actually expended under this award.

c. 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.

d. 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.

e. 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 administrative costs, multiply the total of Items 1-4 by 0.0526. This total is the maximum amount the applicant may request from the Corporation for this line item.

ITEM G Total Program Operating Costs
Add Item B through F for the Corporation Request less member support costs.

ITEM H Total Budget
Add items A and G.

ITEM I Cost Per Member
Programs should provide the overall average cost per member for the program year. **This average will remain at $11,250 for 1999 and does not include the education award, or child care.** It is calculated by dividing the total Corporation funding requested from the first column, Corporation Share, of ITEM H, Total Budget (A+G) of the budget form by the number of full-time education awards requested. Part-time education awards should be converted to full-time education awards before determining cost per member as follows:

- Each 900 hour, one-year member = 1/2 Full-time member
- Each 900 hour, two-year member (450 hours/year) = 1/4 Full-time member
- Summer component members: # of hours ÷ 1700 hours = portion of Full-time member

Example: 350 hours ÷ 1700 hours = 0.206 Full-time member

ITEM J Child Care Costs
Programs should estimate the number of eligible members and children requiring child care assistance. Because the Corporation will fund all child care expenses for eligible members directly, it is not requiring a dollar estimate. However, programs that can provide any of their own funds for child care, should indicate that amount in this section.

ITEM K Education Awards
In the first column, provide the number of education awards requested for full, part-time, and summer members from Item A above. In the second column, provide the number of additional education awards requested for other members for whom you are <u>not</u> requesting any support costs. Calculate the total education awards in the third column. Multiply that total by the education award amount to calculate total funds anticipated for education awards. Any education award that is prorated based on a reduced part-time term of service in a grant award (such as a summer term) is based on 900 hours. In calculating the amount or prorated education award, a program should divide the number of hours to be served by 900 and multiply that figure by the part-time education award. *Example:*

If a member is to serve a 300 hour summer term, a program would divide 300 by 900 and multiply by 2,362.5.

(300/900) x 2,362.5.=787.5

Therefore, a member serving a 300 hour term of service would receive an education award of $787.50.

Continuation programs should provide the number of new full-time and part-time members receiving education awards but should not include the number of education awards reserved for continuing part-time members from the prior year. The number of continuing members should be provided separately on the "Continuing Members" line.

IV. Certification and Assurance Instructions

By signing the Certifications and Assurances Form, the applicant certifies that it will agree to perform all actions and support all intentions stated in the Certifications and Assurances (below).

1. **Inability to Certify**
The inability of a person to provide the certification required below will not necessarily result in denial of a grant. The applicant must submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Corporation's determination whether to enter into this transaction. However, failure of the applicant to furnish a certification or explanation shall disqualify such applicant for a grant.

2. **Erroneous Certification**
The certification in this clause is material representation of fact upon which reliance was placed when the Corporation determined to enter into this transaction. If it is later determined that the applicant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Corporation may terminate this transaction for cause or default.

3. **Notice of Error in Certification**
The applicant shall provide immediate written notice to the Corporation to whom this proposal is submitted if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. **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 the Corporation for assistance in obtaining a copy of those regulations.

5. **Certification Requirement for Subgrant Agreements**
The applicant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it 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 the Corporation.

6. **Certification Inclusion in Subgrant Agreements**
The applicant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the Corporation, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.

7. **Certification of Subgrant Principals**
A grantee 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 it knows that the certification is erroneous. A grantee may decide the method and frequency by which it determines the eligibility of its principals. Each grantee may, but is not required to, check the Nonprocurement List.

8. **Prudent Person Standard**
Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a grantee is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. **Non-Certification in Subgrant Agreements**
Except for transactions authorized under paragraph 6 of these instructions, if a grantee knowingly enters 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, the department or agency

Certifications and Assurances

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. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

A. The applicant certifies to the best of its knowledge and belief, that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a 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 or records, making false statements, or receiving stolen property.
- Are not 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
- Have not within a three-year period preceding this application proposal had one or more public transactions (Federal, State or local) terminated for cause or default;

B. Where the applicant is unable to certify to any of the statements in this certification, such applicant shall 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, published in the January 31,1989 Federal Register, 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 shall 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).

The grantee certifies that it 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 (1);

D. Notifying the employee in the statement required by paragraph (1) 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 the Corporation within ten days after receiving notice under subparagraph (4)(b) 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 (4)(b), 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 (1), (2), (3),(4), (5), and (6).

Certification – Lobbying Activities
As required by Section 1352, Title 31 of the U.S. Code, the applicant certifies that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The undersigned shall 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 shall certify and disclose accordingly.

ASSURANCES

By signing the assurances form, the duly authorized representative of the applicant certifies that the applicant will comply with the assurances pertinent to all applicants and to programs for which the applicant is applying.

All recipients of Federal funding are required to assure that the recipient:

- 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) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and 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.
- In addition, all recipients of Corporation assistance under this application are required to assure that the recipient:
- Will keep such records and provide such information to the Corporation 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

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.

V. OBJECTIVES WORKSHEETS INSTRUCTIONS

All programs applying for AmeriCorps*State funding must complete objective worksheets. Complete the forms following the instructions. Link your objectives to the information provided in the program narrative

Objectives are a reflection of essential program goals for the year. They should state what will 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 the 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), 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 the program hopes to have on the recipients of the services provided. For example, a 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. The program hopes students will master at least 75% of their skills that require remediation, as determined by re-testing.

1. The service to be done 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 the Evaluation Section of the applicant's program narrative.

Member Development

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

1. The activities to be engaged 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 the Evaluation Section of the applicant's proposal.

Strengthening Community

Community-strengthening objectives should express changes the applicant hopes to affect in the larger community. For example, an applicant hopes to develop and implement a volunteer initiative to increase the numbers of community volunteers involved with the program. Track hours using weekly logs. It is estimated that 300 hours of volunteer time will be donated.

1. The activities to be engaged in are the development and implementation of a volunteer program.
2. The intended result is an increase in volunteer hours.

3. The measure of quality or impact is the number of additional volunteer hours as measured by program "logs".
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 who are served by the volunteers). The Corporation understands that community building 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.

STATE TITLE PAGE

AMERICORPS STATE APPLICATION

Read the State Title Page Instructions before completing this form. Please type or print in black ink.

FOR INTERNAL USE ONLY

1. **STATE NAME:** _____

Contact Person's Name and Title: _____

Program Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ( ) _____ Fax: ( ) _____

Email: _____

2. **AMERICORPS FORMULA ALLOTMENT FUNDS APPLICATION**

	RENEWAL	NEW
# of programs proposed for funding:		
Total amount of Corporation funds requested for FY:		
# of Nat'l Service Participants requested: Full-Time:		
Part-Time:		
Summer:		
Total # of Education Awards requested: Full-Time:		
Part-Time:		
Summer:		

3. **AMERICORPS COMPETITIVE FUNDS APPLICATION**

	RENEWAL	NEW
# of programs proposed for funding:		
Total amount of Corporation funds requested for FY:		
# of Nat'l Service Participants requested: Full-Time:		
Part-Time:		
Summer:		
Total # of Education Awards requested: Full-Time:		
Part-Time:		
Summer:		

4. **AMERICORPS EDUCATION AWARD PROGRAMS:** Number of additional Education Awards approved: _____

Total number of Education Awards including this process: _____

5. **PERCENTAGE IN AREA OF NEED:** Percentage of the programs proposed for funding that operate in an area of need as defined by the Corporation: _____

6. **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: _____

TITLE PAGE FOR PROGRAM APPLICANTS

AMERICORPS STATE APPLICATION

Please type or print in black ink.

FOR INTERNAL USE ONLY

1. APPLICATION TYPE *(to be completed by State Commission)*

❍ Formula Allotment ❍ Competitive ❍ Planning Grant
❍ Continuation ❍ Recompete ❍ New

2. LEGAL APPLICANT _____

Contact Person's Name/Title: _____

Program Title: _____

(do not use PO Box) Address: _____

City: _____ State: _____ Zip: _____

Phone: ( ) _____ Fax: ( ) _____

Email: _____

3. EMPLOYER ID NUMBER _____

4. PROGRAM DIRECTOR/TITLE _____

Organization's Name: _____

(do not use PO Box) Address: _____

City: _____ State: _____ Zip: _____

Phone: ( ) _____ Fax: ( ) _____

Email: _____

5. BUDGET

	Year 1	Year 2 Estimates	Year 3 Estimates
Corporation funds requested:			
Total program cost:			

6. ISSUE AREAS AND NATIONAL PRIORITIES

❍ Education, children and youth
❍ Public Safety, children and youth
❍ Environment, children and youth
❍ Other Human Needs, children and youth
❍ Other _____

7. STATE PRIORITIES _____

8. POPULATION TO BE SERVED

❍ Urban ❍ Rural ❍ Other
❍ Empowerment Zone
❍ Enterprise Community

Population/Community Served _____

_____

_____

_____

_____

9. AMERICORPS MEMBERS

# New Full-Time:		_____		
# New Part-Time:	1 Year	_____	900 hours	
	2 Year	_____	900 hours (450 each)	
	Summer	_____	_____ hours	
	Continuing	_____	_____	

TOTAL EDUCATION AWARDS

Full-Time: _____

Part-Time: _____

Summer: _____

10. MISSION STATEMENT

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

11. 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: _____

BUDGET FORM

AMERICORPS

Please attach the budget narrative to this page.

Applicant Name: _____

Program Name: _____

Site location (City, State. Zip): _____
(for National Direct only)

A. MEMBER SUPPORT COSTS

Living Allowance Type		Hours	Number of Members	Corporation Share	Grantee Share[1]	Total
		Hours				
1 year	FT	1700				
1 Year	PT	900				
2 year	PT	900 *(450 each)*				
Summer						
		Subtotal				
		(7.65%) FICA				
		Worker's Compensation				
		Health Care*				
		AmeriCorps Participant Health Care Policy** *($924 per eligible participant)*				
		Other				
		Subtotal A				
				(max. 85%)	(min. 15%)	100%

B. OTHER MEMBER SUPPORT COSTS

Training and Education		
(please specify in budget narrative) Other		
Subtotal		

C. STAFF

Salaries		
Benefits		
Training		
(please specify in budget narrative) Other		
Subtotal		

*1 Except for health care, federal funds cannot be used as a match in Section A * For programs with an existing policy that meets minimum benefits ** For programs utilizing the AmeriCorps Member Health Care Policy*

BUDGET FORM

AMERICORPS

		Corporation Share		Grantee Share		Total
D. OPERATING COSTS	Travel					
	Corporation sponsored meeting					
	Supplies					
	Transportation					
	(no greater than 10% of A through F) Equipment					
	(please specify in Budget Narrative) Other					
	Subtotal		+		+	
E. INTERNAL EVALUATION			+		+	

F. ADMINISTRATION *To arrive at the Corporation's maximum share of 5%, multiply the sum of the 'Subtotal A' and 'Subtotal B through E' in the Corporation Share column by 5.26%*

	Corporation Share	Grantee Share	Total
Program/Operating Site			
State Commission *(for State Programs only)*			
Subtotal			
	may not exceed 5% of Corporation funds		

G. TOTAL PROGRAM OPERATING COSTS (B—F)		+		+
	(max. 67%)		(min. 33%)	100%
H. TOTAL BUDGET (A+G)		+		+

Items below are not part of the grantee budget and should not be included in totals that are transferred to the Title Page

I. AVERAGE FTE COST PER MEMBER _____

J. CHILD CARE COSTS	Estimated Number of Children	Estimated Number of Eligible Members	Grantee Share	Total

K. EDUCATION AWARDS

	Number of New Members (from Item A)		Number of Additional Education Awards		Total Education Awards		Amount per Member		Total Funds Anticipated
New Full-Time Members		+		=		X	$ 4,725	=	
New Part-Time Members		+		=		X	$ 2,363	=	
Summer Members		+		=		X		=	
Continuing Members *(for continuation programs* only)*									

*Continuation programs refers to any program entering its 2nd or 3rd year of funding from the Corporation.

CORPORATION FOR NATIONAL SERVICE

AmeriCorps Objective Worksheet

Getting Things Done
Objective #1

Legal Applicant: _____

Program Name: _____

Component 1: Activity (Describe briefly the service activity you will be evaluating.)

_____

_____

_____

Component 2: Result (Explain what change the described activity will produce.)

_____

_____

_____

Component 3: Measure (Describe the method you will use to determine if the described change occurs.)

_____

_____

_____

Component 4: Standard (Try to define a level of success you hope to achieve.)

_____

_____

_____

Component 5: Beneficiaries (Estimate the number of people this activity will serve.)

_____

_____

_____

Objective Statement: Combine 1–5 into a single statement of the objective. *(Example: Participants will tutor 500 students, resulting in 75% of those students receiving tutoring demonstrating improved reading abitlity equivalent to one-half a grade level, as measured by a diagnostic reading administered prior to and following the program.)*

_____

_____

_____

OMB Number: 3045

CORPORATION FOR NATIONAL SERVICE

AmeriCorps Objective Worksheet

Getting Things Done
Objective #2

Legal Applicant: _____

Program Name: _____

Component 1: Activity (Describe briefly the service activity you will be evaluating.)

_____

_____

_____

Component 2: Result (Explain what change the described activity will produce.)

_____

_____

_____

Component 3: Measure (Describe the method you will use to determine if the described change occurs.)

_____

_____

_____

Component 4: Standard (Try to define a level of success you hope to achieve.)

_____

_____

_____

Component 5: Beneficiaries (Estimate the number of people this activity will serve.)

_____

_____

_____

Objective Statement: Combine 1–5 into a single statement of the objective. *(Example: Participants will tutor 500 students, resulting in 75% of those students receiving tutoring demonstrating improved reading abitlity equivalent to one-half a grade level, as measured by a diagnostic reading administered prior to and following the program.)*

_____

_____

_____

CORPORATION FOR NATIONAL SERVICE

AmeriCorps Objective Worksheet

Getting Things Done
Objective #3

Legal Applicant: _____

Program Name: _____

Component 1: Activity (Describe briefly the service activity you will be evaluating.)

_____

_____

_____

Component 2: Result (Explain what change the described activity will produce.)

_____

_____

_____

Component 3: Measure (Describe the method you will use to determine if the described change occurs.)

_____

_____

_____

Component 4: Standard (Try to define a level of success you hope to achieve.)

_____

_____

_____

Component 5: Beneficiaries (Estimate the number of people this activity will serve.)

_____

_____

_____

Objective Statement: Combine 1–5 into a single statement of the objective. *(Example: Participants will tutor 500 students, resulting in 75% of those students receiving tutoring demonstrating improved reading abitlity equivalent to one-half a grade level, as measured by a diagnostic reading administered prior to and following the program.)*

_____

_____

_____

OMB Number: 3(

CORPORATION FOR NATIONAL SERVICE

AmeriCorps Objective Worksheet

Member Development Objective #1

Legal Applicant: _____

Program Name: _____

Component 1: Activity (Describe briefly the service activity you will be evaluating.)

_____

_____

_____

Component 2: Result (Explain what change the described activity will produce.)

_____

_____

_____

Component 3: Measure (Describe the method you will use to determine if the described change occurs.)

_____

_____

_____

Component 4: Standard (Try to define a level of success you hope to achieve.)

_____

_____

_____

Component 5: Beneficiaries (Estimate the number of people this activity will serve.)

_____

_____

_____

Objective Statement: Combine 1–5 into a single statement of the objective. *(Example: 50 members will participate in a variety of problem solving exercises and reflection, resulting in at least 80% of members exhibiting a notable increase in skills, as measured through a set of pre- and post- exercises.)*

_____

_____

_____

OMB Number:

CORPORATION FOR NATIONAL SERVICE

AmeriCorps Objective Worksheet

Member Development Objective #2

Legal Applicant: _____

Program Name: _____

Component 1: ACTIVITY (Describe briefly the service activity you will be evaluating.)

_____

_____

_____

Component 2: RESULT (Explain what change the described activity will produce.)

_____

_____

_____

Component 3: MEASURE (Describe the method you will use to determine if the described change occurs.)

_____

_____

_____

Component 4: STANDARD (Try to define a level of success you hope to achieve.)

_____

_____

_____

Component 5: BENEFICIARIES (Estimate the number of people this activity will serve.)

_____

_____

_____

OBJECTIVE STATEMENT: Combine 1–5 into a single statement of the objective. *(Example: 50 members will participate in a variety of problem solving exercises and reflection, resulting in at least 80% of members exhibiting a notable increase in skills, as measured through a set of pre- and post- exercises.)*

_____

_____

_____

CORPORATION FOR NATIONAL SERVICE

AmeriCorps Objective Worksheet

Member Development Objective #3

Legal Applicant: _____

Program Name: _____

Component 1: Activity (Describe briefly the service activity you will be evaluating.)

_____

_____

_____

Component 2: Result (Explain what change the described activity will produce.)

_____

_____

_____

Component 3: Measure (Describe the method you will use to determine if the described change occurs.)

_____

_____

_____

Component 4: Standard (Try to define a level of success you hope to achieve.)

_____

_____

_____

Component 5: Beneficiaries (Estimate the number of people this activity will serve.)

_____

_____

_____

Objective Statement: Combine 1–5 into a single statement of the objective. *(Example: 50 members will participate in a variety of problem solving exercises and reflection, resulting in at least 80% of members exhibiting a notable increase in skills, as measured through a set of pre- and post- exercises.)*

_____

_____

_____

CORPORATION FOR NATIONAL SERVICE

AmeriCorps Objective Worksheet

Community Strengthening Objective #1

Legal Applicant: _____

Program Name: _____

Component 1: Activity (Describe briefly the service activity you will be evaluating.)

_____

_____

_____

Component 2: Result (Explain what change the described activity will produce.)

_____

_____

_____

Component 3: Measure (Describe the method you will use to determine if the described change occurs.)

_____

_____

_____

Component 4: Standard (Try to define a level of success you hope to achieve.)

_____

_____

_____

Component 5: Beneficiaries (Estimate the number of people this activity will serve.)

_____

_____

_____

Objective Statement: Combine 1–5 into a single statement of the objective. *(Example: The program will develop and implement a volunteer initiative to increase the numbers of community volunteers involved with the program, resulting in an estimated 300 hours of volunteer time donated, as tracked by weekly logs.)*

_____

_____

_____

CORPORATION FOR NATIONAL SERVICE

AmeriCorps Objective Worksheet

Community Strengthening Objective #2

Legal Applicant: _____

Program Name: _____

Component 1: Activity (Describe briefly the service activity you will be evaluating.)

_____

_____

_____

Component 2: Result (Explain what change the described activity will produce.)

_____

_____

_____

Component 3: Measure (Describe the method you will use to determine if the described change occurs.)

_____

_____

_____

Component 4: Standard (Try to define a level of success you hope to achieve.)

_____

_____

_____

Component 5: Beneficiaries (Estimate the number of people this activity will serve.)

_____

_____

_____

Objective Statement: Combine 1–5 into a single statement of the objective. *(Example: The program will develop and implement a volunteer initiative to increase the numbers of community volunteers involved with the program, resulting in an estimated 300 hours of volunteer time donated, as tracked by weekly logs.)*

_____

_____

_____

CORPORATION FOR NATIONAL SERVICE

AmeriCorps Objective Worksheet

Community Strengthening Objective #3

Legal Applicant: _____

Program Name: _____

Component 1: ACTIVITY (Describe briefly the service activity you will be evaluating.)

_____

_____

_____

Component 2: RESULT (Explain what change the described activity will produce.)

_____

_____

_____

Component 3: MEASURE (Describe the method you will use to determine if the described change occurs.)

_____

_____

_____

Component 4: STANDARD (Try to define a level of success you hope to achieve.)

_____

_____

_____

Component 5: BENEFICIARIES (Estimate the number of people this activity will serve.)

_____

_____

_____

OBJECTIVE STATEMENT: Combine 1–5 into a single statement of the objective. *(Example: The program will develop and implement a volunteer initiative to increase the numbers of community volunteers involved with the program, resulting in an estimated 300 hours of volunteer time donated, as tracked by weekly logs.)*

_____

_____

_____

OMB Number: 3045

CERTIFICATION AND ASSURANCES

CERTIFICATION SIGNATURE

NOTE: This form must be signed and included in the application.
Before you start: Before completing certification, please read the Certification Instructions.

SIGNATURE: By signing this Certification page, the applicant certifies that it will 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: _____

ASSURANCES SIGNATURE

NOTE: This form must be signed and included in the application.
By signing this assurances page, the applicant certifies that it will 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: _____

AmeriCorps
Education Awards Program

Forms and Instructions

This page is left blank intentionally.

APPLICATION INSTRUCTIONS

I. Submission Instructions

Applicants must submit an original and two copies of the application to:
Corporation for National Service
1201 New York Ave., NW
Washington, DC 20525

Applications must be received by the Corporation no later than 3:30 PM on February 1 or April 30, 1999. Each applicant must complete: (1) Title Page, (2) Program Narrative, parts. A - E, (3) Budget and Budget Narrative, and (4) Certifications and Assurances. The entire narrative not counting the Budget Narrative, forms and the Objectives Worksheet, may not exceed 20 typed and double-spaced pages.

1. **Program Title Page**
2. **Program Narrative**
3. **Budget Narrative**
4. **Objectives Worksheet**
5. **Certifications and Assurances**

II. Instructions for Program Narrative

A. Summary

Each narrative must include a one-page, concise summary of the proposed program. The summary should include the major objectives and expected outcomes and briefly describe the program structure and activities.

B. Needs and Objectives

Identify the problems and needs the program will address. They must relate to the specific granting initiative. Include any relevant data that supports the need. In addition, describe specific objectives designed to meet the identified needs. The objectives need to be outcome-based and result in specific improvements related to the problems or needs to be addressed by the program.

C. Program Design and Activities, including a timeline and workplans

Describe the program to be developed and the service the volunteers will provide to meet objectives. Be as specific as possible in describing the activities of the volunteers, the staffing structure, the specific activities, and the workplan to implement the program. Include an implementation workplan with a timeline that indicate the start and end of major activities.

D. Organizational Capacity and Sustainability

Describe how the applicant organization is organized, the nature and scope of its work and its past experience and current capacity to operate or coordinate a program comparable to the one proposed. Include an organizational chart that shows how the program will fit within the structure of the organization. Include the background, experience and relevant accomplishments of the principal staff who will be accountable for the program. If new staff will be hired, describe plans to recruit, select and support additional staff. Be specific about the skills and background needed in staff to be hired. This section should also show evidence of applicant's investment in this demonstration and plans to raise additional funds to support the program and sustain it beyond the grant term.

E. Internal Evaluation and Continuous Improvement

All Corporation programs must have systems in place to evaluate and monitor progress and activities. Describe the measures and methods the program will use to monitor progress toward objectives and the methods used to assess the quality of the activities and the satisfaction of individuals or institutions served, community residents and local agencies. Describe the management procedures that will be used to assess quality of work to provide feedback needed to make adjustments and improve program quality.

III. Instructions for Budget Narrative

The budget should be the last component of the proposal developed. The budget should be sufficient to perform the tasks described in the proposal narrative. It should not contain unexplained amounts for miscellaneous or contingency costs or unallowable line items such as entertainment costs. A Budget Form and Budget Narrative must accompany each application to the Corporation.

It will be easier to complete the budget narrative first, using the line items on the form as a guide, and then converting the totals to the budget form. The Budget Narrative should be organized in the same order as the Budget Form. For each of the line items contained on the Budget Form, a full explanation must be provided in the budget narrative that explains the item, its purpose and shows how the cost was calculated, in an equation format where appropriate. For example, travel should be broken down into discrete components, then equations prepared showing the number of anticipated trips, the number of travelers, and the estimated cost.

Travel to State Workshop:
2 staff x (2 days x $120 per diem) + mileage (150 miles x .25 mile) = $517.50

CPR training for Volunteers: 100 members x $50 = $5,000

IV. Title Page Instructions

ITEM 1 Application Type
Type "AmeriCorps Education Awards Program" on this line.

ITEM 2 Legal Applicant Information
Supply all requested information. Notification of grant awards will be sent to this address.

ITEM 3 Program Information
Supply all requested information. If the legal applicant is also the organization that will operate the program, supply only the Program Name, the name of the program director (if known) and the director's phone number. If no one has been selected, so indicate and enter the name of the person who can be contacted to discuss the programmatic aspects of the program.

ITEM 4 Institution Information
Indicate here whether the legal applicant is a non-profit organization, an institution of higher education, a public agency or a state commission for national service.

ITEM 5 Priorities/Needs to be Met
List the specific priorities the program will meet.

ITEM 6 Program Summary
Provide a brief summary of the program that describes the needs to be met, the service to be provided, the anticipated outcomes, and the number of members that will provide the service.

ITEM 7 Budget for Year 1 and Budget Estimates for years 2 and 3
Include the amount requested from the Corporation from the total line on the budget form. Also, provide the total program cost. Provide budget estimates for the program's second and third years. Base the estimates on the program operating at the same level of activity as proposed in the first year.

ITEM 8 Program Start and End Dates
Indicate when the program year is expected to start and end.

ITEM 9 Anticipated Number of Members
Provide the total number of full-time and part-time and reduced part-time members who will be in the program.

ITEM 10 Number of Education Awards Needed
Provide the total number of education awards (if applicable) needed by the program. Convert part-time education awards to full-time education awards before including in this line item. Any education award that is prorated based on a reduced part-time

term of service in a grant award (such as a summer term) is based on 900 hours. In calculating the amount of a prorated education award, a program should divide the number of hours to be served by 900 and multiply that figure by the part-time education award. Example:

If a member is to serve a 300 hour summer term, a program would divide 300 by 900 and multiply by 2,362.5.

(300/900) x 2,362.5.=787.5

Therefore, a member serving a 300 hour term of service would receive an education award of $787.50.

ITEM 11 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.

V. Budget Form Instructions

Applicant Share is optional for Education Awards Programs

ITEM 1 STAFF

The portion of staff costs that are attributed directly to the management of the program. In the budget narrative, show the percentage of time each staff person will spend on the project and the annual salary on which the percentage will be based. Show expenses related to benefits for staff salaries and training and orientation in the other line items.

ITEM 2 VOLUNTEER COSTS

Not Applicable to AmeriCorps Education Awards Program

ITEM 3 OPERATING EXPENSES

Evaluation & Monitoring
Costs for activities related to program evaluation, including additional staff time not otherwise budgeted, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity.

Training & Technical Assistance
Include any costs related to training and technical assistance that will be provided to the volunteers or the host agencies in which volunteers or members will be placed.

Training of staff for their responsibilities in the program should be included in the training item under staff costs.

Consultants
Costs for consultants that are not hired to assist the program specifically in other items under operating expenses. For example, any consultants hired for specific volunteer training purposes should be described in the budget narrative under Training and Technical Assistance and included in the budget calculation in the Training and Technical Assitance line item (above).

Meetings & Conferences
Costs associated with meetings or conferences the staff or volunteers need to attend to manage their responsibilities.

Recruitment & Placement
Costs associated with recruiting and placing volunteers and AmeriCorps members. This should not include staff time already included in Item 1.

Printing & Publishing
Self-explanatory.

Supplies & Equipment
Funds for the purchase of supplies, materials, and service gear.

Travel & Transportation
Costs associated with transportation, lodging, subsistence and other related expenses.

Other
Allowable costs in this section may include utilities and telephone expenses that are directly and specifically used for the program. They must be equitably prorated if shared with other projects or activities. Each item should be listed and justified in the budget narrative.

ITEM 4 SUBGRANTS
Not applicable

ITEM 5 SUBTOTAL
Not applicable

ITEM: 6 ADMINISTRATION
Not available for Education Awards Program

ITEM 7 Total Program Costs

VI. Objective Worksheet Instructions

Complete the form following the instructions. Link your objective to the information provided in the program narrative

Objectives are a reflection of essential program goals for the year. They should state what will 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 the application.

Objectives statements have five components that are described on the worksheet provided. Use the worksheet to develop the components (if needed), 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 the program hopes to have on the recipients of the services provided. For example, a 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. The program hopes students will master at least 75% of their skills that require remediation, as determined by re-testing.

1. The service to be done 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 the Evaluation Section of the applicant's program narrative.

- 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) 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 flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

- 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 the Corporation within ten days after receiving notice under subparagraph (4)(b) 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 (4)(b), 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 (1), (2), (3),(4), (5), and (6).

Certification – Lobbying Activities
As required by Section 1352, Title 31 of the U.S. Code, the applicant certifies that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The undersigned shall 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 shall certify and disclose accordingly.

ASSURANCES

By signing the assurances form, the duly authorized representative of the applicant certifies that the applicant will comply with the assurances pertinent to all applicants and to programs for which the applicant is applying.

All recipients of Federal funding are required to assure that the recipient:

- 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 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.
- In addition, all recipients of Corporation assistance under this application are required to assure that the recipient:
- Will keep such records and provide such information to the Corporation 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.

TITLE PAGE

Please type or print in black ink.

1. APPLICATION TYPE _____

FOR INTERNAL USE ONLY

2. LEGAL APPLICANT INFORMATION

Organization Name: _____

Contact Person: _____

Employer ID Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ( ) _____ Fax: ( ) _____

E-Mail: _____

3. PROGRAM INFORMATION

Program Name: _____

Program Director: _____

Organization Name: _____

Contact Person: _____

Employer ID Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ( ) _____ Fax: ( ) _____

E-Mail: _____

4. INSTITUTION INFORMATION _____

5. PRIORITIES TO BE MET _____

6. PROGRAM SUMMARY _____

TITLE PAGE

7.	BUDGET	Year 1	Year 2 Estimates	Year 3 Estimates
	Corporation Funds Requested:	_____	_____	_____
	Total Program Costs:	_____	_____	_____

8. **PROGRAM YEAR** Start Date: _____ End Date: _____

9. **ANTICIPATED NUMBER**

Full-time members: _____

Part-time members: _____

Reduced Part-time members: _____

10. **EDUCATION AWARDS** _____

11. **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: _____

BUDGET FORM

Please attach the budget narrative to this page. Do not complete the shaded sections.

		Corporation Share	Applicant Share	Total Program Share
1.	**STAFF COSTS**			
	Salaries:			
	Benefits:			
	Training:			
	Other:			
2.	**VOLUNTEER COSTS**			
	Living Allowance:			
	Benefits:			
	FICA:			
	Worker's Compensation:			
	Other Benefits:			
	Health Care:			
	Other (Stipends, End of Service & Lodging Allowance):			
3.	**OPERATING EXPENSES**			
	Evaluation and Monitoring:			
	Training and Technical Assistance:			
	Consultants:			
	Meetings and Conferences:			
	Recruitment and Placement:			
	Printing and Publishing:			
	Supplies and Equipment:			
	Travel and Transportation:			
	Other:			

BUDGET FORM

		Corporation Share	Applicant Share	Total Program Share
4.	VOLUNTEER COSTS	_____	_____	_____
5.	SUBTOTAL *(total 1-4)*			
6.	ADMINISTRATION			
7.	TOTAL PROGRAM COSTS	_____	_____	_____

CORPORATION FOR NATIONAL SERVICE

AmeriCorps Objective Worksheet

Getting Things Done
Objective #1

Legal Applicant: _____

Program Name: _____

Component 1: Activity (Describe briefly the service activity you will be evaluating.)

_____

_____

_____

Component 2: Result (Explain what change the described activity will produce.)

_____

_____

_____

Component 3: Measure (Describe the method you will use to determine if the described change occurs.)

_____

_____

_____

Component 4: Standard (Try to define a level of success you hope to achieve.)

_____

_____

_____

Component 5: Beneficiaries (Estimate the number of people this activity will serve.)

_____

_____

_____

Objective Statement: Combine 1–5 into a single statement of the objective. *(Example: Participants will tutor 500 students, resulting in 75% of those students receiving tutoring demonstrating improved reading abitlity equivalent to one-half a grade level, as measured by a diagnostic reading administered prior to and following the program.)*

_____

_____

_____

OMB Number: 3045-0

CERTIFICATION AND ASSURANCES

CERTIFICATION SIGNATURE

NOTE: This form must be signed and included in the application.
Before you start: Before completing certification, please read the Certification Instructions.

SIGNATURE: By signing this Certification page, the applicant certifies that it will 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: _____

ASSURANCES SIGNATURE

NOTE: This form must be signed and included in the application.
By signing this assurances page, the applicant certifies that it will 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: _____

ADMINISTRATIVE FUND GUIDANCE

PART TWO

COMMISSION ADMINISTRATIVE FUND APPLICATION GUIDANCE

Background and Overview

Commissions receive funds according to a formula allocation to support the commission's operations and its responsibilities to administer AmeriCorps programs in the state. Commissions report to the Corporation on their programs, plans, and systems twice a year -- once, with the application for administrative funds in the fall and a second time when the formula package is due on April 30, 1999. Corporation staff will provide feedback to the commissions on their program and plans at those same times.

Available Resources and Allocation Formula

In 1999, the Corporation anticipates that $10 million will be available on a formula basis to support state commission operations. Administrative funds for fiscal year 1999 will continue to be allotted on a population-based formula. State commissions will receive an allocation chart as soon as the Corporation's fiscal year 1999 appropriation is enacted.

Match Requirements and Budget Submission

As provided in the National and Community Service Act, costs incurred during and after the 5th year of operation will require a 50 percent cost share. All expenses incurred after the 5th year effective date will carry the 50 percent share requirement, regardless of when funds, including carry-over funds, were received. Costs incurred before that date continue to carry a 30 percent cost share.

Once states are notified of the administrative funds allocation, commissions should prepare a one-year budget based on both the state's 1999 allocation and on any funds from previous awards expected to remain beyond the current operating year. The Corporation will review the amount of funds remaining from previous awards (carryover) for reasonableness and funding levels may be adjusted accordingly. The new award period will run for one year.

I. REVIEW OF STATE COMMISSIONS

Corporation staff assess each commission's performance and its capacity to select, monitor, support, and evaluate national service programs based upon the criteria described below. The Association of State Service Commissions Network is working with Corporation staff to develop performance standards for state commissions based on the roles of state commissions described in Appendix B. Corporation criteria will likely evolve based on input from commissions

concerning the standards. The Corporation will provide subsequent guidance if that occurs.

When Corporation program staff review and evaluate the commission application for administrative funds, they will evaluate the quality of each commission's progress-to-date, its ability to use its systems to identify challenges, and its plans for the coming year related to the challenges and responsibilities. Specific criteria are:

Administrative Functions of State Commissions (30%)

The extent to which the commission has developed appropriate and effective systems and activities to conduct its business, use its Board effectively, and maintain an effective staff. This includes ensuring that programs submit their required reports and forms in a timely manner and that reporting is accurate. The Corporation is particularly concerned that member enrollment forms and end-of-term forms are submitted within 30 days of their due dates and that they are accurate. It is the commission's responsibility to ensure accuracy of all forms from the state programs.

Support to National Service Programs (45%)

The quality of the systems and activities the commission has implemented to monitor, support, and evaluate programs and assess their needs; and provide training and technical assistance to them to ensure high quality program operation and advancement toward the state's national service goals. The Corporation will also consider the quality of the formula and competitive programs.

The Larger Role of State Commissions (25%)

The extent to which the commission has secured its matching funds and developed effective partnerships among national service programs and with other entities in the state to build support for national and community service.

The specific activities and factors the Corporation will evaluate in each area are described in the Roles of State Commissions (See Appendix B). Each state commission's performance will be evaluated on the basis of its own progress and plans. In addition to the information provided in the administrative application and the semi-annual progress report submitted in the Spring, the Corporation will review commission expenditures, budget requests for administrative, program development assistance training and disability funds, and information gathered on site visits and through phone conversations. This evaluation of commission performance will be used in considering:

- whether the Corporation will conduct a full programmatic review of formula programs;
- whether a commission's applications for state competitive and other non-formula programs will be funded;
- the degree of oversight Corporation staff will exercise on a state's programs; and
- the degree of oversight a state will receive as it monitors and ensures quality of its programs.

II. STATE COORDINATION WITH NATIONAL DIRECT APPLICATIONS AND GRANTEES

One of the criteria for evaluating the state commission in its application for administrative funds is the extent to which the commission provides support for National Direct operating sites in the State. To facilitate good coordination, state commissions should:

- plan annual events and technical assistance activities with the schedules and needs of all programs, including National Directs, in mind;
- add the appropriate parent organizations and their operating sites in the state to the Commission mailing list; and
- use inclusive language in announcements and other public documents so that National Direct operating sites will know when activities and events are relevant for them.

To ensure that National Direct operating sites understand and comply with their responsibilities to be responsive to state commissions, the National Direct application guidelines and the program handbook include the following:

> *....National Direct parent organizations are required to communicate and coordinate with the State commission in each state where operating sites will be located as part of the preparation for submission of their application.....*
>
> *The commissions in each state are responsible for coordinating Corporation-related service in the state including technical assistance and support to National Direct operating sites in their states. Each National Direct operating site must maintain on-going communications with its state commission and keep the commission informed of program progress. At a minimum, site directors of National Directs are expected to:*
>
> - *keep the commission informed of training and technical assistance needs;*
> - *participate in the process of developing the Unified State Plan for service;*
> - *respond in a timely fashion to requests, invitations and communications from the state commission;*
> - *participate in events, training, and meetings sponsored by the state commission; and*
> - *place the state commission on mailing lists.*

III. INSTRUCTIONS FOR COMMISSION NARRATIVE

In this administrative application, you will report on your commission activities for the past year. We encourage you to attach documents, procedures, and policy directives to illustrate systems and activities. In some circumstances we will suggest the types of documentation that are needed. In many cases, attachments are more illustrative and can substitute for descriptive narrative.

Report on challenges encountered in achieving 1998 goals and plans as described in your 1998 application for administrative funds and on any other factors that influenced performance of commission functions.

The narrative should clearly show progression from 1998 activities and should address the challenges that were described earlier. It should be structured as objectives and strategies. Objectives should be measurable, much as we require of individual programs. Strategies are plans for achieving those objectives. Throughout the narrative, it will be helpful to refer frequently to the Role of the State Commissions (see Appendix B) as a reminder of the essential functions and activities. The narrative and supporting documents should clearly show how the commission is handling those functions.

A. The Administrative Function of State Commissions

PROGRESS TO DATE

Commission board and staff. Submit an update on commission information using the format in Appendix B and attach it to the narrative.

In the narrative itself, describe processes developed to support the commission and staff. Describe major board and staff activities in the past year. Describe the commission's committee structure, mechanisms instituted to ensure that there were no conflicts of interest in conducting commission business, qualifications of staff, activities undertaken to strengthen the capacity of commission and staff to carry out commission functions and the unified state plan. Supporting documents could include relevant organizational charts, announcements of meetings and forums.

Administrative systems. Describe any changes in administrative systems showing staff responsibilities and any outside contracted administrative services. Describe improvements in financial management systems (including controls over disbursements of grant funds), and systems to track reporting.

You do not need to describe your process for reviewing 1998 applications. That process was described previously. (You will describe changes and improvements to be implemented for 1999 below.) Describe how progress on commission goals is monitored and evaluated. Supporting documents might include tracking documents and results of any evaluation done on the Commission itself.

CHALLENGES

Describe any challenges faced over the past year that interfered with the functioning of the commission.

PLANS FOR 1999

These plans should clearly describe changes and improvements the Commission will make to its administrative systems during the next year. Describe any changes in the process for reviewing and selecting program applications for 1999; any changes in how you will adapt the Corporation's guidelines for your own state processes; and include any state policies and regulations you must integrate into the process. You will need to describe your 1999 process in detail and submit copies of forms and guidelines when you submit your 1999 competitive application package in January. If you do not plan to submit a competitive application, you should include this with your formula submission in April.

B. Support to National Service Programs

There are four separate elements to Part B: monitoring and evaluation, communication, training and technical assistance and disability funds. Please begin the training and technical assistance and disability elements separate pages so they can be reviewed independently.

PROGRESS TO DATE

Monitoring and evaluation. Describe your activities to monitor programs for compliance with legal and fiscal requirements, to assess program management capacity, and determine the quality of service activities and program functions. This could include improvements in site visit protocols (frequency, duration, purpose, follow-up), activities conducted to evaluate program financial management (including review of and follow through on audit reports), activities conducted to measure progress toward annual objectives, and processes to review progress reports and provide feedback to programs. Supporting documents could include site visit checklists, protocols, samples of feedback letters to programs, tracking documents and processes for ensuring follow-up by programs on issues.

Communication. Describe how you communicated with Corporation-funded programs, including electronic mail, Internet, newsletter, program director or member meetings. In particular, show how key information was disseminated to programs. Supporting documents could include copies of newsletters and/or other communication protocol.

Training and technical assistance. See Section IV, Program Development Assistance and Training Funds, for specific information and guidance.

Disability Funds. See Section V for specific information and guidance.

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CHALLENGES

Describe any challenges faced over the past year that interfered with your capacity to monitor, evaluate, and provide training and technical assistance and meet your 1998 goals and objectives. The Corporation expects candid assessments -- they reflect well on a Commission's objectivity and capacity to evaluate programs.

PLANS FOR 1999

This section should describe plans to monitor and evaluate programs and plans for communication. See Section IV, Program Development Assistance and Training Funds, for guidance on describing training and technical assistance plans for 1999 and Section V for guidance on disability funds.

C. The Larger Role of State Commissions

PROGRESS TO DATE

Identify the amounts and sources of funds received to meet the matching requirements this past year. Describe activities undertaken to sustain commission-funded programs and create significant partnerships or relationships with philanthropic foundations, community stakeholders, governmental units, and private business. Report on activities that increased public awareness of commission and national service activities. Identify those who were involved in supporting the Unified State Plan and clearly show where linkages for service have been developed. Report on the commission's role and activities within the state's service delivery system, its collaboration with other service providers, and its role in implementing state plans and activities that result from the Presidents' Summit for America's Future. This might be a description of how the commission works with the traditional service sector including volunteer centers, associations of volunteer administrators, or other volunteer-oriented agencies. It should also include any activities conducted with the Corporation state office and the state education agency.

CHALLENGES

Describe any challenges faced over the past year that interfered with your capacity to build sustainability, develop outreach and the ethic of service, and build a solid infrastructure.

PLANS FOR 1999

These plans should clearly show how the commission will fulfill its responsibility to develop and communicate a statewide vision of service. Of particular importance is a description of how you will implement your responsibilities for Unified State Plan. Describe the activities to be conducted as part of the larger role of the commission that relate to the Unified State Plan. Include plans related to developing new partnerships and

other activities related to building support for and sustaining the commission and the service programs.

IV. PROGRAM DEVELOPMENT ASSISTANCE AND TRAINING FUNDS

Background and Overview

Program Development Assistance and Training (PDAT) funds are for training and technical assistance that is selected and provided by state commissions.[3] While state commissions may draw upon national training and technical assistance providers to complement their efforts, they should use PDAT funds as a principal means of developing and maintaining an infrastructure to enhance and sustain high quality national service programs within the state.

Available Resources

The amount of PDAT funds available for distribution to state commissions and tribes and territories in the 1999 program year is approximately $6 million. As in previous years, the allocation of these funds is based on the number of AmeriCorps* state/national programs and members in each state. This year, each commission's *basic* fiscal year 1999 PDAT funding allocation will be limited to that prescribed by the fiscal year 1999 PDAT allocation chart (below). To fund up to that level, the Corporation will complement a commission's *unobligated fiscal year 1998 PDAT balance* with fiscal year 1999 dollars.

FY99 Basic PDAT Allocations by State

Group 1 - 84K	Group 2 - 96K	Group 3 - 108K	Group 4 - 120K	Group 5 - 144K	Group 6 - 168K
Alaska	Alabama	Arizona	Illinois	Florida	California
Delaware	Arkansas	Connecticut	Michigan	Georgia	Massachusetts
Hawaii	Colorado	Indiana	New Jersey	Louisiana	New York
Idaho	District of Columbia	Kansas	Oregon	Maryland	Pennsylvania
Nebraska	Iowa	Kentucky		Minnesota	Texas
Nevada	Maine	Mississippi		North Carolina	Washington
New Hampshire	Montana	Missouri		Ohio	
New Mexico	Oklahoma	Tennessee			
Utah	Puerto Rico	Wisconsin			
Vermont	Rhode Island				
Wyoming	South Carolina				
	Virginia				
	West Virginia				

PHOTOCOPY
PRESERVATION

[3] For those states in which the delivery of PDAT funds through a state commission is not feasible or optimal, the Corporation may use alternative means to make such funds available.

A. Program Development Assistance and Training Funds Guidance

1. Policies

These policies are designed to guide state commissions as they plan training and technical assistance activities for the upcoming year based on initial and ongoing needs assessments. They also outline PDAT objectives and clarify the difference between administrative and PDAT awards. Commissions must propose activities that are consistent with PDAT policies and build on administrative spending plans.

- PDAT funds are for leadership development, training and technical assistance activities aimed primarily at enhancing the effectiveness of AmeriCorps programs and program staff. As practicable, PDAT funds are also to be used to support cross-stream training.

- Member/participant training in the form of statewide or intrastate regional events, sponsored by state commissions, conducted collaboratively by multiple programs or organized by multiple states, may be supported with PDAT funds. Member/participant training specific to a single local program cannot be supported by PDAT funds and should be funded from the subgrantee's budget.

- The state commission may support member/participant attendance at selected regional and national training events that are deemed to contribute directly to increasing member/participant effectiveness (such as service-learning and youth-service conferences). Members/participants who attend such events should be required upon their return to share their learning with other program members/participants.

- State commissions must ensure that AmeriCorps program staff are able to attend training and technical assistance activities. PDAT funds should be used for the travel and per diem of program staff to state-sponsored and other national provider training events, **to include those of the National Service Leadership Institute**. State commissions must ensure program staff are aware PDAT funds **may** be used to support participation in National Service Leadership Institute-sponsored leadership development and training events.

- PDAT funds may be used to support **up to one** commission training position (1.0 FTE or consultant). The incumbent is expected to conduct training and technical assistance needs assessments; to plan, implement and manage the state's training and technical assistance effort; provide for on-site technical assistance; connect programs to resources; identify and develop local training and technical assistance resources; and promote peer exchanges.

- PDAT funds may be used to support the travel of commission staff to program sites to the extent that such visits involve the performance of training and technical assistance functions. Administrative funds must be used for site travel to conduct administrative functions, such as monitoring and compliance review. In the event that travel costs are shared, expenditures must be documented separately for financial control purposes.

- A state commission may use PDAT funds to contribute to the development of the unified state plan and for Summit follow-up activities to the extent that such expenditures are consistent with other PDAT policies.

- PDAT funds may be used to support communication equipment and systems that link programs for training and technical assistance purposes (for example, newsletters and internet discussion groups). Administrative funds may cover communication equipment and systems that assist the commission in carrying out its operational and monitoring activities. Sharing costs for systems that meet both needs is allowable, but such expenditures must be documented separately for financial control purposes.

2. Examples of PDAT Activities

The following are examples of the uses of PDAT funds:

- Conducting training and technical assistance needs assessments.

- Developing strategies to identify and use state and local training resources.

- Sponsoring program-director training meetings.

- Sponsoring statewide and intrastate regional cross-stream trainings.

- Developing a statewide, cross-stream service newsletter. Administrative funds should be used proportionately to defray the cost of such newsletters if they include information not related to training and technical assistance.

- Sponsoring program staff peer exchanges/visits within state. Inter-state program staff peer exchanges/visits can be supported by national providers. National providers are also available to assist in structuring in-state program staff exchanges/visits.

- Developing electronic networking systems for sharing effective practices and other information exchange. Several states have set up computerized communication systems to share information about training and technical assistance activities, evaluation strategies and resource acquisition.

Administrative funds should be used proportionately to defray the cost of such networks if the networks will be used to monitor programs administratively.

- Developing training manuals for improving program staff and member skills. To ensure that all programs can benefit from these materials, copies should be forwarded to the National Service Resource Center for circulation to national service programs.

B. Instructions for the PDAT Application Narrative

This narrative is one of the four elements that make up Part B, *Support to National Service Programs*. In it the commission is to report on its training and technical assistance progress to date, the challenges it faced over the past year in implementing its training and technical assistance plan and its training and technical assistance plans for 1999. The narrative should be started on a separate page.

PROGRESS TO DATE

Comment on the extent to which the commission achieved its annual training and technical assistance goals. The narrative should be organized as outlined below (supporting documents could include representative event agendas and evaluation forms). Also, provide a best estimate of the commission's unobligated fiscal year 1998 PDAT funds, to include those awarded for special initiatives, as of the end of the commission's PDAT budget year (specify: November 1, 1997 to October 31, 1998 or January 1 to December 31, 1998).

Organize the information as follows:

- List the training events and other activities that were completed in accordance with your training and technical assistance plan, including those planned jointly with the corporation state office and state education agency. For each, include, as appropriate, a brief description of any effective practices and lessons learned that you think would be of benefit to other corporation-funded programs.

- List the activities you had planned, but were unable to complete. For each, briefly explain why the activity was not conducted and describe the alternative activity, if any.

- For the training and technical assistance services provided, whether planned or in response to emergent needs, identify each provider used; indicate whether it was a national, state or local provider; and list the topics addressed.

- Describe the means used to evaluate training and technical assistance services, and indicate how programs rated the services of the local, state and national providers, respectively.

- Identify the extent to which traditional volunteer associations and centers were involved in and/or supported your training and technical assistance activities.

CHALLENGES

Describe any challenges faced over the past year that interfered with your capacity to provide training and technical assistance and meet your 1998 goals and objectives. In particular, identify any factors that affected the overall quality and effectiveness of the services delivered.

PLANS FOR 1999

1. Basic Plan

The commission training and technical assistance plan for 1999 serves as the application for fiscal year 1999 PDAT funds. The narrative of that plan should begin with a statement of the commission's overall training and technical assistance goals and objectives for the year. It should also describe the process used to assess training and technical assistance needs and the means that will be used to evaluate training and technical assistance services.

In 1998, the corporation modified its policy regarding the use of PDAT funds to give commissions greater flexibility in working more creatively with their national service partners to plan training and technical assistance that is relevant to all streams of service. As the training and technical assistance plan is a principal means of advancing the state's comprehensive vision of national service, it should be developed to address not only the training and technical assistance needs of state/national direct programs, but also to complement and, wherever possible, facilitate the training initiatives of the state's other national service partners. In this regard, the training and technical assistance plan should support the state's unified state plan and reflect the efforts of the commission, corporation state office and state education agency to address jointly their respective training and technical assistance needs. Corporation approval of training and technical assistance plans will therefore be based in part on the extent to which they exhibit cross-stream planning and support unified state plan goals. Budgets (discussed below) will be reviewed to ensure that activities are cost-effective and sufficiently supported.

2. Special Initiatives

The Corporation anticipates having fiscal year 1999 PDAT funds available to support special commission training and technical assistance initiatives beyond the activities budgeted in a state's basic training and technical assistance plan. Commissions wishing to access these funds should include an addendum to their fiscal year 1999

PDAT application that describes their special initiatives and provide a prioritized line-item budget and budget narrative. The size of the pool of special-initiative funds will be determined once all commission PDAT applications are received. Information about the allocation and distribution of special-initiative funds will be available at that time. **(It is therefore imperative that commissions include in their application, as part of their year-end report (discussed in the Reporting Requirements section below), a best estimate of the unobligated fiscal year 1998 PDAT funds as of the end of their PDAT budget year.) This includes unobligated funds awarded for special initiatives in fiscal year 1998.** As with the basic training and technical assistance plans, approval of requests for special-initiative fiscal year 1999 PDAT funds will be based in large part on the extent to which the projected uses of the funds exhibit cross-stream planning for training and technical assistance services. Also considered will be a commission's performance in using previously allocated PDAT funding to implement its annual training and technical assistance plan.

C. Budget and Budget Narrative

Each commission must submit a line-item budget (Appendix E) and detailed budget narrative in support of the training and technical assistance plan. **A separate budget and budget narrative must be provided to support any requests for PDAT funds for special initiatives.** The organization of the budget narrative should parallel that of the line-item budget. Each of the elements **and sub-elements** that comprise the totals of the individual budget lines must be fully explained in the narrative. The narrative should show how each cost was derived, using equations to reflect all factors considered. For Example: Conference Housing - $2,700: 10 directors x $135 *[$85 hotel/day + $50 food/day]* x 2 days.

When training and technical assistance activities are to be partially funded with other than PDAT dollars (e.g., with administrative funds for the partial use of electronic equipment or newsletters and with cross-stream training funds), the estimated percentage of the respective contributions (PDAT, administrative, individual cross-stream partner) should be specified. Any equipment to be purchased with PDAT funds that has a unit cost over $500 must be itemized (this limit differs from that for equipment purchased with administrative funds).

D. Reporting Requirements

A progress report on fiscal year 1999 PDAT activities through March 31, 1999 is to be submitted as part of the state commission's semi-annual progress report by April 30, 1999. Include in this report a brief description of the activities planned for the next reporting period.