



2009 – 2012 AmeriCorps Grant Cycle Application Plan

The AmeriCorps Program Committee recommends that the Commission authorize the continuation of the three-phase application process that was initially implemented by the Commission in 1999 for the 2000–2003 grant cycle. Specific details for each phase of the process are included below. In addition, the Committee presents a series of policy recommendations related to this competition.

Application Categories:

The Commission will invite applicants to choose from three available funding options when submitting their applications.

1. **AmeriCorps*State programs** are selected through two separate application phases: State **Competitive** and State **Formula**. All AmeriCorps*State grants include a maximum living stipend and cannot exceed an average cost per Member Service Year (MSY), exclusive of the value of the post-service Education Award, set by the Corporation for National and Community Service for AmeriCorps State programs.
2. **AmeriCorps Education Award programs** provide no stipend for members. Successful applicant sponsors will receive a maximum cash award of \$600 per MSY, exclusive of the value of the post-service Education Award.
3. **AmeriCorps Planning Grants** provide up to \$50,000 for the planning of a large AmeriCorps project. The award would not come with member slots. There is no guarantee of future funding after the first year.

Minimum Requirements:

1. **Member Service Year (MSY):** Program proposals must be based on a minimum team of 10 MSY (*equal to full-time equivalent*).

Commission Priorities:

1. **Location:** Applicant programs housed in agencies outside the Portland-Eugene corridor will receive additional consideration.
(NOTE: Maximum of 10 additional points in both Concept Paper and Application will be available.)
2. **Programming:** No state program priorities were selected. Applicants are encouraged to address the CNCS Strategic Priorities.
 1. Mobilizing more volunteers.
 2. Ensuring a brighter future for all of America's youth.
 3. Engaging students in communities.
 4. Harnessing Baby Boomers' experience.
 5. Supporting Disaster Preparedness and Response(NOTE: No additional points will be given.)

Other:

1. **Performance Measure Requirements:** In addition to program-specific performance measures, all applicants must include Performance Measures on volunteer support and member development in their final application.
2. **Administrative Funds:** The Commission retains the right to set aside a portion of the administrative funds for all funded applicants for use in administering its subgrantees. This amount will not exceed a one-fifth share of the maximum 5% Corporation share allowed for subgrantee's administrative costs.

Outreach to All Potential Applicants:

Outreach activities culminate with interested applicants participating in mandatory outreach meetings scheduled statewide.

- April, 2008**
- Electronic announcements
 - News Releases via-OHCS
 - Commission E-News
- May**
- Follow-up Electronic announcements
 - Create Concept Paper guidance
 - Respond to reservations for Outreach meetings
- June**
- Mandatory Outreach & Technical Assistance Meetings:
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| June 12 | Portland |
| June 13 | Pendleton |
| June 17 | Bend |
| June 26 | Springfield |
| June 27 | Medford |
| June 30 | Wilsonville |

Phase One: Concept Paper

Phase One application instructions will be released at the Outreach & Technical Assistance Meetings at which attendance by all potential applicants is required.

All applicants will be required to submit a preliminary concept paper for peer review.

Concept paper applicants receiving a total average score less than 65/100 from staff and peer review will not be invited to continue in the full application process.

- July, 2008**
- E-mail and telephone technical assistance provided
 - Web page for applicants activated at oregonvolunteers.org
- August**
- E-mail and telephone technical assistance continued
 - Web page for applicants updated regularly
 - Conference calls scheduled for interested applicants
 - Peer Reviewer recruitment
 - Intent to apply deadline: August 10
- September**
- E-mail and telephone technical assistance continued
 - Web page for applicants updated regularly
 - Peer Reviewer training
 - **Concept Paper deadline: September 10**
 - Peer review process occurs
 - AmeriCorps Program Committee determines eligibility to continue application process in either Phase Two or Phase Three : September 22

Phase Two: Competitive Applications

The following criteria will be used to determine which applicants are selected by the AmeriCorps Program Committee to compete in the CNCS national competitive process:

1. Program size: generally larger programs (20 or more MSY)
2. National Service program experience
3. Deliver national CNCS priority programming
4. Unique design
5. Strength of sustainability model
6. Level of match
7. Cost per member

Oregon programs not selected at the national level will be eligible to compete at the state formula level (See Phase Three).

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| October | <ul style="list-style-type: none">• Mandatory TA Conference for Phase Two applicants• E-mail and telephone technical assistance provided• Web page for applicants updated regularly |
| November | <ul style="list-style-type: none">• E-mail and telephone technical assistance continued• Web page for applicants updated regularly• Peer Reviewers recruited and trained• Competitive Application deadline: November 13, 2008• Peer review and AmeriCorps Program Committee reviews occur |
| December | <ul style="list-style-type: none">• AmeriCorps Program Committee interviews applicants• AmeriCorps Program Committee recommends programs to be included in Commission application• December 10-11, 2008: Commissioners Approve Applicants via Fax Vote |
| January, 2009 | <ul style="list-style-type: none">• Application deadline to CNCS: early January |
| May | <ul style="list-style-type: none">• CNCS announces competitive awards. Unfunded applicants enter Phase Three process. |

Phase Three: Formula Applications

Qualifying applicants at Concept Paper phase (Phase One) not selected by the AmeriCorps Program Committee to compete in the CNCS national competitive process will be invited to compete in the State Formula application process. Applicants will be limited 20 MSY. Competitive applicants who are not funded at the national level will be eligible to re-compete at the formula level, which is the final phase of the application process.

Formula applicants receiving a total average score less than 80/100 from staff and peer review will not be invited to continue in the final selection process.

Decisions on distribution of formula funds are at the sole discretion of the Commission.

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| January 2009 | <ul style="list-style-type: none">• Mandatory TA Conference for Phase Three applicants• E-mail and telephone technical assistance provided• Web page for applicants updated regularly |
| February | <ul style="list-style-type: none">• E-mail and telephone technical assistance continued• Web page for applicants updated regularly |
| March | <ul style="list-style-type: none">• E-mail and telephone technical assistance continued• Web page for applicants updated regularly |
| April | <ul style="list-style-type: none">• E-mail and telephone technical assistance continued• Web page for applicants updated regularly• Peer Reviewers recruited and trained• Formula Application deadline: April 22• Peer review and AmeriCorps Program Committee reviews occur |
| May | <ul style="list-style-type: none">• Peer review and AmeriCorps Program Committee reviews continue• AmeriCorps Program Committee announces Phase Three finalists |
| June | <ul style="list-style-type: none">• Unfunded competitive applicants (phase 2) submit revised applications as needed.• Phase Three Peer Reviewers & AmeriCorps Program Committee review revised unfunded competitive applications.• AmeriCorps Program Committee develops interview questions and program recommendations for Commissioners• June 17-18: Commissioners Interview Applicants & Determine Final Distribution of Formula Funds |
| July | <ul style="list-style-type: none">• Formula portfolio submitted to CNCS: July 7, 2009 |