



Toolkit Items

Tool Name: California – Planning Grant

Definition: This is an example of a request for application (RFA). It invites applicants to apply for funds that will help them to further develop their programs as well as build capacity in preparation for receiving AmeriCorps members.

Purpose: This is an example of how to offer assistance to new organizations as they begin to build their programs. State Commissions can offer similar planning grants to community organizations (secular and faith-based) or intermediaries so they can receive funds for program development. Receiving such grants would support their development toward becoming an AmeriCorps grantee. It is included in the tool kit as an example of a specific strategy to provide support and incentive for new applicants to go through the rigors of making an AmeriCorps application. When crafting future RFAs we strongly encourage you to seek assistance from our T/TA provider and our list of consultants to help simplify the language and application.



***2002 AmeriCorps
Planning Grants
Request for Applications (RFA)***



**Governor's Office on Service
and Volunteerism (GO SERV)**

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***Applications Must Be Received by 5:00 p.m.
on Friday, April 5, 2002.***

2002 AMERICORPS PLANNING GRANT REQUEST FOR APPLICATIONS (RFA)

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SECTION I: OVERVIEW

A. AMERICORPS AND NATIONAL SERVICE

Unique local needs are the driving force behind AmeriCorps national service programs. In keeping with their motto of “getting things done,” AmeriCorps members engage in direct service and volunteer recruitment. The direct service of AmeriCorps members addresses local problems and provides tangible benefits to communities. Examples of direct service include tutoring, health education outreach, childcare and clearing backcountry trails.

AmeriCorps programs provide opportunities for participants – called “members” – to contribute a year of their lives in addressing environmental, educational, public safety or other human needs. So long as they follow a set of basic AmeriCorps member eligibility requirements, programs are able to recruit, screen, enroll and train their own members.

National service programs such as AmeriCorps support community members who are meeting pressing needs in their local communities. These national service programs do not replace volunteers, but instead complement their work by engaging members in intensive, extended community service.

B. PLANNING GRANTS

Operating a national service program requires extensive planning and preparation. Successful national service programs have overcome challenges such as managing government grants, raising matching funds, supervising national service participants and designing programs that make the best use of members. AmeriCorps planning grants can provide resources to organizations that face some of these challenges.

The Governor’s Office on Service and Volunteerism (GO SERV) will target its AmeriCorps planning grants at organizations that see a community need for services and have an idea for meeting that need, but who have not fully developed a plan to provide the needed services. Planning grants will fund program development rather than actual programs, but will prepare organizations to compete for AmeriCorps operating grants that will fund their proposed program. Planning grant recipients are not guaranteed operating grants, but will have time and resources to produce very competitive operating grant proposals.

The majority of AmeriCorps funding is available in three-year cycles. Proposals for the next major round of AmeriCorps operating grants will be available in the fall of 2002. The program year for funded operating grant proposals will begin in the summer of 2003.

GO SERV will only consider planning grant applications that meet at least one of the following four priorities: programs that (1) involve faith-based and/or secular community-based organizations, (2) focus on preparing for – or responding to – emergencies, disasters and/or threats to homeland security, (3) focus on recruiting and coordinating volunteers, or (4) significantly expand the use of Federal Work Study funds for community service.



C. THE GOVERNOR’S OFFICE ON SERVICE AND VOLUNTEERISM (GO SERV)

GO SERV has three primary purposes. It administers AmeriCorps national service grants, administers Cesar Chavez Day of Service and Learning grants and promotes service and volunteerism throughout the state.

GO SERV administers AmeriCorps grants in collaboration with the federal Corporation for National and Community Service. In California, over 7,000 AmeriCorps members serve under the sponsorship of 60 public-private partnerships to meet California’s human, educational, public safety and environmental needs. GO SERV provides AmeriCorps programs with extensive training and ongoing technical assistance. Each program works closely with a GO SERV program officer to ensure progress towards its objectives, a meaningful experience for AmeriCorps members, and compliance with applicable regulations.

GO SERV provides over \$4 million in grants each year to programs that involve K-12 students in service activities that help them learn about the life of Cesar E. Chavez and practice the values that propelled his work. Activities include creating community gardens, creating after-school service clubs and gleaning vegetables and fruit from fields for food banks and homeless shelters.

GO SERV supports the larger field of service and volunteerism through policy research and other initiatives. Activities and initiatives such as the State Network Leadership Team, California Service Communities Initiative and Unified State Plan are designed to expand and promote the service and volunteerism field. GO SERV’s research on issues such as older Californians’ participation in community service informs policymakers about trends and issues in the field. GO SERV also strives to promote volunteerism through services such as the VolunteerMatch portion of its website, www.goserv.ca.gov.

D. THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

Established in 1993, the Corporation for National and Community Service (“the Corporation”) engages Americans of all ages and backgrounds in community-based service. The Corporation supports a range of programs, providing opportunities for participants to serve full-time and part-time, as individuals or as a part of a team. The Corporation’s three major service initiatives are AmeriCorps, Learn and Serve America and the National Senior Service Corps.

Learn and Serve America promotes service-learning, an educational strategy that links education and service. In California, the California Department of Education administers Learn and Serve America grants through its CalServe Initiative. The Initiative supports district and school-community partnerships that have involved more than 100,000 students, 5,000 community volunteers and agencies, and more than 400 schools in 250 districts throughout the state.

The Senior Corps uses the skills, talents and experiences of over half a million older Americans to help make communities stronger, safer, healthier and smarter. Its programs include the Retired and Senior Volunteer Program (RSVP), Foster Grandparent Program and Senior Companion Program.

For more information on the Corporation, see their website at www.nationalservice.org.



SECTION II: GUIDELINES AND PURPOSE

A. PURPOSE

General Purpose

GO SERV will make planning grants available to applicants who have identified a concept for an AmeriCorps program, but need additional resources to plan, develop and prepare the program for implementation. Planning grants will fund program development from May 1 - November 30, 2002. The “final” products for planning grant recipients will essentially be an AmeriCorps operating grant proposal that will be due in November 2002.

Applicants must have the capacity to administer government grants. Small organizations that lack the required infrastructure can still benefit from planning grants by partnering with a legal applicant that is able to manage an AmeriCorps planning grant.

This Request for Applications (RFA) focuses on developing AmeriCorps programs that address specific priorities identified by GO SERV and the Corporation. These priorities are to support:

- programs that use AmeriCorps resources to significantly involve faith-based and/or secular community-based organizations – including coalitions of small local organizations – in engaging more community members to serve and meet critical local needs;
- partnerships of public and private non-profit organizations that plan to use AmeriCorps and other national service resources to engage community members in service to meet needs related to homeland security and disaster relief;
- partnerships of public and private non-profit organizations that plan to use AmeriCorps resources to mobilize older Californians and other volunteers in service to meet critical community needs; and
- higher education institutions that plan to use AmeriCorps resources to substantially increase the use of Federal Work Study (FWS) funds to support more community-based service placements for students.

Planning grants must incorporate one or more priorities to address community needs in the areas of education, public safety, other human services and the environment. Please see pages 24-25 for examples of how AmeriCorps members can be used to meet community needs.

Programs can incorporate several priorities into their design as part of their strategy to address local needs. For example, a university might use FWS funds to support students who would recruit students and other volunteers for local community service projects. A collaboration of faith-based organizations might recruit senior volunteers as part of a program to provide disaster relief services.



Fundable Activities

Planning grants will fund activities that are tied to program planning, development and preparation. Fundable activities include, but are not limited to:

- travel to GO SERV 2003 AmeriCorps Funding Outreach and Training Sessions (see “2003 AmeriCorps Funding Outreach and Training Sessions” below);
- consultants or contract staff to assist with planning process projects;
- compiling community needs-related information to assist with designing a program (for example, an organization has already determined that there is a need to provide services to homeless veterans, but would like to conduct surveys to determine what specific services would be most valuable);
- organizational assessments (evaluations of an applicants financial systems and other internal processes);
- outreach to potential community partners;
- partnership planning meetings; and,
- training and technical assistance aimed at building organizations’ ability to manage an AmeriCorps program.

2003 AmeriCorps Funding Outreach and Training Sessions

Planning grant recipients are strongly encouraged to participate in GO SERV's 2003 AmeriCorps Funding Outreach and Training Sessions that will run from mid-May through late October 2002. These sessions are designed to provide applicants for 2003 AmeriCorps funding with the building blocks needed to develop a compelling and competitive AmeriCorps proposal. GO SERV’s AmeriCorps planning grant recipients may include travel expenses for participation in these sessions as part of their planning grant budget. The tentative schedule for the outreach and training sessions are as follows (please note that dates, topics, and locations are subject to change):

- May 20 - June 7 AmeriCorps 101
(10 locations throughout the state)
- June 24 - 28 Partnership Development and Service Activities
(3 locations: Bay Area, Sacramento, Los Angeles)
- July 15 - July 19 AmeriCorps Members – Recruitment, Training and Responsibilities
(3 locations: Bay Area, Sacramento, Los Angeles)
- August 5 - 9 Developing Program Objectives and Evaluation Plans
(3 locations: Bay Area, Sacramento, Los Angeles)
- August 26 - 30 Fiscal and Administrative Systems
(3 locations: Bay Area, Sacramento, Los Angeles)
- September 23 - 27 AmeriCorps Provisions
(3 locations: Bay Area, Sacramento, Los Angeles)
- October 14 – 25 AmeriCorps Request for Application Overview
(4 - 5 locations: Bay Area, Sacramento, Los Angeles, Orange County)



B. AMERICORPS PROGRAM DESIGN

Recent developments at the national level suggest that the Corporation will focus much of its future resources on expanding AmeriCorps to fulfill volunteer mobilization, homeland security (public safety, public health, disaster relief and preparedness) and teaching needs. However, planning grant applicants may develop proposals that address community needs in one of the existing issues areas of education, public safety, the environment or other human needs.

Although planning grant applicants do not need to have a fully developed program, they may wish to keep several elements of AmeriCorps program design in mind as they prepare their proposals. For example, member development and training is a core component of any AmeriCorps program. With this in mind, a planning grant applicant might look for prospective partners with an eye toward organizations that can provide specialized education and training.

The points below summarize some basic components of AmeriCorps programs. Appendix I provides more detailed information on AmeriCorps program design. The appendix also includes examples of education, human needs, public safety and environmental programs.

- **Direct benefit/getting things done:** AmeriCorps programs focus on an identified, compelling community need. A program's members must engage in service activities that benefit the community and make a demonstrable impact on the community need.
- **Partnerships:** AmeriCorps programs must develop partnerships with local organizations, including community-based organizations; K-12 schools, colleges and universities; religious institutions; local state and federal government agencies; businesses; foundations; health care organizations and other streams of service.
- **Strengthening communities:** AmeriCorps programs actively support the development of their communities through community events and forums, national days of service and community service opportunities.
- **Member development:** AmeriCorps programs develop the skills, citizenship and service ethic of their members. This includes adequate supervision for members at different service sites.
- **Members:** Full-time AmeriCorps members serve at least 1,700 hours in a year. Their benefits include a minimum living allowance of \$9,600 (with a maximum living allowance of \$19,200), health coverage, and an education award of \$4,725 upon completion of service. Eligible members receive childcare benefits. Members can also serve part-time.
- **Administrative systems:** A program's legal applicant should have strong accounting and financial procedures that enable it to administer government funds.



C. PLANNING GRANT PRODUCTS

Grantees will be expected to prepare four documents during the seven months of their planning grant period: (1) a draft partnership form, (2) a draft AmeriCorps member plan, (3) a draft financing plan, and (4) a draft of the program's objectives and evaluation plans. By preparing these documents, planning grant recipients will be developing many of the major components of an AmeriCorps operating grant proposal. GO SERV will provide more information – including sample forms, sample plans and objectives worksheets – to grantees after final planning grant funding decisions are made. In submitting their planning grant proposals, applicants should articulate a planning process that will allow them to produce the following products:

- The draft partnership form should describe the proposed program's major partners and their roles. Applicants should include partner contact information, clearly outline each organization's contribution to the partnership (cash, in-kind support, equipment, etc.) and describe each partner's role in the program (service site, training provider, legal applicant, etc.). Grantees are expected to submit their draft partnership forms no later than August 10.
- Member plans will provide a blueprint for how a program will recruit, place and utilize its AmeriCorps members. The plan should contain basic information on member recruitment (who will recruit members and possible sources for members), selection and screening, placement (where members will serve) and activities (service activities and training). Grantees should submit member plans no later than September 30.
- Financing plans should describe how a partnership would fund its proposed program. The plan should explain how the partnership would provide the matching funds for member living allowances and program operating costs, as required by AmeriCorps operating grants. Plans should identify which of the program's partners are responsible for securing the matching funds. If the partnership is not able to provide the minimum match, plans should state the shortfall, identify potential outside sources and identify which partners will be responsible for pursuing these leads. Grantees should submit financing plans no later than September 30.
- Objectives and evaluation plans should describe the proposed program's major objectives and outline a system for evaluating program outcomes. AmeriCorps operating programs are required to have objectives in the three areas of (1) getting things done, (2) member development, and (3) strengthening communities. Once they have developed these objectives, programs are able to conduct evaluations to analyze the success of their program activities. These evaluation results are useful measures of program quality for GO SERV, as well as other private and public funders. Objectives and evaluation plans are due no later than September 30.



D. GRANT TERMS AND REQUIREMENTS

Grant Period

The grant period for 2002 AmeriCorps planning grant funds will be from May 1 - November 30, 2002. Grantees may not invoice GO SERV for expenses charged to the planning grant until an executed contract is in place and may not invoice for expenditures that occurred before May 1.

Sizes of Grants and Restrictions

Approximately \$500,000 is available to support 2002 AmeriCorps planning grants. There is no minimum grant size. Applicants may request up to \$25,000.

An applicant may request no more than 5 percent for indirect administration, including 1 percent that will be withheld by GO SERV for administration and grant processing.

Grantees must comply with a set of responsibilities common to all recipients of AmeriCorps funds. Details can be found in Appendix II.

Eligibility

Individual organizations or partnerships may submit an application for planning grant funds. If an individual entity applies, it must have the capability to administer government funds.

Existing AmeriCorps programs must propose a new program that differs significantly from its existing program design to be eligible to receive planning grant funds.



SECTION III: REVIEW PROCESS AND SELECTION CRITERIA

A. SELECTION TIMELINE

February 8	RFA available
February 8 - April 4	Technical assistance available via phone and email
February 26	Technical assistance conference call
March 12	Technical assistance conference call
April 5	Proposals due at GO SERV office
April 8-19	Peer and staff review process
Week of April 22	GO SERV Commission Program Committee meets
May 1	Final AmeriCorps planning grant decisions announced
November 30	End of planning grant contract period

B. SELECTION PROCESS OVERVIEW

Applications will be selected using a multi-stage process that includes a GO SERV peer review process and GO SERV staff review.

GO SERV's selection process occurs in two steps. The first stage consists of a peer reading/review where teams of outside readers review and score applications based on a rubric. Readers will screen for strong evidence of partnership commitment and program concept. In the second stage, GO SERV staff will review program concepts and planning processes. The peer review and staff scores are each weighted at 50 percent in determining an applicant's final score. GO SERV staff will develop a recommended portfolio of planning grants for GO SERV Commission approval.

C. SELECTION CRITERIA

Program Concept (30%)

- Well-documented, compelling community need, or well-designed process for documenting need
- Potential for AmeriCorps members to make a demonstrable impact on community need

Planning Process (30%)

- Well-designed planning process that supports the completion of required products in a timely manner
- Well-defined roles for staff involved in the planning process

Partnership (20%)

- Existing partnership, or potential for a strong community partnership to be developed, with well-defined roles for partners
- Partnership has, or has plans to develop, significant expertise in the need addressed

Organizational Capacity (10%)

- Demonstrated ability to manage federal funds



Budget/Cost Effectiveness (10%)

- Adequate budget to support the activities of the planning process
- Cost-effective use of planning grant funds
- Evidence of commitment of resources to planning process

D. PREFERENCES**Geographic Distribution**

In addition to the selection criteria outlined, GO SERV may consider geographic distribution of planning grant recipients and existing AmeriCorps programs in its final selection of planning grant awards.

E. TECHNICAL ASSISTANCE

Technical assistance will be available via phone, email and the GO SERV website. The general resources below may be of use to all planning grant applicants. Resources for specific applicants (faith-based organizations, disaster relief organizations, etc.) are available in Sections 5-8.

Applicants with technical assistance or other questions can contact William Ing at (916) 327-3733 or wing@goserv.ca.gov. Answers to emailed questions will be posted at the GO SERV website, www.goserv.ca.gov, within five business days of receipt.

Technical assistance conference calls will take place at:

- 2:00 p.m. on February 26
- 10:00 a.m. on March 12

At the designated times, applicants can call 866-278-2173 (passcode: 7744266#).



SECTION IV: APPLICATION INSTRUCTIONS

A. APPLICATION SUBMISSION

Completed applications must be received by GO SERV by 5:00 p.m. on Friday, April 5. Faxed, emailed and late submissions will not be accepted. Applicants must submit one original and seven copies of their application. Completed applications can be mailed or delivered to:

Governor's Office on Service and Volunteerism (GO SERV)
AmeriCorps Planning Grant Application
1110 K Street, Suite 210
Sacramento, CA 95814

B. INSTRUCTIONS

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

1. State Title Page
2. Corporation Face Page
3. Table of Contents
4. Budget Form and Budget Narrative
5. Executive Summary (no more than one page)
6. Program Narrative (not to exceed 10 double spaced pages)
7. Assurances and Certifications

- 1. State Title Page:** Complete as appropriate.
- 2. Federal Face Sheet:** Complete as appropriate.
- 3. Table of Contents:** Provide a table of contents that includes each of the items and their page numbers.
- 4. Budget Form and Budget Narrative:** Prepare a budget narrative following the instructions provided in this guidance. From the budget narrative, complete the budget form.
- 5. Executive Summary (no more than one page):** Provide a clear overview of the planning grant process. This should include a listing of partners, a description of intended service activities, an overview of the planning timeline and description of major planning activities.
- 6. Program Narrative:** The program narrative should cover the information requested below. It should be formatted with one-inch margins and should not exceed 10 double spaced pages. *Applicants must address each of the points below.* GO SERV will use the narrative and budget to determine how well an application meets the selection criteria above.



Program Concept (30%)

- **Concept:** Describe how your program meets at least one of the planning grant priorities. Describe the community need you plan to address. If you have already performed a community needs assessment, describe the results. If you have not, you must provide (1) evidence to support the need for your proposed project, and (2) plans for conducting a community needs assessment.
- **Service activities:** Describe the type of service activities that members may perform under your program. Explain why the program requires AmeriCorps members rather than volunteers or paid staff to provide services.

Planning Process (30%)

- **Timeline:** Provide a timeline for your planning process. Include the four grant products (draft partnership form, draft member plan, draft financing plan, draft objectives and evaluation plans) described on page 6. Also include milestones toward assembling each of the grant products. For example, include dates for partnership outreach meetings prior to drafting the partnership form.
- **Roles for staff:** Describe the roles that staff will play in the planning process. Do you have adequate staff to support the planning process? If not, describe how you will secure additional staff/consultant support.

Partnership (20%)

- **Current Partnership:** Is your partnership an existing collaboration? Who are the key partners? If the partnership is an existing collaboration, how long has it been in existence, and what are its primary activities? What expertise do partners have?
- **Partnership Development:** How will you conduct outreach and bring in new partners through your planning process? How will you keep new and existing partners “on the same page” during the planning process? How will you integrate new organizations into the structure of your partnership? Briefly describe the organizational structure of the new partnership.

Organizational Capacity (10%)

- **Capacity to administer federal funds:** Has the current legal applicant ever managed government funds? Are any of the partners part of an existing AmeriCorps program? Has the partnership identified a potential legal applicant that would be capable of administering an AmeriCorps operating grant?

Budget/Cost Effectiveness (10%)

- **Adequate budget:** Is your budget adequate to support the projects proposed in your planning grant process? If not, what outside resources will you contribute?
- **Effective use of funds:** Explain how each of your major expenses supports the planning process.



- **Commitment of resources:** What, if any, resources are you and/or your partners contributing to the planning grant process? Contributions can take the form of cash or in-kind donations.
7. **Assurances and Certifications:** Read the certifications and assurances carefully. When you have done so, complete the form which certifies that your organization will comply with all the required federal assurances and certifications.



SECTION V: FAITH-BASED AND GRASSROOTS ORGANIZATIONS

A. DEFINITIONS

For purposes of this grant, a faith-based organization is defined as an organization, corporation, institution, association, entity, partnership, intermediary or collaborative established by or related to a sectarian organization, but that is not pervasively sectarian, and that is tax exempt under Section 501(c)(3) of the federal Internal Revenue Code and Section 23701(d) of the State Revenue and Taxation Code, and operates under its own auspices.

A pervasively sectarian organization is one in which religion is so pervasive that a substantial portion of the organization's function is subsumed in the religious mission such that government funding of the organization will have a primary effect of advancing religion in violation of the Establishment Clause of the First Amendment.

In a pervasively sectarian organization, secular and religious activities are so inextricably intertwined that the secular activities cannot be separated from the sectarian ones. Typically, pervasively sectarian organizations have several of the following characteristics: worship, religious symbols and religious activities abound in the facility, the operation of the organization is considered an integral part of the sponsoring faith's religious mission, participants in the program are required to attend religious devotions, and religious discrimination is practiced in the servicing of clients or the hiring of staff.

B. BACKGROUND

Tens of thousands of Americans serving through the Corporation's programs are serving with faith-based organizations. Habitat for Humanity, Catholic Network of Volunteer Service, Lutheran Social Services and churches of numerous denominations have all recognized the value that national service participants bring to their organizations' missions. Of the more than 50,000 AmeriCorps positions in 2001, over 6,000 were placed with faith-based organizations. Successful examples include:

- The Catholic Network of Volunteer Service placed over 2,000 AmeriCorps members through 120 national, state and local faith-based organizations, including Jesuit Volunteer Corps, the Christian Appalachian Project, Lutheran Volunteer Corps and Holy Cross Associates. Across the country, these AmeriCorps members recruited an additional 35,000 volunteers, assisted over 30,000 homeless people, taught and/or tutored thousands of school children, and helped more than 8,000 low income pregnant women access prenatal care and other services.
- In the past year, the National Council of Churches Ecumenical Program for Urban Service (EPRUS) has placed more than 5,000 members in communities throughout the country. AmeriCorps members serving through EPRUS have participated in a wide range of activities, including tutoring and leading groups of high school students in community service projects.



- The National Jewish Coalition for Literacy works in eight cities to mobilize tutors and reading partners for children in kindergarten through third grade. In addition to serving as the primary conduit between the organized Jewish community and literacy programs in these cities, AmeriCorps Promise Fellows help promote involvement with childhood literacy programs within various Jewish community institutions.

The Corporation recently conducted a meeting of faith-based and small community organizations. The meeting revealed that small community organizations – both secular and faith-based – need (1) more information about the resources and support available from local, state and federal government agencies; and (2) training and technical assistance to build their capacity to use those resources in meeting local community needs. AmeriCorps planning grants can link national service resources with faith-based and grassroots organizations that have little or no access to government funding. Planning grants can also facilitate networking, outreach, training, technical assistance and partnership development efforts among faith-based and grassroots community organizations.

Small faith-based and grassroots organizations may lack the resources and organizational capacity to administer government funds. Accounting, reporting and evaluation requirements associated with government grants require an infrastructure and level of organization that often prevents smaller organizations from applying for government funding. A number of faith-based organizations have addressed these issues by partnering with other agencies.

Faith-based groups have built capacity by partnering with organizations such as institutions of higher education, large nonprofit organizations or coalitions of faith-based groups, for example:

- The Church of Elohim Ministries provides vocational training to economically disadvantaged adults in partnership with California State University, Long Beach.
- Interfaith Community Services' 270 member congregations offer a range of services to low-income residents in the Escondido area.
- Under the Robert Wood Johnson Foundation's Faith in Action program, groups of congregations have formed interfaith caregiver coalitions. Coalition members come together to hire a full-time program director who directs a caregiver program and recruits volunteers from among member congregations. This model provides a single administrative structure and allows congregations to share the cost of a program.

GO SERV will fund proposals from partnerships that have significant faith-based and grassroots organization involvement. Please note that AmeriCorps planning grant funds are not covered under Charitable Choice provisions. The legal applicant itself can be a faith-based or grassroots organization. Applicants can also propose programs that engage grassroots and faith-based organizations as service sites or plan significant outreach efforts to faith-based and grassroots organizations as part of their planning grant.



C. RESOURCES

- University of Southern California's Center for Religion and Civic Culture has several publications on faith-based organizations. They can be found at the Center's web site: www.usc.edu/dept/LAS/religion_online/publications.html. The Center's publications include *Increasing Your Congregation's Capacity to Offer Publicly-Funded Human Service Programs* which contains advice and examples of partnerships. You can download a copy of the guide at www.usc.edu/dept/LAS/religion_online/pdf/capacity.pdf.
- Information on the Robert Wood Johnson Foundation and interfaith caregiver partnerships is available at www.rwjf.org or www.fiavolunteers.org.



SECTION VI: SENIOR AND VOLUNTEER GENERATING PROGRAMS

A. BACKGROUND

Although they cannot directly supervise volunteers, AmeriCorps members are well-suited to recruiting and coordinating community members as volunteers. Working alongside national service participants, these volunteers can strengthen a community's ability to sustain itself and solve local problems.

AmeriCorps members have always promoted volunteerism and strived to provide opportunities for Americans to help in their communities. President Bush's newly established USA Freedom Corps would bring this work to the forefront of AmeriCorps' agenda. The Freedom Corps blueprint includes plans for a strengthened AmeriCorps that would have volunteer mobilization as one of its fundamental purposes. Members would recruit and work with volunteers engaged in activities such as teaching children to read, making neighborhoods safer, mentoring children and building affordable homes for low-income families.

Current programs engage volunteers in a number of roles:

- AmeriCorps members serving with the Redwood Community Action Agency's Straight Up AmeriCorps program work with youth at classrooms, tutoring centers, community centers, family and youth shelters, and recreation centers. As part of their service, members recruit community volunteers for ongoing activities that provide after-school and summer recreation activities for youth (e.g. student field trips, special events and community service projects). Community volunteers include business owners/employees who provide career exploration, job shadowing and internship opportunities for high school students.
- The Bay Area Youth Agency Consortium (BAYAC) AmeriCorps program engages members in service to at-risk youth. As part of their efforts to strengthen local communities, BAYAC staff and AmeriCorps members recruit youth and adult volunteers for service projects. Some volunteers act as mentors to youth, while others participate in community service projects such as neighborhood cleanups.

Today's older Californians have great potential to address unmet needs. California seniors are healthier and better educated than past generations. They have talent, knowledge, a wealth of experience and time to serve. Our state's seniors also have an interest in volunteering and giving back to their community. A recent GO SERV study found that California seniors are seeking an active retirement: 45 percent of polled seniors said they wanted to "learn new skills," while 37 percent stated they wanted to "set new goals and pursue new challenges." Fifty-three percent of surveyed seniors listed volunteering among their planned retirement activities.

In spite of seniors' interest in community service, there are relatively few opportunities to transform their willingness into active service. GO SERV's study found that Californians tend to volunteer less after retirement. However, 84 percent of seniors who were actually asked to volunteer did so. The vast majority (over 74 percent) of polled seniors said they would start or



do more volunteer work if they “knew the volunteer opportunity was meaningful, or made a difference in people’s lives.”

California seniors’ volunteer interests parallel many of the state’s most pressing needs. When asked about the type of volunteer activities they would like to do, seniors expressed interest in a range of opportunities, including reading with children/adults, clean-up/beautification projects, teaching/tutoring, visiting isolated people and mentoring.

Programs can take a number of steps to bridge the gap between senior interest and volunteering. These include creating more formal opportunities, making the right match between interests and opportunities, making volunteering affordable and accessible and addressing language issues. Many seniors (74 percent) indicated they would serve formally if they could find an organization whose mission and values were compatible with their own. They also stated that the cost associated with transportation was a factor in volunteering. The availability of transportation may be an additional barrier to senior volunteering. Finally, some school programs are looking for bilingual volunteers. Targeting non-English speakers or providing English as a Second Language (ESL) training might increase volunteerism, especially in communities where there is a need for academic support.

As part of its ongoing efforts to tap this resource, GO SERV encourages proposals from applicants who propose to engage California seniors in service to their communities. Programs can propose to utilize seniors as AmeriCorps members, or engage members in recruiting and mobilizing senior volunteers.

B. RESOURCES

- Volunteer Centers are organizations that refer individual or groups of volunteers to service opportunities in local communities. Individual Volunteer Centers have their own specialties, but all perform this core clearinghouse function. For more information on Volunteer Centers in California, visit the Volunteer Centers of California website at www.volunteercentersca.org.
- The Points of Light Foundation’s Connect America initiative brings together businesses and other organizations to solve local problems through volunteer service. Their website contains information on Connect America partner activities and success stories, as well as links to Connect America corporate partners. Visit http://www.pointsoflight.org/connectamerica/ca_newslettersFeb.html.
- Civic Ventures is an organization that works to expand the contribution of older Americans to society and help transform the aging of Americans into a source of individual and social renewal. More information is available on their website at www.civicventures.org.
- In his book *Prime Time*, Marc Freedman discusses his premise that members of the baby boomer generation will choose to spend their retirement years by volunteering and engaging in other activities that will improve quality of life in our communities.



SECTION VII: DISASTER RELIEF & HOMELAND SECURITY PROGRAMS

A. BACKGROUND

The September 11 attacks have raised awareness of the need for communities to prepare for disasters and other emergencies. GO SERV is seeking applications from programs that enhance communities' ability to prepare for, and respond to, disasters and other emergencies, as well as threats to homeland security. Emergency preparedness, public health and safety, and homeland defense agencies and organizations face increased demands on their limited resources. Service and volunteer resources can help meet these new demands. In his State of the Union address, President Bush specifically cited AmeriCorps and the National Senior Service Corps as he called on Americans to serve their country.

The Corporation has a long track record of working with government agencies and nonprofit organizations in responding to disasters and emergencies across the country. National service participants have managed emergency shelters, provided food and shelter to people affected by disaster, and assisted in donation management. In addition, national service participants have provided critical preparedness training to more than a million children and families. Building on this record of achievement, AmeriCorps programs can engage members in service assignments targeted specifically at disaster relief, preparedness, and mitigation.

Homeland security efforts have brought together agencies and personnel active in the fields of public health, public safety and civil defense. AmeriCorps members can assist in both public health and public safety activities. Members and senior volunteers could support public health organizations, particularly in outreach to traditionally underserved or hard to serve communities. These outreach efforts could help bridge gaps in service delivery due to language, culture, and other barriers. Members and volunteers could help educate the public about potential risks and prudent ways to prepare for, and respond to, security threats. Senior Corps and AmeriCorps members can also work with city health and emergency preparedness offices to help develop public health strategies for responding to municipality-wide emergencies.

Since September 11, public safety agencies have faced threats to homeland security by extending work shifts. At the same time, many personnel are being called up for active military reserve duty. AmeriCorps members and senior volunteers can help by assisting with vital tasks such as community policing, victim assistance, fingerprinting and other tasks. Performing these functions assists public safety agencies by freeing trained officers to do front line work.

Examples of emergency and homeland security programs include:

- The Red Cross' National Rapid Response Corps (NRRC) AmeriCorps program provides vital emergency assistance to persons affected by disaster. Rapid Response Corps members respond to disasters across the country as part of the Red Cross' disaster services program. In addition, members increase individual, family and community preparedness by providing disaster preparedness education and training to children, seniors, persons with disabilities and persons who otherwise would not learn about preparedness because of barriers such as language and culture. The program has 16 sites around the country.



- AmeriCorps*National Civilian Community Corps (NCCC) teams partner with nonprofit organizations, state and local agencies and other community groups. NCCC members live at one of five regional campuses and serve on environmental, education, public safety and disaster relief projects. AmeriCorps*NCCC members respond to disasters across the country as part of the Red Cross disaster services program.

GO SERV will fund applicants proposing programs that link with available community, government and national service resources to the fullest possible extent. Applicants might attempt to collaborate with a number of other organizations, including:

- Fire departments: Many local fire departments have volunteer programs.
- United Service Organizations (USO): USO's provide a number of support services to troops being deployed around the world (e.g. USO airport support centers).
- California Highway Patrol (CHP), police and sheriff departments: Law enforcement agencies often have explorer, reserve and other volunteer programs.
- U.S. Coast Guard: The Coast Guard has an auxiliary program that trains volunteers to assist with community education, vessel safety and inspection, search and rescue and other duties.

B. RESOURCES

- The Red Cross website has information on health and safety, disaster, community and other services. Visit www.redcross.org.
- The Federal Emergency Management Agency's website offers information and links to emergency, disaster and homeland security information. Visit www.fema.gov.
- California's Office of Emergency Services contains information on the California Specialized Training Institute (CSTI) and other resources. Visit www.oes.ca.gov.
- Church World Service's website contains information on the organization's activities, including emergency response and refugee assistance. CWS' Emergency Response Program (ERP) also offers additional resources and training manuals. Visit the main CWS site at www.churchworldservice.org, or the ERP site at www.cwserp.org/training.



SECTION VIII: FEDERAL WORK STUDY PROGRAMS

A. BACKGROUND

There has been a recent trend toward increasing the community service requirement for Federal Work Study (FWS) funds. In 1992, amendments to the Higher Education Act mandated that colleges and university recipients of FWS funds would use 5 percent of their FWS total for student community service placements. In 1999, the FWS program increased this minimum to 7 percent.

Through his new USA Freedom Corps, President Bush has proposed to increase the community service minimum to 50 percent. This increase would build upon an earlier proposal by Senators John McCain and Evan Bayh that would have increased the minimum to 25 percent.

Using AmeriCorps funds to support increased community service placements would enable college financial aid departments to lay a foundation for meeting proposed requirements.

Although college financial aid offices administer the FWS program, many colleges have built strong relationships between the financial aid office and the community service, service-learning or volunteer office. Colleges and universities have leveraged FWS by funding member living allowances through FWS and applying AmeriCorps funds toward program operating costs. FWS programs have provided tutoring, mentoring and other services:

- The California Community Colleges have established the Foster Youth Mentoring Program which operates at 8 campuses throughout the state. AmeriCorps members in one-to-one mentoring relationships provide support and develop skills in foster care youth. Member living allowances are funded through FWS, CalWorks and other state/local funds.
- Through the Sonoma State University Service Collaborative, AmeriCorps members work with students and their families in impoverished, high immigrant communities. Members help students with academic enrichment activities and help provide safe, enriching after-school activities. A number of these members benefit from Sonoma State University's FWS funds.

Studies have shown that many students across the country are not performing at acceptable levels in reading or mathematics. To bridge this reading gap, the U.S. Department of Education issued a waiver to Federal Work Study (FWS) regulations that allows the federal government to pay 100 percent of an eligible FWS student's wages if he or she serves as a reading tutor to pre-school through elementary age children, or serves in a family literacy program.

Thousands of colleges and universities across the nation employed over 30,000 FWS students as reading and math tutors in the 1999-2000 school year, giving students community service opportunities they might not have had. These students worked one-on-one with children or with families to help strengthen the reading and math skills of children.

Community service placements have made a difference not only in the lives of the children tutored, but also in the lives of FWS students. Based on their experience as a tutor, many have



decided to pursue a career in education. Many more will continue to serve their communities as volunteers because of the time they spent tutoring. The waivers for reading and math tutors can benefit everyone involved.

AmeriCorps resources might be used to provide a coordinator for an increased number of college students involved in FWS supported community-based placements or used as an additional incentive/reward for FWS-supported college students. Planning grants should describe clear goals for the number of college work study students and the percentage of college work study funds that is substantially above the current level and substantially above the 7 percent minimum requirement for community-based placements.

B. RESOURCES

- The Corporation for National and Community Service website contains information on Federal Work Study and national service. The site also includes information on how schools increased use of FWS funds and how much individual schools contributed to community service: www.cns.gov/areads/FWS/index.html.
- For information about FWS requirements under the new USA Freedom Corps, visit www.freedomcorps.gov/usafreedomcorps.pdf.



APPENDIX I: AMERICORPS PROGRAM DESIGN

A. ISSUE AREA SPECIALIZATION

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

B. GETTING THINGS DONE

- AmeriCorps programs must provide opportunities for your community to define its problems and to solve them. Programs must be able to demonstrate that the services they offer provide a direct benefit that the community values and that existing funds or volunteers do not already provide this service. In addition, a program's service activities must demonstrate positive impact on the communities that it serves.
- **Direct benefit:** AmeriCorps provides a variety of specific and identifiable services to communities. For example, your program may renovate low-income housing or create a playground in a vacant lot. You may engage in human service projects such as tutoring, mentoring or conflict resolution. Or you may coordinate volunteers whose service provides a direct benefit to the community. Clerical tasks or research are not generally considered direct service activities. However, you may need some assistance to develop your project. For example, your project may use a team to provide meals, transportation, and health services to the homebound, and you might need to conduct a door-to-door survey of community residents to help identify those in need of this service. In this instance, the survey serves as a springboard for providing direct service and satisfies the direct benefit requirement.
- **Added value:** Applicants must clearly describe the added value AmeriCorps resources bring to the program design. They should describe services currently provided (if any), additional services or impacts made possible by AmeriCorps resources, and why AmeriCorps members rather than other volunteers or paid staff are needed to provide the proposed service. AmeriCorps should not be a supplement to a current program design but should stand alone as a strategy to meet an identified community need.
- **Supplantation:** Planning or operating grant funds may not be used to replace state or local public funds that have previously, or are currently used to, support programs or projects of the type eligible to receive AmeriCorps funding.
- **Non-duplication:** Operating grant funds may not be used to duplicate services that are available in the area of the program or project. The grantee may not conduct activities that



are the same or substantially equivalent to activities provided by a state or local government agency in which the grantee entity resides.

- **Non-displacement:** The grantee may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer of a member of a program or project.

C. DEVELOPING AMERICORPS MEMBERS

- AmeriCorps expands opportunities, helping those who help America. Because of their AmeriCorps service, members develop additional skills, gain valuable experience and receive education awards that they can use to repay school loans. Although programs will have different impacts on members depending on program design, all programs should seek to develop members by including the following components:
 - **Citizenship:** Programs should use service experience to help members achieve the skills and education needed for productive, active citizenship, including, if appropriate, structured opportunities for members to reflect on their service experiences.
 - **Supervision, training, and education:** A program must provide members with the supervision, training, skills, and knowledge they need to perform their tasks. Programs must give members the background information they need on a community and help them understand the community's need for a specific service or project. Programs may also provide, if appropriate, specific training in a particular field to your members. This includes training and education that helps members explore career possibilities in areas such as child development, teaching, public health or public safety. Training in cardiopulmonary resuscitation (CPR), conflict resolution and communication skills are also helpful.
 - **Support Services:** Programs must provide support services to members who have not earned a high school diploma by assisting them in earning the equivalent of a high school diploma. You are strongly encouraged to provide all members who are completing a term of service with information about education and career opportunities.
 - **Ethic of service:** Service builds civic responsibility and enables participants to practice responsible citizenship. It helps youth make the transition into adulthood. Through service AmeriCorps enables members to see themselves as problem-solvers, not problems; to become leaders, not just followers; and to take personal responsibility.
 - Programs should build member leadership capacity by providing opportunities for members to coordinate activities, recruit volunteers and serve in team leader capacities in their programs.



D. STRENGTHENING COMMUNITIES

- AmeriCorps strengthens communities through community involvement and consultation. AmeriCorps members help bring diverse individuals and groups together as a team to cooperate in achieving constructive change and to solve critical community problems.
- **Community involvement and consultation:** Local involvement and input are vital to the development of quality service programs that sustain and build communities. You should use extensive broad-based local input to design, implement and evaluate your project. This includes consultation with:
 - representatives from the community you serve;
 - members (or potential members) in your program;
 - appropriate community-based agencies, foundations, businesses, local labor organizations representing employees of service sponsors and local government.
- Partnerships with such community groups may help to enhance organizational capacity and strengthen communities. In addition, they provide opportunities for you to collaborate and share technical expertise and resources.
- Bringing various organizations and people together to accomplish a common goal mobilizes community resources. Programs are encouraged to involve AmeriCorps members in activities that recruit and engage volunteers in helping meet community needs. Engaging volunteers not only enables programs to accomplish their objectives, but also provides people with an opportunity to serve. Linking with other existing service efforts (including other local Corporation-funded programs) can enhance program results and build community capacity.

E. PROGRAM TYPES

- You have great flexibility to design a program that *gets things done* in communities, develops the citizenship and skills of members, and strengthens the ties that bind communities together. You may find that your program fits more than one type because program characteristics overlap in some areas. Some examples of types of programs by issue area include:

Health and Human Needs

- Offering prenatal care, parenting education and health care to families of young children;
- Improving health of low-income communities by conducting outreach, offering preventive health services, including immunization, through community health clinics;
- Helping individuals who are homeless, particularly families, by providing shelter support, assisting in moving into permanent housing and related services; and,
- Recruiting, training and maintaining a solid cadre of volunteers.



Education

- Placing members as service-learning coordinators in schools and youth organizations;
- Utilizing college students, particularly federal college work study students, to tutor and mentor children in during and after-school programs;
- Improving the quality and availability of child development programs by serving in day care and Head Start centers and preschool programs; and,
- Teaching literacy and other basic skills to parents of young children so that they can help their children learn.

Public Safety

- Enhancing community policing efforts by working with local law enforcement to develop specific crime prevention strategies targeted at key locations such as playgrounds and other public gathering places for children and youth;
- Reducing crime against children and youth by making schools safe, creating safe havens and involving youth in conflict resolution and prevention efforts;
- Providing illegal drug use prevention activities and intervention support for children and youth; and,
- Serving as outreach specialists as a means to deter domestic violence and child abuse.

Environment

- Revitalizing neighborhoods by creating playgrounds, green spaces and community gardens and by making unused public areas clean and safe;
- Eliminating environmental risks, especially those that affect children and youth, such as lead poisoning and radon exposure;
- A full-time year round youth corps or summer youth corps program undertaking service projects with visible public benefits, including natural resource projects; and,
- Assessing, restoring and stewarding local watersheds.

F. Other AmeriCorps Programs

AmeriCorps consists of three main programs: AmeriCorps, AmeriCorps*VISTA (Volunteers in Service to America) and AmeriCorps*NCCC (National Civilian Community Corps). VISTA's create infrastructure that helps communities fight poverty. VISTA's participate in activities such as grantwriting and coalition building. AmeriCorps*NCCC is a ten-month residential program for young men and women. Members serve on environmental, disaster relief, public safety, education and other projects.



APPENDIX II: RESPONSIBILITIES OF PROGRAMS USING AMERICORPS FUNDS

A. RESTRICTED ACTIVITIES

While charging time to an AmeriCorps planning grant or otherwise engaging in activities associated with AmeriCorps or the Corporation, staff may not engage in the following activities:

- a. Any effort to influence legislation.
- b. Organizing or engaging in protests, petitions, boycotts, or strikes.
- c. Assisting, promoting, or deterring union organizing.
- d. Impairing existing contracts for services or collective bargaining agreements.
- e. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- g. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- h. Providing a direct benefit to:
 - i. a for-profit entity;
 - ii. a labor union;
 - iii. a partisan political organization; or
 - iv. an organization engaged in the religious activities described in the preceding sub-clause, unless grant funds are not used to support the religious activities;
 - v. a not-for-profit entity that fails to comply with the restrictions contained in section 501(c)(3) of Title 26, except that nothing in this section shall be construed to prevent members or participants from engaging in advocacy activities undertaken at their own initiative;
- j. Conducting a voter registration drive;
- k. Other activities as the Corporation or GO SERV determine will be prohibited, upon notice to the grantee.

B. FEDERAL FINANCIAL MANAGEMENT AND GRANT ADMINISTRATION REQUIREMENTS

As with all Federal grant programs, it is the responsibility of all programs funded by AmeriCorps to ensure appropriate stewardship of federal funds entrusted to them. Under Corporation regulations, all programs must maintain financial management systems that provide accurate, complete and current disclosure of the financial results of your program. To meet this requirement, your program must have adequate accounting practices and procedures, internal controls, audit trails and cost allocation procedures. As of June 30, 1996, recent revisions to the Single Audit Act and OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations, require all organizations to have financial audits if they annually expend



\$300,000 or more under federal awards. This requirement applies to the organization's total expenditures each fiscal year under all of its federal awards, not just an AmeriCorps grant.

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

According to federal statute and regulations governing AmeriCorps, a person, including members, service recipients, or program staff, may not, on the grounds of race, color, national origin, sex, age, political affiliation, disability (for otherwise qualified individuals with disabilities), or in most cases religion, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual arrangements, under any program or activity receiving federal financial assistance.

C. MONITORING RESPONSIBILITIES

If you are approved for an AmeriCorps grant, you are responsible for managing the day-to-day operations of the grant and subgrant-supported activities to assure you are in compliance with applicable federal and state requirements and that you achieve your performance goals. Monitoring must cover each program, function or activity.

D. REPORTING AND EVALUATION REQUIREMENTS

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

The Corporation's requirements for AmeriCorps are set forth in the regulations and in this application. In addition to being thoroughly familiar with the regulations, you should read these application guidelines carefully because in some cases, more specific information is provided here.

The regulations for programs funded by AmeriCorps were published in the Federal Register on March 23, 1994 (45 CFR Parts 2510, 2513, et. al.) and are available at your public library. You may also refer to the Principles for High Quality National Service Programs which includes program examples. Copies are available from the National Service Resource Center at (800) 860-2684, ext. 105.



E. COMMON EXPECTATIONS FOR NATIONAL SERVICE PROGRAMS

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

F. CALIFORNIA SERVICE COMMUNITIES INITIATIVE AND UNIFIED STATE PLAN

GO SERV, in collaboration with its statewide partners, sponsors and supports a statewide infrastructure to further service in California. AmeriCorps programs are expected to participate in activities in their local region, coordinate local resources and services, develop activities that highlight national service and promote opportunities for all Californians to serve. In addition, this network contributes to the development of California's Unified State Plan that articulates a vision and series of action steps for strengthening the service movement within the state.





For GO SERV Use Only

Governor's Office on Service and Volunteerism
2002 Title Page

AMERICORPS PLANNING GRANTS

Program Name _____

Legal Applicant _____

Contact Person _____

Contact Person Phone Number _____

A complete AmeriCorps Planning Grant application includes, in the following order:

- State Title Page (this page)
- Federal Face Sheet
- Table of Contents
- Budget Form
- Budget Narrative
- Executive Summary (no more than one page)
- Program Narrative (not to exceed ten pages)
- Assurances and Certifications

One original and seven copies of the package must be **received by 5:00 p.m., Friday, April 5, 2002** at:

Governor's Office on Service and Volunteerism
AmeriCorps Planning Grant Application
1110 K Street, Suite 210
Sacramento, CA 95814

PART I - FACESHEET

APPLICATION FOR FEDERAL ASSISTANCE

		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction																											
2. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):	3. a. DATE RECEIVED BY STATE:	3.b. STATE APPLICATION IDENTIFIER:																											
	4. a. DATE RECEIVED BY CNS:			4.b. CNS GRANT NUMBER:																									
5. APPLICANT INFORMATION																													
LEGAL NAME: ORGANIZATIONAL UNIT: ADDRESS (give street address, city, county, state and zip code):		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: TELEPHONE NUMBER: () - FAX NUMBER: () - INTERNET E-MAIL ADDRESS: WEBSITE:																											
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <table border="1" style="width:100%; text-align:center; border-collapse: collapse;"> <tr> <td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;">-</td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td> </tr> </table>				-								7.a. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <table style="width:100%; border:none;"> <tr> <td style="width:50%;">A. State</td> <td style="width:50%;">H. Independent School District</td> </tr> <tr> <td>B. County</td> <td>I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Private Non-Profit Organization</td> </tr> <tr> <td colspan="2">O. Other (specify) _____</td> </tr> </table>		A. State	H. Independent School District	B. County	I. State Controlled Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Indian Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Profit Organization	G. Special District	N. Private Non-Profit Organization	O. Other (specify) _____	
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12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc.):		11. TITLE OF APPLICANT'S PROJECT:																											
13. PROPOSED PROJECT: START DATE: May 1, 2002 END DATE: November 30, 2002																													
14. ESTIMATED FUNDING: Check applicable box: Yr 1: <input checked="" type="checkbox"/> Yr 2: <input type="checkbox"/> or Yr 3: <input type="checkbox"/>		15. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW																											
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16. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES If "Yes," attach an explanation. <input type="checkbox"/> NO		17. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																											
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:		b. TITLE:	c. TELEPHONE NUMBER:																										
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:			e. DATE SIGNED:																										

INSTRUCTIONS: AmeriCorps Planning Grant Federal Face Sheet

This form is required for preapplications and applications submitted for federal assistance.

ITEM #

1. Filled in for your convenience.
2. Self-explanatory.
3. 3.a. and 3.b. are for GO SERV use only (if applicable).
4. 4.a. and 4.b. are to be left blank.
5. Enter the following information:
 - a. Your organization's legal name.
 - b. The name of the primary organizational unit that will undertake the assistance activity, if different.
 - c. Your organization's complete address using the full nine-digit ZIP code.
 - d. The name and contact information of the project director or other person to contact on matters related to this application.
6. Enter your Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Item 7.a.: Enter the appropriate letter in the box.
Item 7.b: Consult the following list of characteristics of applicants and enter (ALL that apply) of the corresponding numbers, each in a separate blank.

1. Governor's Office
2. State Commission/Alternative Administrative Entity
3. State Education Agency
4. Other State Government
5. U.S. Territory
6. Local Education Agency
7. Local Affiliate of National Organization
8. Statewide Association
9. Community Action Agency/ Community Action Program
10. Tribal Government Entity
11. Tribal Organization (non-government)
12. Grant-making Entity Operating in Two or More States
13. Higher Education Consortium
14. Vocational/Technical College
15. Liberal Arts College
16. Historically Black College or University (HBCU)
17. Hispanic Serving College or University
18. Community College
19. 2-year college
20. Tribally controlled college or university
21. Tribally controlled college or university
22. School (K-12)
23. Area Agency on Aging
24. Chamber of Commerce/Business Association
25. Community-Based Organization
26. Service/Civic Organization
27. Volunteer Management Organization
28. Law Enforcement Agency
29. Health Department
30. Self-Incorporated Senior Corps Project
31. Faith-based organization

8. Check box marked "NEW."
9. Filled in for your convenience.
10. Filled in for your convenience.
11. Enter the title of the project.
12. List only the largest political entities affected (e.g., the State, counties, cities).
13. Filled in for your convenience.
14. Item 14.a.: Enter the amount of your planning grant request. Leave the rest blank.
15. Leave blank.
16. Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes.
17. The person who signs this form must be the applicant's authorized representative. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

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

BUDGET FORM**AMERICORPS PLANNING GRANT**

Program Year: 2001-02

 Original **Revised**

Please attach the budget narrative to this page.

(Date of revision)

Legal Applicant Name: _____

Program Name: _____

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

B. Other Planning Costs			
Travel	_____	_____	_____
Supplies	_____	_____	_____
Local Transportation	_____	_____	_____
Other (please specify in Budget Narrative)	_____	_____	_____
SUBTOTAL B.	<input type="text"/>	<input type="text"/>	<input type="text"/>

C. Administration*			
Indirect Administration	_____	_____	_____
SUBTOTAL C.	<input type="text"/>	<input type="text"/>	<input type="text"/>

D. Total Budget (sum A - C)	_____	_____	_____
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* Not to exceed 4% of total planning grant request

INSTRUCTIONS: AmeriCorps Planning Grant Budget Form

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

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

The term "Corporation share" refers to the AmeriCorps planning grant funds that have been allocated to GO SERV by the Corporation. The term "Grantee share" refers to the amount that applicants and/or their partners will contribute to the planning grant process. Applicants are not required to match planning grant funds. However, GO SERV will give greater weight to applications that demonstrate partners' commitment through cash or in-kind contributions.

Original/Revised

- Use this budget form for the original and all revised budgets. If necessary, you should mark subsequent budget revisions as such with the date of revision.
- You must attach a budget narrative to the budget form.

Legal Applicant/Program Name/Site Location

- From the title page, copy the name of the Legal Applicant and name of the Program.

Item A Staff

- **Salaries.** Include the portion of staff costs that are attributed directly to the planning process. You may include consultants.
- **Benefits.** Include costs of fringe benefits for staff working on the planning process.
- **Other.** Include any other staff related costs.
- **Subtotal A.** Add each column to arrive at subtotal.

Item B Other Planning Costs

- Include costs that are directly related to the planning grant process. Examples follow.
- **Travel.** Costs associated with transportation, lodging, subsistence and other related expenses for staff.
- **Supplies.** Include the funds for the purchase of supplies and materials, including equipment that does not fit the definition below. You must individually list any single item costing more than \$1,000.
- **Local Transportation.** Costs associated with traveling locally such as bus passes to local sites, mileage reimbursement for use of a car, etc.
- **Other.** Include in this line item Internet costs up to a maximum of \$250. 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 the planning grant process. If shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget narrative.

Item C Administration

- Include cost of indirect administration. This amount cannot exceed 4% of your total planning grant request.

Item D Total Budget

Add Items A through C for total budget.

INSTRUCTIONS: AmeriCorps Planning Grant Budget Narrative

Please type in black ink.

It will be easier to complete the budget narrative first, using the line items on the form as a guide, and then transfer the totals to the budget form. You should organize the budget narrative in the same order as the Budget Form and clearly identify requested Corporation Share and Grantee Share. The term "Corporation share" refers to the AmeriCorps planning grant funds that have been allocated to GO SERV by the Corporation. The term "Grantee share" refers to the amount that applicants and/or their partners will contribute to the planning grant process.

You may provide your share of operating costs through cash or in-kind contributions. In-kind contributions are the value of goods or services that you or a third party donate in support of the project. Applicants are not required to match planning grant funds. However, GO SERV will give greater weight to applications that demonstrate partners' commitment through cash or in-kind contributions.

Compliance with Federal Legal Requirements

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits. These are available on the Internet at <http://www.whitehouse.gov/omb/grants>.

Additional budget resources are available on the GO SERV web site – www.goserv.ca.gov to assist applicants in ensuring their proposed program meets all financial requirements.

Budget Items A-B – Planning Cost

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

You must individually list in the budget equipment with a unit acquisition value of \$1,000 or greater.

Narrative Sample

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

	<u>Corporation Share</u>	<u>Grantee</u>	<u>Total</u>
Staff			
1 Project Manager: 10% @ \$35,000 = \$3,500 (Overall project management)	\$3,000	\$500	\$3,500
2 Project Assistants: 100% of time @ \$20,000 each = \$40,000 (Provides daily supervision to members, training, monitoring, progress reports)	\$34,000	\$6,000	\$40,000
Travel to GO SERV Workshop			
2 staff x (2 days x \$40 per Diem) + mileage (150 miles x .31 mile) = \$206.50	\$100.00	\$106.50	\$206.50

Sources and Types of Match Contributions

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

Source	Amount in cash	In-Kind	Intended Purpose
YMCA		\$3,360	YMCA administrative assistant will devote 10 hours/week to planning process for 6 months
Burger Palace	\$1,000	\$500 in food	In-kind will be donated food for service events. Cash will be used for supplies
City Foundation	Range: \$20,000-50,000		Cash will be used for salaries and supplies.

Certifications and Assurances

Instructions

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

a) Inability to certify

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

b) Erroneous certification or assurance

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

c) Notice of error in certification or assurance

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

d) Definitions

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

e) Certification requirement for subgrant agreements

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

f) Certification inclusion in subgrant agreements

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

g) Certification of subgrant principals

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

h) Non-certification in subgrant agreements

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

i) Prudent person standard

Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the certifications and assurances required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

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

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

Certification – Drug-Free Workplace

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

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

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

- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted—
- Taking appropriate personnel action against such an employee, up to and including termination; or
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).

Certification – Lobbying Activities

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

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

ASSURANCES

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

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

- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

CERTIFICATION AND ASSURANCES

CERTIFICATION SIGNATURE

NOTE: Sign this form and include in the application.

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

SIGNATURE:

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

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

Legal Applicant:

Project Name:

Name and Title of Authorized Representative:

Signature:

Date:

ASSURANCE SIGNATURE

NOTE: Sign this form and include in the application.

SIGNATURE:

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

Organization Name:

Project Name:

Name and Title of Authorized Representative:

Signature:

Date:
