

VIRGINIA DEPARTMENT OF SOCIAL SERVICES
Office on Volunteerism and Community Service

Announces its

Request for Proposals (RFP)

For Funding Under the

2012 AmeriCorps*State Program

RFP Number	CVS-12-043
Issue Date:	January 12, 2012
Location:	Statewide
Initial Contract Period:	12-month period, generally beginning on or about August 1, 2012

Proposals will be received until 3:00 pm., March 8, 2012.

Optional pre-proposal conference. An optional pre-proposal conference will be held at 10:00 a.m., Wednesday, February 1, 2012, at the Virginia Department of Social Services, 801 East Main Street; Richmond, VA 23219-2901. This meeting is open to the public. This meeting will also be available via WebEx. To participate in this meeting via WebEx, RSVP by 5:00pm on Thursday, January 26, 2012, via email to rfp@vaservice.org. Include "Pre-proposal conference" in the subject line. Instructions for participation via WebEx will be sent by return email.

Mandatory eGrants training. Proposals will be accepted only via eGrants, a secure, web-based electronic grants management system. A mandatory training in eGrants for interested applicants will be conducted via WebEx at 10:00 a.m., Thursday, February 9 2012.

PARTICIPATION IN THIS TRAINING IS A PRE-REQUISITE FOR SUBMITTING A PROPOSAL.

To participate in this training, submit via email a non-binding Notice of Intent to Apply (see 4.2) by 5:00 p.m. on Monday, February 6, 2012 to rfp@vaservice.org. Include "Notice of Intent to Apply" in the subject line. Instructions for participation via WebEx will be sent by return email.

All questions must be directed to rfp@vaservice.org, and responses will be provided within three (3) business days. For additional information, contact Robert Earley at 804-726-7182.

For assistance by TDD, please call (800) 828-1120.

When review of applications is complete and VDSS is prepared to make funding awards, VDSS will publish a Notice of Intent to Fund. Applicants are responsible for reviewing this Notice in order to determine whether or not they are funded. VDSS will not notify unsuccessful applicants.

This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §2.2-4343.1 or against an applicant because of race, religion, color, sex, national origin, age, disability, status as a service-disabled veteran or any other basis prohibited by state law relating to discrimination in employment.

**VIRGINIA AMERICORPS *STATE PROGRAM
REQUEST FOR PROPOSALS
(RFP)**

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SECTION 1 – PURPOSE

- 1.1 The intent and purpose of this Request for Proposals (RFP) is to solicit Proposals to establish Formula Full-Time Operational AmeriCorps*State programs in Virginia.

The period of the initial contract shall be for twelve (12) months. Contracts may be renewed for up to two additional years subject to annual review of program achievement and compliance, and availability of appropriations; however, Continuation applications must be submitted annually for review. After three years, a program must submit a new Proposal in response to the then current RFP.

SECTION 2 – BACKGROUND

- 2.1 On September 21, 1993, the National and Community Service Trust Act was signed into law, creating the Corporation for National Service (CNS). The Corporation supports a range of national and community service programs, providing opportunities for participants to serve full-time and part-time, as individuals or as a part of a team. AmeriCorps engages thousands of individuals on a full- or part-time basis to help communities address their toughest challenges while earning support for college, graduate school, or job training. AmeriCorps joins a long tradition of programs encouraging and rewarding service – programs like the Civilian Conservation Corps, the Montgomery GI Bill, and the Peace Corps. These programs provide tangible benefits to local communities and foster civic responsibility among those serving and being served.

2.1.1 ABOUT AMERICORPS

AmeriCorps is a national service network that provides part-time and full-time service opportunities for participants, called “members”, to provide direct services in their communities and to build the capacity of organizations to meet local needs.

The AmeriCorps national service network includes AmeriCorps*State and National programs, Indian Tribe and U.S. Territories programs, Education Awards Program, AmeriCorps*VISTA, and AmeriCorps*NCCC. Through service with local organizations and agencies, in communities large and small throughout America, AmeriCorps members serve our Nation.

2.1.2 OFFICE ON VOLUNTEERISM AND COMMUNITY SERVICE

In Virginia, the AmeriCorps*State program is administered by the Office on Volunteerism and Community Service (OVCS). Each year OVCS receives an allocation from the Corporation for National and Community Service to provide grants to organizations to operate AmeriCorps programs in Virginia.

This RFP is soliciting proposals from eligible entities to operate AmeriCorps*State programs in Virginia. Selected programs will provide *direct services* in their communities. These services must address the Virginia priority of Strengthening Families, AND address one of three OVCS focus areas.

Strengthening Families: All proposals must address the Virginia priority of Strengthening Families. Each proposal must include activities that will achieve at least one of the following outcomes

- a. Reducing non-marital births;
- b. Connecting and reconnecting fathers with their children; and
- c. Encouraging the formation and maintenance of safe, stable, intact, two-parent families.

To be eligible for consideration under this RFP, provide the required information and documentation related to the Strengthening Families priority as the *first item in the Rationale and Approach section* of the narrative. For more information on the goals and outcome measures for the Strengthening Families Initiative (SFI), go to the SFI overviews on the VDSS website at <http://www.dss.virginia.gov/about/sfi/index.cgi>.

OVCS focus areas:

- Education
- Opportunity (primarily economic opportunity)
- Veterans and Military Families

SECTION 3 – STATEMENT OF NEEDS

3.1 AMERICORPS PROGRAMS

In a major effort to renew communities and meet social needs by collaborating with local and state governments, as well as faith-based and nonprofit organizations, the Office on Volunteerism and Community Service offers organizations access to AmeriCorps to address the Virginia priority area of Strengthening Families, as well as the national priority areas of Education, Opportunity (primarily economic opportunity), and Veterans and Military Families.

3.1.1 OPERATING GRANTS support *fully developed* plans to establish a new national service program or to support, expand, or replicate existing national service programs. Replication is defined as recreating a successful program model in a different setting with a different administrative structure.

Most awards will cover a period that includes one year of operations. Grants may be renewed for two subsequent years, subject to annual review of program achievement and compliance, and availability of appropriations. The grant amount will vary by circumstance and need.

The Office on Volunteerism and Community Service strongly encourages partnerships, collaborative relationships, and mentorships in an effort to increase program reach and results, increase the significance and impact of service members' experience, and reduce administrative costs. Applicants are urged to review the AmeriCorps*State website to determine whether their organization already has an AmeriCorps*State grant program. If so, OVCS strongly recommends collaboration and cooperation with the existing program.

3.2 MINIMUM REQUEST

The Office on Volunteerism and Community Service requires applicants to request a minimum of five (5) Member Service Year (MSY). One MSY is equivalent to 1700 service hours, a full-time AmeriCorps position.

See Table 4 on page 21 for more information concerning MSY.

3.3 WHO IS ELIGIBLE TO APPLY?

Public School districts, institutions of higher education, state and local governments, and 501(c)(3) non-profit community and faith-based organizations are eligible to apply. By submission of an application, each applicant is certifying that it is operating legally within the Commonwealth of Virginia.

3.4 PROGRAM COMPLIANCE AND MONITORING

The Office on Volunteerism and Community Service expects all programs to become familiar with AmeriCorps Program requirements, as well as OMB Circular requirements. Because of the complexity of the AmeriCorps Program, organizations considering participation are strongly encouraged to assess their capacity (administrative, fiscal, and programmatic) and commitment to implement the program in both a compliant and an excellent manner. Programs are required to maintain all program documentation in an organized and compliant manner throughout each funded program year, and to make it available to OVCS upon request. OVCS conducts on-site and desk monitoring of program and fiscal management for all awarded applicants. OVCS provides both advance notice for all on-site monitoring visits, and tools to use in compiling the required documentation. OVCS typically conducts entrance and exit meetings with the Program Director and at least one other member of organizational or program management. OVCS also requests the participation of the organization's chief executive or the chief executive's designee.

3.5 REPORTING AND EVALUATION REQUIREMENTS

Programs must develop a system for collecting and organizing source documentation and data on an ongoing basis. Monthly reporting is required. The most common reporting mechanisms are

progress, financial, and final reports. Programs must cooperate with national program evaluation studies the Corporation for National and Community Service may undertake. Programs must maintain data on civil rights compliance, demographics, and inclusion of individuals with disabilities.

3.6 NATIONAL SERVICE DAYS PARTICIPATION

The Office on Volunteerism and Community Service requires that all programs conduct or participate in one or more service activities on the Day of Service and Remembrance (September 11), MLK Day in January, and at least one other National Service Day during each program year.

All programs are encouraged to participate in as many National Service Days recognized by the Corporation for National and Community Service as possible.

Participation may consist of coordinating a service project or partnering with one or more programs in a collaborative effort.

Programs must report Service Day activities. Planning for Service Day activities is part of pre-contract requirements; review of Service Day activities is an element of the OVCS monitoring process.

3.7 PROJECT NEED AND DEMAND

OVCS is most interested in funding programs for which there is not only a need but a community demand. AmeriCorps funding is meant to change the status quo within a community via the availability of service members who provide direct service. The most desirable programs not only document need but also document a grassroots demand for action from among the community members. An example of this may be that a need for action is indicated by a higher than average truancy rate in a school system; a demand for action would be demonstrated, for instance, by School Board meeting minutes that include parents asking for assistance in increasing their children's interest in school, by registrations for parenting classes exceeding the available space, and by the school system documenting volunteers who want to assist in the classroom, but the school system is unable to provide coordinative oversight. Documentation of demand includes public awareness of a need, and public desire to meet that need.

Additionally, a program that successfully addresses a need to which a community demands action is more likely to be sustainable when federal funds are less available. Specifically, as federal support decreases for the identified project, the community will provide the required, increased match because of the program's success.

3.8 AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE NETWORK

All Virginia AmeriCorps*State programs are strongly urged to include the word "AmeriCorps" in both the formal and working titles of their AmeriCorps programs. Additionally, the AmeriCorps name and logo will be used on service gear and all public materials, including but not limited to stationery, websites, banners, press releases, and member curriculum.

SECTION 4 – PRE-PROPOSAL CONFERENCE, and NOTICE OF INTENT TO APPLY

4.1 PRE-PROPOSAL CONFERENCE

An optional pre-proposal conference will be held at 10:00am on Wednesday, February 1, 2012, at the Virginia Department of Social Services; 801 East Main Street; Richmond, VA 23219-2901. The purpose of this meeting is to allow potential applicants an opportunity to obtain clarification and present questions relative to any facet of this solicitation. This meeting will also be available via WebEx. To participate in this meeting via WebEx, RSVP by 5:00pm on Thursday, January 26 2012, via email to rfp@vaservice.org. Include "Pre-proposal conference" in the subject line. Instructions for participation via WebEx will be sent by return email. For assistance by TDD, please call (800) 828-1120.

While attendance at this meeting will not be a prerequisite to submitting a Proposal, applicants who intend to submit a Proposal are encouraged to attend. **Have a copy of the solicitation (RFP) with you during participation – copies will NOT be provided.** Any changes resulting from this meeting will be issued in a written addendum to the solicitation.

4.2 NOTICE OF INTENT TO APPLY AND MANDATORY TRAINING

A **mandatory training** in eGrants for interested potential applicants will be conducted via WebEx at 10:00a.m., Thursday, February 9, 2012. **PARTICIPATION IN THIS TRAINING IS A PRE-REQUISITE FOR SUBMITTING A PROPOSAL.**

Any potential applicant interested in participating in this mandatory training must register by 5:00 p.m. on Monday, February 6, 2012. This registration must be submitted via email as a non-binding **Notice of Intent to Apply**, sent to rfp@vaservice.org. This email must include "Notice of Intent to Apply" in the Subject Line and provide the following in the body of the email, as outlined below:

- Organization Name
- Primary Contact Name
- Primary Contact Title
- Reliable Email Address (for primary contact)
- Reliable Phone Number (for primary contact)

Upon receipt of a properly formatted Notice of Intent to Apply, prospective applicants will receive instructions for joining the training session via WebEx, an internet-based meeting facilitation system. The instructions will be sent to the email address provided for the Primary Contact in the **Notice of Intent to Apply**. **The Notice of Intent to Apply is not a definitive agreement to complete submission of the application, but is used by OVCS to assess the potential number of applicants and mandatory training participants.** For assistance by TDD, please call (800) 828-1120.

SECTION 5 – PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

5.1 GENERAL REQUIREMENTS

5.1.1 RFP RESPONSE:

In order to be considered for selection, applicants must submit a complete response to this RFP via eGrants, an electronic application system utilized by the Corporation for National and Community Service.

In addition to the electronic proposal submitted via eGrants, applicants must submit three signed originals of the documents detailed in 5.2.3.

The deadline for submission of Proposals is 3:00 pm on Thursday, March 8, 2012.

5.1.2 PROPOSAL PREPARATION:

Proposal cover sheets shall be signed by an authorized representative of the applicant. The authorized representative is that person with the formal authority to execute contracts on behalf of the organization, including but not limited to the authority to commit both staff and financial resources. All information requested must be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the Proposal. Proposals that are substantially incomplete or lack key information will be rejected by the purchasing agency. See **Section 12 – Proposal Packet** for required items.

5.1.3 ORAL PRESENTATION:

Applicants may be required to give an oral presentation of their Proposal or participate in an interview. This provides an opportunity for the applicant to clarify or elaborate on the Proposal. This is a fact-finding and explanation session only and does not include negotiation. Office on Volunteerism and Community Service staff will schedule the time and location of these events. These events are an option of the Office on Volunteerism and Community Service and may or may not be conducted.

5.1.4 PRE-AWARD ORGANIZATIONAL ASSESSMENT:

Applicants who submit a Proposal in response to this RFP will be subject to a pre-award assessment by OVCS staff. The assessment may be conducted in person, via email and the postal system, and by phone. This provides an opportunity for the applicant to clarify or elaborate

on its fiscal management system, on staffing and organization, on partnerships, and on required compliance issues. These sessions do not include negotiation, and are scheduled as needed by OVCS staff.

5.2 PROPOSAL INSTRUCTIONS FOR NEW AMERICORPS*STATE PROGRAMS

The following instructions detail two separate aspects of the total proposal submission process for new AmeriCorps*State Proposals. Use these instructions to submit your Proposal.

See Section 6 below for a detailed description of the review and selection criteria peer reviewers and staff will apply in their review of new Proposals.

5.2.1 UNIVERSAL IDENTIFIER AND CENTRAL CONTRACTOR REGISTRATION

The Office of Management and Budget recently added new regulations to 2 CFR Part 25 requiring all applicants for federal funds as well as existing grantees to obtain a Data Universal Numbering System (DUNS) Number and maintain current registrations with the Central Contractor Registration (CCR). As of October 1, 2010, CNCS cannot award grants to organizations that are not in the CCR or have an expired registration. Make sure you are registered before you apply for any grants or, if already registered, your registration is up to date.

Registering in the Central Contractor Registration (CCR)

CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. You can register online at <http://www.ccr.gov>. Registration takes approximately one hour to complete, depending on the size of your organization. Before you begin, you must have a DUNS number.

To complete the registration process, you will need to submit detailed information on your organization in various categories relevant to federal procurement and financial transactions:

- General Information, such as organization name, EIN, DUNS, location, income, and number of employees.
- Corporate Information, such as organization type (i.e., state government, non-profit)
- Financial Information, such as financial institution, bank account numbers, and credit card information.
- Point of Contact Information, such as primary and alternate points of contact.

Specific requirements and detailed instructions on how to register are available in the CCR User's Guide (<https://www.bpn.gov/ccr/handbook.aspx>). You should review the guide before you begin the registration process as it identifies the required fields and will aid you in gathering the necessary information.

Once you complete the registration, it will take 3 to 5 business days to validate and process your information. You will receive an email notice from CCR when the registration becomes active. This is a one-time registration. However, you must update or renew your registration at least once per year to maintain an active status. CCR will send you a renewal reminder 30 days before your registration expires with instructions for completing the renewal process.

Maintaining or Requesting a Data Universal Numbering System (DUNS) Number

The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). CCR now automatically inputs information from your DUNS number registration directly from Dun & Bradstreet's database. If you have previously registered for a DUNS number, you should review your organization's information on file at Dun & Bradstreet to ensure that it is still accurate. You can review and update your registration information or request a new DUNS number on-line at <http://fedgov.dnb.com/webform> or by contacting the D&B Government Customer Response Center at 1-866-705-5711.

5.2.2 EGRANTS:

The instructions below for submitting your proposal in eGrants will be covered in detail during the mandatory training discussed in section 4.2.

Use only uppercase letters for all section headings and other information you would like to highlight in your narrative. **Do not use** any of the following in your Proposal: bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables. Doing so may result in your proposal being unreadable and non-fundable.

Grant Proposals must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is known as the universal identifier and helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number will not replace the EIN. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or online at <http://www.dnb.com>.

Your application consists of the following components. Please make sure to complete each one.

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Performance Measures
- V. Documents
- VI. Budget
- VII. Review, Authorize, and Submit
- VIII. Survey on Ensuring Equal Opportunity for Applicants (Optional)

In eGrants, before Starting Section I, you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA – Commission AmeriCorps State FY 2012 (New)

I. Applicant Info

In eGrants, complete the Applicant Info Section. This section is particularly important for Corporation data collection and evaluation. Please take the time to reflect your program activities accurately in this section.

- In the Program Info Section, select Continuation/Renewal if you are re-competing, or enter New if you are applying for the first time.
- If you are a new program, enter your contact information into the fields that appear.
- Select a primary Program Model, and a secondary Program Model, if appropriate.
- Then select characteristics that fit your project under Program Design, Program Location, and Program Focus. Enter or select a Program Director and Program Website URL.

II. Application Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Factsheet.

In the Application Info Section enter:

- Areas affected by your program.
- Requested project period start and end dates. You may not request a program start date earlier than August 1.
- If you are delinquent on any federal debt.
- State Application Identifier: Enter N/A.
- State Single Point of Contact: pre-filled “No, this is not applicable.”
- If you plan to request a waiver of the match requirements please select “Request a waiver” at the bottom of the screen. A pop-up screen will appear. Select a waiver type and enter your waiver request justification in the narrative field in 2,000 characters or less. Please note that match waivers are only available to Programs reapplying after completing a three-year cycle (“re-competes”).

III. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria and is the best opportunity for investment of AmeriCorps funds. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your program description to fit each strategic initiative, special consideration, and priority articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you are addressing should not be described as the lack of the program you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections according to the criteria.

In eGrants, you will enter text for

- Executive Summary.
- Rationale and Approach (Program Design).
- Organizational Capability.
- Cost Effectiveness and Budget Adequacy.
- Evaluation Plan.

You may not exceed 26 double-spaced pages for the Narratives, including the Executive Summary and Cover Page, as the pages print out from eGrants. Reviewers will not consider material submitted over the page limit, even if eGrants allows you to enter and submit text over the limit. From the Review and Submit page, print out your application prior to final submission to ensure it is not over the 26 page limit. This limit does not include the budget and performance measures.

Please note that the Narratives Section also includes fields for Clarification Information, Amendment Justification, and Continuation Changes. **These are not required fields. They will be used to enter information for clarification following review, request amendments once a grant is awarded, and enter changes in the narrative in continuation requests. Please enter N/A in these fields.**

External and staff reviewers will assess each application against the selection criteria. The bullets that follow the criteria are recommendations on how to best respond to the criteria. To best respond to the criteria, include a brief discussion of each bullet if it pertains to your application. The selection criteria from the AmeriCorps regulations are found in the Code of Federal Regulations (CFR), Section 45. The exact location within 45 CFR is provided below when applicable.

A. Executive Summary

Please provide a one-paragraph executive summary of your proposed program. This summary must be one-half page or less. The summary should include who, what, where, when, and why:

- Who will be serving? Who will be served?
- What will the AmeriCorps members do?
- Where will the activity take place?
- When does the project begin and end?
- What is the expected outcome(s) of the project?

You may fill in the blanks in the following template to complete your executive summary.

[Number of] AmeriCorps members will leverage an additional [number of leveraged volunteers] to [what the members will be doing] in [where they will be working]. At the end of the [duration of project] period, [anticipated outcome of project]. This project will focus on the CNCS focus area of [Focus Area(s)]. The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match].

CNCS will post these summaries on www.nationalservice.gov in the interest of transparency and Open Government.

B. Selection Criteria

Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem.

1. Rationale and Approach/Program Design (50%)

Important Notes:

- eGrants does not currently have a narrative section titled “Program Design”. Therefore, enter narrative addressing all items under Program Design in the Rationale and Approach section in eGrants.
- If you are applying for one of the additional considerations, provide the narrative required in section 6.1.1. at the very beginning of the Rationale and Approach narrative field in eGrants.

In assessing Rationale and Approach/ Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members are particularly well-suited to solving the identified community needs.

All applications must address the Virginia priority outlined in the Strengthening Families Initiative (SFI). The Rationale and Approach entry must begin with a discussion of how the proposed Program will meet at least one of the three SFI goals listed in 1.1, and one of the focus areas.

Specifically, reviewers will assess the extent to which the applicant:

- Provides persuasive evidence that the identified needs exist in the targeted community(ies). (5 points)
- Describes the ways in which AmeriCorps members are a highly effective means to solving the identified community needs, including the unique value added by AmeriCorps. (15 points)
- Describes how the interventions the AmeriCorps members and volunteers are or will be engaged in are both evidence-based and will have a measurable community impact. The intervention is evidence-based if programs can demonstrate community impact and solve community problems through an evidence-based approach (e.g. performance data, research, theory of change). (15 points)
- Describes the program components that enable the AmeriCorps members to have powerful service experiences that increase community impact and lead to continued civic participation and connectivity with other AmeriCorps and national service participants. (10 points)
- Convincingly links four major elements: (1) the need(s) identified, (2) the intervention that will be carried out by AmeriCorps members and community volunteers, (3) the ways in which AmeriCorps members are particularly well-suited to deliver the intervention, and (4) the anticipated outcomes. (5 points)

If a new applicant is already working on the problem identified in the application, the applicant should describe efforts and impact to date and describe how the proposed use of AmeriCorps members will add value, i.e., be more effective than what is currently being implemented, or enhance existing efforts.

In discussing how you will meet the criteria, please include your response to the following:

a. Need

Describe the community need(s) you will be working on. Why did you choose this need? Provide documentation of the extent/severity of the need in the target community. Describe the target community. Why did you select this population to be served?

b. Value Added: AmeriCorps Member Roles and Responsibilities

What will members do? Give examples of specific proposed member activities. Why are the members a highly effective means to solve the identified community need? What is the added

value of the AmeriCorps members' service? How many members are you requesting? What types of slots (service terms) are needed for these members? If you are requesting different slot types, explain how the different slot types align with your program design and activities. *Please refer to both CFR 2540.100 and the 2011 AmeriCorps Grant Provisions effective 6/1/11, regarding allowable and unallowable service activities.*

c. Evidence-Based

Describe how the interventions the AmeriCorps members and volunteers will be engaged in are both evidence-based and will have a measurable community impact.

d. Member Experience

Describe the program components that enable the AmeriCorps members to have powerful service experiences that increase community impact and lead to continued civic participation and connectivity with other AmeriCorps and national service participants. Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service which will result in a quality member experience and promote a lifelong ethic of service and civic responsibility. Describe how your program will ensure that members are aware they are AmeriCorps members and identify as such to community members, partners, and the general public. Describe how you will connect your members with each other, with other AmeriCorps members and national service participants in the local communities in which they serve, with other AmeriCorps and national service participants in the state, and nationally. How will your program foster a sense of connection and identity with the AmeriCorps brand?

e. Overall Picture

How does your program design link: (1) the need(s) identified, (2) the intervention that will be carried out by AmeriCorps members and community volunteers, (3) the ways in which AmeriCorps members are particularly well-suited to deliver the intervention, and (4) the anticipated outcomes?

f. AmeriCorps Member Selection, Training, and Supervision

Describe your plans for recruiting members for your program. Describe how members will be included from the local communities to be served by your program. Describe how members will be recruited from traditionally underrepresented populations. Describe the organization's history with working with those populations or how it will ensure success if this is a new population being recruited. Underrepresented populations may include new Americans, low-income individuals, rural residents, older Americans, veterans, members of faith-based organizations, communities of color, Native Americans, and people with disabilities.

Describe your plan for orienting members to AmeriCorps, the community they are serving, their placement site, and to the service they will perform. Describe how you will ensure that training provided to members will prepare members to perform all the activities they will engage in during their term of service. Describe, as necessary, the ongoing training provided to members throughout their terms. What are the anticipated training topics and the timeline for member training? How and when will you ensure that members are aware of prohibited activities? What, if any, program design and/or member or staff training changes will be made to ensure a positive member experience for underrepresented populations?

Describe your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms. Who will supervise the AmeriCorps members? Describe how supervisors are selected and trained. Describe how your program provides training, oversight, and support to supervisors.

g. Outcome: Performance Measures

What is the overall change you want to see by the end of the three-year grant cycle? What demonstrable impact will your program have? How will you measure impact? How will you report on this on an annual basis? How did you determine your performance measure targets?

Current Grantees Only: What impact has your program had? How successful have you been in tackling the identified problem?

h. Volunteer Generation

Describe how the proposed program will recruit volunteers to expand the reach/impact in the community. How will volunteers help meet the identified community needs and what will be their role(s)? What role will AmeriCorps members have in volunteer recruitment and management?

i. Tutoring Programs Only

If you are proposing to operate a tutoring program, describe how your process complies with AmeriCorps requirements for member tutoring qualifications. Members who tutor must have a high school diploma, and successfully complete high-quality, research-based pre- and in-service training for tutors. This requirement does not apply to a member enrolled in a secondary school who is providing tutoring through a structured, school-managed cross-grade tutoring program.

Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency and with state academic content standards [Section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)], includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre-service and in-service training consistent with the activities the member will perform.

2. Organizational Capability (25%)

Reviewers will assess the extent to which:

- The organization has the experience, staffing, and management structure to plan, implement and evaluate the proposed program.
- The organization has secured, or describes an effective plan for securing, the financial and in-kind resources necessary to support program implementation and to demonstrate community stakeholder support.
- The organization has the ability and structure to ensure its and its subgrantees and/or service locations' compliance with AmeriCorps rules and regulations including prohibited activities.
- Multi-state applicants have consulted with state and territory service commissions to ensure non-duplication and coordination of Corporation resources.
- Current or previous AmeriCorps grantees filled the member positions they were awarded and retained the AmeriCorps members they enrolled or have provided an explanation for less than 100% enrollment and retention.
- Current or previous AmeriCorps grantees have met performance targets and demonstrated compliance with grant terms and conditions.

In discussing how you will meet the criteria, please include your response to the following:

a. Organizational Background and Staffing

Identify the primary and secondary contacts for the grant application. Describe your organization's prior experience administering AmeriCorps grants or other federal funds. Describe your organization's experience raising funds to support service activities and initiatives. Please list all sources of organizational funding in this section, and what percent the proposed project represents in your budget. If you have received support from the Corporation during the last five years, please specify what type of support you received. What percentage of your total funding comes from the Corporation?

If you already operate an AmeriCorps program, describe how it is integrated and supported within your organization. Include information explaining your organization's management structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program. Who will staff the AmeriCorps program and what is their specific role? What is their relevant experience? If positions are currently vacant, please describe the desired qualifications for each open position, and the timeframe for filling the positions. What are your plans for: providing financial and programmatic orientation; training and technical assistance; and monitoring for compliance to your program and service sites?

b. Sustainability

Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how your community

relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.

Who are your community stakeholders and partners? How are they involved in planning and implementing the proposed program?

c. Compliance and Accountability

How will your organization ensure compliance with AmeriCorps rules and regulations at the grantee, subgrantee, and service site locations (if applicable)? How will your organization prevent and detect compliance issues in general and specifically as it relates to prohibited activities? How will your organization hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified?

d. Current and Former Grantees Only

Enrollment: If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement. Enrollment rate is calculated by dividing slots filled plus refill slots filled by slots awarded.

Retention: If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement. While we recognize retention rates may vary among equally effective programs depending on the program model, we expect grantees to pursue the highest retention rate possible. Retention rate is calculated by dividing the number of members exited with award (full or partial award) by the number of members enrolled.

e. Performance Targets and Demonstrated Compliance

Performance Targets: Describe your performance against objectives during your last full year of program operation. If you did not meet performance targets, provide an explanation and describe your plan for improvement.

Demonstrated Compliance: Describe any compliance issues and areas of weakness/risk identified during your last full year of program operation at your organization, your subgrantees, service sites (if applicable). If you, your subgrantees, and service sites (if applicable) had compliance or areas of weakness/risk identified, provide an explanation and describe the corrective action taken and your plan for improvement.

f. Multi-Site Applicants Only

Identify your proposed operating sites and member service sites. Describe your process for selecting operating and service sites and ensuring they have adequate programmatic and financial capabilities to succeed. How will your site selection process incorporate the criteria required by the AmeriCorps regulations 45 CFR §2522.475 (quality, innovation, sustainability, quality of leadership, past performance, community involvement), and the special considerations found in 45 CFR §2522.450 (program models, program activities and programs supporting distressed communities)? What are your current or previous programmatic and funding relationships with the sites?

New applicants will be considered for no more than five (5) sites for the first year. Note that as a precontract activity, the subrecipient must execute a written agreement, contract, or memorandum of understanding with every service site not under its direct and complete control. All Multi-site programs will be required to have site supervisors that have completed the OVCS four part criminal history background check.

g. Special Circumstances

In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations: The age of your organization and its rate of growth; and whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe the circumstance and how it affects your organizational capacity.

3. Cost Effectiveness and Budget Adequacy (25%)

Reviewers will assess the extent to which:

- The budget is clear, reasonable, cost-effective, and in alignment with the program narrative.
- The requested funds do not exceed the maximum cost per Member Service Year (MSY), or for existing programs, have not increased over previous years.

a. Cost Effectiveness

The Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of MSYs you are requesting in your grant. It does not include child care or the cost of the education award. One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The Corporation cost per MSY will be automatically calculated once you enter your budget in eGrants.

The maximum cost per MSY allowable in Virginia's program is \$13,300. Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design.

Demonstrate how your program has or will obtain diverse resources for program implementation. Indicate how much funding your program needs from non-Corporation sources to support the project. Indicate the non-Corporation resource commitments (in-kind and cash) that you have obtained to date and the sources of these funds. Indicate what additional commitments you plan to secure, and how you will secure them.

b. Current Grantees Only:

Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in Federal funds.

Cost per MSY: Re-competing grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost. **This applies even if the increased cost per MSY is due to increased costs associated with the grant.**

c. Special Circumstances

In applying the cost-effectiveness criteria, the Corporation will take into account the following circumstances of individual programs: program age, or the extent to which your program brings on new sites; whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources; whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe the circumstance and how it affects your organizational capacity.

d. Budget Adequacy

Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and desired outputs and outcomes. All key aspects of program implementation, including both program administration and member costs, must be adequately represented in the budget.

C. Evaluation Summary or Plan

If you are competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to re-competing grantees. If you are re-competing for AmeriCorps funds

you must submit a summary of your evaluation efforts to date in the Evaluation Summary or Plan field in eGrants. If you are re-competing for AmeriCorps funds, you must also submit your evaluation report according to the instructions in V. E., below.

Your evaluation requirements differ depending on the amount of your grant, as described in the AmeriCorps Regulations, Section 2522.710:

- If you are State and National grantee (other than an Education Award Program grantee), and your average annual Corporation program grant is \$500,000 or more, you must arrange for an external evaluation of your program, and you must submit the evaluation with any application to the Corporation for competitive funds as required in §2522.730 of this subpart.
- If you are State and National grantee whose average annual Corporation program grant is less than \$500,000, or an Education Award Program grantee, you must conduct an internal or an external evaluation of your program, and you must submit the evaluation with any application to the Corporation for competitive funds as required in §2522.730 of this subpart.

A formula program will be considered a re-competing application, if it satisfies the Corporation's definition of "same project," below, and has been funded in formula for at least one three-year cycle. If your project satisfies the definition of same project, and you have completed one three-year cycle, you will be required to submit an evaluation plan, summary, or evaluation report when you re-compete for the first time. If your project does not satisfy the definition, it will be considered new and will not be required to submit an evaluation plan, summary, or completed evaluation.

Two projects will be considered the same if they:

- address the same issue areas;
- address the same priorities;
- address the same objectives;
- serve the same target communities and population;
- utilize the same sites; and
- use the same program staff and members.

D. Amendment Justification

Enter N/A. This field will be used if you are awarded a grant and need to amend it.

E. Clarification Information

Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please clearly label new information added during clarification with the date.

F. Continuation Changes

Enter N/A. This field will be used to enter changes in your narratives in your continuation requests.

IV. Performance Measures

The Office on Volunteerism and Community Service **does not require** applicants to submit fully developed performance measures as part of their initial proposal. However, awarded applicants will be required to submit several initial components of the performance measures as part of the eGrants application process.

In addition, you will be required to adhere to statewide common performance measures developed by the Office on Volunteerism and Community Service that address (a) Strengthening Families and (b) Volunteer Recruitment & Support. These performance measures will be provided to you upon award.

Important Note: Though the performance measures do not need to be completed in their entirety, you will still need to select Serve Act Priorities and enter Service Categories at the time of application. In addition, because eGrants requires content in the performance measure fields in order to submit, you must enter NA in all of the text fields and a number in the MSY chart. This information will not be reviewed at the time of application.

A. Serve America Act Priorities

In eGrants, the Serve America Act Priorities are listed in the Performance Measures section. Please select the appropriate priority area(s) in which you will be working.

B. Issue Areas and Service Categories

In eGrants, the service categories are located in the Performance Measures section. In this section you will select issue areas and service categories that describe your program activities. First select an issue area, and then choose service categories from the pull down menu. When you have selected all applicable service categories, indicate which service category is the primary and which is the secondary in importance to your program. Only one service category can be indicated as the primary, and one as the secondary.

V. Documents

In addition to your application submitted in eGrants, you are required to provide your evaluation (for re-competing applicants only), labor union concurrence (if applicable), and a federally approved indirect cost agreement (if applicable) as part of your application. After you have submitted the documents, change their status in eGrants from the default "Not Sent" to the applicable status ("Sent" or "Not Applicable").

A. Evaluation

Submit any completed evaluation report as described in E., below. Select Evaluation and select Sent once you have submitted a completed evaluation report.

B. Labor Union Concurrence

1) If a program applicant:

- a) Proposes to serve as the placement site for AmeriCorps members; and
- b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
- c) Those employees are represented by a local labor organization, then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

2) If a program applicant:

- a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
 - i) AmeriCorps members won't be placed in positions that were recently occupied by paid staff
 - ii) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

For the purposes of this section, "program applicant" includes any applicant to the Corporation or a State Commission, as well as any entity applying for assistance or approved national service positions through a Corporation grantee or subgrantee.

If either 1) or 2) above applies to you, please select "Enter New," name the new document 1) "Labor Union Concurrence," or 2) "Displacement Assurance" and select "Sent."

C. Federally Approved Indirect Cost Agreement

Applicants with a federally-approved indirect cost agreement in their budget must submit the approved agreement.

D. Delinquent on Federal Debt

Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation.

E. Submission Instructions for Evaluations, Labor Union Concurrence and Indirect Cost Rate Agreements

Send the additional documents, along with other required proposal components, as detailed in section 5.2.3.

VI. Budget Instructions

A. Overview of Key Budget Requirements

Program requirements, including requirements on match, are located in the AmeriCorps regulations.

Table 3: Match Requirements in the AmeriCorps Regulations

Competition	Match Requirement
State and Territory Competitive, States and Territories without Commissions, National Direct, National Professional Corps, Indian Tribes	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are re-competing, your Program Officer can tell you where you are in the match schedule.
- Based upon the number of years of participation, the Corporation identifies the minimum percentage of match (cash or in kind) which must be contributed to the project. If an organization chooses to commit a percentage of match in excess of the minimum required, OVCS requires that the greater percentage be expended during the one-year budget period. For example, if an organization is required to contribute 24% of the cost of a program, but opts to include cash and in-kind services that make up 50% of the program costs, the organization will be required to contribute 50% of the program costs.
- The acceptable sources of matching funds are state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements. In very limited circumstances, federal funds may be used for match purposes. Public funds claimed as match *must* be supported by a commitment letter or Letter of Agreement from the public funding entity/agency. The commitment letter must include an acknowledgement that the funding is to be used as match for the AmeriCorps Program. Commitment Letters or Letters of Agreement will be required during the precontract period (see Section 9.2).
- In Section III of the budget, identify the source and total dollar amount of cash match from private, state and local and federal funds, and the source and total amounts of in-kind support. This information must be consistent with the information included in the commitment letters outlined above. Define all acronyms the first time they are used.

Note: The Corporation's legislation permits the use of non-Corporation federal funds as match for the grantee share of the budget. Please discuss your intention of using funds from another federal agency to match an AmeriCorps grant with the other agency *prior to submitting your application*. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to the Corporation. The Federal Financial Report (FFR) will be used to collect the federal match data. If a grantee uses federal funds as match, the grantee must report the sources and amounts on the FFR.

B. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment

of the Cost-Effectiveness and Budget Adequacy selection criterion. Note that funding offers may be less than, equal to, or greater than amounts requested.

Follow the detailed budget instructions in Attachment D to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in Attachments D and E.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist (Attachment H) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget. As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- A-21 - Cost Principles for Educational Institutions, 2 CFR 220
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR 225
- A-122 - Cost Principles for Non Profit Organizations, 2 CFR 230

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if they expend over \$500,000 in federal funds, as required in OMB Circular A-133.

DETAILED BUDGET INSTRUCTIONS

Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-I, for Year 1 of the grant, as follows:

A. Personnel Expenses

Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either Corporation or Grantee share. Because one outcome of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members. Note that all personnel costs included for reimbursement or as match require support through a timekeeping process that is consistent with applicable OMB Circulars. Specifically, unless otherwise described within the application, the required method is weekly timesheets that include, at a minimum, the total hours worked, the AmeriCorps hours worked, dates, and signatures by the staff member and by his or her supervisor.

B. Personnel Fringe Benefits

Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

C. 1. Staff Travel

Describe the purpose for which program staff member will travel. Provide a calculation to include itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage (not to exceed the federal mileage rate), daily per diem, and similar supporting information. Only domestic travel is allowable.

The Corporation for National and Community Service (CNCS) expects all applicants to include funds in this line item for travel for staff and site staff to attend Corporation-sponsored technical assistance meetings. There are generally two to three such opportunities per year.

If you anticipate that your program will not send anyone to the CNCS meetings, state so in the Budget Narrative with a brief explanation.

Important Note: See Section I. I. Other Program Operating Costs (below) for instructions concerning travel expenses for OVCS-related events.

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies, below. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. Payments to individuals for consultant services under this grant should not exceed \$750 per day (excluding costs for travel, supplies, etc.). The \$750 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate, number of days, and total cost for consultants you are proposing to use and their contractual services. Daily rates over the maximum amount should be justified in the narrative.

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the maximum daily rate limit of \$750.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

H. Evaluation

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost **does not** include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other Program Operating Costs

OVCS requires all program directors, other appropriate staff, and members to attend mandatory events during each program year. Therefore, you must include a minimum of \$1,000 up to a maximum of \$3,000 on a dedicated line item in this section. Name the line item "OVCS-Sponsored Events Travel."

Important Note: There is a pre-printed line in eGrants in this section labeled "Travel to CNCS-Sponsored Meetings." This line is outdated and should be ignored. Please enter \$0 on this line item.

Additional allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share).

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

Section II. Member Costs

Member Costs are identified as “Living Allowance” and “Member Support Costs.” Your required match can be federal, state, local, or private sector funds.

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation’s share (CNCS Share) and grantee match (Grantee Share).

Members – Enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. The expectation is that all service members receive a living allowance. CNCS sets the minimum and maximum allowances for full time members. The applicant will propose allowances to be provided to less than full time members, proportional to the allowances provided to full time members.

Table 4. Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	MSY	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	1.000	\$12,100	\$24,200
One-year Half-time	900	0.500	tbd	\$12,800
Reduced Half-time	675	0.381	tbd	\$9,600
Quarter-time	450	0.265	tbd	\$6,400
Minimum-time	300	0.212	tbd	\$4,300

B. Member Support Costs

Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA for Members.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker’s Compensation.** The Virginia General Assembly passed legislation in 2004 that provides workers’ compensation coverage for AmeriCorps members. As of April 2004, AmeriCorps members are deemed to be employees of the Commonwealth of Virginia for purposes of the Workers’ Compensation Act. The Act states that AmeriCorps members **shall** be eligible for reimbursement for medical costs from covered injuries, but **shall not** be eligible to receive weekly compensation. You **must** include **\$50.00 per member** for Worker’s Compensation coverage.
- **Health Care.** You must offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to less-than-full-time members with Corporation funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal). Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as

a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. The Corporation will not pay for dependent coverage.

Section III. Administrative/Indirect Costs

Cost Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122.

Important Note: According to CNCS guidelines, State Commissions may retain up to one percent (1%) of federal funds available to programs for administrative costs. This is identified within each subgrantee's budget. The Office on Volunteerism and Community Service (OVCS) retains the maximum one percent (1%) to cover expenses related to program support, including but not limited to development and maintenance of its electronic program and member management systems.

Calculation instructions are provided under each of the following methods.

Options for Calculating Administrative/Indirect Costs (choose either A. OR B.)

Applicants can choose to use one of two methods to calculate allowable administrative costs – a Corporation fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, the Corporation's share of administrative costs is limited to 5% of the total Corporation funds **actually expended** under this grant.

A. Corporation Fixed Percentage Method

Five Percent Fixed Administrative Costs Option

The Corporation fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the Corporation Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the Corporation funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the Corporation share for Section III: Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The 5% maximum is calculated by multiplying the sum of the Corporation's share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. (If 0.0500 was used, the resulting Section III costs would be less than the maximum 5% of total costs that are permitted under the Corporation's regulations.) Enter this amount as the Corporation share for Section III A.
2. To determine the Grantee share for Section III: Then multiply the total (both Corporation and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of the Corporation and grantee shares under Total Amount.

Calculation Instructions for separating the OVCS Program Support Fee:

To calculate these fractional shares, within Section III of the subgrant budget, one-fifth (20%) of the federal dollars budgeted for administrative costs is allocated to the commission's share and four-fifths (80%) of the federal dollars budgeted for administrative costs are allocated to the

program's share. The allocation between commission and program shares would be calculated as follows:

Corporation Fixed Amount = ([Section I] + [Section II] x 0.0526) x (0.80)

Commission Fixed Amount = ([Section I] + [Section II] x 0.0526) x (0.20)

B. Federally Approved Indirect Cost Rate Method

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by the Corporation. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the Corporation share: Multiply the sum of the Corporation funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the Corporation share of indirect costs.

3. To determine the Grantee share: Subtract the amount calculated in step b (the Corporation administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

Calculation Instructions for separating the OVCS Program Support Fee:

To calculate the fractional shares within Section III of the subgrant budget, one-fifth (20%) of the federal dollars budgeted for administrative costs are allocated to the commission's share and four-fifths (80%) of the federal dollars budgeted for administrative costs are allocated to the program's share. Because programs budget the 5% administrative maximum by multiplying the Corporation's share of Section I and Section II costs by the factor 0.0526, the allocation between commission and program shares would be calculated as follows:

Corporation Fixed Amount = ([Section I] + [Section II] x 0.0526) x (0.80)

Commission Fixed Amount = ([Section I] + [Section II] x 0.0526) x (0.20)

Section IV. Increasing Grantee Overall Share of Total Budgeted Costs

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimum in years thereafter, are maintained. These matching requirements may be waived in limited circumstances.

Special Circumstances for an Alternative Match Schedule: Under certain circumstances, **re-competing** applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

A. Rural County: In determining whether a program is rural, the Corporation will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement.

B. Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

C. Program Location: Except when approved otherwise, the Corporation will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule. You must submit your request to the alternative schedule by the application deadline. The Corporation will review your request and notify you within 30 days if you qualify for the alternative schedule and provide instructions for entering your budget into eGrants under the Alternative Match Schedule.

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for the upcoming three-year grant cycle.

D. Instructions for the Alternative Match Schedule: Programs operating in one state must send their requests to the State Commission for review and approval. The Commission will then forward the approved request to the Corporation for consideration.

Submit applications via email by the application deadline to rfp@vaservice.org.

E-mail subject line: AmeriCorps Alternative Match Request

Provide the following information:

- Organization Name
- Primary Contact Name
- Primary Contact Title
- Reliable Email Address (for primary contact)
- Reliable Phone Number (for primary contact)

You must respond to each question below. Please include both the question and your response in your request.

1. Basis of Request

- a. Identify the basis for your request as either a rural county or a severely economically distressed community as described above.
- b. Describe where your program operates and include the address of the legal applicant.

2. Rural Counties

- c. Describe the economic conditions.
- d. Confirm that your county has a Beale code of 6, 7, 8, or 9.

3. Economically Distressed Counties:

- e. Provide your level of county per-capita income and poverty and unemployment levels.
 - f. Demonstrate that the income levels are above or below the national averages. Identify the data source(s) used to make your determination.
 - g. Provide any other statistics you deem relevant to demonstrate your county is economically distressed.
4. **Program Location:** If you believe the location of your program should not be based on the address of the legal applicant, describe your justification for requesting an alternative location(s).
5. **Other:** Provide any other justification and information for your request that is not presented in the responses to the above.

VII. Review, Authorize, and Submit

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully. Complete each section. The person who authorizes the application must be the applicant's authorized representative or his/her designee and must have an active eGrants account to sign these documents electronically. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office. Be sure to check your entire application to make sure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application.

If someone else is acting in the role of the applicant's authorized representative, that person must log into their eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, their name will override any that may appear and show on the application as the authorized representative.

VIII. Survey on Ensuring Equal Opportunity for Applicants (Optional)

The Corporation and other federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives to conduct a survey of organizations that apply for federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to the Corporation for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-religious community-based organization.

This form is for applicants that are nonprofit private organizations, **not including private universities**. All information from the survey will be confidential and the responses will be aggregated for a summary report. Information provided will not be released and will not be considered in any way in making funding decisions.

- 1) To complete the survey while preparing your application, go to the Main Menu, select Enter Survey on Ensuring Equal Opportunity, provide requested information and submit.
- 2) If you submit your grant application without completing the survey, a pop-up box will appear and ask you if you would like to complete the survey. You may select Yes, No, or Remind Me Later. If you select Remind Me Later, you will be asked to fill in the survey next time you attempt to submit an application to the Corporation for National and Community Service.

5.2.3 PROPOSAL COMPONENTS NOT CONTAINED IN EGRANTS. One signed original of the following proposal components must be scanned and submitted as email attachments to rfp@vaservice.org by the submission deadline. These proposal components are available in fillable Microsoft Word format at: www.vaservice.org/go/national/ameriCorps_rfp/:

- I. **Proposal Cover Sheet**
- II. **Budget Analysis Checklist**
- III. **W-9 Request For Taxpayer Identification Number (s) and Certification+**

Copies of the following additional documents (if applicable) must be scanned and submitted as email attachments to rfp@vaservice.org by the submission deadline:

- IV. **Additional Documents (if applicable)**
 - a. **Program Evaluation**
 - b. **Labor Union Concurrence**
 - c. **Federally Approved Indirect Cost Rate Agreement**

SECTION 6 – EVALUATION AND AWARD CRITERIA

The Office on Volunteerism and Community Service selects Proposals using an extensive, multi-stage process that may include reviews by peer review panels, staff, and others as outlined in the Office on Volunteerism and Community Service Grant Selection Process.

6.1 SELECTION CRITERIA

The following criteria will be used to determine quality and select programs that will receive funding.

Category	Percentage
Program Design	50%
Organizational Capability	25%
Cost-Effectiveness and Budget Adequacy	25%

6.1.1 ADDITIONAL CONSIDERATIONS

If your organization would like to receive additional consideration for any of the categories below, you must provide the required information and documentation as the first item in the Rationale and Approach section of the narrative.

Employment

Additional consideration of five (5) points will be given for each applicant with documentable success in employment services or job creation that will increase employment or employment opportunities for unemployed or underemployed individuals. Clarify how an existing employment program will be different based on the involvement of AmeriCorps members. Specifically, for every MSY requested, the program must commit to securing at least three new employment opportunities for unemployed or underemployed economically vulnerable clients.

Important Note: AmeriCorps service positions are not considered employment.

Distressed Communities

While the Virginia AmeriCorps State* RFP process is open to all geographic areas, additional consideration of five (5) points will be given to applicants **providing direct services** in communities identified as being “distressed” per the criteria developed by the Department of Housing and Community Development (DHCD) for use in identifying distressed rural communities. However, it has been deemed relevant to urban areas as well.

Criteria

Persons in Poverty

(2008 Estimates, U.S. Census Bureau)

Distressed: 150% or greater than statewide figure (or 14.4% or higher)

Transitional: Greater than the statewide figure of 9.6% but less than 14.4%

Competitive: Equal to or less than statewide figure of 9.6%

Median Income per Household

(2008; U.S. Census data)

Distressed: 70% or less of statewide figure (or \$42,847 or less)

Transitional: Less than the statewide figure of \$61,210 but greater than \$42,847

Competitive: Equal to or greater than statewide figure of \$61,210

Average Unemployment Rates

(Average of Monthly Unemployment Rates [September 2009-August 2010] for Virginia Localities, Virginia Employment Commission)

Distressed: 150% or greater than statewide figure (or 10.5% or higher)

Transitional: Greater than the statewide figure of 7.0% but less than 10.5%

Competitive: Less than or equal to statewide figure of 7.0%

The localities listed below meet all three criteria above:

Accomack County, Bedford City, Brunswick County, Buchanan County, Buckingham County, Carroll County, Charlotte County, Covington City, Cumberland County, Dickenson County, Emporia City, Franklin City, Galax City, Grayson County, Greensville County, Halifax County, Henry County, Lee County, Lexington City, Lunenburg County, Martinsville City, Mecklenburg County, Northampton County, Norton City, Nottoway County, Page County, Patrick County, Pittsylvania County, Prince Edward County, Pulaski County, Russell County, Scott County, Smyth County, Sussex County, Tazewell County, and Williamsburg City.

Past Performance

If an applicant has had previous AmeriCorps Program Grant contracts that have failed to reach performance targets, or have had significant or repeated programmatic or fiscal monitoring issues, up to ten (10) points will be deducted from the overall score. Examples of these monitoring issues include, but are not limited to, failure to enroll or exit members in a timely manner, failure to fill all slots requested, and failure to comply with reporting requirements.

6.2 AWARD TO MULTIPLE APPLICANTS

Selection shall be made of applicants deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations may be conducted with the applicants so selected, at the agency's option. Price shall be considered, but need not be the sole determining factor. After any negotiations have been conducted with each applicant so selected, the agency shall select the applicants which, in its opinion, have made the best proposals, and shall award contracts to those applicants. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one applicant is fully qualified, or that one applicant is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that applicant. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

SECTION 7 – REPORTING, DELIVERY AND MONITORING REQUIREMENTS

The subgrantee shall produce the following reports of activities and services in accordance with OVCS reporting guidelines:

7.1 SUBGRANTEES SHALL SUBMIT:

- 7.1.1** Monthly Progress Reports, by the date required, to the Office on Volunteerism and Community Service noting progress towards objectives, sustainability efforts, challenges, and upcoming events.
- 7.1.2** Quarterly Progress Reports, by the date required, to include (at a minimum) the following:
- Performance Measures Progress;
 - Program Progress/CNCS Initiatives;
 - Demographics;
 - Successes and Challenges; and
 - Great Stories.
- 7.1.3** A Final Report, which shall be made to the purchasing agency within 30 days of the completion of the contract. The final report is a cumulative summary and evaluation of the project activities and services over the contract period and shall include:
- An overall evaluation of the project including an assessment of whether the project's goals and objectives were met;
 - Any problems or delays that were encountered and how they were resolved;
 - An assessment of the program's effectiveness and the value to the community, Members and recipients;
 - Sustainability efforts that have been made to continue the program past the grant period;
 - Copies of any materials that were developed under the contract.
- 7.1.4** A written report to the purchasing agency, which shall be submitted within seven (7) days indicating significant deviations from anticipated progress and/or problems associated with the delivery of services as agreed to by the purchasing agency and applicant. Such report shall identify the deviations and/or problems, whether anticipated or actual. The report should also include the effects the challenges had on the program performance as noted under this contract, and a proposed plan for resolution.
- 7.1.5** All subgrantees shall produce the monthly Periodic Expenditure Report (PER) by the date requested.
- 7.1.6** All subgrantees shall produce the quarterly Aggregate Financial Report (AFR) by the date requested.
- 7.1.7** The subgrantee agrees to provide any additional reports that the Office on Volunteerism and Community Service may request by written notice.
- 7.1.8** The subgrantee is required to submit reports in a format determined by the Office on Volunteerism and Community Service.

7.2 RESPONSIBILITIES FOR PROGRAMS USING AMERICORPS FUNDS

Federal Financial Management and Grant Administration Requirements

As with all federal grant programs, it is the responsibility of all grantees funded by the Corporation to ensure appropriate stewardship of federal funds entrusted to them. By regulation, each subgrantee must maintain financial management systems that provide accurate, current, and complete disclosure of the financial results of its program. To meet this requirement, each subgrantee must have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. OMB Circular A-133, *Audits of States, Local Governments, and Nonprofit Organizations*, requires all organizations to have financial audits if they annually expend \$500,000 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. **The Office on Volunteerism and Community Service may audit AmeriCorps grantees that do not expend \$500,000 or more federal funds in a fiscal year.**

7.3 PROGRAM MONITORING BY OVCS

OVCS staff will schedule and conduct programmatic and fiscal monitoring reviews according to established guidelines. OVCS will schedule the events at mutually convenient times, and will provide the subgrantee with monitoring tools beforehand. Programs must prepare thoroughly for each monitoring event, and ensure that appropriate personnel and information are available for OVCS staff. Findings of noncompliance will require prompt and thorough documentation of corrective actions, and may have financial ramifications. Additionally, incidents of noncompliance are considered as OVCS makes decisions about ongoing, continuation or renewal funding.

SECTION 8 – GENERAL TERMS AND CONDITIONS

8.1 VENDORS MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia Vendors Manual and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.eva.virginia.gov under “Vendors Manual” on the vendors tab.

8.2. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the subgrantee are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The subgrantee shall comply with all applicable federal, state and local laws, rules and regulations.

8.3 ANTI-DISCRIMINATION: By submitting their proposals, applicants certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the sub-grantee agrees as follows:
 - a. The subgrantee will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the sub-grantee. The sub-grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The subgrantee, in all solicitations or advertisements for employees placed by or on behalf of the sub-grantee, will state that such sub-grantee is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The subgrantee will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- 8.4 ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, applicants certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other applicant, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- 8.5 IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Sub-grantee certifies that the Sub-grantee does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- 8.6 DEBARMENT STATUS:** By submitting their proposals, applicants certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- 8.7 ANTITRUST:** By entering into a contract, the subgrantee conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- 8.8 MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFP's:** Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- 8.9 CLARIFICATION OF TERMS:** If any prospective applicant has questions about the specifications or other solicitation documents, the prospective applicant should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- 8.10 PAYMENT:**
1. To Prime Sub-grantee:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the sub-grantee directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the sub-grantee at the contract price, regardless of which public agency is being billed.
 - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
 - e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are

placed. In such cases, subgrantees should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the subgrantee, in writing, as to those charges which it considers unreasonable and the basis for the determination. A sub-grantee may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

a. A subgrantee awarded a contract under this solicitation is hereby obligated:

(1) To pay the subcontractor(s) within seven (7) days of the subgrantee's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

(2) To notify the agency and the subcontractor(s), in writing, of the subgrantee's intention to withhold payment and the reason.

b. The subgrantee is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the subgrantee that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A subgrantee's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime subgrantee who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages sub-grantees and sub-contractors to accept electronic and credit card payments.

8.11 PRECEDENCE OF TERMS: The following General Terms and Conditions *VENDORS MANUAL*, *APPLICABLE LAWS AND COURTS*, *ANTI-DISCRIMINATION*, *ETHICS IN PUBLIC CONTRACTING*, *IMMIGRATION REFORM AND CONTROL ACT OF 1986*, *DEBARMENT STATUS*, *ANTITRUST*, *MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS*, *CLARIFICATION OF TERMS*, *PAYMENT* shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

8.12 QUALIFICATIONS OF APPLICANTS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the applicant to perform the services/furnish the goods and the applicant shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect applicant's physical facilities prior to award to satisfy questions regarding the applicant's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such applicant fails to satisfy the Commonwealth that such applicant is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

- 8.13 TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- 8.14 ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the sub-grantee in whole or in part without the written consent of the Commonwealth.
- 8.15 CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The VDSS may order changes within the general scope of the contract at any time by written notice to the subgrantee. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The subgrantee shall comply with the notice upon receipt. The subgrantee shall be compensated for any additional costs incurred as the result of such order and shall give the VDSS a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the sub-grantee accounts for the number of units of work performed, subject to the VDSS's right to audit the sub-grantee's records and/or to determine the correct number of units independently; or
 - c. By ordering the sub-grantee to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The subgrantee shall present the VDSS with all vouchers and records of expenses incurred and savings realized. The VDSS shall have the right to audit the records of the subgrantee as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the VDSS within thirty (30) days from the date of receipt of the written order from the VDSS. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the subgrantee from promptly complying with the changes ordered by the VDSS or with the performance of the contract generally.
- 8.16 DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the subgrantee responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- 8.17 ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the VDSS will publicly post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of 10 days.
- 8.18 DRUG-FREE WORKPLACE:** During the performance of this contract, the sub-grantee agrees to (i) provide a drug-free workplace for the sub-grantee's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the sub-grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations

or advertisements for employees placed by or on behalf of the sub-grantee that the sub-grantee maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a subgrantee, the employees of who are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

8.19 NONDISCRIMINATION OF SUB-GRANTEES: An applicant or sub-grantee shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the applicant employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

8.20 AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

8.21 AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

SECTION 9 – SPECIAL SUB-GRANT TERMS AND CONDITIONS

9.1 AUDIT: The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period. The contractor further agrees to comply with the organizational audit requirements of OMB circular A-128, “Audits of State and Local Governments” or the single Audit Act and OMB circular A-133.

A Contractor who exceeds \$500,000 or more in combined federal funding is required at its expense to have an independent grant audit performed annually in accordance with the Single Audit Act and OMB Circular A-133. A copy of all audits must be forwarded to the Purchasing Agency within thirty days after receipt of the report by the institution or agency. The audit report shall be submitted no later than one (1) year from the end-date of the contract, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report.

9.2 PRECONTRACT REQUIREMENTS: The contractor/subgrantee must submit documentation including but not limited to the following, as part of a precontract period covering approximately ninety days:

- Certification of Review of Performance Measurement Toolkit
- Certification of Review of Program Start-Up Guide
- Certification of Review of Tutorials and Protocols

- Certification of Availability of Match Funds
- Certification of Organization Authorization
- Member Position Descriptions
- Member Contracts
- Member Recruitment and Inclusion Plan
- Member and Staff Training Plan
- Media Plan
- Service Day Plan
- AmeriCorps Program-specific Policy Manual
- AmeriCorps Program Grievance Procedures
- Email Notification of Grievance Procedures Review by Legal Counsel
- Cost Allocation Plan, if applicable
- Completed Module C – Financial Review System Survey
- Program Income Statement
- Copies of MOUs, MOAs, letters or agreement or other with all external partners
- Demonstrate that an approvable timekeeping process for members and applicable staff is in place
- Alternative Search Protocol, if applicable

The precontract requirements will be submitted in a format determined by OVCS according to a timeline provided to awarded subgrantees. Failure to submit any of the required precontract items by the established deadline may result in delay or forgoing of receipt of contract.

- 9.3 CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, upon 60 days' written notice to the contractor. Further, the contractor reserves the right to cancel the contract in whole, without penalty, with 60 days' written notice to the purchasing agency. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- 9.4 RENEWAL OF CONTRACT:** A contract *may* be renewed by the Commonwealth upon written agreement of both parties (for two successive one year periods), under the terms of the current contract. Renewal/continuation application is submitted via eGrants according to instructions issued by the Office on Volunteerism and Community Service to subgrantees in the first or second year of program operation. Programs desiring contract renewal are urged to review their record of performance to ensure that their program success and compliance efforts demonstrate their desire for continued funding. At the time of submission of a renewal/continuation application, the applicant may request a decrease in funding, level funding, or an increase in funding. The request will be considered in light of the rationale provided, demonstrated performance, and the funding available. OVCS may offer reduced, level, or increased funding.
- 9.5 COMPLIANCE AND CONTRACTING:** OVCS reserves the right to not fund renewing or continuing applications, or to limit fundable activities, based on documented AmeriCorps compliance issues. Further, OVCS may also consider compliance issues documented by other funding programs.
- 9.6 SUPPLANTATION, NONDUPLICATION AND NONDISPLACEMENT:** OVCS urges applicants to review the regulations pertaining to supplantation, nonduplication and nondisplacement in 45 CFR 2540.100. *At a time when the resources of many organizations are being stretched, it is vital that potential applicants understand the limitations on AmeriCorps activities with respect to this issue.*
- 9.7 PROGRAM INCOME.** OVCS urges applicants to review the regulations pertaining to program income generated through the use of federal funds. For the purpose of AmeriCorps, this includes income, value, or remunerative consideration generated through the actions of service members. Note that there are very specific requirements for use and reporting of program income. Programs will identify during the precontract period whether they anticipate receipt of program income, and identify whether it will be used as a match alternative, an additive alternative, or a deductive alternative.

- 9.7 AMERICORPS PROVISIONS:** By accepting funds under this grant, the grantee agrees to comply with the AmeriCorps Provisions, which can be found at: http://www.americorps.gov/pdf/2011_ameri_corps_provisions.pdf. Note that OVCS holds programs accountable for compliance with all Provisions, and expects programs to review requirements and self test against the identified Provisions.
- 9.8 SUBGRANTEE AS INDEPENDENT CONTRACTOR:** During the performance of this agreement, the sub-grantee shall be regarded as an independent contractor and not as an agent or employee of the Commonwealth of Virginia or the VDSS. The sub-grantee shall be responsible for all its own insurance and federal, state, local and social security taxes.
- 9.9 SUBGRANTEE MONITORING:** The VDSS may monitor and evaluate the sub-grantee's performance under the agreement through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the sub-grantee's services or operations, audit reports, and other mechanisms deemed appropriate by the VDSS. The sub-grantee shall furnish the VDSS on request information regarding payments claimed for services under this contract. All accounting records must be supported by source documentation and retained in order to show for what purpose funds were spent. All such records shall be made available and produced for inspection when required by the VDSS, its authorized agents, and/or Federal personnel.
- Should an audit by authorized state or federal officials result in disallowance of amounts previously paid to the sub-grantee, the sub-grantee shall reimburse the VDSS upon demand.
- Performance under this agreement shall be a primary consideration for extension of this agreement and may be a consideration in future grant awards and negotiations.
- 9.10 OBLIGATION OF APPLICANT AGENCY:** By submitting a proposal, the applicant covenants and agrees that the applicant has satisfied itself, from its own investigation of the conditions to be met, that the applicant fully understands its obligation and that it will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

SECTION 10 – METHOD OF PAYMENT

Compensation to the Contractor for delivered services shall be as follows:

- 10.1** The Contractor will be paid on a cost-reimbursable basis.
- 10.2** Actual expenditures shall be invoiced pursuant to approved line-item budget categories.
- 10.3** Deviations from the approved line-item budget of more than \$100.00 in any line item shall be submitted in writing immediately to the purchasing agency for the purchasing agency's prior approval at least thirty (30) calendar days prior to the intended effective date.
- 10.4** All revenue from the sale of products derived through activities performed pursuant to this contract shall be reported to the purchasing agency and may be applied as an adjustment to defray costs for the purchasing agency.
- 10.5** The invoice period shall be monthly. The Contractor shall invoice the purchasing agency each invoice period on forms supplied by the purchasing agency and shall submit an invoice showing no services delivered if that is the case in any invoice period. The purchasing agency shall not be obligated to pay for services when the Contractor fails to submit monthly invoices for such services within thirty (30) calendar days after the close of the invoice period in which services were delivered. Invoices that are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the invoice.
- 10.6** If the Contractor fails to correctly provide any services and/or reports as specified in this contract, and in the time period specified herein, the purchasing agency may withhold payment of invoices until said services and/or reports are provided. All services provided by the Contractor pursuant

to this contract shall be performed to the satisfaction of the purchasing agency, and in accord with applicable federal, State, and local laws, ordinances, rules and regulations. The Contractor shall not receive payment for work found by the purchasing agency to be unsatisfactory, or performed in violation of federal, State, or local laws, ordinances, rule or regulations.

- 10.7** The contractor shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State and its agents, and the Corporation and its agents.
- 10.8** The expected method of payment processing is via Electronic Data Interchange (EDI). Direct deposit is handled by the Virginia State Department of Accounts (DOA). The enrollment form and other information for vendors and sub grantees is available for those who are paid directly by a state agency or if, as a sub grantee, the program receives reimbursements that are directly paid by a state agency (in this case, the Department of Social Services). Please review the Department of Accounts website at www.doa.virginia.gov

SECTION 11 – DEFINITIONS

11.1 Definitions

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

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

Economically disadvantaged individual means any individual who receives or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.

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

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

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

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

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

Proposal is used interchangeably with Application throughout this solicitation.

State Commission means, for the purposes of these Proposal instructions, the Office on Volunteerism and Community Service, established in Virginia as the authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties pursuant to the Act (42 U.S.C. §12638).