

VIRGINIA DEPARTMENT OF SOCIAL SERVICES
Office on Volunteerism and Community Service

Announces its

Request for Proposals (RFP)

For Funding Under the

2010 AmeriCorps*State Program

RFP Number	CVS-10-031
Issue Date:	January 11, 2010
Location:	Statewide
Initial Contract Period:	12-month period, generally beginning August 1, 2010

Proposals will be received until March 11, 2010, at 5:00pm.

An optional pre-proposal conference will be held at 10:00 am, Friday, January 22, at the Virginia Department of Social Services, 801 East Main Street; Richmond, VA 23219-2901. This meeting will also be available via teleconference. If you would like to participate in this meeting via teleconference, you must RSVP no later than 5:00pm on Monday, January 18, by calling (804) 726-7068 or (800) 638-3839.

Proposals will **only** be received via eGrants, a secure, web-based electronic grants management system.

A mandatory training in eGrants for interested applicants will be conducted via WebEx at 1:00 pm, Wednesday, February 10. **PARTICIPATION IN THIS TRAINING IS A PRE-REQUISITE FOR SUBMITTING A PROPOSAL.** If you would like to participate in this training, you must submit via email a Notice of Intent to Apply no later than 5:00pm on Monday, February 1, to rfp@vaservice.org.

All requests for information should be directed to Steve Whitman, Program Officer, at the email address above or by phone: (804) 726-7068 or (800) 638-3839.

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, 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 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. Learn and Serve America integrates service into the academic life of nearly one million students in all fifty states. The National Senior Service Corps uses the skills, talents, and experiences of nearly half a million older Americans to help make communities stronger, safer, healthier, and smarter. AmeriCorps engages thousands of young Americans on a full- or part-time basis to help communities address their toughest challenges while earning support for college, graduate school, or job training. AmeriCorps joins a long tradition of programs encouraging and rewarding service – programs like the Civilian Conservation Corps, the Montgomery GI Bill, and the Peace Corps. These programs provide tangible benefits to local communities and foster civic responsibility among those 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 serve their communities and build the capacity of organizations to meet local needs in the following areas:

- Education
- Healthy Futures
- Clean Energy/Environment
- Veterans
- Opportunity

All applicants must address one or more of the areas above in their program design and member activities.

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.

SECTION 3 – STATEMENT OF NEEDS

3.1 AMERICORPS PROGRAMS

In a major effort to renew communities and meet social needs by collaborating with faith-based and nonprofit organizations, the Office on Volunteerism and Community Service offers organizations access to AmeriCorps to address national and state priority areas of education, healthy futures, clean energy/environment, veterans, and opportunity.

- 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. Most awards will cover a period that includes one year of operations. Grants may be renewed for succeeding years subject to annual review of program achievement and compliance, and availability of appropriations. The grant amount will vary by circumstance and need. Operating grants may be awarded for the purpose of replicating successful program models at other sites. Replication is defined as taking an existing successful program model and recreating it in a different setting with different administrative structure.

The Office on Volunteerism and Community Service strongly encourages partnerships, collaborative relationships, intermediaries and mentorships in an effort to increase program results and the significance and impact of service members' experience as well as reducing administrative costs.

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 20 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.

3.4 REPORTING AND EVALUATION REQUIREMENTS

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

3.5 MONITORING

The Office on Volunteerism and Community Service conducts on-site and desk monitoring of program and fiscal management for all awarded applicants. Programs are required to compile and provide documentation as requested by OVCS throughout each funded program year. OVCS provides both advance notice for all 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.

3.6 NATIONAL SERVICE DAYS PARTICIPATION

The Office on Volunteerism and Community Service requires that all programs participate in 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. Review of Service Day activities is an element of the OVCS monitoring process.

SECTION 4 – PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

4.1 GENERAL REQUIREMENTS

4.1.1 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 4.2.2 .

The deadline for submission of Proposals is 5:00pm on Thursday, March 11, 2010.

4.1.2 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 may be rejected by the purchasing agency. See **Section 12 – Proposal Packet** for required items.

4.1.3 ORAL PRESENTATION: Applicants who submit a Proposal in response to this RFP may be required to give an oral presentation of their Proposal to the Office on Volunteerism and Community Service. 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 presentations. Oral presentations are an option of the Office on Volunteerism and Community Service and may or may not be conducted.

4.1.4 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.

4.2 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 5 below for a detailed description of the review and selection criteria peer reviewers and staff will apply in their review of new Proposals.

4.2.1 EGRANTS:

Follow the instructions below for submitting your proposal in eGrants.

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 unfundable.

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 AmeriCorps State and National FY 2010 (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 existing program if you are recompeting, 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 Facesheet.

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 volunteer leveraging or match requirements.

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.
- **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.

In eGrants, you will enter text for Section A. Rationale and Approach, B. Member Outputs and Outcomes, C. Community Outputs and Outcomes, D. Organizational Capacity, E. Cost Effectiveness and Budget Adequacy, and F. Evaluation Plan. **You may not exceed 71,000 characters in these six sections combined. The character count includes spaces and punctuation.**

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.**

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. Rationale and Approach (45 CFR § 2522. 425)

Compelling Community Need:

- Describe the community need that you will address within the target community.
- Why did you select this need as your focus?
- How did you identify the need?
- Provide documentation of the need.
- **If your program will operate at multiple sites**, demonstrate the need in each community you propose to serve.

Description of Activities and Member Roles:

- Describe the activities you propose to address the need.
- Describe current efforts of your organization and planned partners to address the need.
- What will be the member's roles in these activities, and how do the member roles relate to addressing the need as distinct from staff or volunteer roles? Discuss your program structure including number of members, where members will serve (for example, at the applicant organization or at local service sites). How do the types of member slots you are requesting (for example, full-time, half-time, quarter-time, etc.) align with the program design and activities? See Budget Instructions for a chart that lists slot types, minimum hours served, and minimum and maximum living allowance.
- How will you ensure that your program does not violate non-duplication, non-displacement, and non-supplementation requirements? See 45 CFR § 2540.100 for information on these requirements.
- How will your plan for member development, training, and supervision contribute to achieving your desired outcomes?
- How will you ensure that members comply with rules on prohibited service activities? See 45 CFR § 2520.45, 45 CFR § 2520.65 and the AmeriCorps grant provisions for a list of prohibited service activities.
- How will receiving an AmeriCorps grant add value to your existing service activities?

Measurable Outputs and Outcomes:

- Describe at least one aligned measurable output, intermediate outcome, and end outcome you expect to achieve as a result of your activities. While you are not required to report on end outcomes, you must describe the long-term impact you expect to achieve.
- What systems will you use to track outputs and intermediate outcomes?
- **Note:** You will develop more detailed performance measures in eGrants, including outputs and intermediate outcomes, how they will be measured, your targets for each year, and the data you will gather, during the post-review clarification period.
- **Indicate here if you plan to operate a program in one of the five focus areas (Education, Healthy Futures, Clean Energy, Veterans, or Opportunity) and whether you will be using standard performance measures.** Sample language: My program will address the Healthy Futures priority area and we will/will not be using standard performance measures.

Plan for Self-Assessment and Improvement:

What are your plans for continuous program improvement? How will you identify strengths and weaknesses, resolve problems, and gather feedback from and provide feedback to members, service sites, and partners?

Community Involvement:

- Describe how you involved the target community (or target communities) in identifying the needs and activities. Which community partners and stakeholders were involved? What roles did they play, and what were their responsibilities in the planning process?
- Explain how you will continue to engage your community partners and stakeholders throughout the three-year program period. What will be their ongoing roles and responsibilities?

Relationship to other National and Community Service Programs:

- How will your program build on (without duplicating), or reflect collaboration with, other national and community service programs supported by the Corporation and the State Commissions in the states where you plan to operate? Include in your response if you receive funding from other Corporation sources, and which funding source supports you (AmeriCorps, Learn and Serve America, Senior Corps, or VISTA). You can find a listing of Corporation-supported programs by state here: http://www.americorps.org/about/role_impact/state_profiles.asp. The National Community Service Act prohibits duplication and displacement in SEC. 177. [42 U.S.C. 12637].

Potential for Replication:

To what extent is your AmeriCorps program designed to be replicated by your organization or other organizations? What are your plans or strategies for replication?

B. Member Outputs and Outcomes**Member Recruitment and Support:**

- Describe your plans for recruiting members for your program. What criteria will you use to select your members, including specific qualifications, characteristics, or backgrounds? What are your plans to ensure that your corps is diverse and includes members from the communities to be served, members who are disabled, members who are 55+, and members who are veterans?
- What member support will you offer to ensure that your members complete their term of service (i.e., they are retained). How will you assess member satisfaction?
- **Current 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.
- **Current Grantees Only: 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.
- **Tutoring programs only:**
Describe how your strategy for recruiting and selecting members 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 an elementary school or secondary school who is providing tutoring through a structured, school-managed cross-grade tutoring program. Tutoring programs must offer a curriculum that is high quality, research-based, and consistent with the State academic content standards required by section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311) and the instructional program of the local educational agency.

Member Development, Training and Supervision:

- Describe in detail your plan for orienting members to AmeriCorps, the community, their placement site, and to the service they will perform.
- How do you plan to train members to perform all the activities they will engage in and, as necessary, provide them with ongoing training throughout their terms? What is the timeline for this training? Identify the training curricula and materials you will use.
- Describe in detail your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms.
- **Tutoring programs only:**

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, 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.

- **Ethic of Service and Civic Responsibility:**

Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility

C. Community Outputs and Outcomes

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.

Volunteer Recruitment and Support:

- Describe how your program will use volunteers to expand the reach of the program in the community. How will you recruit, support, and recognize volunteers? Identify how many volunteers you expect to recruit and the number of hours of service they will provide, in total and on average. Will these volunteers be episodic (committing to one-time or occasional events) or ongoing (committing to a regular, ongoing role in the program)? If selected for funding, you will be expected to report on your actual volunteer recruitment levels.
- Describe the role that members will play in your volunteer recruitment and support efforts.

Capacity Building:

Describe how your program will enhance the capacity of other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations. What roles will members play in your capacity-building activities?

D. Organizational Capability (45 CFR § 2522.430)

Sound Organizational Structure

Ability to Provide Sound Programmatic and Fiscal Oversight:

- Provide a brief history of your organization. What year was your organization established? Describe your organization's experience in the proposed areas of activity and your experience operating and overseeing a program comparable to the one proposed. Include specific examples of your prior accomplishments and outcomes. Describe your capacity to manage a federal grant and to provide on-site monitoring of the financial and other systems required to administer an AmeriCorps grant.

If you are proposing a multi-site program:

- Explain how you are able to support and oversee service sites.
- Describe your process for selecting service sites and ensuring they have adequate programmatic and financial capabilities. 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?
- Describe your plans for monitoring site compliance with fiscal and programmatic requirements.
- How will you develop connections among the sites through common program elements or activities to ensure that your overall mission and vision for the AmeriCorps program is maintained at each site?

Board of Directors, Administrators, and Staff:

- Describe your organization's management and staff structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.
- Identify the key program and fiscal positions responsible for your proposed program. Describe the relevant background and experience of all staff members working on the project and their respective roles, or your plans to recruit, select, train, and support additional staff, and their roles.

Plan for Self-Assessment or Improvement:

How does your organization conduct ongoing internal assessment and improvement of its overall—not program-specific—systems, structure, staffing, and other capacities to ensure that it remains sound and well managed?

Plan for Effective Technical Assistance:

- Explain how you will identify and respond to your program's and, if applicable, your service sites' ongoing training and technical assistance needs.
- How do you plan to provide or secure any needed financial and programmatic technical assistance for your program, and if applicable, your service sites? What are your plans for providing financial and programmatic orientation, and training and technical assistance to your program and service sites?

Sound Record of Accomplishment as an Organization**Volunteer Generation and Support:**

Describe how your organization recruits and supports a diverse group of volunteers to increase your own organizational capacity.

Organizational and Community Leadership:

Provide examples of how you have demonstrated leadership as an organization and in the community you serve. For example, describe awards received by the organization or individuals within the organization, public positions of leadership such as staff serving on other community boards, or participation in community events, task forces, and other community activities.

Current Grantees Only: Success in Securing Match Resources

Describe your successes and challenges in securing match resources during your current three-year grant cycle and, if applicable, during the period of previous awards.

Success in Securing Community Support**Collaboration:**

Describe any collaborations you have developed that increase the quality and reach of services you provide. What roles have community organizations, including faith-based organizations, played in these collaborations?

Local Financial and In-kind Contributions:

Discuss examples of how local contributions have continued over time, expanded in scope, increased in amount, or become more diverse.

Wide Range of Community Stakeholders:

Describe community stakeholders in your organization. How has non-financial support from your community stakeholders continued over time, expanded in scope, increased in amount, or become more diverse?

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.
- 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.

E. Cost Effectiveness and Budget Adequacy (45 CFR § 2522.435)

Cost Effectiveness

Corporation Cost per Member Service Year (MSY):

- 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 allowable cost per MSY is \$13,000.
- Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design.

Diverse Non-Federal Support:

- Demonstrate how your program has or will obtain diverse non-federal resources for program implementation and sustainability.
- Include a discussion of the non-Corporation resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. In the budget, you must list the sources of your match funds.
- If you are requesting the alternative match explain the basis of your request in the Waiver Request Justification field in the Application Info section of eGrants. If you are submitting a hard copy application, explain the basis of your request in a paragraph titled "Waiver Request Justification."
- **Current Grantees Only: Decreased Reliance on Federal Support.** 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 costs.

Budget Adequacy

Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and is linked to your desired outputs and outcomes.

F. 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 for the first time since the AmeriCorps rule took effect (July, 2005), you must submit a summary of your evaluation efforts or plan to date, or a copy of any evaluation that has been completed, as part of your application for funding. Submit your summary or plan in the Evaluation Summary or Plan Narrative Field in eGrants. If you are re-competing for the first time, and have completed an evaluation report, or you are re-competing for the second time since July, 2005, submit your report according to the instructions in Section VII., below.

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

- If you are a 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 independent 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 a 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.

G. Amendment Justification

Enter N/A. This field will be used if you are awarded a grant and need to amend it. Please delete any information previously entered in the field before entering new information.

H. Clarification Information

Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please delete any information previously entered in the field before entering new information.

I. Continuation Update

Enter N/A. This field will be used to enter changes in your narratives in your continuation requests. Please delete any information previously entered in the field before entering new information.

IV. Performance Measures

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

In addition, you will be required to adhere to state wide common performance measures developed by the Office on Volunteerism and Community Service that address Volunteer Recruitment & Support. These performance measures will be provided to you upon award.

Important Note: You will still need to 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 the text fields and a number in the data fields. This information will not be reviewed.

A. Serve America Act Priorities

In eGrants, the Serve America Act Priorities (Education, Healthy Futures, Clean Energy, Veterans, and Opportunity) are listed in the Performance Measures section. If you will be working in one of these areas, please select the appropriate priority area(s).

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.

If you have selected the Education, Healthy Futures, or Clean Energy Serve America Act priorities, the appropriate issue area will be selected for you.

V. Documents

In addition to your application submitted in eGrants, you are required to provide your evaluation, labor union concurrence (if necessary), and a federally approved indirect cost agreement (if budgeted and for national applicants only), in hard copy or e-mail, 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," "Not Applicable," or "Already on File at CNCS"). In the event of difficulties submitting an application in eGrants, please see the *Notice* for instructions.

A. Evaluation

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

B. Labor Union Concurrence

If a program applicant:

(1) Proposes to serve as the placement site for AmeriCorps members; and

- (2) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
(3) Those employees are represented by a local labor organization
then the program applicant's application must include the written concurrence of the local labor organization representing those employees.

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 this applies to you, please select "Enter New," name the new document "Labor Union Concurrence," and enter status Sent.

C. Federally Approved Indirect Cost Agreement

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

D. Letters of Agreement

Applicable only for organizations applying as Intermediaries (see section 5.1.1)

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

Send hard copy information along with other required proposal documents as detailed in section 4.2.2.

F. Pre Award Costs

Grantees may be reimbursed for certain pre-award costs only if they are incurred with prior written approval. To request such approval, send a request via email to stephen.whitman@dss.virginia.gov that includes a brief justification for the costs to be incurred and indicates the desired effective date. If your request is approved, you will receive a letter authorizing the pre-award costs.

The following types of pre-award costs may be considered:

- Personnel expenses and benefits.
- Travel for staff and prospective members.
- Equipment.
- Supplies.
- Contractual and consultant services.
- Training for staff and prospective members.
- Evaluation.
- Other program operating costs.

Because the Strengthen AmeriCorps Program Act (P.L. 108-45 (July 3, 2003), codified at 42 U.S.C. 12605) specifically provides that a national service position is approved when the Corporation issues a grant award, we cannot approve member living allowances or support costs, including FICA, workers' compensation, health care, and child care, as pre-award costs. Approval of pre-award costs does not authorize you or your subgrantee to enroll AmeriCorps members or have them begin serving. AmeriCorps members may not count any hours served prior to the award being issued as part of their term of service.

VI. Budget Instructions

A. Overview of Key Budget Requirements

Program requirements, including requirements on match, are located in the AmeriCorps regulations, modified by 2008 appropriations language, and summarized below.

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.

- Equipment costs must not exceed 10% of the total Corporation share.
- Administrative costs must not exceed 5% of the total Corporation funds requested.
- 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.
- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- 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. 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 their funds to match an AmeriCorps grant with the other agency prior to submitting your application.

B. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your proposal narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions, below, to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in Attachments F and G. The Budget Checklist in Attachment H is a resource for you to ensure your budget is complete. eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter. Once you have entered your budget information in eGrants you will be asked to validate your budget, and eGrants will check your submission for errors.

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.
- 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

Source of Match

In the "Source of Match" field that appears before Section I, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other or Not Available). Define any acronyms the first time they are used.

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, as follows:

A. Personnel Expenses

Under "Position/Title Description," list each staff position separately and provide position description, salary, and percentage of effort devoted to this award. Each staff person's role listed in the budget must be described in the application narrative. Because the purpose 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.

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 amount is over 30%, please list separately. 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 two to three such opportunities per year, including opportunities for financial training and the National Conference on Service and Volunteering.

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. or H., below. Payments to individuals for consultant services under this grant may not exceed \$617 per day (excluding costs for indirect expenses, travel, supplies, etc.). The \$617 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate for consultants you are proposing to use and their contractual services. Indicate the daily rate, number of days, and total cost.

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 daily rate limit.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring, CPR, or ecosystems and the environment. 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:

- Background checks of members and grant-funded staff who have recurring access to vulnerable populations, i.e., children, the elderly, disabled, etc.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. For national office space, rental may be unallowable; check relevant

OMB Circulars. 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.
- 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, 1st and 2nd Years of 2-year half-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. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

Table 4. Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Ed Award	MSY	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	\$5,350	1.000	\$11,800	\$23,600
One-year Half-time	900	\$2,675	0.500	n/a	\$12,500
Reduced Half-time	675	\$2,038	0.381	n/a	\$9,370
Quarter-time	450	\$1,415	0.265	n/a	\$6,250
Minimum-time	300	\$1,132	0.212	n/a	\$4,160

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

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%) as a technology fee to cover the expenses related 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 Technology 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:

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

([Section I] + [Section II] x 0.0526) x (0.80) = Subgrantee Share

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 Technology 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:

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

([Section I] + [Section II] x 0.0526) x (0.80) = Subgrantee Share

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.

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.

4.2.2 PROPOSAL COMPONENTS NOT CONTAINED IN EGRANTS. Three signed originals of the following items must be completed and submitted to the address below by the submission deadline:

- I. **Proposal Cover Sheet**
- II. **Budget Analysis Checklist**
- III. **W-9 Request For Taxpayer Identification Number (s) and Certification**
- IV. **Additional Documents (if applicable)**
 - a. **Program Evaluation**
 - b. **Labor Union Concurrence**
 - c. **Federally Approved Indirect Cost Rate Agreement**
 - d. **Letters of Agreement**

Send to:
Steve Whitman, Program Officer
Office on Volunteerism and Community Service
Virginia Department of Social Services
15th Floor, 801 East Main Street
Richmond, VA 23219-2901

Proposal components not included in eGrants are available in fillable Microsoft Word format at: www.vaservice.org/go/national/americorps_rfp/

SECTION 5 – 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.

5.1 SELECTION CRITERIA

We use the following criteria to determine quality and select programs that will receive funding.

Category	Percentage	Sub-Categories and Weights
Program Design	50%	Rationale and Approach – 10%
		Member Outputs and Outcomes – 20%
		Community Outputs and Outcomes – 20%
Organizational Capability	25%	No sub-categories
Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness – 15%
		Budget Adequacy – 10%

5.1.1 ADDITIONAL CONSIDERATIONS

Intermediaries

The programmatic and fiscal responsibilities that come with administering an AmeriCorps program are at times difficult for smaller agencies and non-profit organizations. Therefore, OVCS will give additional consideration to organizations that apply as Intermediaries to assist other local organizations that might not have the ability to administer an AmeriCorps program on their own. Intermediaries for the purpose of this solicitation are defined as follows:

- Agree to place AmeriCorps members in three or more partner organizations;
- Submit letters of agreement (executed by the organization President, CEO, Chairperson, or equivalent) detailing the mutual commitments of each organization;
- Establish partnerships that have not previously existed (encouraged, but not required).

Distressed Communities

While the OVCS AmeriCorps State* RFP process is open to all geographic areas, special consideration will be given to communities identified as being “distressed” per the criteria detailed below. The listing that follows applies distressed communities criteria that Department of Housing and Community Development (DHCD) developed for use in identifying distressed rural communities. However, it has been deemed relevant to urban areas as well.

Criteria

1. A three-year rolling average unemployment rate that is at or above 150% of the state average (Source: Virginia Employment Commission).
2. A three-year rolling average percentage of students receiving free or reduced cost school lunches that is at or above 150% of the state average (Source: Virginia Department of Education, Free and Reduced Price Lunch Program Eligibility Reports).
3. A three-year rolling average married couple median adjusted gross income that is at or below 80% of the state average (Source: Weldon Cooper Center for Public Service, Virginia Adjusted Gross Income).

The localities listed below meet all three criteria above. Programs providing benefits in these areas will receive additional consideration and emphasis in the proposal review process for 2010-2011 AmeriCorps* State Funding through the Office on Volunteerism and Community Service, Virginia Department of Social Services.

Brunswick County, Carroll County, Charlotte County, Dickenson County, Grayson County, Halifax County, Henry County, Mecklenburg County, Russell County, Scott County, Smyth County, Bristol City, Danville City, Galax City, Hopewell City, Martinsville City, Petersburg 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, this will be included in funding consideration.

5.2 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. Price shall be considered, but need not be the sole determining factor. After 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 6 – REPORTING, DELIVERY AND MONITORING REQUIREMENTS

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

6.1 GRANTEES SHALL SUBMIT:

- 6.1.1** Monthly Progress Reports submitted to the Office on Volunteerism and Community Service noting progress towards objectives, sustainability efforts, challenges, and upcoming events.
- 6.1.2** Quarterly Progress Reports to include the following:
 - A detailed description of activities and an assessment of the progress of the project compared to performance measures;
 - Any gaps in services or barriers to the progress of the project, with proposed solutions;
 - An explanation of any deviations from the Proposal;
 - Any changes in staffing;
 - Identification of any particularly successful or unsuccessful project activities or components; and
 - Copies of any materials that have been developed under this contract.
- 6.1.3** 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.
- 6.1.4** 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.

6.1.5 All applicants shall produce the following monthly fiscal reports:

Periodic Expenditure Report

6.1.6 All applicants shall produce the quarterly Federal Financial Report.

6.1.7 The grantee agrees to provide any additional reports that the Office on Volunteerism and Community Service may request by written notice to the grantee.

6.1.8 The grantee is required to submit reports in a format determined by the Office on Volunteerism and Community Service.

6.2 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. Under our regulations, each grantee must maintain financial management systems that provide accurate, current, and complete disclosure of the financial results of its program. To meet this requirement, you 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.**

6.3 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 grantee with monitoring tools beforehand.

SECTION 7 – PRE-PROPOSAL CONFERENCE AND NOTICE OF INTENT TO APPLY

7.1 PRE-PROPOSAL CONFERENCE

An optional pre-proposal conference will be held at 10:00 am on Friday, January 22, 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 present questions and obtain clarification relative to any facet of this solicitation. This meeting will also be available via teleconference. If you would like to participate in this meeting via teleconference, you must RSVP no later than 5:00pm on Monday, January 18 by calling (804) 726-7068 or (800) 638-3839.

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. **Bring a copy of the solicitation (RFP) with you.** Any changes resulting from this meeting will be issued in a written addendum to the solicitation.

7.2 NOTICE OF INTENT TO APPLY AND MANDATORY TRAINING

A mandatory training in eGrants for interested applicants will be conducted via WebEx at 1:00 pm, Wednesday, February 10. **PARTICIPATION IN THIS TRAINING IS A PRE-REQUISITE FOR SUBMITTING A PROPOSAL.**

Those interested in participating in this training must submit via email a **Notice of Intent to Apply** no later than 5:00pm on Monday, February 1, to rfp@vaservice.org. This email must include "Notice of Intent to Apply" in the Subject Line, and provide the following:

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

Upon receipt of the **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**.

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.dgs.state.va.us/dps under “Manuals.”
- 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 subgrantee 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 subgrantee. The subgrantee 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 subgrantee, will state that such subgrantee 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 Subgrantee certifies that the Subgrantee 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 Subgrantee:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the subgrantee 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, which are to be paid for with public funds, shall be billed by the subgrantee 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 subgrantee 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 contractors, subgrantees and subcontractors 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 subgrantee 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 subgrantee accounts for the number of units of work performed, subject to the VDSS's right to audit the subgrantee's records and/or to determine the correct number of units independently; or
 - c. By ordering the subgrantee 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 INSURANCE: By signing and submitting a proposal under this solicitation, the applicant certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The applicant further certifies that the prime subgrantee and any subcontractors will maintain these insurance coverage during the entire term of the contract and

that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

8.18 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.

8.19 DRUG-FREE WORKPLACE: During the performance of this contract, the subgrantee agrees to (i) provide a drug-free workplace for the subgrantee'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 subgrantee'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 subgrantee that the subgrantee 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 whom 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.

8.20 NONDISCRIMINATION OF SUBGRANTEES: An applicant 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.

8.21 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.

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 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.

9.3 RENEWAL OF CONTRACT: This 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, and at a reasonable time (approximately 90 days) prior to the expiration.

9.4 IDENTIFICATION OF PROPOSAL ENVELOPE:

The signed Proposal Documents should be returned in an envelope or package, sealed and identified as follows:

FROM: _____

Name of Applicant	Due Date	Time
_____	_____	_____
Street Address/P.O. Box	RFP number	

City, State and Zip + 4		

TO: The envelope should be addressed as directed on the Cover Page of the solicitation.

The applicant takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the Proposal to be disqualified. Proposal documents may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other Proposals should be placed in the envelope.

9.5 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/2009_ameri_corps_provisions.pdf

SECTION 10 – METHOD OF PAYMENT

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

- 10.1** The Contractor shall 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.

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.

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.

Intermediary means an organization that agrees to assist other local organizations that might not have the ability to administer an AmeriCorps program on their own. Intermediaries for the purpose of this solicitation are defined as follows:

- Agree to place AmeriCorps members in three or more partner organizations;
- Submit letters of agreement detailing the mutual commitments of each organization;
- Establish partnerships that have not previously existed (encouraged, but not required).

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).

SECTION 12 – PROPOSAL PACKET

The following items are **NOT** contained in the eGrants proposal, and **MUST** be submitted to the address below by the proposal submission deadline:

- I. **Proposal Cover Sheet**
- II. **Budget Analysis Checklist**
- III. **W-9 Request For Taxpayer Identification Number (s) and Certification**
- IV. **Additional Documents (if applicable)**
 - a. **Program Evaluation**
 - b. **Labor Union Concurrence**
 - c. **Federally Approved Indirect Cost Rate Agreement**
 - d. **Letters of Agreement (applicable only for Intermediaries)**

Send to:

**Steve Whitman, Program Officer
Office on Volunteerism and Community Service
Virginia Department of Social Services
15th Floor, 801 East Main Street
Richmond, VA 23219-2901**

Proposal Cover Sheet

Virginia Department of Social Services

Office on Volunteerism and Community Service

15th Floor, 801 East Main Street – Richmond, VA 23219-2901

Request For Proposal (RFP) Number:

Applicant Information:			
Organization Legal Name			
Street Address/P.O. Box			
City, State, Zip + 4			
Telephone Number			
Fax Number			
Email Address			
Federal Employer Identification # (EIN)			
DUNS Number (see 4.2.3. – page 8)			
Title/Name of Project			
Contact Information: Reliable, immediate and dependable information for the individual to be contacted regarding this Proposal.			
Program Director's Name			
Program Director's Title			
Program Director's Telephone Number			
Program Director's Email Address			
Proposed Program Start Date			
Authorization:	To the best of my knowledge and belief, all data in this Proposal are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.		
Signature of Authorized Representative			
Name (print) of Authorized Representative			
Title of Authorized Representative			
Date Signed			

BUDGET ANALYSIS CHECKLIST

Below is a checklist to help you make certain that you submit an accurate budget narrative and budget that meets AmeriCorps requirements. Read the guidance in the right column when reviewing your budget worksheet and place a check in the left column with your response.

In Compliance?	Section I. Program Operating Costs
<input type="checkbox"/> Yes <input type="checkbox"/> No	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Brief position descriptions are provided for each staff member listed on the grant?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
<input type="checkbox"/> Yes <input type="checkbox"/> No	All single equipment items over \$5000 per unit are specifically listed?
<input type="checkbox"/> Yes <input type="checkbox"/> No	All single supply items over \$1000 per unit are specifically listed?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Justification/explanation of equipment items is included in the budget narrative?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have the instructions concerning service gear been followed? If a project chooses to purchase the standard service gear package, it should budget \$35.00 per member. If the project needs the collared-shirt, it should budget between \$35 and \$70 per member. The federal share can be up to \$150 per member for additional safety apparel that is necessary to perform daily service activities. You must include a justification for these additional items in the budget narrative.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all consultant services are budgeted below the maximum federal daily rate of \$540/day?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the budget reflect adequate budgeted costs for project evaluation?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all items in the budget narrative itemized and justified?
<input type="checkbox"/> Yes <input type="checkbox"/> No	You have included \$2,000 for travel to CNCS-sponsored meetings in the budget narrative? (plus \$750 for National Direct operating sites, if applicable)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you provided budgeted costs for background checks of members and grant-funded staff that will have recurring access to vulnerable populations (i.e., children, frail elderly, persons with disabilities).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the total amount of cash and/or in-kind derived from private, state and local, and federal funds stated in the narrative?

In Compliance?	Section II. Member Costs
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance as announced in the NOFA or NOFO and indicated in the budget instructions. Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement. Projects are not required to provide half-time members living allowances, but if they do, they must comply with the living allowance requirements listed in the budget instructions.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. The

	distribution should occur in equal increments that are not based on the specified number of hours served.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is FICA calculated correctly? All projects must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, projects must calculate FICA at 7.65% of the total amount of the living allowance.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Projects must check with your local State Department of Labor or State Commission to determine whether or not your project is required to pay worker's compensation and at what level (i.e., rate). Projects that are not required to pay worker's compensation need to provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Health care is provided for qualified full-time AmeriCorps members only (unless half-time serving for a sustained full-time period of time such as summer service)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own. If projects already carry minimum benefits at a reasonable cost, they may use existing policies to cover members. The federal share will not cover health care costs for family members. Is the total amount of cash derived from private and state and local funds stated in the narrative?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Match information is included?

In Compliance?	Section III. Administrative/Indirect Costs
<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant has chosen Option A – Corporation fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant has chosen Option B – federally approved indirect cost rate method and documentation on file? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.
<input type="checkbox"/> Yes <input type="checkbox"/> No	For all matching funds, the source(s), the type of contribution (cash or in-kind), the amount (or an estimate), and the intended purpose are clearly identified in the narrative. Is the total amount of cash and/or in-kind derived from private, state and local, and federal funds stated in the narrative?

W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (S) AND CERTIFICATION

Each person or organization doing business with the Commonwealth of Virginia must provide the following information. Please return this form in the enclosed envelope.

ORGANIZATION ENTITY:

Please provide reportable name where applicable.

- Original Submission
- Additional Address (see back of form)
- Address Correction

Check Only One:

- Individual
- Partnership
- Estate
- Sole Proprietor
- Governmental
- Other (Please Describe) _____
- Corporation
- Trust

Social Security Number _____ Employer Identification Number _____
and/or _____

ENTER THE FOLLOWING:

Legal Name _____

(Must match the Social Security Number, if applicable)

Trade Name _____

(Must match the Employer Identification Number, if applicable)

Payment Address: _____ IRS 1099 Form _____
Mailing Address: _____

DUNS # _____

Contact Person: _____ Phone Number: (____) _____ - _____

Please respond to the following: (see back of form for definitions)

- Are you a United States citizen? Yes No
- Is your organization tax exempt? Yes No
- Are you a Real Estate Agent? Yes No
- Are you a Minority-owned business? Yes No
- Are you a Woman-owned business? Yes No
- Are you a Small business? Yes No
- Are you a Faith-Based Organization? Yes No

If you are a Minority-owned business, please indicate the type of Minority:

- African American
- Hispanic American
- Native American
- Asian-Pacific American
- Sub-Continent Asian American
- Other Minority

Are you registered with the Department of Minority Business Enterprise? Yes No

If yes, enter certificate number: _____

Government Agencies, please respond to the following:

Are you (Please check one): Federal State Local

If you are considered Local, what is your FIPS code? _____

Certification: Under penalties of perjury, I certify that:

1. The number(s) shown on this form is my correct taxpayer identification number(s) (or I am waiting for a number to be issued to me).
 2. The organization entity and all other information provided is accurate.
 3. I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding because of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
 4. I am a U.S. person (including a U.S. resident alien).
- (You must cross out item (3) above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.)

Signature _____ Date _____

Additional Address

If you have more than one shipping address and/or Purchase Order Address please list these addresses on a separate sheet of paper and attach it to your W-9 form. Identify each type of address as shipping or Purchase Order address. Please include your DUNS number for each site. If you don't have a DUNS number you may obtain one by calling 1-888-814-1435.

Definitions:

- **Small Business** means a corporation, partnership, sole proprietorship or other legal entity formed for the purpose of making a profit, which is independently owned and operated, and has fewer than 100 employees or less than \$1,000,000 in annual gross receipts.
- **Woman-owned Business** means a business concern that is at least 51 percent owned by a non-ethnic woman or women (a woman minority is considered a minority) who are U.S. citizens and who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management of the business. "Ownership" in this context includes stock ownership. **(Please note that when reporting results, a business that is owned and operated by a minority woman will be reported as a minority-owned business and a business that is owned and operated by a non-minority woman will be reported as a woman-owned business.)**
- **Minority-owned Business** means any business concern that is at least 51 percent owned by a minority individual or individuals (who are U.S. citizens) who also control and operate it. "Control", "Operate" and "Ownership" have the same meanings as mentioned above. "Minority" includes African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent-Asian Americans, and other minorities. "Native Americans" include American Indians, Eskimos, Aleuts and Native Hawaiians. "Asian-Pacific Americans" include U.S. citizens whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Northern Marina Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia. "Subcontinent-Asian Americans" include U.S. citizens whose origins are in India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.
- **Faith Based Organizations: If you consider yourself a Faith Based Organization, please indicate on the front of the form in response to the question "Are you a Faith Based Organization".**
- **Department of Minority Business Enterprise:** If you have not registered with the Virginia Department of Minority Business Enterprise, please do so at your earliest convenience. Additional information may be obtained at their website, www.dmb.state.va.us.