



MISSOURI-SPECIFIC APPLICATION GUIDELINES



The **Missouri Community Service Commission (MCSC)** has developed guidelines to ensure that all AmeriCorps programs are of the highest quality and benefit to their communities, adhere to statutory provisions necessary to receive federal funds from the Corporation for National and Community Service (CNCS), and meet National Service goals. These guidelines contain information vital to understanding the fundamentals of AmeriCorps programs. CNCS's requirements are set forth in these guidelines, the Notice of Funding Opportunity (*NOFO*), and the AmeriCorps Regulations. The requirements apply to all programs that submit applications to States for funding.

TABLE OF CONTENTS

APPLICATION INSTRUCTIONS	3
OVERVIEW OF AMERICORPS	
The Granting Agencies	5
The AmeriCorps Program	5
ELIGIBILITY	
Eligible Entities	5
Ineligible Entities	6
FUNDING PRIORITIES	
CNCS Funding Priorities	6
MCSC Funding Priorities	6
THE GOALS OF AMERICORPS	
Focus Areas	6
Needs and Service Activities	7
Member Recruitment	8
Member Development	8
Support Services	9
Ethic of Service and Citizenship	9
Strengthening Communities through Volunteer Mobilization	9
Capacity Building and Sustainability	10
Community Involvement and Consultation	11
AMERICORPS GRANT REQUIREMENTS	
Grant Period	12
Grant Sizes, Restrictions, and Limitations	12
Match Requirements	12
Budget Instructions	13

National and Missouri-Specific Performance Measures	14
Accountability	14
Evaluation	15
Monitoring and Management Responsibilities	15
Program Models and Strategies	16
Federal Financial Management and Grant Administration Requirements	16
AMERICORPS MEMBER INFORMATION	
Member Eligibility	16
Terms of Service	17
Eligibility for Additional Terms of Service	17
AMERICORPS MEMBER BENEFITS	
Living Allowance	17
Child Care	18
Healthcare	18
Loan Forbearance	19
Eli Segal AmeriCorps Education Award	19
Reasonable Accommodation for Disabilities	19
AMERICORPS MEMBER MANAGEMENT	
AmeriCorps Member Release	20
Grievance Procedure	20
Prohibited Activities	20

APPLICATION INSTRUCTIONS

All applicants must comply with the deadlines, format limitations and applicable narrative and budget instructions to be considered for funding. The MCSC reserves the right to deduct points for each non-compliant incident and/or disqualify applicants who do not follow the guidelines set forth in this document. An extra point may be added for those applicants addressing focus and/or priority areas.

NOTE: Please do not attempt to enter your application into the eGrants system until you are notified by MCSC to do so.

****DEADLINE****

- AmeriCorps State Formula Applications must be submitted per the instructions below by **3:00 PM (CST) ON FRIDAY, FEBRUARY 28, 2014.**

FORMAT REQUIREMENTS

- Type the narratives in Times New Roman, 12-point font size.
- Double-space the narrative and use one-inch margins.
- Organize the narrative in the sequence outlined in the NOFO and Application Instructions.
- Label each narrative section.
- Adhere to the page limit designated in the NOFO (*15 pages, including the SF 424 Face Sheet*).

SUBMISSION REQUIREMENTS

- **New and Renewal (*Re-Compete*) Applicants:**
 - Submit **one, single-sided, unbound original AND eight (8) copies of the complete application.**
 - Also submit the narrative in Word format via email to linda.thompson@ded.mo.gov.
 - Submit all required application components as outlined in the CNCS Application Instructions.
- **Continuation Applicants:**
 - Submit **one, single-sided, unbound original** of your application.
 - Also submit the narrative in Word format via email to linda.thompson@ded.mo.gov.
 - The following application components should be submitted:
 - SF 424 Face Sheet
 - Continuation Changes (*narrative of proposed changes, justification of Member enrollment and retention, and corrective plan for any applicable compliance issues*)
 - Updated Performance Measures (*if applicable*)
 - Updated Budget
 - Evaluation Plan (*if not previously submitted*)
- **General Coversheet:** For all applicants, please include a general coversheet listing your Missouri Legislators (Senator and Representative). This information may be found using the “*Find Your Legislator*” tool at www.mo.gov/government/legislative-branch.
- **Supplemental Documents:** Submit Logic Model Worksheets, financial statements/audits and a recent evaluation and/or evaluation plan (if applicable). **Submit only one copy of**

these items with the original application. Additional materials submitted beyond the requirements set forth in these guidelines and the NOFO will not be reviewed nor returned.

Complete application packets must be submitted to the Missouri Community Service Commission at:

If submitted via USPS mail service:
Missouri Community Service Commission
P.O. Box 118
301 W. High Street, Room 770
Jefferson City, MO 65101-1517

If submitted via express/overnight delivery or in-person:
Missouri Community Service Commission
Harry S. Truman State Office Building
301 W. High Street, Room 770
Jefferson City, MO 65101-1517

NOTE: Facsimile and email versions of the application will not be accepted.

OVERVIEW OF AMERICORPS

The Granting Agencies

The Missouri Community Service Commission (MCSC) was created by the Missouri Legislature in 1994 in response to the National and Community Service Trust Act of 1993. The mission of the MCSC is to connect Missourians of all ages and backgrounds in an effort to improve unmet community needs through direct and tangible service. The MCSC serves as the administrator for AmeriCorps State funding in Missouri by awarding monetary grants and providing technical assistance and support to its sub-grantees.

The Corporation for National and Community Service (CNCS), established in 1993, is a federal agency that engages Americans in service through its core programs – Senior Corps, AmeriCorps, and the Social Innovation Fund. As the nation’s largest grant maker for service and volunteering, CNCS plays a critical role in strengthening America’s nonprofit sector and addressing our nation’s challenges through service.

The AmeriCorps Program

AmeriCorps, the domestic version of the Peace Corps, is a National Service program that engages Americans of all ages and backgrounds in team-based, results-driven service in the areas of disaster response, economic opportunity, education, environmental stewardship, healthy futures and veterans and military families.

AmeriCorps engages more than 80,000 Americans in intensive service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country. Since the program’s founding in 1994, more than 800,000 AmeriCorps Members have contributed more than 1 billion hours in service across America while tackling pressing problems and mobilizing millions of volunteers for the organizations they serve.

AmeriCorps programs do more than move communities forward. They serve their Members by providing pathways to opportunity for young people entering the workforce. AmeriCorps places thousands of young adults into intensive service positions where they learn valuable skills, earn money for education, and develop an appreciation for citizenship.

ELIGIBILITY

Eligible entities include:

- Public or private organizations registered as 501(c)3 entities with the Missouri Secretary of State’s Office including community and faith-based organizations
- State and local government agencies
- Missouri educational institutions

Note: Organizations requesting to operate a project in multiple states should apply directly to the Corporation for National & Community Service as an AmeriCorps National program. For more information, visit the CNCS website: www.nationalservice.org. Programs that fall under this category must consult with the MCSC and complete the Consultation Form. The form may be located at www.movolunteers.org/grants.htm and may be submitted to linda.thompson@ded.mo.gov.

Ineligible entities include:

- Organizations that have been convicted of a federal crime;
- Organizations described in Section 501(c)4 of the Internal Revenue Code of 1986, 26 U.S.C. § 501(c)4, that engage in lobbying activities.

FUNDING PRIORITIES

CNCS Funding Priorities

CNCS seeks to prioritize the investment of National Service resources in the following areas:

- Economic opportunity
- Education (*including the School Turnaround Initiative and programs that improve academic outcomes for children, youth and young adults*)
- Veterans and military families (*including the VetSuccess AmeriCorps Initiative*)
- Disaster services
- The Governor and Mayor Initiative
- Programs that engage opportunity youth (*the one in six young people, ages 16-24, who are disconnected from school or work for at least 6 months prior to service*)

Note: Please refer to Section I.E of the NOFO for details of CNCS funding priorities.

MCSC Funding Priorities

The MCSC has identified the following Missouri Funding Priorities for 2014:

- **REGIONAL:** Preference will be given to organizations that serve areas of Missouri currently un-served or underserved including:
 - **Bootheel Region:** including the counties of Carter, Ripley, Wayne, Stoddard, Scott, Butler, Mississippi, New Madrid, Pemiscot and Dunklin
 - **South Central Region:** including counties of Wright, Texas, Shannon, Douglas, Ozark, Howell and Oregon
 - **Counties North of the Missouri River**
- **FAITH-BASED ORGANIZATIONS:** Preference will be given to faith-based organizations. Today, more Americans volunteer through religious organizations than through any other type of organization. Accordingly, the MCSC is dedicated to ensuring faith-based organizations have the proper tools and resources needed to make Missouri's communities flourish.
- **SCHOOL DISTRICTS IN DANGER OF LOSING ACCREDITATION:** Preference will be given to organizations serving areas whose school districts have lost or are in danger of losing their accreditation.
- **VETERANS ORGANIZATIONS:** Preference will be given to organizations that serve veterans and military families.

THE GOALS OF AMERICORPS

Focus Areas

The MCSC is seeking to fund programs that can demonstrate community impact and solve community problems through an evidence-based or evidence-informed approach (*i.e.*

performance data, research, theory of change). The MCSC supports quality AmeriCorps programs that strengthen communities, develop an ethic of civic responsibility in those who participate, and help meet identified community needs through direct service in the areas of:

- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families

Note: Please refer to Section I.B of the NOFO for definitions of the Focus Areas.

Programs should provide opportunities for the community to define and solve its problems. Successful applicants are able to demonstrate that their program or the service(s) offered builds the capacity of qualified organizations to meet community needs and provides a benefit that the community values.

AmeriCorps provides a variety of specific and identifiable services to communities. For example, a program may use AmeriCorps Members to organize volunteers to renovate low-income housing or build a playground in a vacant lot, or a program may engage Members in human service projects such as tutoring or mentoring and recruit local volunteers to do so. Members may clean up streams or restore urban parks alongside community residents. AmeriCorps Members may help recruit, support, and manage community volunteers who support homeland security. Members may perform a **limited** amount of activities to enhance the capacity of qualified organizations in which they serve to meet community needs, including raising funds for approved projects, conducting research to maximize the impact of the organization, and providing support to staff in carrying out critical functions. Successful applicants are able to demonstrate the relationship of the proposed activity with AmeriCorps Members to the objectives the program hopes to accomplish.

Needs and Service Activities

AmeriCorps programs provide a variety of specific and identifiable services that address community needs. In the past, performing direct service activities such as tutoring children, building houses, or delivering meals to homebound seniors have been the primary focus of AmeriCorps Members' service. However, AmeriCorps is now increasing its emphasis on capacity building activities such as volunteer recruitment and management, which also play an important role in addressing community needs and ensuring the sustainability of activities that AmeriCorps supports. Direct service and capacity building activities are both integral strategies for effective National Service programs.

Activities that do not provide a direct benefit to the community, such as clerical work or research, may not be performed unless they are in support of a direct or capacity building service. Such activities may not be the primary activity of a National Service program. For example, a team whose project involves providing meals, transportation, and health services to the homebound may need to conduct a door-to-door survey of community residents to help locate those in need of services. If they or volunteers they recruit and manage then go on to provide those services, this kind of research would be an appropriate activity for the team.

Member Recruitment

Successful applicants are responsible for recruiting AmeriCorps Members. The Corporation for National and Community Service, in its effort to maximize opportunities for Americans to participate in National Service, has developed an online recruitment system (*My AmeriCorps Portal*) to assist grantees. It is strongly recommended that grantees utilize this online tool to list service opportunities and to supplement recruitment efforts.

Programs build strong communities when they engage Members and staff from various backgrounds in common service. Programs should actively seek to recruit Members and staff from the communities where the project operates as well as men and women of various faiths, races, ethnicities, education levels, socioeconomic backgrounds, and physical and mental abilities. In assessing whether your program meets this criterion, the MCSC will take into account program objectives that may require Members and staff who share specific characteristics or backgrounds. However, please note that your program cannot violate the non-discrimination, non-duplication, and non-displacement rules that govern Member and staff selection.

Member Development

One of the goals of AmeriCorps is to expand opportunities, helping those who help America. Through their service, Members develop additional skills, gain valuable experience and receive education awards to apply to post-secondary education or to repay qualified student loans. To help ensure that Members are prepared for and benefit from their service, applicants are required to have a plan for Member training in their applications. Applicants should address elements such as citizenship training, skills training related to service activities, leadership opportunities, and other training/opportunities necessary for the program to have a positive impact on the Members. Much of the training is achieved through service learning principles. Training should reflect the unique nature of the program and be appropriate for the age(s), skill level(s), and other differences in the backgrounds and abilities of the Members.

The experiences of local programs across the country verify that successful Member development depends upon proper supervision, training, and education. Successful applicants will be those that provide Members with the supervision, training, skills, and knowledge needed to perform their tasks. Members should receive background information on the community in which they are serving to help them understand the community's need for a specific service or project. Additionally, Members should receive the basic skills and technical information related to their direct service activities.

Programs must provide training and use the service experience to help Members acquire the knowledge, skills and attitudes needed to be actively engaged citizens of communities – local, state, and national. Specifically, programs should adopt citizenship goals for their Members that include:

- Exploring their community and the people, processes, and institutions most effective in improving community conditions;
- Enhancing their ability to plan effective service projects that respond to real community needs;

- Developing the social, cultural, and analytical skills necessary to effectively engage in their communities; and
- Fostering positive attitudes towards a lifelong ethic of service.

Programs are strongly encouraged to build Member leadership capacity by providing opportunities for Members to coordinate activities, recruit volunteers, and serve in team leader capacities within their programs. ***Please note that Members may not be assigned as supervisors of other National Service participants.*** Through these leadership opportunities, Members should have new or further developed life and/or employment skills. Applicants may address leadership opportunities in either the Program Design section or the Member development objectives in the application.

Support Services

The National and Community Service legislation requires that programs support Members who are school dropouts in earning the equivalent of a high school diploma. Programs must provide support services that help AmeriCorps Members who: 1) are completing a term of service to make the transition to other education and/or career opportunities and 2) have not completed their secondary education to earn the equivalent of a high school diploma.

Ethic of Service and Citizenship

Service builds civic responsibility and enables participants to practice responsible citizenship. It helps youth make the transition into adulthood. Through service, AmeriCorps enables Members to see themselves as problem-solvers, not problems; to become leaders, not just followers; and to take personal responsibility. Programs should incorporate structured opportunities for Members to reflect on their service experiences and may employ service learning or other education methods in order to develop Members' lifelong ethic of service. Because voting is an important component of both citizenship and a service ethic, every program should encourage, in a non-partisan manner, each Member who is eligible to register to vote and exercise their right to vote.

Strengthening Communities through Volunteer Mobilization

AmeriCorps strengthens communities by involving citizens directly in addressing community needs. AmeriCorps Members help bring together individuals and groups from various backgrounds to cooperate in achieving constructing change and to solve critical community problems.

A fundamental purpose of AmeriCorps is to help recruit, support, and manage the vast networks of volunteers that meet community needs. By creating volunteer opportunities and helping organizations to effectively engage volunteers, AmeriCorps programs multiply their impact, build organizational capacity, and support the development of sustainable programs. Volunteering also provides an ideal opportunity to bring together people of many racial, ethnic, religious, and socioeconomic backgrounds around a common goal and to foster active citizenship.

With the President's call for all Americans to participate in our nation's recovery and renewal by serving in our communities, AmeriCorps has made volunteer mobilization a major focus of its efforts. Accordingly, applicants must address how their AmeriCorps program will effectively

engage and support volunteers in meeting community needs. Programs can deploy AmeriCorps Members in a wide variety of ways to support volunteer mobilization including:

- Enlisting, training, and/or coordinating volunteers;
- Developing effective volunteer management systems that include clear position descriptions, screening techniques, or volunteer policy and procedure manuals;
- Promoting volunteer retention through planning recognition events or providing ongoing support and follow-up to ensure that volunteers have a high quality experience; and
- Organize outreach opportunities to encourage individuals and communities to engage in volunteerism.

Note: Volunteer mobilization activities must be documented and reported on a quarterly basis.

The applicant has flexibility in determining the best approach to promoting the effective involvement of volunteers. The program may decide that either a portion of all Members' time will be dedicated to volunteer mobilization or that a few Members will be entirely devoted to volunteer recruitment and support. The following are examples:

- AmeriCorps Members in a mentoring program engage youth in service learning projects that provide students with community service experience.
- AmeriCorps Members in a tutoring program recruit volunteers to read with students once a week so the program may extend its reach to additional students.
- An AmeriCorps program designates a small number of Members as Volunteer Leaders who solely focus their efforts on the recruitment and support of volunteers.
- An AmeriCorps program dedicates its entire Corps to serving as Volunteer Coordinators at various local host sites to assist these organizations in recruiting, screening, training, and managing volunteers.

The core expectation is that volunteers must be engaged in ways that support the mission of the organization being served and enhance any direct service goals of the AmeriCorps program. Volunteer mobilization is not intended to replace direct service activities, which continue to be an integral part of AmeriCorps programs. However, AmeriCorps programs must have a component that includes volunteer recruitment and support to strengthen communities by building the capacity of organizations to meet community needs.

Capacity Building and Sustainability

Effective capacity building is a process that enhances the mission, strategy, skills, and culture, as well as systems, infrastructure, and human resources of an organization. Often organizations view capacity building as only technical assistance, such as improving systems, infrastructure, and/or human resource functions. However, it also refers to an organization's relationship with other organizations, people, and institutions that can provide critical information and resources that lead to the sustainability of the organization and its programs.

Capacity building is important as it is a process that helps an organization gain greater independence and sustainability. Program staff has a vital role in ensuring success with an organization's capacity to effectively manage a National Service program. **In MCSC's experience, programs should have at least one staff member who spends a minimum of 50% of his/her time in direct support of the project.**

AmeriCorps Members may also assist sub-grantee organizations in capacity building activities through the following examples:

- Recruiting and managing volunteers;
- Raising/securing funds to support service activities (*i.e. a team of tutors may solicit donations for a recognition event for tutees*). **Note: AmeriCorps Members may not raise funds for their living allowances, activities outside of their program, or other partners/organizations;**
- Writing training manuals to instruct the public on disaster preparedness; or
- Conducting outreach activities to expand the number of beneficiaries served by a qualified organization.

The CNCS views AmeriCorps programs as investments expected to yield a set of self-sustaining activities over time. An organization is achieving its sustainability goals if the activities supported enhance the capacity of the organization to meet community needs beyond the life of CNCS funding. Some examples of sustainability include:

- **Earned Income:** Organizations that diversify revenue sources for national and community service programs by generating income through fees or other kinds of earnings, consistent with OMB rules on project income, and use the revenue to meet match requirements and/or program expenses.
- **Other Public (*State/Local*) and Private Funding:** Organizations that diversify revenue sources for national and community service programs by building relationships with other public and private funding organizations (*i.e. local/state government, businesses, community/national foundations*) and obtaining support in the form of cash or in-kind contributions.
- **Program Quality and Efficiency:** Organizations that, given flat or declining levels of federal support, demonstrate an increased level of productivity and more efficient means by which services are delivered (*i.e. reduced overhead costs*).
- **Volunteer Mobilization:** Organizations that recruit large numbers of volunteers to conduct a wider range of national and community service activities or establish relationships with corporations who commit their employees as volunteers on an on-going basis for an extended period of time.
- **Sustained Activities:** Organizations that have collaborated with numerous partners and those partners agree to divide the national and community service activities among themselves so the services may continue given the absence of CNCS funding.

In order to ensure sustainability, applicants must include a plan that specifies how the organization intends to improve capacity, move towards sustainability, and ensure that national and community service activities can continue in the absence of CNCS support.

Community Involvement and Consultation

Local engagement in service efforts is vital to the development of high-quality service programs that sustain and build communities. Successful programs use extensive, broad-based local input to design, implement, and evaluate their projects. This includes consultation with:

- Representatives from the communities in which the program serves;
- Current Members or Alumni of the program; and

- Appropriate community agencies, businesses, state/local government agencies, and/or other service sponsors.

Bringing various organizations and people together to accomplish a common goal mobilizes community resources. Partnerships provide opportunities for programs to collaborate, share best practices and contribute resources. The full range of American associations -- civic, education, religious, social service, labor, and business -- should use National Service as an opportunity to join together in the common effort of service.

AMERICORPS GRANT REQUIREMENTS

The following pages outline the requirements for administering an AmeriCorps program. All applicants need to understand that the requirements outlined in this section are conditions of AmeriCorps funding.

Grant Period

Unless otherwise specified, the grant generally covers a 3-year project period. **Applications should include proposed activities and a detailed budget for the proposed year of operation (1-year period).** Funding for the remaining years of an approved program is contingent upon:

- Satisfactory progress towards approved objectives;
- Demonstrated capacity to manage the grant;
- Compliance with grant requirements;
- Agency priorities;
- Availability of appropriated funds; and
- Any additional criteria established in the award agreement.

Grant Sizes, Restrictions, and Limitations

Each State Commission is allocated funds using a population-based formula to fund AmeriCorps projects within that state. Applications under this process compete for funding against both existing and new projects across the State of Missouri. The MCSC selects programs for funding based on the scores and recommendations of the Commission's Review Committee.

There is a minimum of 5 Member Service Years (MSYs) for all programs and a maximum applicable to new programs of 10 MSYs. The maximum of 10 MSYs for new programs only pertains to the first year of the 3-year grant cycle. *(Note: 1 MSY = 1 full-time Member)*

The maximum amount a new program may request is **\$133,000**. The maximum amount an existing program may request is **\$300,000**. *(This ceiling has been set due to sequestration. If funding levels are restored, programs may be eligible to apply for additional funding.)*

Match Requirements

Applicants are required to match CNCS funds from the private sector (*i.e. corporations, foundations, individuals, etc.*) or non-CNCS federal funds if permitted by the rules governing the non-CNCS federal funds. The following requirements apply:

- The match for Member support costs must be in non-federal cash.

- The match for operating costs may be in cash (*non-CNCS federal funds or private sector funds*) or in-kind contributions.

For Professional Corps Program, the living allowance or salary provided to AmeriCorps Members does not count toward the match requirement.

The match requirements are as follows:

	Years 1-3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Minimum Overall Share	24%	26%	30%	34%	38%	42%	46%	50%

Alternative Match Waiver: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50%. To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in Attachment J of the CNCS Application Instructions. Requests should be submitted to the MCSC.

Budget Instructions

The following are the Missouri-specific requirements for AmeriCorps State Formula applications:

- **Administrative Costs (Section III):** Applicants **MUST** include an additional 5% of the overall federal share as a separate Administrative Cost line item.
 - Approximately 4% is included as the program’s CNCS Fixed Costs and the remaining 1% is for the Commission Fixed Costs.
 - Details of the cost equation are included in Section III.A of the CNCS Application Instructions.
 - *Note: Organizations with a Federally Approved Indirect Cost Rate are exempt from the 1% Commission Fixed Cost requirement. Documentation verifying a Federally Approved Indirect Cost Rate must be submitted to the MCSC.*
- **Cost per MSY:** The cost per MSY is calculated by dividing the federal funds requested by the number of MSYs requested. **The cost per MSY is not to exceed \$13,300.**
 - Applicants proposing less than full-time Members (*half-time, quarter-time, minimum-time w/o a living allowance*) should have a cost per MSY less than \$13,300.
 - Applicants proposing programs including Members receiving Federal Work Study funds for all or any portion of their service hours must include all Federal Work Study funds in the cost per Member calculation.
- **Statewide Meetings/Training Events:** All project budgets should include funds necessary for Member and staff travel to statewide meetings and events.
- **National Conference:** All project budgets should include a minimum of \$1,500 per staff person to attend the National Conference on Volunteerism and Service.

Note: For detailed budget instructions, refer to the Budget Instructions (Attachment D) and Budget Worksheet (Attachment E) of the CNCS Application Instructions.

National and Missouri-Specific Performance Measures

The Serve America Act (SAA) places an emphasis on measuring the impact of service and focusing on a core set of issue areas. The CNCS established an ambitious set of objectives that support the mission and goals to implement the SAA. These strategic goals guided the development of 16 agency-wide Priority Performance Measures. **National Performance Measures** allow CNCS to demonstrate aggregated impact of all its National Service programs. They are divided into two categories: Priority Measures and Complementary Program Measures. **Programs are strongly encouraged to use the National Performance Measures.** If the program's focus area does not relate to a National Performance Measure, the program has the option of creating its own performance measures.

Note: For definitions and additional information on National Performance Measures, please refer to Section IX of the NOFO or visit www.nationalserviceresources.org/national-performance-measures/home.

Successful applicants will be those who have clear performance measurements. Programs are likely to have multiple performance measures. The application must include aligned performance measures. Aligned performance measures include:

- An output (*the quantitative value of service provided*)
- At least one intermediate outcome (*an accomplishment as a byproduct of the output, qualitative value*)

For example, a tutoring program may have an output of the number of students who successfully complete the program and two intermediate outcomes of the number of students who 1) improved academic performance as a result of participation in the program and 2) improved school attendance as a result of participation in the program.

In addition to the CNCS performance measures, the MCSC requires programs to include five (5) additional MO-specific performance measures as follows:

1. 100% of Members will receive First Aid certification.
2. 100% of Members will receive CPR certification.
3. 100% of Members will receive Citizenship Training.
4. 75% of Members will receive Emergency Response/Disaster Preparedness Training.
5. A minimum of five (5) volunteers per MSY will be recruited.

MO-specific performance measures are set by the MCSC and are not to be included in the CNCS grant application.

Please note that if your organization is selected for funding, the MCSC will work with you to hone performance measures and will take into account your program's record of meeting such performance measures for future funding.

Accountability

Each program should develop a system that allows for the effective tracking and evaluation of program activities and progress towards performance measures. If your application is funded, you will be required to:

- Collect and document (*via hard copy or electronic file*) data to demonstrate progress towards achieving performance measures;

- Report on progress towards achieving performance measures on a quarterly basis;
- Describe how progress report indicators will be used to manage operational changes and program improvements; and
- Report on operational changes and program improvements resulting from “lessons learned.”

In addition to the previously mentioned requirements, programs will also be expected to report on the following:

- Numbers of beneficiaries served;
- Number of hours served in each service activity;
- Demographics of beneficiaries;
- Output and intermediate outcome data;
- Quantitative and qualitative data;
- Training provided to AmeriCorps Members; and
- Number of volunteers generated.

Evaluation

Evaluations are in-depth, scientifically-based efforts to measure the impact of the program and assess the effectiveness of programs. Impact may be measured by comparing outcomes of those receiving services to those not receiving service. For example, a tutoring program may compare the reading ability over time of 3rd-grade students involved in the program to 3rd-grade students not participating in the program.

New applicants are not required to submit an evaluation plan or summary. Existing programs (continuations/renewals) are required to submit an evaluation plan and/or summary (as applicable). If an existing program does not submit an evaluation plan or summary, the MCSC reserves the right to not consider the application.

Note: Refer to Section V.5 of the NOFO for further guidance on evaluation requirements.

Monitoring and Management Responsibilities

If you are approved for an AmeriCorps grant, you are responsible for managing day-to-day operations of the grant and sub-grant-supported activities to ensure you are in compliance with applicable federal requirements and you achieve performance goals. Monitoring must cover each program function and activity. You are responsible for ensuring program quality and impact on the communities being served. Organizations face many challenges in administering AmeriCorps programs. Certain program models may make monitoring and program management a particular challenge for organizations. These include individual placements, programs that are spread out geographically, and programs that attempt to address many issue areas at once. If your program design includes one of these challenges, you should address it specifically in your application and provide specific strategies for monitoring and management. Strategies may include:

- Recruiting Members who can serve independently;
- Providing appropriate orientation, ongoing training, and a means of regular communication;
- Selecting strong host sites and ensuring strong support from direct supervision of Members; and
- Narrowing the range of tasks Members perform to make monitoring easier.

Program Models and Strategies

Applicants have a great deal of flexibility in designing programs that will best achieve the impacts sought by CNCS, develop the lifelong service ethic and skills of Members, strengthen nonprofit organizations, and address community needs. Programs may assign individual Members to a project site or organize Members in team-based service assignments. Similarly, programs may determine whether a full-time or part-time schedule is more appropriate to achieve program goals. The regulations provide a list of program types that illustrate the range of existing National Service programs. (*Reference: 45 C.F.R., Chapter XXV, Section 2522.110*)

Note: Refer to 45 C.F.R., Chapter XXV, Section 2522.110 for a full list of example program models.

Federal Financial Management and Grant Administration Requirements

As with all federal grant programs, it is the responsibility of each AmeriCorps program to ensure appropriate stewardship of federal funds entrusted to them. Under the CNCS's regulations, all programs must maintain financial management systems that provide accurate, complete, and current disclosure of the financial results of the AmeriCorps program. To meet this requirement, programs must have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. Recent revisions to the Single Audit Act and OMB Circular A-133 require all organizations to have financial audits if they annually expend \$750,000 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.

All activities must be conducted, and facilities operated, in compliance with the applicable civil rights statutes and their implementing regulations. For civil rights purposes, all programs funded or receiving AmeriCorps Members under the National and Community Service Act, as amended, are programs or activities receiving federal financial assistance. By federal statute and regulation, a person, including Members, service recipients, or program staff, may not, on the grounds of race, color, national origin, sex, age, political affiliation, disabilities (for otherwise qualified individuals with disabilities), or in most cases religion, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual arrangements, under any program or activities receiving federal financial assistance. By Corporation for National and Community Service policy, participation in the Corporation's programs and projects will be based on merit and equal opportunity for all, without regard to factors such as sexual orientation, marital or parental status, military service, or religious, community, or social affiliations, in addition to the statutory grounds.

AMERICORPS MEMBER INFORMATION

Member Eligibility

An eligible Member is an individual:

- Who is a U.S. citizen, U.S. national, or lawful permanent resident alien of the U.S.;
- Who is at least 17 years of age at the commencement of service, unless the Member is out of school and enrolled in a full-time, year-round youth corps or full-time summer program as defined in the Act [42 U.S.C. § 12572 (a)(3)(B)(x)], in which case s/he must be between the ages of 16 and 25, inclusive; and

- Who 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 begin a term of service 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 grantee to be incapable of obtaining a high school diploma or its equivalent.

Terms of Service

Programs may engage Members on a full-time or part-time basis. No Member can serve less than 300 hours during a one-year period. The following chart outlines the terms of service:

Term of Service	Minimum Number of Hours
Full-Time	1700
Half-Time	900
Reduced Half-Time	675
Quarter-Time	450
Minimum-Time	300

Eligibility for Additional Terms of Service

An individual may serve up to 4 terms of service with an AmeriCorps State program. Please note that an unsuccessful or incomplete term of service counts as a term of service for these purposes. While Members may, in some cases, serve more than one term, mere eligibility for an additional term of service does not guarantee selection or placement. A Member’s eligibility for a subsequent term of service must be based on, at the minimum, a mid-term and/or end-of-term evaluation of the Member’s performance that demonstrates:

1. Completion of the required number of hours;
2. Satisfactory completion of assignments, tasks or projects; and
3. Satisfactory completion of performance criteria clearly communicated to the Member both orally and in writing at the beginning of the term of service.

AMERICORPS MEMBER BENEFITS

Living Allowance

Generally, all AmeriCorps programs must provide a living allowance as specified in the chart below. The living allowance is not a wage and must not be paid on an hourly basis. Programs should pay the living allowance in regular increments, such as weekly or bi-weekly. Payments should not fluctuate based on the number of hours served in a particular time period and must cease when the Member’s service ceases. The living allowance is considered taxable for FICA and income tax.

Term of Service	Minimum # of Hours	Minimum Living Allowance	Maximum Living Allowance
Full-Time	1700	\$12,100	\$24,200
Half-Time	900	N/A	\$12,800

Reduced Half-Time	675	N/A	\$9,600
Quarter-Time	450	N/A	\$6,400
Minimum-Time	300	N/A	\$4,260

Child Care

AmeriCorps programs must make child care available to any full-time Member eligible for and in need of such assistance to participate in the program. The CNCS will provide for child care payments through an outside contractor. Information related to Member eligibility, provider eligibility and the child care allowance is contained in 45 C.F.R. § 2522.250. If Members are accepted into a program and are receiving (and continue to receive) child care assistance from other sources, they are ineligible for child care from the program. If a Member becomes ineligible for the other sources of child care assistance because of their enrollment in the program or the Member certifies that s/he needs child care to participate in the program, child care must be provided.

Healthcare

Except for EAPs, Professional Corps, or Members covered under a collective bargaining agreement, the program must provide or make available healthcare insurance to those Members serving a 1700-hour full-time term who are not otherwise covered by a healthcare policy at the time the Member begins his/her term of service. The grantee must also provide or make available healthcare insurance to Members serving a 1700-hour full-time term who lose coverage during their term of service as a result of service or through no deliberate act of their own. CNCS will not cover healthcare costs for dependent coverage.

Less-than-full-time Members who are serving in a full-time capacity for a sustained period of time (e.g. a full-time summer project) are eligible for healthcare benefits. Programs may provide health insurance to less-than-full-time Members serving in a full-time capacity, but they are not required to do so.

When required to provide healthcare insurance coverage, the program may obtain healthcare from any provider. Coverage provided by the sub-grantee must be provided for a period of no more than 364 days, and cannot be renewed or extended beyond that period. Coverage must include the following minimum benefits:

- a) Physician services for illness or injury
- b) Hospital room and board
- c) Emergency room
- d) X-ray and laboratory
- e) Prescription drugs
- f) Limited mental/nervous disorders
- g) Limited substance abuse coverage
- h) An annual deductible of no more than \$250 charges per Member
- i) No more than \$1,000 total annual out-of-pocket per Member
- j) A 20% co-pay or a comparable fixed fee with the exception of a 50% co-pay for mental and substance abuse care
- k) A maximum benefit of at least \$50,000 per occurrence or cause

Loan Forbearance

Members who have outstanding qualified student loans may be eligible to receive forbearance on loan payments during their term of service. Loan forbearance must be requested through the loan holder using the applicable National Service Trust forms. Upon a Member’s successful completion of the term of service, the CNCS will make payments for interest that accrued during the period of forbearance. Full-time Members may receive full interest accrual payment to the loan holder while half-time Members may receive a pro-rated interest accrual payment. The interest accrual payments are considered taxable income for the year in which payments are made.

Eli Segal AmeriCorps Education Award

An AmeriCorps Member who successfully completes a term of service will receive an education award. A Member may earn up to the value of 2 full-time education awards. The education award may be used up to 7 years from the completion of the term of service to pay for any combination of the costs of attendance to a qualified institution of higher education, the costs of approved school-to-work programs, or the costs of repaying qualified student loans. The education award is considered taxable income for the year in which it is used. A Member who does not successfully complete the term of service is not eligible to receive an education award.

The following chart shows the relationship between the term of service and the education award amount:

Term of Service	Minimum # of Hours	FY2014 Education Award
Full-Time	1700	\$5,645
Half-Time	900	\$2,822
Reduced Half-Time	675	\$2,150
Quarter-Time	450	\$1,493
Minimum-Time	300	\$1,195

Reasonable Accommodation for Disabilities

Increasing the participation of people with disabilities in National Service is of key interest to the CNCS. We encourage all AmeriCorps programs to actively reach out to and include people with disabilities. Programs and activities must be accessible to persons with disabilities, and programs must provide reasonable accommodation, including auxiliary aids and services, to known mental or physical disabilities of otherwise qualified Members, service recipients, applicants, and program staff. All selection and project assignments must be made without regard to the need to provide reasonable accommodation. The vast majority of accommodations are inexpensive. In most cases, programs are responsible for costs of accommodation. Only under extenuating circumstances can programs apply to the MCSC for limited additional funds to provide reasonable accommodations for Members serving in an AmeriCorps program (based on the availability of funding).

Note: For more information on reasonable accommodation and the definition of a qualified individual with a disability, see the Americans with Disabilities Act of 1990 (42 U.S.C. 12111(8)).

AMERICORPS MEMBER MANAGEMENT

AmeriCorps Member Release

Programs may release Members for two reasons:

1. A compelling personal circumstance beyond the individual Member's control, as determined by the program (with strict adherence to national guidance); or
2. For cause, as defined in the National and Community Service Act of 1990, as amended, and the CNCS regulations.

Programs must establish written guidelines, to be incorporated into the Member Contract, that explain the circumstances under which Members will be released for cause. In addition to the circumstances mandated by law, programs may include in the guidelines their own reasons for releasing Members for cause.

Grievance Procedure

Programs must establish a grievance procedure for Members who believe they have been wrongly released for cause and for other grievances expressed by Members or other interested parties. The procedures must include an opportunity for hearing and binding arbitration within the statutory deadlines. Additionally, programs are encouraged to establish an alternative dispute resolution procedure, such as mediation. A model grievance procedure designed by the CNCS is available for program use for successful applicants.

Prohibited Service Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and Members may not engage in the following activities (*see 45 CFR § 2520.65*):

- a) Attempting to influence legislation;
- b) Organizing or engaging in protests, petitions, boycotts, or strikes;
- c) Assisting, promoting, or deterring union organizing;
- d) Impairing existing contracts for services or collective bargaining agreements;
- e) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h) Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall

be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;

- i) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j) Providing abortion services or referrals for receipt of such services; and
- k) Such other activities as CNCS may prohibit.

AmeriCorps Members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.