

# MISSOURI-SPECIFIC APPLICATION GUIDELINES

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## **APPLICATION INSTRUCTIONS**

All applicants must comply with the deadlines, format limitations, and applicable narrative, performance measurement and budget instructions to be considered for funding. These instructions are meant to supplement the NOFO as written by the CNCS. Successful applicants will thoroughly review the Missouri Specific instructions, the NOFO, and all other accompanying Application Instructions, Glossary, and Performance Measures document. The Funding Announcement, Glossary and Application Instructions are available at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2015/ameri-corps-state-and-national-grants-fy-2015>.

The Missouri Community Service Commission (MCSC) Review Committee determines the point allocation for the application and 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. Applicants should acknowledge that the point assignments included in the CNCS NOFO apply to competitive and National Direct applicants.

The MCSC Review Committee will assess the entire application. Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used by the MCSC Review Committee in making final recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for additional information in a timely fashion will result in the removal of applications from consideration.

**NOTE: Do not attempt to enter your application into the eGrants system until instructed by the MCSC to do so.**

Complete application packets must be submitted to MCSC:

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.**

### **Deadline**

- AmeriCorps State Formula Applications must be submitted per the instructions below **by 3:00 PM (Central Time) on Monday, March 2, 2015**.
- Applications received after the deadline will not be considered for funding for the 2015-2016 grant year.
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### **Format**

- Type the narratives in Times New Roman, 12-point font size (See page 18 for example);

- Double-space the narrative and use one-inch margins (See page 18 for example);
- Organize the narrative in the sequence outlined in the NOFO;
- Label each narrative section;
- Adhere to the page limit designated in the NOFO (15 pages for the narrative, 18 pages for multi-focus intermediaries) including the Executive Summary and Coversheet. This limit does not include the narrative portion of the evaluation plan, the logic model, budget, performance measures, or the supplementary materials, if applicable.

## **Submission Requirements**

### ***All applicants must submit:***

- A completed coversheet, which can be found at [www.movolunteers.org](http://www.movolunteers.org);
- A completed Application Checklist, which can be found at [www.movolunteers.org](http://www.movolunteers.org); AND
- Appropriate supplemental documents including:
  - Logic model
  - Financial statements/audits
  - Financial Management Survey, which can be found at [www.movolunteers.org](http://www.movolunteers.org)
  - Recent evaluation and/or evaluation plan (if applicable)
  - Resources supporting strong or moderate evidence base (if applicable)
  - MOAs, MOUs, or letters of support from 2-3 significant community partners (if applicable).

**NOTE: Submit only one copy of the supplemental documents with the original application. MCSC will neither review nor return additional materials submitted beyond the requirements set forth in these guidelines and the NOFO.**

### ***New and Re-Compete Applicants:***

- Submit one, single-sided, unbound original application;
- Submit seven (7) copies of the complete application;
- Submit the narrative in Word format via email to [don.stamper@ded.mo.gov](mailto:don.stamper@ded.mo.gov);
- Submit your budget; AND
- Submit your completed performance measures worksheet(s).

**NOTE: Copying services are not available at the MCSC Office.**

### ***Continuation Applicants:***

- Submit one, single-sided, unbound original of your continuation application, which includes:
  - Description of proposed changes
  - Justification of Member enrollment and retention
  - Corrective action plan for any applicable compliance issues;
- Submit the narrative in Word format via email to [don.stamper@ded.mo.gov](mailto:don.stamper@ded.mo.gov);
- Submit an updated budget;
- Submit updated performance measures (if applicable); AND
- Submit your Evaluation Plan (if not previously submitted).

## **OVERVIEW OF AMERICORPS**

### **The Granting Agencies**

#### ***Missouri Community Service Commission (MCSC)***

The 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, the CNCS 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, the CNCS plays a critical role in strengthening America’s nonprofit sector and addressing our nation’s challenges through service.

### **The AmeriCorps Program**

AmeriCorps, often referred to as “the domestic version of the Peace Corps”, is a National Service program that engages Americans of all ages and backgrounds in 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 900,000 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. AmeriCorps places thousands of individuals into intensive service positions where they learn valuable skills, earn money for education, and develop an appreciation for citizenship.

### **Eligibility**

#### ***Eligible entities***

- Public or private organizations registered as 501(c)3, including faith-based and community organizations;
- State and local government agencies;
- Missouri educational institutions (state, local and higher education);

#### ***Ineligible entities***

- 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.

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](http://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](http://www.movolunteers.org/grants.htm) and may be submitted to [don.stamper@ded.mo.gov](mailto:don.stamper@ded.mo.gov).

## Focus Areas

The MCSC seeks to fund programs that can demonstrate community impact and solve community problems through an evidence-based or evidence-informed approach. The MCSC supports quality AmeriCorps programs that 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

## Funding Priorities

### ***CNCS Funding Priorities***

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

- **Disaster Services**-improving community resiliency through disaster preparation, response, recovery, and mitigation
- **Economic Opportunity**-increasing economic opportunities for communities, specifically opportunity youth, both as the population served and as AmeriCorps Members
- **Education**-improving student academic performance including STEM
- **Environment**-21<sup>st</sup> Century Service Corps
- **Veterans and Military Families**-positively impacting the quality of life of veterans and improving military family strength
- **Governor and Mayor Initiatives**
- Programming that supports **My Brother's Keeper**
- **Multi-focus intermediaries** that demonstrate measureable impact and primarily serve communities with limited resources and original infrastructure i.e. rural and other underserved communities

**Note: Please refer to the Glossary for more information at: <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2015/ameri-corps-state-and-national-grants-fy-2015>.**

In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

### ***MCSC Funding Priorities***

The MCSC has identified the following Missouri Funding Priorities for 2015:

- Regional: Preference will be given to organizations that serve areas of Missouri currently unserved or underserved including:
  - Bootheel Region: including the counties of Butler, Carter, Dunklin, Mississippi, New Madrid, Pemiscot, Ripley, Scott, Stoddard, and Wayne;
  - South Central Region: including counties of Douglas, Howell, Oregon, Ozark, Shannon, Texas, and Wright; and
  - 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.
- Veteran Organizations: Preference will be given to organizations that serve veterans and military families.

## **THE GOALS OF AMERICORPS**

The following pages outline the goals of the AmeriCorps program. All applicants should understand the goals outlined in this section and address their ability to meet the goals in relevant sections of their application.

### **Strengthening Communities through Volunteer Mobilization**

AmeriCorps strengthens communities by involving citizens directly in addressing community needs. A fundamental purpose of AmeriCorps is to help recruit, support, and manage the vast networks of volunteers that meet community needs. Effective AmeriCorps programs 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.**

Each program has flexibility in determining the best approach to promoting the effective involvement of volunteers. They 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.

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. Capacity building helps an organization gain greater independence and sustainability. Program staff members have a vital role in ensuring an organization's success 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 organizations in capacity building activities through the following examples:

- Recruiting and managing volunteers;
- 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.

Members may perform a limited amount of activities to enhance the capacity of qualified organizations in which they serve to meet community needs. Successful programs are able to demonstrate the relationship of the proposed activity with AmeriCorps Members to the objectives the program hopes to accomplish. 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.

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
- Other Public (State/Local) and Private Funding
- Program Quality and Efficiency (reduced overhead cost)
- Volunteer Mobilization
- Collaboration

In order to ensure sustainability, programs must plan 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 programs need to understand that the requirements outlined in this section are conditions of AmeriCorps funding. Programs should address their ability to meet the requirements in relevant sections of their application.

### **Grant Period**

Unless otherwise specified, the grant generally covers a 3-year project period. Applications, however, 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.

No applicant may request fewer than five (5) Member Service Years (MSYs). One MSY is the equivalent of one full-time AmeriCorps Member. New applicants applying for the first year of a 3-year grant cycle may not request more than ten (10) MSYs.

<b>Term of Service</b>	<b>Number of MSY</b>
Full-Time	1.00
Half-Time	0.50
Reduced Half-Time	0.38095240
Quarter-Time	0.26455027
Minimum-Time	0.21164022

The maximum amount a new applicant may request is \$137,300. The maximum amount existing programs may request \$300,000.

## Match Requirements

Programs are required to match CNCS funds from the private sector (e.g. 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.

The match requirements are as follows:

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

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

Alternative Match Waiver: Under certain circumstances, programs may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50%. To qualify, programs 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/Indirect Costs (Section III): programs must include 5% of the overall federal share as a separate Administrative Cost line item.
  - Approximately 4% (4.21%) is included as the program's CNCS Fixed Costs and the remaining 1% (1.05%) 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 must also dedicate approximately 1% (1.05%) of the federal share of indirect costs to Commission Fixed Costs. Although there is not a separate budget line item for this, organizations should note this in their internal tracking systems. Documentation verifying the Federally Approved Indirect Cost Rate must be submitted to the MCSC.**

- Cost per MSY: The cost per MSY is calculated by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. The cost per MSY is not to exceed \$13,730.
  - 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 \$13,730.
- 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 two (2) statewide meetings and/or events.
- National Conference on Volunteering and Service: All project budgets should include a minimum of \$1,500 per staff person to attend the National Conference on Volunteering and Service. Applicants should budget for the conference at least one year of a 3-year grant cycle.

**Note: For detailed budget instructions, refer to the Budget Instructions (Attachment C) and Budget Worksheet (Attachment D) of the CNCS Application Instructions. These can be found at: <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2015/amicorps-state-and-national-grants-fy-2015>**

## **National and Missouri-Specific Performance Measures**

National Performance Measures allow the 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: <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2015/amicorps-state-and-national-grants-fy-2015>**

Successful programs 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 (a change in behavior, attitude, knowledge, skill, and/or condition as a result 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 one, improved academic performance as a result of participation in the program and two, 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 Missouri-specific performance measures as follows:

- 100% of Members will receive First Aid certification;
- 100% of Members will receive CPR certification;
- 100% of Members will receive Citizenship Training;
- 75% of Members will receive Emergency Response/Disaster Preparedness Training; AND
- A minimum of five (5) volunteers per MSY awarded will be recruited.

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

## ***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 the program. Impact may be measured by comparing outcomes of those receiving services to those not receiving services. For example, a tutoring program may compare the reading ability of 3<sup>rd</sup> grade students involved in the program to 3<sup>rd</sup> grade students not participating in the program over a specified duration of time.

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 the NOFO for further guidance on evaluation requirements. It can be found at:**

<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2015/ameri-corps-state-and-national-grants-fy-2015>

### **Monitoring and Management Responsibilities**

If you are approved for an AmeriCorps grant, you are responsible for managing day-to-day operations of the grant to ensure you achieve performance goals and are in compliance with applicable federal requirements. You are responsible for ensuring program quality and impact on the communities being served. Certain program models may make monitoring and program management a particular challenge for organizations. These include individual placement of Members, 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.

### **Program Models**

Applicants have a great deal of flexibility in designing programs that will best achieve the impacts sought by the 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**

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 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.

## **Non Discrimination**

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 CNCS 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.

## **Commitment to AmeriCorps**

If you are approved for an AmeriCorps grant, you are responsible for demonstrating a commitment to AmeriCorps. This includes ensuring that AmeriCorps logo is displayed at the program site daily, that all Members wear national service gear that prominently displays the AmeriCorps logo daily, that all Members identify as AmeriCorps Members, and ensuring that all staff and Members can clearly communicate the role of AmeriCorps to their community.

## **AMERICORPS MEMBERS**

### **Information**

#### ***Eligibility***

An eligible Member must:

- Be a U.S. citizen, U.S. national, or lawful permanent resident alien of the U.S.;
- Be at least 17 years of age at the commencement of service-Exception: The Member is 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)] if the individual is out of school; in which case he/she must be between the ages of 16 and 25;
- Have a high school diploma or its equivalent, agrees to obtain a high school diploma or its equivalent prior to the completion of the term of service (unless the requirement is waived based on an individual education assessment conducted by the program via an independent evaluator) and the individual did not drop out of an elementary or secondary school to enroll in the program, or is enrolled in an institution of higher education on an ability to benefit basis and

is considered eligible for funds under Section 1091 of Title 20 of the Higher Education Act of 1965.

The National and Community Service legislation requires that programs support Members who are school drop-outs 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.

**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

**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:

- Completion of the required number of hours;
- Satisfactory completion of assignments, tasks or projects; and
- Satisfactory completion of performance criteria clearly communicated at the beginning of the term of service.

**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	\$12,530	\$25,060
Half-Time	900	N/A	\$13,265
Reduced Half-Time	675	N/A	\$9,950
Quarter-Time	450	N/A	\$6,635
Minimum-Time	300	N/A	\$4,420

### ***Child Care***

AmeriCorps programs must make child care assistance opportunities 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 receiving (and continue to receive) child care assistance from other sources, they are ineligible for child care from AmeriCorps. However, 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 opportunities 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 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 program 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. The CNCS does not cover healthcare costs for dependent coverage.

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. 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.

Any of the following health insurance options will satisfy the requirement for health insurance for full-time AmeriCorps Members (or less than full-time Members serving in a full-time capacity):

- Staying on parents' or spouse's plan;
- Insurance obtained through the Federal Health Insurance Marketplace of at least the Bronze level plan;
- Insurance obtained through private insurance broker;
- Medicaid; AND
- Medicare or military benefits. By July 1, 2015.

**NOTE: All AmeriCorps programs must have minimum essential coverage in 2015-2016**

### ***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 My AmeriCorps Portal or, if the loan holder is not listed, 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:

<b>Term of Service</b>	<b>Minimum # of Hours</b>	<b>FY2015 Education Award</b>
Full-Time	1700	\$5,730.00
Half-Time	900	\$2,865.00
Reduced Half-Time	675	\$2,182.78
Quarter-Time	450	\$1,515.55
Minimum-Time	300	\$1,212.44

Completion of additional hours does not make a Member eligible for a higher education award. For example, a quarter-time Member that completes 675 hours is not eligible for the amount of the reduced half-time award.

### ***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.

**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)).**

### **Recruitment**

Successful programs are responsible for recruiting AmeriCorps Members. The CNCS 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 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.

### ***Non-duplication***

When selecting Members, please note per the text of 45 CFR §§ 2540.100(e)-(f), corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. In general, corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the

same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

### ***Non-displacement***

When selecting Members, please note per the text of 45 CFR §§ 2540.100(e)-(f), an employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—will supplant the hiring of employed workers; or are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any— presently employed worker; employee who recently resigned or was discharged; employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; employee who is on leave (terminal, temporary, vacation, emergency, or sick); or employee who is on strike or who is being locked out.

### **Development**

One of the goals of AmeriCorps is to expand opportunities, helping those who help America. 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. Programs 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. 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 programs will be those that provide Members with the supervision, training, skills, and knowledge needed to perform their tasks.

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.

While programs are strongly encouraged to build Member leadership capacity, Members may not be assigned as supervisors of other National Service participants.

### ***Ethic of Service and Citizenship***

Service builds civic responsibility and enables participants to practice responsible citizenship. 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. 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.

### ***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 the CNCS, staff and Members may not engage in the following activities (see 45 CFR § 2520.65):

- Attempting to influence legislation;
- Organizing or engaging in protests, petitions, boycotts, or strikes;
- Assisting, promoting, or deterring union organizing;
- Impairing existing contracts for services or collective bargaining agreements;
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- 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;
- 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;
- Providing a direct benefit to—
  - A business organized for profit;
  - A labor union;
  - A partisan political organization;
  - 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
  - An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; and
- 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 so doing.

## **OTHER INFORMATION**

In addition to consulting the Application Instructions, Supplementary Materials, and AmeriCorps regulations as directed in this notice, applicants are encouraged also to consult the CNCS web site for recordings of technical assistance conference calls and Frequently Asked Questions – that are updated during the competition period. Applicants may consult with the Missouri Community Service Commission prior to the deadline.

### **Contact information**

Missouri Community Service Commission

Harry S. Truman State Office Building

301 W. High Street, Room 770

Jefferson City, MO 65101-1517

Email: [mcsc@ded.mo.gov](mailto:mcsc@ded.mo.gov)

Main Phone: (573) 751-7488

Toll-Free: (877) 210-7611

Website: [www.movolunteers.org](http://www.movolunteers.org)

### **Deadline**

AmeriCorps State Formula Applications must be submitted **by 3:00 PM (Central Time) on Monday, March 2, 2015.**