****

**2017/2018 New Partner Application Packet**

**Youth investment center AmeriCorps Program**

Child Abuse Prevention Council of Sacramento

4700 Roseville Road, Suite 102

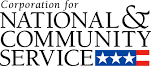
North Highlands, CA 95660

Attn: Rebecca Joyner, Project Manager

[rjoyner@thecapcenter.org](mailto:rjoyner@thecapcenter.org)

(916) 244-1915 phone; (916) 244-1905 fax





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\*Return these items via email, fax, or mail with Attn: Rebecca Joyner (contact info appears above)

DISCLAIMER

Completing and submitting this application is not a guarantee of selection for participation in any Child Abuse Prevention Center AmeriCorps program. Applicants not selected for participation may apply for consideration in future funding years; however, due to expiration(s) of information provided, it will be necessary to complete and submit an entirely new application.

**PROGRAM**

**AmeriCorps**

AmeriCorps provides opportunities each year for Americans to provide intensive results-driven service. AmeriCorps programs support the efforts of national and community-based nonprofit organizations to recruit and deploy AmeriCorps members and the volunteers with whom they serve to tackle unmet community needs.

An AmeriCorps member is an individual who is enrolled in an approved national service position and engages in community service. AmeriCorps members are recruited, trained, supervised, and managed by the Lead Agency or Service Site(s), and will receive a living allowance and other benefits while serving. Upon successful completion of their service, AmeriCorps members are eligible to receive a Segal AmeriCorps Education Award from the National Service Trust.

**Corporation for National and Community Service**

The Corporation for National and Community Service (“CNCS”) is the federal agency that oversees the AmeriCorps State and National program and other national service programs such as Senior Corps, and AmeriCorps VISTA. CNCS’ mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

**CaliforniaVolunteers**

CaliforniaVolunteers (“CV”) is the State Service Commission in California, and administers AmeriCorps State and National programs. CV is the state entity responsible for increasing the number and impact of Californians engaged in service and volunteering.

**The Child Abuse Prevention Center**

**The Child Abuse Prevention Center** (“CAP Center”) is a national and international training, education, research, and resource center dedicated to protecting children and building healthy families. Located in the greater Sacramento area, the CAP Center is a 24,000 square-foot state-of-the-art facility that is home to six unique agencies. Governed by a single board of directors, each organization takes a different but complementary approach to preventing child abuse.

**Child Abuse Prevention Council of Sacramento**

The Child Abuse Prevention Council of Sacramento (CAPC) has led the way in child protection efforts in California, pioneering successful child abuse prevention programs that have become models nationally and internationally for other organizations since 1977. Its many innovative programs include the Child Death Review Team and the Family Support Collaborative.

**Minimum Number of AmeriCorps Members per Service Site**

To ensure strong program design and to provide members with at least a minimal mutual support network, successful applicants must place a minimum of two AmeriCorps members at each Service Site as part of their program design. Requests for waivers from this requirement must show enhanced impact and additional member support mechanisms.

**Enrollment Requirements**

Should your agency be selected to participate in a CAP Center AmeriCorps Program, you will be expected to enroll all of the members awarded in the subcontract or MOU. A “failure to enroll” fee applies for each contracted AmeriCorps position that is not filled. Enrollment rates have a direct bearing on the number of slots and the size of awards approved by CV.

**Retention Requirements**

Should your agency be selected to participate in a CAP Center AmeriCorps Program, you will be expected to pursue the highest member retention rate possible. High retention rates impact funding decisions in a positive manner, while low retention figures can cause reductions in the number of AmeriCorps members in a program, or even result in complete de-funding.

**AMERICORPS MEMBER BENEFITS**

**Living Allowance**

All CAP Center AmeriCorps members receive a living allowance, which is designed to help members meet the necessary living expenses incurred while participating in the AmeriCorps program. The living allowance is not a wage, and thus is not paid on an hourly basis, nor does it fluctuate based on the number of hours members serve in a given time period. The living allowance is paid to members by CAPC.

**Segal AmeriCorps Education Award**

AmeriCorps members who successfully complete a term of service will receive an Education Award from the National Service Trust of $5,775 for a full-time term of service (1,700 hours), or $2,887.50 for a half-time term of service (900 hours). The amount of the Education Award is linked to the value of the Pell Grant. Actual amounts may be different, depending on the value of previously earned awards; no individual can receive more than the value of two (2) full-time education awards.

**Forbearance/Interest Accrual**

AmeriCorps members may be eligible to apply for loan forbearance, whereby they can postpone the repayment of current, qualified student loans, and defer from student loan interest payments. Upon successful completion of a term of service, the National Service Trust will pay all or a portion of the interest that accrued on a member’s qualified student loan(s).

**Health Care**

A 100% Affordable Care Act-compliant plan is available to AmeriCorps members serving in a full-time capacity who: a) are not otherwise covered by a health care policy (excluding Medicaid or Medicare) at the time of enrollment, or who b) lose coverage during their term of service as a result of participation in the AmeriCorps program, or through no deliberate act of their own. Monthly premiums are paid by the CAP Center; AmeriCorps members are responsible for deductibles and copayments. Preventative services, as required by the Affordable Care Act, are covered at 100%.

**Childcare**

A childcare subsidy is available to AmeriCorps members serving in a full-time capacity who needs the benefit in order to participate in the program. Other eligibility requirements apply. The benefit is administered by GAP Solutions, Inc., who is CNCS’ current contractor for child care.

**Workers’ Compensation**

All CAP Center AmeriCorps members are covered by CAPC’s Workers’ Compensation policy, in the event of service-related injuries.

**MEMBER MANAGEMENT**

**Supervision**

Service Site Supervisors must ensure that AmeriCorps members perform service activities according to their Member Contracts. Additionally, they must enforce the policies regarding prohibited activities, fundraising, and other program requirements. At a minimum, each AmeriCorps member must receive one (1) hour of supervision each week during their term of service, unless the member’s or Service Site Supervisor’s absence prevents this meeting.

Supervision also includes the review and approval or rejection of AmeriCorps member timesheets in iEmployee, the CAP Center’s online timekeeping system. Payment of living allowances is dependent upon approval of a given timesheet by a Service Site Supervisor; therefore, it is extremely important for the Service Site Supervisor to schedule approval dates in advance. Back-up users are required to cover for the Service Site Supervisor during planned and non-planned absences.

**Performance Evaluations**

AmeriCorps members are required to receive a minimum of three (3) performance evaluations during their term of service: an Initial Assessment, to be completed during the first forty-five (45) days of each member’s term of service; a mid-term Performance Evaluation, to be completed at the approximate mid-point of each member’s term of service; and an End-of-Term Performance Evaluation, to be completed at the end of each member’s term of service. Templates are provided to conduct the evaluations.

**Data Collection**

Data is collected by AmeriCorps members, and submitted to the CAP Center on a monthly basis. This data is used to analyze performance, and to report progress toward the accomplishment of performance measure targets. Data is submitted online. On occasion, CV may request an earlier submission of data; Lead Agencies, Service Sites, and AmeriCorps members are required to cooperate with any such request.

**Progressive Discipline**

It is important to recognize the distinctions between AmeriCorps service and at-will employment. AmeriCorps members are not subject to wage and hour laws, and cannot simply be terminated from service if issues arise during their term of service. The CAP Center utilizes “progressive discipline” to deal with performance and/or behavior issues. Progressive discipline includes a uniform and fair level of consequences for a member’s failure to follow the policies, procedures, and rules set forth by the CAP Center, Lead Agencies, and Service Site; or violation of CNCS or CV rules and regulations, including prohibited activities. Used properly, progressive discipline gives Service Site Supervisors the tools they need to make fair and consistent disciplinary decisions. Because it is based on communication and collaboration, true progressive discipline also helps members improve, which is the ultimate goal of any disciplinary system.

**COMPLIANCE/RULES AND REGULATIONS**

**Code of Federal Regulations (“C.F.R.”)**

The AmeriCorps program is governed by 45 C.F.R. Chapter XXV, Sections 2520 – 2550. This information is incorporated by reference in the contract between CAPC and selected applicants. The regulations are obtainable online at:

<http://www.ecfr.gov/cgi-bin/text-idx?ID=9e5466ae66b0b60241f448502b41433b&mc=true&tpl=/ecfrbrowse/Title45/45chapterXXV.tpl>

**2017 Terms and Conditions for AmeriCorps State and National Grants**

In addition to the C.F.R., AmeriCorps programs are also governed by the Terms and Conditions for AmeriCorps State and National Grants (previously referred to as the “AmeriCorps Provisions”). This information is incorporated by reference in the contract between CAPC and selected applicants. The Terms and Conditions are updated by CNCS annually. The 2017 Terms and Conditions for AmeriCorps State and National Grants are obtainable at:

<https://egrants.cns.gov/termsandconditions/FinalGeneralTermsandConditions20151201.pdf>

**Prohibited Activities**

**CNCS Prohibited 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 AmeriCorps members may not engage in the following activities:

(1) Attempting to influence legislation;

(2) Organizing or engaging in protests, petitions, boycotts, or strikes;

(3) Assisting, promoting, or deterring union organizing;

(4) Impairing existing contracts for services or collective bargaining agreements;

(5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

(6) 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;

(7) 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;

(8) 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 restrictions contained in section 501(c)(3) of the Internal Revenue code of 1986 except that nothing in this section 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 (g) of this section, unless CNCS assistance is not used to support those religious activities;

(9) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;

(10) Providing abortion services or referrals for receipt of such services; and

(11) Such other activities as CNCS may prohibit.

Individuals may exercise their rights as private citizens and may not 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. Additionally, the CAP Center requests that members do not otherwise identify themselves as AmeriCorps members if engaging in any of the above activities on their own time.

**Nonduplication**

CNCS assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of the nondisplacement paragraph below are met, CNCS 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.

**Nondisplacement**

(1) 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 CNCS assistance.

(2) An organization may not displace a volunteer by using a participant in a program receiving CNCS assistance.

(3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

(4) A participant in a program receiving CNCS 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.

(5) A participant in any program receiving CNCS assistance may not perform any services or duties, or engage in activities that:

(i) Will supplant the hiring of employed workers; or

(ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

(6) A participant in any program receiving CNCS assistance may not perform services or duties that have been performed by or were assigned to any:

(i) Presently employed worker;

(ii) Employee who recently resigned or was discharged;

(iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;

(iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or

(v) Employee who is on strike or who is being locked out.

**CAP Center Prohibited AmeriCorps Activities**

1. AmeriCorps members may not engage in, and therefore, not record hours in fundraising activities while serving in the CAP Center AmeriCorps program.
2. Lead Agencies and/or Service Sites must not employ their AmeriCorps members in any capacity while the AmeriCorps members are serving under a Member Contract in a CAP Center AmeriCorps program.
3. AmeriCorps members may not transport clients, children, and/or families in their personal automobile during service unless authorized in writing by the Service Site, Lead Agency, and the CAP Center.
4. AmeriCorps members must not have contact with clients during non-service hours. Exceptions will only be made with the prior written approval of the Service Site, Lead Agency, and CAP Center.
5. AmeriCorps members must not participate in gambling on Service Site premises.
6. AmeriCorps members must not steal/take AmeriCorps or Service Site’s property or property of another.
7. During service hours or while in uniform, AmeriCorps members must not purchase, consume, or serve alcohol or drugs at any time.

**Fundraising Restriction**

CaliforniaVolunteers policy states that AmeriCorps programs must have an approved Performance Measure regarding fundraising activities, if AmeriCorps members are to be allowed to accrue service hours for fundraising. Because CAP Center AmeriCorps programs do not have an approved Performance Measure regarding fundraising, AmeriCorps members cannot, and must not record, hours spent in fundraising activities.

**FISCAL**

**Cash Match**

A match contribution is required in order to meet the grantee share of program costs. Typically, the contribution is made in non-federal cash, although in certain circumstances it may be allowable to make a federal cash contribution. *Please contact the CAP Center immediately if you intend to commit federal cash funds as match to this program.*

You may choose a living allowance/cash match tier from the table below (please note that the cash match contribution is not solely in relation to the chosen living allowance). If you intend to recruit both 1,700 hour and 900 hour members, they should be within the same tier, unless the service delivery warrants a different amount. Please contact the CAP Center immediately if you intend to place members within different tiers.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Tier 1** | **Tier 2** | **Tier 3** | **Tier 4** | **Tier 5** |
| 1700 Hour Living Allowance | $ 17,000 | $ 17,850 | $ 18,700 | $ 22,100 | $ 23,800 |
| 16/17 Match w/o Healthcare | $ 11,560 | $ 12,650 | $ 13,735 | $ 16,410 | $ 20,260 |
| 16/17 Match w/ Healthcare | $ 12,955 | $ 14,040 | $ 15,127 | $ 17,805 | $ 21,650 |
| 900 Hour Living Allowance | $ 9,000 | $ 9,460 | $ 9,900 | $ 10,800 | $ 11,700 |
| 16/17 Match | $ 5,715 | $ 6,300 | $ 6,900 | $ 8,015 | $ 9,166 |

The figures above in the row “17/18 Match w/ Healthcare” include the cost of healthcare coverage for 1,700 hour AmeriCorps members; however, a separate invoicing process is used for healthcare. Your total cash match obligation will be reduced by the amount of funds not spent on healthcare coverage if your member does NOT utilize healthcare benefits.

**Education Award**

Upon successful completion of their term of service, AmeriCorps members receive an Education Award. These awards are administered by CNCS and funded through a National Trust. For the 2017-18 program year, the Education Awards will be:

|  |  |
| --- | --- |
| 1700 Hours (Full-Time) | $5,815 |
| 900 Hours (Half-Time) | $2,907.50 |

**Cash Match Invoicing**

The CAP Center invoices partner agencies on a quarterly basis, based on the start date of the AmeriCorps program, with the first invoice being due 30-days prior to the start date. All other invoices are payable on a net-30 basis; a late fee of 3% applies if payments are not made within the specified time frame.

**Health Care Invoicing**

The CAP Center invoices partner agencies on a monthly basis, following receipt of our own billing for AmeriCorps member health care.

**YOUTH INVESTMENT CENTER**

There are 10,475 foster youth 11-20 years of age in the YIC partner counties. These foster youths are at greatest risk for poor academic performance and unemployment after emancipation. In California, approximately 50% of youth leaving foster care graduate from high school. Youth in foster care are less likely to enroll in college prep classes even when their scores and grades are as good as non-foster youth (15% vs. 42%). 51% are unemployed within two to four years of emancipation because they lack basic pre-employment skills. However, foster youth are capable of achieving success in adulthood if they learn life skills in the areas of career planning, communication, daily living, home life, housing and financial literacy, self-care, social relationships, work and study, and work life. AmeriCorps members provide life skill activities to youth (including foster youth) to prepare them for their transition towards a successful adulthood. Members will serve in one of two capacities:

**Youth Mentors**

Members will serve youth one-on-one or in small group settings, providing them with mentoring, academic assistance, life skills lessons including financial literacy lessons, and transition planning and services.

**Volunteer Coordinators**

Members will recruit, train, and support long-term volunteers from the community to serve as mentors to foster youth.

**2015-2016 Accomplishments**

*  More than 700 foster youth began the YIC program, receiving life skills training, academic assistance, tutoring, financial literacy, and referrals to resources.
* Approximately 88% of high need foster youth increased their life skills by 25%.
* More than 2,000 volunteers were recruited completing 10,502 volunteer hours.

**Performance Measures**

**Primary: Preparation for Adulthood**

AmeriCorps members serving as Youth Mentors will conduct foster youth support and life skills activities for 44 weeks. Members serving in a full time capacity with serve a minimum of 20 high need foster youth; part time members will serve ten high need foster youth. Youth Mentors will meet one on one with their youth and work on their individual life skills goals including but not limited to: academic and homework assistance, graduation support, college prep, transition planning and services, conducting parent involvement activities, service learning projects, book clubs and technology support. They will also provide Financial Literacy training, life skills assessments and plans, and case management.

|  |  |
| --- | --- |
| **Output Targets** | **Outcome Targets** |
| 500 foster youth will receive 25 hours or less of life skills mentoring.  ED3A: 250 1:1 foster youth/mentor matches will commence and youth will receive 26 or more of life skills mentoring.  ED4A: 175 1:1 foster youth/mentor matches will be sustained and youth will receive 52 hours or more of life skills mentoring over 9 to 12 months.  O1: 85 foster youth will receive 7 hours or more of financial literacy activities. | ED27A: 165 of 250 foster youth who receive 26 hours or more of life skills mentoring will demonstrate improved academic engagement (attitudes).  115 of 175 foster youth who receive 52 hours or more of life skills mentoring will demonstrate competency in three or more CLS domains.  ED27B: 100 of 175 foster youth who receive 52 hours or more of life skills mentoring will demonstrate improved academic engagement (behaviors) as defined by increased attendance.  ED9: 70 of 175 foster youth who complete 52 hours or more of life skills mentoring will graduate from high school with a diploma.  O9: 70 of 85 foster youth who receive 7 hours or more of financial literacy services will demonstrate improved financial knowledge. |

**Non-Primary: Volunteer Recruitment**

All YIC AmeriCorps Member recruit both one-time and on-going volunteers that mirror our foster youth linguistically and culturally to support foster youth. One-time volunteers conduct life skills trainings in the CLSA domains (finance, employment, etc.), that match their skills. YIC members serving as Volunteer Coordinators will recruit on-going volunteers to serve as mentors for at least 4 hours per month for 6 months to make a “permanent connection” with youth. They are a friend, listener and life coach to youth that may not have any other caring adults in her/his life.

|  |
| --- |
| **Output Targets** |
| * 150 volunteers recruited for on-going activities * 250 volunteers recruited for one-time activities * 1,800 volunteer hours for on-going activities * 1250 volunteer hours for one-time activities |

**Non-Primary: Member Development**

Members deserve to be appropriately trained to perform the services assigned, to increase both professional skills and community development skills, and to enhance their esprit de corps experience. Members receive the training to provide quality service to the community and to the families that they serve. Members increase knowledge & skills, gain insight into the community, and experience the power of national service.

|  |  |
| --- | --- |
| **Output Targets** | **Outcome Targets** |
| 40 members will participate in 6,226 training hours. | 65% [26 of 40] of members will increase skills by 25%. |

*Return to CAPC*

**YIC AMERICORPS PROGRAM**

**FY 2017/2018 APPLICATION CHECKLIST**

Please submit copies of the following documents with your application. If you are not attaching one or more of the listed documents, you must submit a written explanation of the omission. Applications submitted without the listed documents, or without written explanations of the omission will automatically be disqualified.

This checklist

Completed FY 2017/2018 Application

Your Agency’s Mission Statement

Organizational Chart

DO NOT submit any material not specifically requested, such as: Annual Reports, brochures, videos, etc. These materials will not be considered in the selection process, and will not be returned.

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CAPC may request additional supporting documentation from the list below to be considered during the selection process. If your agency is selected to participate in the program, then the next step will be to begin the Pre-Contracting process, which will include gathering all of the additional supporting documentation below.

* Continuity of Operations Plan, or similar document
* Current year Annual Operating Budget
* List of current funders and amounts
* Audited financial statements, or A-133 audit, for your agency’s two (2) fiscal years directly prior to this application. If no audit is available, balance sheets and profit/loss statements must be submitted, with a written explanation of why audits are not available.
* Completed Service Site Closure Schedule(s) (Attachment)
* Completed Labor Organization Certification (Attachment)
* Completed Labor Organization Concurrence (Attachment, if applicable)
* Completed Match Certification Form (Attachment)
* Signed Certifications and Assurances (Attachment)

*Return to CAPC*

**YIC AMERICORPS PROGRAM**

**FY 2017/2018 APPLICATION**

|  |  |
| --- | --- |
| **1. CONTACT INFORMATION** | |
| Legal Name of Agency (Must match DUNS): | **[LEGAL NAME OF AGENCY (MUST MATCH DUNS)]** |
| DUNS Number: | **[DUNS NUMBER]** |
| Street Address: | **[STREET ADDRESS]** |
| City: | **[CITY]** |
| State: | **[STATE]** |
| Zip+4: | **[ZIP+4]** |
| Telephone: | **[TELEPHONE]** |
| Cell Phone: | **[CELL PHONE]** |
| Fax: | **[FAX]** |
| Website: | **[WEBSITE]** |
| Type of Organization: | 501 (c)(3)  Government  Other |
| Executive Director: | **[EXECUTIVE DIRECTOR]** |
| Telephone: | **[TELEPHONE]** |
| Email: | **[EMAIL]** |
| Service Site Supervisor: | **[SERVICE SITE SUPERVISOR]** |
| Telephone: | **[TELEPHONE]** |
| Email: | **[EMAIL]** |
| Staff Completing App: | **[STAFF COMPLETING APPLICATION] (if different than the site supervisor)** |
| Telephone: | **[TELEPHONE]** |
| Email: | **[EMAIL]** |
|  | |
| 2. **PROGRAM INFORMATION** | |
| a. CAP Center AmeriCorps members serve in a full-time capacity (1,700 hours) over the course of an 11- or 12-month period. 900 hour members typically serve over the course of an 8-12-month period. Please indicate the number of AmeriCorps members your agency is requesting:  **[ENTER #]** x 1,700 hour **[ENTER #]** x 900 hour | |
|  | |
| b. YIC AmeriCorps members focus on activities related to parenting education and family supportive services. Members serve parents and children so that families and communities address the risk factors associated with child abuse and neglect, such as poverty, homelessness, mental health/AOD issues, social isolation, violence in the home, history of abuse/neglect, lack of parenting knowledge/skills, etc. Briefly describe the program(s) at your agency that will be enhanced through the utilization of YIC AmeriCorps members (this question is more ***broad***; the next question asked about more ***specific*** activities): **[ENTER INFO]** | |
|  | |
| c. YIC AmeriCorps members utilize a service positions titled “Family Support Aide” to serve their communities. Briefly describe the ***specific*** activities and services AmeriCorps members would provide at your site: **[ENTER INFO]** | |
|  | |
| d. Briefly describe the target populations and communities that would benefit from the services you described in question “c” above: **[ENTER INFO]** | |
|  | |
| e. What is the number of beneficiaries that you anticipate will be served by AmeriCorps members? **[ENTER #]** | |
|  | |
| f. Briefly describe potential strategies that you will implement and/or resources you will access in order to recruit AmeriCorps applicants: **[ENTER INFO]** | |
|  | |
| g. Briefly describe your agency’s infrastructure and organizational capacity to participate in the Program: **[ENTER INFO]** | |
|  | |
| h. How did your agency become aware of this opportunity? **[ENTER INFO]** | |
|  | |
| i. Has your agency ever participated in an AmeriCorps program with the CAP Center, or another AmeriCorps program? | |
|  | |
| j. If you answered “yes” to question “i” above, what was the program, and in what year did your agency participate? **[ENTER INFO]** | |
|  | |
| **3. FISCAL INFORMATION** | |
| a. Fiscal Agency Name (if different): **[FISCAL AGENCY NAME (IF DIFFERENT)]** | |
| b. Fiscal Contact/Title: **[FISCAL CONTACT] /** **[TITLE]** | |
| c. Street Address: **[STREET ADDRESS]** | |
| d. City: **[CITY]** | |
| e. State: **[STATE]** | |
| f. Zip+4: **[ZIP+4]** | |
| g. Telephone: **[TELEPHONE]** | |
| h. Cell Phone: **[CELL PHONE]** | |
| i. Email: **[EMAIL]** | |
| j. Fiscal year start:  Fiscal year end: | |
| k. What are the sources of funding you plan to use for your cash match contribution? And indicate whether the funding source is Federal or is Non-Federal.  **[ENTER SOURCE]**  **[ENTER SOURCE]** | |
| l. Has your match contribution been secured, or is it contingent upon receipt of a grant or other funding? Secured  Contingent | |
|  | |