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**FY 2018/2019 New Partner Application Packet**

*Updated July 2018*

**Child Welfare System Improvement AmeriCorps Program**

Prevent Child Abuse California

4700 Roseville Road, Suite 102

North Highlands, CA 95660

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\*Return these items via email, fax, or mail with Attn: Mike Baldwin (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.

**Prevent Child Abuse California**

Prevent Child Abuse California (“PCA CA”) is California’s chapter of Prevent Child Abuse America, and represents a statewide consortium of Child Abuse Prevention Councils and other child abuse and neglect prevention and intervention organizations. PCA CA subcontracts with Lead Agencies to administer AmeriCorps programs at the local level. In conjunction with requirements of CNCS and CV, PCA CA develops and provides program administration materials that govern its AmeriCorps programs.

**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 PCA CA.

**Segal AmeriCorps Education Award**

AmeriCorps members who successfully complete a term of service will receive an Education Award from the National Service Trust of $5,815 for a full-time term of service (1,700 hours), or $2,907.50 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 in their lifetime.

**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. Sites hosting AmeriCorps members cover Health Care costs should their member elect coverage. The CAP Center administers the Health benefits, processes the monthly premiums, and invoices sites separate from their cash match invoices. 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 need 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 PCA CA’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 PCA CA and selected applicants. The regulations are obtainable online at:

<https://www.ecfr.gov/cgi-bin/text-idx?SID=8fa4eba83e8fecaf5821b1fd2f49d5c8&mc=true&tpl=/ecfrbrowse/Title45/45chapterXXV.tpl>

**2018 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 PCA CA and selected applicants. The Terms and Conditions are updated by CNCS annually. The 2018 Terms and Conditions for AmeriCorps State and National Grants are obtainable at:

<https://egrants.cns.gov/termsandconditions/508Final2018ACSNProgramSpecificTC20180611.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 does NOT include Health Care costs). 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.



AmeriCorps members receive their "Living Allowance" through regular pay checks distributed twice a month. The dollar amounts in each living allowance row are the annual (pre-tax) living allowance that members will receive. To determine living allowance per pay period, simply divide the annual figure by 2 times the number of months in the term of service. For example, a 12-month 1700-hr term at Tier 3 yields an amount per pay period of $697.92 ($16,750 / 24). Each living allowance has a corresponding "Cash Match" amount that partners contribute per member. Partners select their "Tier" based on the cash match they can afford and the living allowance amount they want their members to earn considering the costs of living in their community.

**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 2018-19 program year, the Education Awards will be:

|  |  |
| --- | --- |
| 1700 Hours (Full-Time) | $5,920 |
| 900 Hours (Half-Time) | $2,960 |

**Cash Match Invoicing**

The CAP Center invoices partner agencies on a monthly basis, based on the start date of the AmeriCorps program, with the first invoice being the non-refundable program operating cost. The first invoice will start 30-days prior to the members’ start date. All other invoices are direct member cost. All 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. Only 5% of CWS AmeriCorps members have elected health care coverage during the last 3 program years. However, if a site is going to host a member who is serving at least 35 hours per week, then the site has to plan for incurring health care costs. The monthly cost is $315 and if the member has health coverage for 12 months, then the total cost would be $3,780.

**CWS AMERICORPS PROGRAM**

CWS AmeriCorps members serve parents and their families by providing Parenting Education and family stabilization services in order to reduce the risk for child abuse and neglect and to reduce entries (and re-entries) into the local CPS/CWS system. CWS AmeriCorps members serve in multiple California counties, including both urban and rural areas targeted based on a community needs assessment. Members directly engage parents and families through home visitation, family resource center groups, case management services, and during special events. Members can serve at a variety of service sites, including County CPS/CWS Departments, non-profit Family Resource Centers, Child Abuse Prevention Councils, Community Action Agencies, School Districts/Education Departments, and more.

**Family Support Aide / Health & Safety Parent Educator**

Members will facilitate (or co-facilitate) Parenting Education lessons to parents in one-on-one and/or group settings. Members will provide family stabilization services, case management services, and health education and access services to a caseload of families. Members will also recruit and train volunteers, assist with coordinating special events, and will participate in National Service Projects. Members receive intensive training and other member development opportunities delivered by PCA CA, their service sites, and other community agencies.

**LEAD AmeriCorps Member *(optional for sites)***

Partner Agencies can also offer “LEAD” AmeriCorps positions to returning members (typically defined as a member who has served at least ONE successful term of service). LEAD members in the CWS Program also provide the services described above, as well as up to 20% of their time can be spent on “LEAD” member responsibilities such as, mentoring other members, assisting with and coordinating member development opportunities, planning for National Service Projects and other events, and assisting with the development and implementation of team building opportunities and member retention strategies.

**Accomplishments**

Prior program year accomplishments include:

* 64 Members provided 5,049 parents with parenting education and family supportive services.
* Nearly 85% of parents showed an increase in parenting knowledge and reduced risk for child abuse behaviors based on pre- and post-assessment scores.
* 3,601 individuals received emergency food services and 1,415 individuals were enrolled into Health Insurance/Services.
* 907 community volunteers were recruited and served a total of 4,253 hours.

**Performance Measures**

**Primary: Prevent Child Abuse and Neglect**

Every minute in America six children are abused and their lives are forever changed. Child abuse is a public health problem with cascading consequences during the victims’ lives including lifelong health problems (alcoholism, eating disorders, mental illness, chronic diseases) and decreased social, economic, and emotional well-being. In California nearly 500,000 children are referred yearly to child welfare, about 85,000 (17%) are confirmed as victims. The need is greater in CWS AmeriCorps partner counties who account for one-third of child welfare referrals statewide and a confirmed victim rate of 20%. Substantial research informs us that documented rates of child abuse and neglect are attributable to a combination of community and family risk factors. CWS counties exceed State averages in community factors such as unemployment, poverty, homelessness, and violence that increase a child’s risk for maltreatment. Family risk factors such as high levels of parental stress caused by inadequate food, homelessness, lack of health insurance/services, limited effective parenting knowledge, poor parenting behavior, and poor social connections/isolation are also associated with child maltreatment. The State Child Welfare System does not provide prevention services to address the risk factors that lead to child abuse and neglect. Child welfare works with families only after child risk has risen to a point that possible removal of the child(ren) is warranted. CWS meets this service need by engaging national service participants to provide family stabilization services and parenting education to those most at-risk for child abuse and neglect.

**Non-Primary: Volunteer Recruitment**

Target population is all community members with a particular focus on parents and families. Members will recruit, coordinate, and train volunteers to serve in both on-going programs and one-time community project opportunities. Volunteers can be prior or current service recipients of the site. They are also residents of the communities served. They have experienced or seen firsthand the benefits of receiving services and are engaged by the sites to further enhance the services provided. Volunteers will support the site programs and provide feedback on current or needed services to best fit the need, help conduct support groups and provide resources, organize community events, and perform outreach to engage parents in the array of services offered.

**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 (means “group spirit” and “camaraderie”). 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.

*Return to PCA CA*

**CWS AMERICORPS PROGRAM**

**FY 2018/2019 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 2018/2019 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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PCA CA 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 PCA CA*

**CWS AMERICORPS PROGRAM**

**FY 2018/2019 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 7-12-month period. Please indicate the number of AmeriCorps members your agency is requesting:**[ENTER #]** x 1,700 hour **[ENTER #]** x 900 hour Enter Tier # (see p. 6): **[ENTER #]** |
|  |
| b. CWS AmeriCorps members focus on activities related to parenting education and family stabilization 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 CWS AmeriCorps members (this question is more ***broad***; the next question asks about more ***specific*** activities): **[ENTER INFO]** |
|  |
| c. CWS AmeriCorps members utilize a service position titled “Family Support Aide” or “Health & Safety Parent Educator” 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 |