

# Frequently Asked Questions for CaliforniaVolunteers' 2012 AmeriCorps Request for Application

1. On the “notice of intent to apply”, question 5, how do we know what grant type to check?

**CV:** These are explained in the *2012 AmeriCorps Request for Applications*, page 8, Section E. “Types of Grants”.

2. As a non-profit educational and job training school, we would like to create an on-line e-community for water, water distribution, and wastewater operators. Is it appropriate for our school to apply for the AmeriCorps grant in order to utilize the skills of computer and IT professionals who may be looking to serve the community?

**CV:** Sure, you can apply. One of AmeriCorps values [see to the *2012 AmeriCorps Request for Applications*, pages 4 and 5] is that the “need” being addressed goes beyond your organization’s desires and address critical community needs. Another value is demonstrating how national service is a powerful strategy to address the challenge rather than simply being an economical benefit to the partnership. In essence, does this use of national service meet the taxpayers’ needs too?

3. What is the general guideline for stipulating training costs for the volunteer, especially when asking for the funds to provide training for the volunteers (i.e. a percent or full payment of all training costs)?

**CV:** It is the budgeted [predicted] cost of training.

4. I want to confirm that planning grants are not available through this funding opportunity.

**CV:** Planning grants are not available at this time.

5. If we've received funding for VISTA in the past would we still be considered a new applicant or would that make us an experienced applicant?

**CV:** Refer to the *2012 AmeriCorps Request for Applications*, page 14, Section C. “Types of Applicants”. A program would not be considered “Experienced” solely for receiving VISTA funding and/or running a VISTA program.

6. Is there a way to access partnership forms?

**CV:** Yes, we have put an example on our website at:  
<http://www.californiavolunteers.org/index.php/Grants/ameri corps/>

7. eGrants doesn't have the current commission NOFA posted. The directions on CVs' site link back to the CV page with no link to upload documents.



**CV:** You do not use eGrants at this point in the Applications process. You will be directed back to eGrants at a much later date.

8. If applying as a previously funded program which grantee match percentage should we use?

**CV:** You should add one year to the number of years you had been funded and use that percentage [see *2012 AmeriCorps Request for Applications*, pages 10-11, Section B. “Match Requirements”].

9. Who will need to be present at the interview?

**CV:** If an applicant is asked to an interview up to five people may attend and one must be a representative of the legal applicant. We leave it up to the legal applicant to determine the best representation [see *2012 AmeriCorps Request for Applications*, page 16, Section B. “CaliforniaVolunteers Review and Selection Process”].

10. We were a CaliforniaVolunteers planning grantee in 2010-2011 and we want to clarify if we should apply to this RFA.

**CV:** The Request for Applications [RFA] on our website is requesting applications for AmeriCorps grants. If you were an AmeriCorps planning grantee this past year, this is the RFA you are looking to review and submit [if you are interested in operating an AmeriCorps program].

11. Should we have our performance measures align with the national performance measures?

**CV:** It would be in your interest to opt into it only if it addresses your community need and the activities will deliver the target results.

12. What are “self-nominated performance measures” [*2012 AmeriCorps Request for Applications*, page 7, Section C. “National Performance Measures”]– do you mean the ones we create ourselves?

**CV:** Yes.

13. How are Tier 1 and Tier 2 different as far as funding for one or the other?

**CV:** *2012 AmeriCorps Request for Applications*, page 7, Section C. “National Performance Measures” states that CV has targeted two primary tiers and will give priority consideration to Tier 1 and Tier 2 in descending order. Further, strong applicants with self nominated measures will also be considered for funding. You should align to national performance measures if it makes sense for your need, activities, experience, and outcomes. CV doesn’t expect to fund a weak application in Tier 1 over a strong self-nominated performance measures applicant.

14. Do you have a breakdown of member service years [MSY] per tier?

**CV:** No.

15. Pilot program, evidence-based practice...how does it come into play when starting a pilot program or can other types of programs within our organization be used (a new operating program)?

**CV:** Each applicant should have evidence and research that shows their selected approach and design is the correct strategy to address this issue through national service. *2012 AmeriCorps*



*Application Instructions*, page 14, Rationale, third bullet “Describes how the interventions the AmeriCorps members and volunteers will be engaged in are both evidence-based and will have a measurable impact. An intervention is evidence-based if it has demonstrated community impact and resolution of community problems through an evidence based approach (e.g. performance data, research, theory of change).” What evidence is there that your member activities, instruments, training etc will have an impact?

NOTE: We do not fund “pilot” programs with operating grants.

16. Does the intervention and measures have to be an established best practice?

**CV:** They have to be evidence-based.

17. What decides the reimbursement per member is for a fixed amount grant?

**CV:** It is set by CNCS at \$13,000 for 2012-13. Refer to *2012 AmeriCorps Request for Applications*, pages 8-11 to read about fixed amount grants.

18. Can we hire a program director with a cost reimbursement grant?

**CV:** Yes.

19. Can we start our grant in the fall and then start members in January?

**CV:** We strongly encourage programs to begin operations in the fall. For multiple reasons, it is not ideal for AmeriCorps programs to begin operations in January. If you start in January, CV has to make funding decisions for your next year before you have even performed on the first year.

20. Is there an issue if we have a program year overlap if we get the new grant?

**CV:** This discussion could happen during the Clarification phase.

21. We would like to be funded as a pilot program, is that okay?

**CV:** We consider “pilot programs” to be “planning grantees”. Unfortunately this Request for Applications doesn’t offer the option of “planning grants”.

22. What do fixed amount grants cover?

It covers the successful applicant’s operating budget, which is capped at \$13,000 per member service year.

23. In regards to in-kind and overall match, we also have to include a match for the stipends correct?

**CV:** Depends on how you develop your budget. Stipend costs would have to be covered by either the grantee share or CNCS share. It’s your choice.

24. Should we submit a request with a cost per member service year [CPM] of \$13,300?

**CV:** We cannot advise you on the best strategy. We do consider CPM as part of our funding



decision. If the organization has the capacity to keep this number low by using funds, then that might look good for a strong program.

25. Are education-award only programs put up for competitive funding at the CNCS?

**CV:** Historically, yes.

26. Are you sending any this year? (ed-award only to competitive)

**CV:** We won't know until all the applications come in.

27. Are competitive funding decisions also based on program design?

**CV:** Yes, program design has a strong role in determining if any program goes to competitive.

28. In the past, a program could be given a waiver to have one member for a site. Is that possibility?

**CV:** As always CaliforniaVolunteers does not encourage single member placement. It must be justified in your program design [application]. If awarded and having discussed single member placement, a waiver will be needed.

29. When can you refill a slot for someone that has left?

**CV:** Right now, you can refill a slot where the exiting member has completed fewer than 30% of his/her required hours.

30. Are you required to develop a partnership with three entities?

**CV:** Yes.

31. Is "governmental" considered private or public?

**CV:** Government is public. Nonprofit is private.

32. When are you considered a new program? If it's a different program, is it considered a new program?

**CV:** This is explained in the RFA--see *2012 AmeriCorps Request for Applications*, page 15.

33. We merged with another organization that had a statewide AmeriCorps program but this is our first time applying as a new entity. Would we be a new program?

**CV:** You are considered "experienced".

34. What would we be considered if I or my contracted staff [fiscal consulting services, grant writers] have worked on operating AmeriCorps program before?

**CV:** You would be considered "experienced". Please look at the *2012 AmeriCorps Request for Applications*, page 15.



35. We assume everyone will have some type of clarification if they make it to staff review.

**CV:** Not necessarily. It depends on the questions that surface during the review process. You should probably let your partnership know that we may request an interview. Let them know in advance and have people readily available.

36. Do we know the week you are interviewing?

**CV:** I assume you're referring to the *clarification* stage, which could include an interview. We will try to give as much notice as possible for your *specific* interview time should we ask for one with you. For now, consider 11/28-12/20 to be the clarification stage. We highly recommend that your partnering organizations be notified about this process ASAP. We recognize that it's a quick turnaround on the responses needed. We want to be strategic for everyone's benefit and we will try our best to give you ample time.

37. Do you think it could be 48 hour notice for an in-person interview?

**CV:** Yes.

38. Original application has the actual signature and the copies are real copies?

**CV:** Yes.

39. Do we have to mark the documents as original/copies?

**CV:** You could but you don't have to. You can put a "sticky" note that says original if you would like.

40. If we submit the intent to apply and then we decide not to apply, is that ok?

**CV:** Please let us know but you are not penalized.

41. What if we change our mind between the type of program we are applying for (fixed amount vs. cost reimbursement)?

**CV:** If you have decided between now and when the intent is due, please resubmit a new form. If it's after you will not be penalized.

42. What is the January 7 vs. January 13 deadlines listed on page 20 of the *2012 AmeriCorps Request for Applications*?

**CV:** January 7 is the eGrants deadline for applicants. January 13 is the ultimate deadline for CV to submit to CNCS. Those that are selected for the national competition will have a due date of January 7.

43. Do we receive a confirmation email to let us know you received our notice of intent?

**CV:** Yes.



44. If awarded by CaliforniaVolunteers, when can we begin enrolling members?

**CV:** You start recruiting once you are awarded a grant. When you get an *executed* contract you can start enrolling members.

45. Should we put start date in our proposed program design?

**CV:** You should include whatever you believe best conveys your program design and implementation. You should consider everything you need to get ready to have members serve, including a start date.

46. If I start recruiting July 1, I cannot be reimbursed, correct?

**CV:** You cannot be reimbursed for any expenses incurred before you have an executed contract.

47. Page 11, under table 3. What evidence do we need to demonstrate that we are able to use the other federal funds?

**CV:** You need a letter saying that it's allowed from this federal funder.

48. This federal funding can begin to be used by July 1, 2012 – we may or may not get funded. We still do not know yet.

**CV:** In your budget, please list your secured funding sources. You have to weigh how reliable your source is.

49. Due to this political climate, tomorrow the reality is that the source we have relied on can be hit by a cut.

**CV:** When strategizing your program design, you have to decide to move forward with current circumstances or recreate your partnership. Some budgets reflect secured sources and potential sources.

50. What if we have the letter that says we can use the funding, but the grant is not awarded until July 2012? We do not have the money right now. Can we use this as a reliable source for match?

**CV:** Reliability of match is one of your decision points. If you have multiple sources of match with a mix of reliability, we'll weigh the risk of funding a 3 year grant.

51. How does CV define students in national performance measures?

**CV:** For national performance measures, you should follow CNCS guidance, which is on their website [http://www.americorps.gov/for\\_organizations/funding/nofa\\_detail.asp?tbl\\_nofa\\_id=91](http://www.americorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=91)

52. Would an applicant not opting into one the tiers get the same consideration as an applicant that did opt into a tier?

**CV:** Each application goes through the same review process, which is outlined in the *2012 AmeriCorps Request for Applications*, page 16. As CV states on page 7 of the *RFA*, CV will give



“priority consideration” to the two tiers, “in descending order of preference”. However, CV does not expect to fund a weak program in tier 1 over a strong program with self-nominated measures.

53. I’m having trouble entering into eGrants—can you help?

**CV:** Applicants do not need to enter applications into eGrants at this time. See *2012 AmeriCorps RFA Instructions*, page 5, for an overview. Review instructions carefully and follow all steps for submitting your application.

54. How do we decide what grant type to pick?

**CV:** You should base your decision on your program design [narrative, performance measures, program diagram, and budget needs], your partnership needs, and your management capacity. See *2012 AmeriCorps Request for Applications*, page 8, for more details.

55. Please confirm that “match”: can be a combination of cash and in-kind.

**CV:** Match is a can be a combination of cash and in-kind. Although there is no specific requirement for cash match, it is part of a responsible budget to have some match as cash.

56. If we are a previously funded program, what would be our “match year” level?

**CV:** You could look at your last funded match level and add a year.

57. If we apply below maximum MSY cap, do we get more options to get funded?

**CV:** No, each application goes through the same review process, which is outlined in the *2012 AmeriCorps Request for Applications*, page 16. Although cost per member is taken into consideration, it is but one of the funding elements considered in the CV review process. CV does look for efficiency in the budget, match, and expenses.

58. What role does an applicant play in selecting formula or competitive funding?

**CV:** None. CV has sole discretion over the selection of the portfolio to submit for competitive funding.

59. If we submit an application for over \$850,000 and we receive a good ranking from the CV review process, will we automatically be sent for competitive funding?

**CV:** No. CV has sole discretion over the selection of the portfolio to submit for competitive funding. CV will consider more than the amount of money requested.

60. How is cost per member determined and how important is it?

**CV:** Cost per member is explained in the *2012 AmeriCorps Request for Applications*, pages 4 and 11. It is important to be as efficient as possible and still be able to deliver an impactful program that meets contracted targets.



60. If an organization has had an AmeriCorps grant before but it was for a different program, is this an experienced applicant?

**CV:** As explained in *2012 AmeriCorps Request for Applications*, page 15, this would most likely be an experienced applicant.

61. How will we know if you received our intent to apply?

**CV:** We will email confirmation.

62. How will we know if we passed compliance check?

**CV:** You will be notified at some point. All decisions need to be approved by the CV Commission.

62. Is it required for partners to sign anything at this point?

**CV:** No.

63. Is executive summary part of the 25 page limit?

**CV:** There was some confusion in the RFA regarding this issue. The Executive Summary is **not** counted within the 25 page limit. However, the executive summary may not exceed one-half of a page. See *2012 AmeriCorps RFA Instructions*, page 7.

64. Will character limit ever be applied?

**CV:** Possibly later during eGrants submission.

65. Is the *Program Impact and Continuous Improvement Summary* [required of recompetes], part of the 25 page limit?

**CV:** No. See *2012 AmeriCorps RFA Instructions*, page 7.

66. When will CV have clarification period for formula?

**CV:** At this time, there is only one Clarification period predicted to be 11/28/2011 to 12/20/2011.

67. If CV selects us to try for competitive funds but we don't make it, are we guaranteed formula funding?

**CV:** No. You would fall back onto the rank list in order of your score. Keep in mind that no applicant is ever "guaranteed" funding at any level.

68. Are recompeting programs required to show by professional study that the program works?

**CV:** Recompeting programs are required to abide by the rules for evaluation laid out in the RFA they responded to for their current award. All recompeting programs should have completed an evaluation according to their current award and the evaluation plan they submitted for funding. The completed evaluation should be submitted with their 2012 application.



69. Can AC members in an education program access their award simultaneously to service?

**CV:** A member must successfully complete the term of service to use the education award.

70a. Can AC members be reimbursed with the education award for courses they have already completed?

**CV:** Yes, if it was paid through a loan. Please review provisions for complete information.

70b. Can the education award be applied to a student loans?

**CV:** Yes.

71. Can we charge the full fixed administrative rate or is there a cap?

**CV:** See *2012 AmeriCorps RFA Instructions*, page 36-37 for full details.

72. In the RFA Training and Technical Assistance meeting, I thought it was stated there would be some clarification in the FAQs on the size of font and margins to use on the proposal. Has this been determined and if yes, what are they and where is this clarification located?

**CV:** For the specifications on the narrative document see *2012 AmeriCorps Application Instructions*, page 7, "IV AmeriCorps Application Checklist".

73. Do you want these proposals submitted through eGrants on Oct. 21, 2011? If not eGrants, then where do we make the electronic submission as required in the RFA?

**CV:** Applications should be submitted as outlined in *2012 AmeriCorps Application Instructions*, page 7, "IV AmeriCorps Application Checklist". Submission of **both** electronic and hardcopy versions of your application is due October 21 2011 5:00PM. The electronic submission is to be completed via the AmeriCorps Program Title Page webform available at <http://www.californiavolunteers.org/index.php/Grants/americorps/>.

74. We are trying to determine if we should apply as re-competing or experienced. We are proposing a project design that does include some of our current service sites and continues the overall focus on after school, which is one element of our current program. Our new design, however, expands from a local to a regional model with the inclusion of many new school sites. The design utilizes fewer members per site and includes newly defined service activities. We feel we qualify as experienced, but would appreciate clarification.

**CV:** As indicated in *2012 AmeriCorps Request for Applications*, page 15. "“Re-competing” applicants are programs that have completed a three-year grant cycle (in most instances) and opt to “re-compete” for another three-year award.” If you meet these criteria, and are re-competing with a different design, you are considered a re-competing applicant regardless of the design being proposed.

75. If we apply as experienced and it is later determined that our proposal should have been re-competing, would we then have the opportunity to adjust our proposal accordingly?

**CV:** Probably yes, but it would depend on the circumstances.

76. I am trying to access the partnerships forms online. I am able to view and print the sample partnership form. The application instructions indicate that the partnership forms need to be completed online in addition to printed out and sent with a printed version of the proposal, but when I click on **(6) Partnership Forms and AmeriCorps Program Title Page** I can only access the Title Page form and no partnership forms appear. Can you help me figure out what I'm doing wrong?

**CV:** Please note that these forms must be completed in sequence starting with the *AmeriCorps Program Title Page* webform and ending with the *Partnership Information* webform. The website link you reference leads to the *AmeriCorps Program Title Page* webform. Upon successful completion of the *AmeriCorps Program Title Page*, your web browser will refresh and you should receive a page with the words "2011 AmeriCorps RFA – Success" in the upper left corner. You should also see the link [<https://govnews.ca.gov/cvrfa>], as well as a Login and a Password. You should print this page immediately.

**IMPORTANT PRINT THE "2011 AmeriCorps RFA – Success" page IMMEDIATELY.** You will **not** be able to access it again and you will need to submit it with your hardcopy application which is due 10/21/2011 [see *2012 AmeriCorps Application Instructions*, page 7]. This page contains information to access the *Partnership Information* webform, as well as the login and password to use the link, <https://govnews.ca.gov/cvrfa>.

77. We have a large pool of partners and in the past we were able to complete the partnership forms prior to completing the Title Page form. Is it possible to delink the Title Page from the Partnership forms? This way we will be able to fill out the Partnership forms without having to first complete the Title page and submitting all required .pdf forms.

**CV:** Refer to FAQ #76.

78. Do you need eleven hard copies of the entire audited financials?

**CV:** No. See *2012 AmeriCorps Application Instructions*, page 7, "IV AmeriCorps Application Checklist" "Paper Application".

79. Do the partnership forms appear after the title page is submitted or do you have a separate link that will be sent out for completing the partnership forms? (I recall entering the partnership forms separately in the past)? The sequence is important for us to understand because if we have to complete the partnership forms after submitting the title page but before we ship the application packet it will significantly impact the timing of our workflow. If the partnership forms do have to be completed after the title page and before shipping can you please provide a template of what information will be necessary to input into the partnership forms.

**CV:** They appear after the Title Page is submitted. Refer to FAQs #6 #76.

80. I'm unclear what is meant by following statement: "Describe how members will be included from the local communities to be served by your program". Does this mean, how will you select AmeriCorps "members" that are reflective of the local community or does it mean how will



community “members” benefit by the service your AmeriCorps program provides?

**CV:** Assuming you are referring to *2012 AmeriCorps Application Instructions*, page 16, section f “AmeriCorps Member Selection, Training, and Supervision”, you should address how you will recruit and select members that reflect the local community.

81. The only partnership-related object I’ve been able to find is one field (#9) embedded within the *AmeriCorps Program Title Page*. It reads “9. Partnership Type” and gives the options of “Consortium, affiliates, intermediary, or Other.” This option has no space for contact info and it does not allow for multiple partners. I do not believe this is the correct form to use to describe my three partnership entities within the community, their contact info, how they contribute, whether they’re public or private, etc.

**CV:** The Partnership Information webform is the form to be used to submit your partners’ information. Refer to FAQs #6 and #76.

82. Can you provide examples of public nonprofit entities?

**CV:** I’m not sure I understand your question. Can you cite the document and a page number to which you refer? Are you unsure if you are a public entity or if you are a nonprofit?

83. Can you please provide examples of public entities that are not 501 (c)(3)

**CV:** I’m not sure I understand your question. Can you cite the document and a page number to which you refer?

84. The RFA lists national performance measures and tiers. What does tier 3 mean?

**CV:** Tier 3 Pilot Measures means that these performance measures are in the currently-operating pilots; and that applicants in this Tier, would be on the 3<sup>rd</sup> tier of funding for CNCS.

85. On page 42 it says that the cap for consultants is \$750 per day. Is that correct?

**CV:** Yes, it was raised.

86. We don’t have performance measures within Tier 1 or 2. Should we change our performance measures to match national performance measures so we can get funded?

**CV:** See FAQ #13

86. Will we get advance notice on Clarification?

**CV:** See FAQ #35-37

87. We had to have a public and private partner at the last interview. Will that be expected again?

**CV:** No

88. We are an education program. Should we write performance measures specific to California or use national PMs?

**CV:** You should create a program design based on community need and on what you can deliver. The CV portfolio represents California needs and solutions. We do not see a distinction between California and national measures—both are asking for evidence-based increases.

89. Do you have examples of best practices evaluation plans from new or experienced programs?

**CV:** No, not readily available.

90. Is it advantageous create your own performance measures or use the standard generic measures?

**CV:** You should create a program design based on community need and on what you can deliver. If it makes sense to use national performance measures, then do so.

91. On the labor concurrence form, we should not choose #3 (page 47 of instruction). Right?

**CV:** Obviously, you choose what applies to your situation. It is extremely rare that #3 is the true reflection of the situation. Almost every grantee has a member placed somewhere where a union is present. The rules have changed this year. Please read instructions very carefully. You will be asked to provide proof of consultation; and written concurrence from union must be sent **with** your application.

92. Where do we submit questions?

**CV:** Send questions to [funding@californiavolunteers.ca.gov](mailto:funding@californiavolunteers.ca.gov). The cut off for questions is 10/21/11 9:00 AM.

93. Is our evaluation due complete, or can we submit what we've done so far?

**CV:** Complete

94. We currently have an existing Cost Reimbursement grant program entering its second year and an Ed Award Only Fixed Amount grant program that just began its third year. Can we apply during this cycle for a separate Cost Reimbursement grant to support the multi-county program that is completing its Ed Award Only cycle?

**CV:** Yes. Partnerships should feel free to apply as they deem appropriate for their design, capacity to manage, and financial capability. It is often useful to understand why the type of grant and/or the type of member is being changed.

95. Our program submitted a *Notice of Intent to Apply* as a “new” applicant, but we’re not sure if that’s correct. Our organization has hosted AmeriCorps members in the past as a subcontractor to other grantees and is working with schools that are placement sites for AmeriCorps members, but we have never been a direct AmeriCorps grantee. We are also working with advisors who have submitted successful AmeriCorps proposals in the past. Would we qualify as a “new” or an



“experienced” applicant? If “experienced” is there anything we need to do regarding our *Notice of Intent to Apply* which mistakenly lists us as a “new” applicant?

**CV:** As indicated in the *2012 AmeriCorps Request for Applications*, page 15; it appears the circumstances you describe make you an “experienced” applicant. Please note the correction in the last sentence of your Executive Summary.

96. I did not see anything in the FAQs that addressed the timing for when in the process {for} the partnership forms are completed. Can you add this in? This is a time consuming (we have a lot of partners) but easy process that can be entered today since our partnerships are known but if we have to wait we will need to build that time in at the very end of the process. (In the past it was a separate link which could be entered at any time in the process, hence why I am asking)

**CV:** Refer to FAQ #6 and #76.

97. On the sample *Partnership Information* webform in section 2 for site placement information, the instructions are for number of members awarded to a site. We do not award members to other agencies. Our school partners serve as service locations and our members are supervised by our own staff. I just wanted to confirm that you want service locations and that you want the corps supervisor (which for us would be CY staff).

**CV:** All service site locations [where members receive credit for service hours] must be included on a *Partnership Information* webform. You would also list the name[s] of the site supervisor[s]—be they program staff or the site staff. If you do not know the “name” of the supervisor, please indicate whether it will be grantee staff or a site staff.

98. On the sample *Partnership Information* webform section 5, I’m not entirely clear on what documents are supposed to be uploaded in the partnership form section. Do we need to do anything for this?

**CV:** The *Partnership Information* webform can be submitted without having to respond to Section 5.

99. Will there be an individual present to receive the application if we sent it via FedEx or private courier?

**CV:** Yes, Monday-Friday 9am-5pm.

100. Can I ask my PA to take our Application?

**CV:** No, it must be submitted as directed in the *2012 AmeriCorps Application Instructions*, page 7. Do not email it or deliver it to your PA.

101 We are getting ready to submit a competitive, recompeting grant, but we aren't clear on our max MSY.

**CV:** An applicant would not “submit” a *competitive application*. The selection of applicants for national competition is the sole decision of CaliforniaVolunteers [FAQs #27, #58, and #59]. Assuming you are referring to **cost per** MSY [CPMSY] and not just MSY, the chart in the *2012 AmeriCorps Request for Applications*, page 12 outlines the parameters. See FAQ #102



102. We are in the 2nd year of our current CV grant and forfeiting our 3rd year in order to compete for a larger grant. From your RFA, it looks like the max MSY we can apply for is \$13,300. Is this correct, or can we apply for up to \$16,000?

**CV:** Each applicant should **first** work-out a responsible, cost effective, adequate budget that will support the program design elements. No increase in CPMSY will be allowed after awards have been announced [including budget revisions throughout the program year]. The applicant needs to be certain the partnership can support the program as budgeted. Having said that, CNCS has made it clear that the maximum CPMSY they will fund for new/recompeting Commission programs is \$13,300. Based on your description, you would be considered in the “new/recompete” category. As stated in our RFA, CV considers CPMSY along with other elements while scoring applications, regardless of formula or competitive funding. CV may fund up to \$16,000 CPMSY with formula dollars within the first funding cycle--*2012 AmeriCorps Request for Applications*, page 12 outlines the parameters.

Just to clarify, I don't believe you are actually “forfeiting” your current award to compete in the 2012 RFA. I believe you will forfeit your 3<sup>rd</sup> year, if you are awarded in the 2012 RFA process.

103. May text in charts within the body of the narrative be single-spaced?

**CV:** Yes, 12 font and single spaced is okay for charts. Keep in mind that **only text** will be allowed in eGrants—no tables, graphs, charts, etc. If an applicant is successful at the CV review level, these charts will have to be removed and the information incorporated into your narrative before being entered into eGrants.

104. I am unable to find required Partnership Forms. According to the grant guidelines, they should be here, but they are not: <http://www.californiavolunteers.org/index.php/Grants/ameriCorps/>

**CV:** You have to submit the AmeriCorps Program Title Page to get to the Partnership Information forms. See FAQ # 76.

105. We're applying for a Fixed Amount Grant. I know we need to fill out a detailed budget and that we do not have a match requirement. Do we still need to list Sources and Types of Match Contributions at the bottom of the Budget Narrative?

**CV:** It can be very useful to include this information so the reader can gauge the stability of your funding, as well as the adequacy.



106. We're applying for a Fixed Amount Grant. We would like to use all of the grant (if awarded) to pay for member's living stipends. If we enter the full amount requested as CNCS share in the living stipend section the budget narrative is set to automatically calculate Admin Funds using that number. Doing so bumps our request to over the \$13,000 maximum. What is the best way to approach this? -Should we leave the automatic Administrative calculations as is and have the narrative list a higher CNCS cost per MSY (over 13,000) knowing that we will only receive a maximum of \$13,000 per MSY? -Should we change the calculations so that the grantee share comprises the entire 5% of total program costs and assign the 20% of that 5% that CV retains also as grantee share meaning we'd owe some small amount to CV? -Or, should we change the amount requested as CNCS share in the living stipend section so that that number plus the admin costs equals \$13,000 per MSY?

**CV:** For Full-Time Fixed Amount Grants only---You should hard enter a 0 for the CNCS side in Section 3.

107. For the cost-reimbursement grant type – what is the maximum amount of funding we can request from California Volunteers?

**CV:** Please refer to *2012 AmeriCorps Request for Applications*, page 12, Section D.

108. Can the evaluation be funded by Corporation funds?

**CV:** Yes.

109. On the budget form it seems to be missing the piece where we itemize the in-kind and cash match funds at the bottom of the form yet the instructions say to complete it. Is there another budget form or how do we complete that section if it isn't there?

**CV:** If “Itemized in-kind and cash match funds” is reference to “sources and types of match contributions”, you only have to do this on the *Budget Narrative*. The table is located at the bottom of the *Budget Narrative* under the heading **Sources and Types of Match Contributions**. The *Budget Form* does not require you to list sources and types of match contributions. Both the *Budget Form* and *Budget Narrative* are in the same Excel workbook available at <http://www.californiavolunteers.org/index.php/Grants/ameriCorps/>.

110. I see the instruction to upload a pdf of application items 1-13 on the AmeriCorps Title Page. However, item 1 is the Title Page itself and I am having trouble printing a clean copy prior to submitting. Only the sections 1-5 on the title page are visible when I try to print.

**CV:** When an applicant successfully completes and submits the *AmeriCorps Program Title Page*, the title page and application are submitted to CV. You do not have to print a copy in order to submit the *Title Page*



111. I am trying to submit our AmeriCorps Program Title Page. However, I keep getting an Invalid message in red text for questions 6 Evaluation Summary "Summary of Program" and 10 Budget "Total Operating Cost". There is no indication of why these entries are invalid.

**CV:** It is possible that you have exceeded the 500 characters [including spaces] limitation for Question 6 Evaluation Summary, "Summary of Program". If you exceed 500 characters, the form will be rejected or submitted incorrectly. Further, question 10 Budget will ONLY accept number values. It is possible that you have symbols and/or alpha characters in this section. Also make sure there are no spaces before, after, or in-between the numbers you enter.

112. I have gone to the web site and completed the title page and gotten to the part where it says to upload the application. I did that and a couple of times the screen came back with fields that needed corrected. I corrected them and now when I hit submit, no corrections come back but no "success" message or partner forms come up either. What am I doing wrong?

**CV:** Check every item on the AmeriCorps Program Title Page to be certain it has been answered. This means that you must answer every question by completing a text fields, a check box, or a drop-down---and then upload [submit] your application. Refer to FAQ #111 to read about entry specifications.

113. The instructions state that we should complete the partnership forms online, print them and include them with the application. I just submitted my first partnership form and discovered that I can no longer edit or view it to print it. Are we supposed to print them before we click submit? If so, I am concerned that the format might not be very legible if it is similar to the Title Page.

**CV:** Please print them prior to submitting.

114. For the AmeriCorps Program Title Page - how do we print it after we complete it so we can upload it as part of our application online? I don't see an option to print, and when I just click on file - print - the formatting is incorrect.

**CV:** Please refer to FAQs 110 and 76.

115. What type of data entry issues can arise in the AmeriCorps Program Title Page and Partnership Information forms?

**CV:** Not completing every question on the AmeriCorps Program Title Page will result in the webform being rejected. Refer to FAQ # 112.

116. On the title page, we selected "new/recompeting applicant" and submitted our title page. The "2011 AmeriCorps RFA – Success" page lists the program type of "New Applicant/Competitive." Do we need to include anything with our hardcopy application to make it clear that we are recompeting and not a new program?

**CV:** No. It sounds like some kind of glitch. We should be able to tell new programs from recompetes.



117. I am ready to ship our application this afternoon but can't get to the partnership forms online.

**CV:** If by "can't get" you mean you can't get back to them to print, you are correct. Be aware that you will need to submit hardcopies with your application. You could use the sample *Partnership Information* webform to print and handwrite an exact duplicate of your forms. For forms, see <http://www.californiavolunteers.org/index.php/Grants/americorps/>

118. I'm having trouble uploading my application—after the title page form is complete, I browse to and choose the PDF, it looks like it's working, but the screen just kicks back to the original title page (with my information input) but no confirmation of receipt.

**CV:** Refer to FAQ #112

119. One of my biggest questions is: Does the title page that generates from the online system require a live person's signature?

**CV:** No

120. Is there a way to resubmit our electronic version if we realized we uploaded the wrong version of the narrative?

**CV:** You have to go through the whole electronic submission process again. On this point, please identify to us which application you are withdrawing from the competition.

