

VIRGINIA DEPARTMENT OF SOCIAL SERVICES
Office on Volunteerism and Community Service

Announces its

Request for Proposals (RFP)

For Funding Under the

2017 AmeriCorps*State Competitive Program

RFP Number	CVS-17-023
Issue Date:	October 5, 2016
Commodity:	95259
Location:	Statewide
Initial Contract Period:	12-month period, primarily beginning on or about August 1, 2017 or August 15, 2017 (depending upon Program Design)

A Pre-Proposal Conference Call to include technical assistance will be conducted on Monday, October 17, 2016 from 1:00pm-3:00pm EDT for ALL potential competitive applicants.

Optional Q & A Conference Call will be conducted on November 3, 2016 at 1:00pm.

FIRST MANDATORY SUBMISSION:

Initial full applications are due electronically via uploaded submission in e-Grants by 11:59 pm EDT, Wednesday, November 16, 2016.

FINAL SUBMISSION:

Final applications will be received electronically via uploaded submission in e-Grants until 11:59 pm. EDT, Wednesday, January 4, 2017. Any proposals received after that time will be considered non-responsive and will not be accepted.

All questions must be directed to americorpsinfo@dss.virginia.gov, and responses will be provided within three (3) business days. For additional information, contact Robert Earley at 804-726-7182. For assistance by TDD, please call (800) 828-1120. When review of applications is complete and VDSS is prepared to make funding awards, VDSS will publish a Notice of Intent to Fund. Applicants are responsible for reviewing this Notice in order to determine whether or not they are funded. VDSS will not notify unsuccessful applicants.

This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §2.2-4343.1 or against an applicant because of race, religion, color, sex, national origin, age, disability, status as a service-disabled veteran or any other basis prohibited by state law relating to discrimination in employment.

**VIRGINIA AMERICORPS *STATE PROGRAM
REQUEST FOR PROPOSALS
(RFP)**

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SECTION 1 – PURPOSE

- 1.1 The intent and purpose of this Request for Proposals (RFP) is to solicit Proposals to establish Full-Time Operational AmeriCorps*State programs in Virginia through the Corporation for National and Community Service’s (CNCS) Competitive process.

The period of the initial contract shall be for twelve (12) months. Contracts may be renewed for up to two additional years subject to annual review of program achievement and compliance, and availability of appropriations; however, Continuation applications must be submitted annually for review. After three years, a program must submit a new Proposal in response to the then current RFP.

SECTION 2 – BACKGROUND

- 2.1 On September 21, 1993, the National and Community Service Trust Act were signed into law, creating the Corporation for National Service (CNS), which later became known as the Corporation for National and Community Service (CNCS). The Corporation supports a range of national and community service programs, providing opportunities for participants to serve full- time and part-time, as individuals or as a part of a team. AmeriCorps engages thousands of individuals on a full- or part-time basis to help communities address their toughest challenges while earning support for college, graduate school, or job training. AmeriCorps joins a long tradition of programs encouraging and rewarding service – programs like the Civilian Conservation Corps, the Montgomery GI Bill, and the Peace Corps. These programs provide tangible benefits to local communities and foster civic responsibility among those serving and being served.

2.1.1 ABOUT AMERICORPS

AmeriCorps is a national service network that provides part-time and full-time service opportunities for participants, called “members”, to provide direct services in their communities and to build the capacity of organizations to meet local needs.

The AmeriCorps national service network includes AmeriCorps*State and National programs, Indian Tribe and U.S. Territories programs, Education Awards Program, AmeriCorps*VISTA, and AmeriCorps*NCCC. Through service with local organizations and agencies, in communities large and small throughout America, AmeriCorps members serve our Nation.

2.1.2 OFFICE ON VOLUNTEERISM AND COMMUNITY SERVICE

In Virginia, the AmeriCorps*State program is administered by the Office on Volunteerism and Community Service (OVCS). Each year OVCS receives an allocation from the Corporation for National and Community Service to provide grants to organizations to operate AmeriCorps programs in Virginia.

This RFP is soliciting proposals from eligible entities to operate AmeriCorps*State programs in Virginia. Selected programs will provide *direct services* in their communities. These services must address the Virginia priority of Volunteer Recruitment and Utilization, AND address at least one of six CNCS/OVCS priority areas with strongest interest in the first three priorities:

- Education
- Opportunity (primarily economic opportunity)
- Veterans and Military Families
- Disaster Services
- Environmental Stewardship
- Healthy Futures

Funding Priorities: Please see page 2 of the NOFO for an outline of the 2017 AmeriCorps Funding Priorities. OVCS will accept applications submitted under all CNCS funding priorities, as well as under the six focus areas listed above.

Volunteer Recruitment and Utilization: All proposals must address the Virginia priority of Volunteer Recruitment and Utilization. Each proposal must identify how it will achieve and document the following outcomes:

- a. Number of volunteers recruited by members, an average of 29 volunteers per MSY, to participate in the AmeriCorps-related activity; and
- b. Hours served by the volunteers participating in the AmeriCorps-related activity.

This Virginia priority is consistent with CNCS Performance Measures. To be eligible for consideration under this RFP, provide the required information and documentation related to the Volunteer Recruitment and Utilization priority as the *first item in the Rationale and Approach section* of the narrative, when submitting the final application in e-Grants

Ideally, volunteers recruited by AmeriCorps members will participate in the primary activities of the AmeriCorps program, alongside the AmeriCorps members. For instance, if AmeriCorps members are repairing and building trails on public land, volunteers will repair and build trails, as well. In some cases, however, this may not be possible, and programs may propose alternative activities for the volunteers recruited by AmeriCorps members. The alternative activities must be direct service, must be aligned with the purpose of the AmeriCorps program, must involve the organization's AmeriCorps members as well as recruited volunteers, and may not include activities identified by CNCS as prohibited activities.

CNCS/OVCS Focus Areas

OVCS supports and endorses the efforts of The Corporation for National and Community Service (CNCS) to fully document program success and outcomes, rather than rely on anecdotal evidence. To this end, CNCS has identified six priority areas, and multiple Performance Measures (PM) associated with each priority area. Every AmeriCorps*State applicant must clearly and effectively address at least one of these Focus areas (strongest interest in the first three priorities): Economic Opportunity; Disaster Services; Education; Veterans and Military Families; Healthy Futures; and Environmental Stewardship.

CNCS Performance Measures

In responding to this RFP, applicants must familiarize themselves with the CNCS materials addressing performance measurement, theory of change, evidence, quality performance measures, data collection and data collection instruments. These materials can be found at <http://www.nationalserviceresources.org/npm/home>. CNCS information specific to 2017 AmeriCorps Performance Measures can be found at http://www.nationalservice.gov/sites/default/files/documents/2017%20Performance%20Measures%20Instructions_edited8-29-16.pdf.

2.1.3 AMERICORPS*STATE FY 2017

There are four documents to be used in replying to this RFP. The first is the RFP itself, which details the requirements, process, and guidance from OVCS. **The due dates for all Applicants are detailed in this RFP, and the dates from this document must be used.** Applicants must also utilize the attached Announcement of Federal Funding Opportunity ('NOFO'):

http://www.nationalservice.gov/sites/default/files/documents/2017%20ASN%20Notice_0.pdf

2017 AmeriCorps Application Instructions ("Instructions"):

<http://www.nationalservice.gov/sites/default/files/documents/2017%20ASN%20Application%20Instructions.pdf>

2017 AmeriCorps State and National Mandatory Supplemental Guidance:

<http://www.nationalservice.gov/sites/default/files/documents/2017%20Mandatory%20Supplemental%20Guidance.pdf>

2017 AmeriCorps State and National CNCS Performance Measures Instructions:
http://www.nationalservice.gov/sites/default/files/documents/2017%20Performance%20Measures%20Instructions_edited8-29-16.pdf

These documents have been created by CNCS to detail the essential elements for inclusion in an application (NOFO), and the technical information for the entry of the application into e-Grants (Instructions). The information contained in them with relation to application elements should be followed closely, as OVCS will review all applications within identical criteria. **All applicants must utilize each of these documents to complete an application.**

In addition, applicants must familiarize themselves with AmeriCorps programming by visiting: the CNCS website at www.nationalservice.gov; AmeriCorps grant provisions at <http://www.nationalservice.gov/build-your-capacity/grants> ; and AmeriCorps regulations, 45 CFR sections 2520 – 2550 at www.gpoaccess.gov/ecfr.

The Virginia Commission will be receiving final Competitive (new and continuation) until 3pm on January 4, 2017. NOTE: This process includes required, PRIOR submissions; please review the chart below. Organizations that do not participate in the pre-proposal conference and/or do not meet all submission deadlines will be deemed nonresponsive and will not be considered for competitive submission. Please see the bottom of page 5 of this RFP, and pages 2-3 of the NOFO for information on types of grants. Following the original submittal of applications, there will be review and feedback by OVCS, and applicants will be asked to make clarifications/changes to applications prior to final submittal. An optional pre-proposal conference call and technical assistance on October 17, 2016 from 1:00pm-11:59pm.

The combined CNCS and Virginia Commission timeline is as follows:

Wednesday, October 5, 2016 - Issue RFP
Monday, October 17, 2016 - Pre-proposal Conference and Technical Assistance Call, 1pm-3pm, potential competitive applicants. Applicants wishing to attend the conference in person are requested to provide an email notice to americorpsinfo@dss.virginia.gov
Thursday, November 3, 2016 - Optional Q & A Conference Call
Wednesday, November 16, 2016 by 11:59 pm EDT - Completed applications are due via electronic submission by Electronically upload submission on the e-Grants website
Wednesday, January 4, 2017 by 11:59 pm EDT - FINAL Continuation Applications Due in e-Grants (existing grantees entering Year 2 or 3 of cycle)
Wednesday, January 4, 2017 by 11:59 pm EDT - New/Recompete/Competitive FINAL Applications (new programs, existing programs that just completed year 3 of previous cycle) mandatory electronic submission in e-Grants
January 5-12, 2017 - OVCS review and finalize competitive submission
OVCS submission to CNCS (CNCS deadline 1/17/17)
Estimated date of notice from CNCS of competitive funding by May 15, 2017*
<i>Items with * are tentative pending CNCS competitive announcements and final award notification</i>

SECTION 3 – STATEMENT OF NEEDS

3.1 AMERICORPS PROGRAMS

In a major effort to renew communities and meet social needs by collaborating with local and state governments, as well as faith-based and nonprofit organizations, the Office on Volunteerism and Community Service offers organizations access to AmeriCorps to address the Virginia priority area of Volunteer Recruitment, as well as the national priority areas of Economic Opportunity; Disaster Services; Education; Veterans and Military Families; Healthy Futures; and Environmental Stewardship.

3.1.1 GRANT TYPES

This RFP is intended for applicants proposing 'Competitive' programs. Applications for competitive programs are first evaluated, reviewed, scored and ranked by OVCS, which determines, based on ranking, which applications will be submitted to CNCS. Submitted applications are in competition with applications from other state service commissions and multi-state organizations nationwide. The Corporation reviews all competitively-submitted applications to make funding determinations.

CNCS may fund some, all, or none of the applications submitted by OVCS. Any applications submitted by OVCS that do not receive CNCS competitive funding will be eligible to receive *some level* of OVCS formula funding. OVCS reserves the right to award funding at levels lower than requested, and for less than the Minimum Request, see below.

OPERATING GRANTS

Operating grants support *fully developed* plans to establish a new national service program or to support, expand, or replicate existing national service programs. Replication is defined as recreating a successful program model in a different setting with a different administrative structure. All resources distributed under this RFP will be used only to support programming occurring in the Commonwealth of Virginia.

Awards will cover a period that includes one year of operation. Grants may be renewed for two subsequent years, subject to annual review of program achievement and compliance, and availability of appropriations. The grant amount will vary by circumstance and need.

The Office on Volunteerism and Community Service strongly encourages partnerships, collaborative relationships, and mentorships in an effort to increase program reach and results, increase the significance and impact of service members' experience, and reduce administrative costs. Applicants are urged to review the AmeriCorps*State website to determine whether their organization already has an AmeriCorps*State grant program. If so, OVCS strongly recommends collaboration and cooperation with the existing program.

Types of Operating Grants

Under this RFP, an applicant may request a 'cost reimbursement grant'. The cost reimbursement grant is the AmeriCorps grant type that has traditionally been offered through OVCS. It is available to new and re-competing applicants, requires a specific match, has flexibility in the types of member slots available, demands full documentation of all program costs, and provides up to \$13,830 per MSY.

3.2 MINIMUM REQUEST

Under this RFP, the Office on Volunteerism and Community Service requires applicants to request a minimum of twelve (12) Member Service Year (MSY) AND at least twenty (20) members. One MSY is equivalent to 1700 service hours, a full-time AmeriCorps position. OVCS reserves the right to award funding at levels lower than requested, and for less than the Minimum Request.

3.3 WHO IS ELIGIBLE TO APPLY

Public School districts, institutions of higher education, state and local governments, and 501(c) (3) non-profit community and faith-based organizations are eligible to apply. By submission of an application, each applicant is certifying that it is operating legally within the Commonwealth of Virginia.

3.4 PROGRAM COMPLIANCE AND MONITORING

The Office on Volunteerism and Community Service expects all programs to become familiar with AmeriCorps Program requirements, as well as OMB Circular requirements. Because of the complexity of the AmeriCorps Program, organizations considering participation are strongly encouraged to assess their capacity (administrative, fiscal, and programmatic) and commitment to

implement the program in both a compliant and an excellent manner. Programs are required to maintain all program documentation in an organized and compliant manner throughout each funded program year, and to make it available to OVCS and to CNCS upon request. OVCS conducts on-site and desk monitoring of program and fiscal management for all awarded applicants. OVCS provides both advance notice for all on-site monitoring visits, and tools to use in compiling the required documentation. OVCS typically conducts entrance and exit meetings with the Program Director and at least one other member of organizational or program management. OVCS also requests the participation of the organization's chief executive or the chief executive's designee.

3.5 REPORTING AND EVALUATION REQUIREMENTS

Programs must develop a system for collecting and organizing source documentation and data on an ongoing basis. Monthly reporting is required. The most common reporting mechanisms are progress, financial, and final reports. Programs must cooperate with national program evaluation studies the Corporation for National and Community Service may undertake. Programs must maintain data on civil rights compliance, demographics, and inclusion of individuals with disabilities. Note that OVCS has set a goal of 10% of members and volunteers being people with disabilities.

All programs will be expected to create an evaluation plan, and to track targeted data for use in an evaluation report annually. Any program that has completed a three-year grant cycle **MUST** submit an evaluation plan for this Program Year. New programs, or existing programs that have not completed a three-year grant cycle, must establish evaluation plans that provide analysis and feedback on the programs' Theory of Change.

All applicants must ensure that an appropriate amount of funding is allocated in the program budget for the completion of a thorough and comprehensive program evaluation.

3.6 NATIONAL SERVICE DAYS PARTICIPATION

The Office on Volunteerism and Community Service requires that all programs conduct or participate in, and report on, one or more service activities on at least three recognized Days of Service: the Day of Service and Remembrance (September 11), MLK Day in January, and at least one other National Service Day during each program year.

All programs are encouraged to participate in as many National Service Days recognized by the Corporation for National and Community Service as possible.

Participation may consist of coordinating a service project or partnering with one or more programs in a collaborative effort.

Programs must report Service Day activities. Planning for Service Day activities is part of pre-contract requirements; review of Service Day activities is an element of the OVCS monitoring process.

3.7 PROJECT NEED AND DEMAND

OVCS is most interested in funding programs for which there is not only a need but a community demand. AmeriCorps funding is meant to change the status quo within a community via the availability of service members who provide direct service. The most desirable programs not only document need but also document a grassroots demand for action from among the community members. An example of this may be that a need for action is indicated by a higher than average truancy rate in a school system; a demand for action would be demonstrated, for instance, by School Board meeting minutes that include parents asking for assistance in increasing their children's interest in school, by registrations for parenting classes exceeding the available space, and by the school system documenting volunteers who want to assist in the classroom, but the school system is unable to provide coordinative oversight. Documentation of demand includes public awareness of a need, and public desire to meet that need.

Additionally, a program that successfully addresses a need to which a community demands action is more likely to be sustainable when federal funds are less available. Specifically, as federal support

decreases for the identified project, the community will provide the required, increased match because of the program's success.

3.8 AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE NETWORK

All Virginia AmeriCorps*State programs are strongly urged to include the word "AmeriCorps" in both the formal and working titles of their AmeriCorps programs. Additionally, the AmeriCorps name and logo will be used on service gear and all public materials, including but not limited to stationery, websites, banners, press releases, and member curriculum. Applicants should clearly describe how the staff and community members where the members are serving will know they are AmeriCorps members. Policy documents should clearly describe how AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.

3.9 PROGRAM SUSTAINABILITY

The Corporation for National and Community Service requires AmeriCorps State subgrantees to contribute to the cost of their AmeriCorps programs. The required AmeriCorps match ranges from 24% for programs in the first three years, to a maximum of 50% at ten years and beyond. The idea behind the gradually increasing match is that the longer an organization is involved in AmeriCorps, the greater that organization's capacity to support and sustain the program. Presumably, if an organization is meeting a truly compelling community need, and if the community demands the service being offered, the community will contribute to the support of the organization's effort. This support may be financial, or it may be that community members will volunteer to conduct the service, rather than the community relying solely on the AmeriCorps members to provide the service. By the time an AmeriCorps subgrantee is requesting funding for the 10th year or beyond, OVCS expects the applicant to demonstrate greater organizational capacity and programmatic leadership in addition to strong programmatic compliance. Every program in the Virginia AmeriCorps*State portfolio will actively pursue sustainability. Funding under Virginia's AmeriCorps*State program is not meant to provide ongoing support to the same programs.

OVCS reserves the right to impose additional match or other requirements for programs applying for their 4th three-year cycle or beyond. Likewise, any program working with an approved 'alternate match' that is applying for its 4th three-year cycle or beyond must document efforts to (1) minimize its need for the alternate match, and to (2) wean itself from the need for the alternate match. At the next point of recompeting, the program must be prepared to resume working its way toward the standard CNCS non-alternate match level.

Examples of ways a long-term applicant could distinguish itself with match might include, for example:

- Year 10: Competitive application 50% match
- Year 11: Competitive application 55% match
- Year 12: Competitive application 60% match

- Year 13: Competitive application 65% match
- Year 14: Competitive application 70% match
- Year 15: Competitive application 75% match

Programs with limited resources, for which increasing match and program sustainability raise concerns, are urged to launch a focused sustainability effort.

In addition, other examples of increased program sustainability which could factor into the review of long-time programs include: request for less funding per MSY, addition of a new program element based on documented need; addition of appropriate program sites; acting as an intermediary for other organizations; readiness to be submitted for national competition.

For the 2017 - 18 program year, OVCS is clearly setting an expectation that a re-competing program at or beyond 10 years will distinguish itself as being a program leader and innovator. OVCS may be more specific and proscriptive with recompetes in subsequent program years. Programs in the last year of their third or beyond cycle must begin planning program improvements that would be part of recomplete applications.

SECTION 4 –PRE-PROPOSAL CONFERENCE CALL

A Pre-proposal Conference Call to include technical assistance will be conducted on Monday, October 17, 2016 from 1:00pm-3:00pm. EDT for ALL potential competitive applicants. Please call the following conference call line telephone Number: 1-866-842-5779 (Conference Code: 8047267911). Applicants wishing to attend the conference in person are requested to provide an email notice to americorpsinfor@dss.virginia.gov.

For assistance by TDD, please call (800) 828-1120.

SECTION 5 – PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

5.1 GENERAL REQUIREMENTS

5.1.1 RFP RESPONSE:

A. GENERAL INSTRUCTIONS

In order to be considered for selection, Applicants must submit a complete response to this RFP in accordance with the following requirements:

By November 16, 2016, 11:59pm, Applicants must submit a complete response to this RFP via e-Grants, an electronic application system utilized by the Corporation for National and Community Service. Upon completion of your application in e-Grants, all applicants must submit by e-mail to americorpsinfo@dss.virginia.gov a screenshot of the completion notice in e-Grants. The subject line should be the name of the applicant organization and the word "screenshot."

If the applicant is proposing acting as an intermediary, please provide initial letters of support from partners.

By January 4, 2017, 3:00 pm, Applicants must submit full, final application through e-Grants:

Applicants must submit a complete response to this RFP via e-Grants, an electronic application system utilized by the Corporation for National and Community Service. Upon completion of your application in e-Grants, all applicants must submit by e-mail to americorpsinfo@dss.virginia.gov a screenshot of the completion notice in e-Grants. The subject line should be the name of the applicant organization and the word "screenshot."

The deadline for submission of FINAL Proposals is 11:59 pm EDT, January 4, 2016. Any proposals received after that time will not be accepted.

5.1.2 PROPOSAL PREPARATION:

Proposal cover sheets shall be signed by an authorized representative of the applicant. The authorized representative is that person with the formal authority to execute contracts on behalf of the organization, including but not limited to the authority to commit both staff and financial resources. All information requested must be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the Proposal. Proposals that are substantially incomplete or lack key information will be rejected by the purchasing agency. See **Page 11 – Proposal Components Required**.

5.1.3 ORAL PRESENTATION:

Applicants may be required to give an oral presentation of their Proposal or participate in an interview. This provides an opportunity for the applicant to clarify or elaborate on the Proposal. This is a fact-finding and explanation session only and does not include negotiation. Office on Volunteerism and Community Service staff will schedule the time and location of these events. These events are an option of the Office on Volunteerism and Community Service and may or may not be conducted.

5.1.4 PRE-AWARD ORGANIZATIONAL ASSESSMENT:

Applicants whose proposals are under consideration for funding may be subject to a pre-award assessment by OVCS staff. The assessment may be conducted in person, via email and the postal system, and by phone. This provides an opportunity for the applicant to clarify or elaborate on its fiscal management system, on staffing and organization, on partnerships, and on required compliance issues. These sessions do not include negotiation, are scheduled as needed by OVCS staff, and must not be construed as a guarantee of funding.

5.2 PROPOSAL INSTRUCTIONS FOR NEW AMERICORPS*STATE PROGRAMS

The following instructions detail two separate aspects of the total proposal submission process for new AmeriCorps*State Proposals. Use these instructions to submit your Proposal.

See Section 6 below, and the scoring rubric from the NOFO, for a detailed description of the review and selection criteria peer reviewers and staff will apply in their review of new Proposals.

5.2.1 DUN AND BRADSTREET UNIVERSAL NUMBERING SYSTEM (DUNS) AND SYSTEM FOR AWARD MANAGEMENT (SAM)

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. All applicants must be registered with the Systems for Award Management (SAM).

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <https://www.sam.gov/portal/public/SAM/>. The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, registering at least 30 days in advance of the application due date is suggested. Expedited DUNS numbers may be obtained by following instructions found here: <http://smallbusiness.dnb.com/establish-your-business/12334338-1.html>.

SAM is combining federal procurement system and the catalog of Federal Domestic Assistance into one new system. SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to www.SAM.gov.

5.2.2 EGRANTS:

Information for submitting your application in e-Grants can be found in the attached AmeriCorps Application Instructions.

5.2.3 PROPOSAL COMPONENTS REQUIRED FOR A 'COMPLETE' PROPOSAL:

By January 4, 2016, 11:59pm, Applicants must submit a complete response to this RFP via e-Grants, an electronic application system utilized by the Corporation for National and Community Service. Upon completion of your application in e-Grants, all applicants must submit by e-mail to americorpsinfo@dss.virginia.gov a screenshot of the completion notice in e-Grants. The subject line

should be the name of the applicant organization and the word ‘screenshot.’ In addition to the documents listed below:

- I. Three executed Certifications as included at the end of this document;
- II. Executed MOUs, MOAs, letters of agreement or similar with all external partners;
- III. Executed Proposal Cover Sheet (available in fillable Microsoft Word format at: http://virginiaprogram.virginia.gov/wp-content/uploads/2016/02/Proposal_Cover_Sheet_2017.docx;
- IV. Executed Budget Analysis Checklist (available in fillable Microsoft Word format at: http://virginiaprogram.virginia.gov/wp-content/uploads/2016/02/Budget_Analysis_Checklist_2017.docx);
- V. Executed W-9 Request For Taxpayer Identification Number (s) and Certification+ (available in fillable Microsoft Word format at: <http://virginiaprogram.virginia.gov/wp-content/uploads/2016/02/W-9-Request-For-Taxpayer-Identification-Number.pdf>);
- VI. Draft member service position descriptions;

Copies of the following additional documents (if applicable) must be scanned and submitted as email attachments to americorpsinfo@dss.virginia.gov by the submission deadline:

- VII. Additional Documents (if applicable)
 - a. Program Evaluation Plan and/or Report
 - b. Labor Union Concurrence
 - c. Federally Approved Indirect Cost Rate Agreement

SECTION 6 – EVALUATION AND AWARD CRITERIA

The Office on Volunteerism and Community Service selects Proposals using an extensive, multi-stage process that may include reviews by peer review panels, staff, and others.

6.1 PROPOSAL EVALUATION CRITERIA

See pages 14 - 25 of the NOFO for detailed information on scoring of criteria for the review process, as OVCS will predominantly follow the scoring rubric set forth by CNCS. Please pay special attention to information on evidence-based choice of interventions and on evaluation planning. Effective for 2017 – 18 new and recomplete applicants, evaluation plans must include the components identified on page 21 of the NOFO.

Category	Percentage
Program Design	50%
Organizational Capability	25%
Cost-Effectiveness and Budget Adequacy	25%

6.1.1 ADDITIONAL CONSIDERATIONS

There are no ‘additional considerations’ that would provide advantage in the competitive funding process; past performance will be considered.

Past Performance

If an applicant has had previous AmeriCorps Program Grant contracts that have failed to reach performance measures or other targets, or have had significant or repeated programmatic or fiscal monitoring issues, this will be considered. Examples of these monitoring issues include, but are not limited to, failure to enroll or exit members in a timely manner, failure to fill all slots requested, failure to comply with reporting requirements, and failure to manage members, their files, and their timesheets in a timely manner.

6.2 AWARD TO MULTIPLE APPLICANTS

Selection shall be made of applicants deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations may be conducted with the applicants so selected, at the agency's option. Price shall be considered, but need not be the sole determining factor. After any negotiations have been conducted with each applicant so selected, the agency shall select the applicants which, in its opinion, have made the best proposals, and shall award contracts to those applicants. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one applicant is fully qualified, or that one applicant is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that applicant. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

SECTION 7 – REPORTING, DELIVERY AND MONITORING REQUIREMENTS

The subgrantee shall produce the following reports of activities and services in accordance with OVCS reporting guidelines:

7.1 SUBGRANTEES SHALL SUBMIT regular information, reports, and requests for reimbursement. The following information and schedule are based on expectations for the 2016 – 17 program year, and should be reviewed as an example, subject to change.

7.1.1 FINANCIAL REPORTS:

- Monthly Periodic Expense Report (PER), **due on the 10th of each month** and must be entered into OnCorps.
- Aggregate Financial Report (AFR), due on (**January 10th 2018, May 10th 2018, and September 10th 2018**) and must be entered into On Corps.

Please note that programs may request budget modifications, with a clear narrative explanation accompanied by the OnCorps budget modification form. No budget modification requests received after June 1, 2017 will be considered.

7.1.2 PROGRAM/OPERATIONS REPORTS:

Quarterly Progress Reports, **due on the 10th day of the month**, to include (at a minimum) the following:

- Performance Measures Progress;
- Program Progress/CNCS Initiatives;
- Demographics;
- Service and Volunteer Report;
- Successes and Challenges; and
- Great Stories.
- Mid-year Virginia Grantee Progress Report (GPR), **due on April 10th 2018**

7.1.3 FINAL PROGRAM/OPERATIONS REPORTS:

A Final Report, which shall be made to the purchasing agency within 30 days of the completion of the contract. The final report is a cumulative summary and evaluation of the project activities and services over the contract period and shall include (**due October 10th 2018**):

- An overall evaluation of the project including an assessment of whether the project's goals and objectives were met;
- Any problems or delays that were encountered and how they were resolved;
- An assessment of the program's effectiveness and the value to the community, Members and recipients;
- Sustainability efforts that have been made to continue the program past the grant period;
- Copies of any materials that were developed under the contract.
- Monthly reports are no longer required unless specifically requested by your program officer.

7.1.4 A written report to the purchasing agency, which shall be submitted within seven (7) days indicating significant deviations from anticipated progress and/or problems associated with the delivery of services as agreed to by the purchasing agency and applicant. Such report shall identify the deviations and/or problems, whether anticipated or actual. The report should also include the effects the challenges had on the program performance as noted under this contract, and a proposed plan for resolution.

7.1.5 The subgrantee agrees to provide any additional reports that the Office on Volunteerism and Community Service may request by written notice.

7.1.6 The subgrantee is required to submit reports in a format determined by the Office on Volunteerism and Community Service.

7.2 RESPONSIBILITIES FOR PROGRAMS USING AMERICORPS FUNDS

Federal Financial Management and Grant Administration Requirements

As with all federal grant programs, it is the responsibility of all grantees funded by the Corporation to ensure appropriate stewardship of federal funds entrusted to them. By regulation, each subgrantee must maintain financial management systems that provide accurate, current, and complete disclosure of the financial results of its program. To meet this requirement, each subgrantee must have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. OMB Circular A-133, *Audits of States, Local Governments, and Nonprofit Organizations*, requires all organizations to have financial audits if they annually expend \$750,000 or more under federal awards. This requirement applies to the organization's total expenditures each fiscal year under all of its federal awards, not just an AmeriCorps grant. The Office on Volunteerism and Community Service may audit any recipient of AmeriCorps*State funds regardless of the amount received during a particular program year.

7.3 PROGRAM MONITORING BY OVCS

OVCS staff will schedule and conduct programmatic and fiscal monitoring reviews according to established guidelines. OVCS will schedule the events at mutually convenient times, and will provide the subgrantee with monitoring tools beforehand. Programs must prepare thoroughly for each monitoring event, and ensure that appropriate personnel and information are available for OVCS staff. OVCS will also conduct both announced and unannounced desk audits, reviewing both information that is specifically requested, and information that is (or should be) routinely available using electronic data management systems. Findings of noncompliance will require prompt and thorough documentation of corrective actions, and may have financial ramifications. Additionally, incidents of noncompliance are considered as OVCS makes decisions about ongoing, continuation or renewal funding.

7.4 MANDATORY PROGRAM DIRECTORS TRAINING/ORIENTATION

The Purchasing Agency may require any offeror requesting funding under this RFP to be represented at the 2017 Virginia Volunteerism and Service Conference, and the AmeriCorps*State

Program Director Training. These two events are planned to be held consecutively over a two-day period, location to be determined.

- New Program Directors Orientation, May – June, 2017
- All Program Directors Training, June – July, 2017

Representation must be by the individual designated as Program Director, unless otherwise approved ahead of time by OVCS. Other program personnel may also attend, although OVCS reserves the right to limit representation by a program to ensure adequate space for ALL programs to be represented. Costs associated with attendance will be reimbursable if included in the organization's program budget, and upon execution of contract.

SECTION 8 – GENERAL TERMS AND CONDITIONS

- A. **VENDORS MANUAL**: This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.eva.virginia.gov under "Vendors Manual" on the vendors tab.
- B. **APPLICABLE LAWS AND COURTS**: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the sub-grantee are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The sub-grantee shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION**: By submitting their proposals, applicants certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the sub-grantee agrees as follows:
 - a. The sub-grantee will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the sub-grantee. The sub-grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The sub-grantee, in all solicitations or advertisements for employees placed by or on behalf of the sub-grantee, will state that such sub-grantee is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The sub-grantee will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, applicants certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Sub-grantee certifies that the Sub-grantee does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS: DEBARMENT STATUS:** By participating in this procurement, the applicant certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation,. Applicant further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.
- G. **ANTITRUST:** By entering into a contract, the sub-grantee conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs** Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. **CLARIFICATION OF TERMS:** If any prospective applicant has questions about the specifications or other solicitation documents, the prospective applicant should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. **PAYMENT:**
1. **To Prime Sub-grantee:**
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the sub-grantee directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the sub-grantee at the contract price, regardless of which public agency is being billed.
 - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, sub-grantees should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the sub-grantee, in writing, as to those charges which it considers unreasonable and the basis for the determination. A sub-grantee may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- a. A sub-grantee awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the sub-grantee's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the sub-grantee's intention to withhold payment and the reason.
 - b. The sub-grantee is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the sub-grantee that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A sub-grantee's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
 - 3. Each prime sub-grantee who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
 - 4. The Commonwealth of Virginia encourages sub-grantee and subcontractors to accept electronic and credit card payments.
- K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, *APPLICABLE LAWS AND COURTS*, *ANTI-DISCRIMINATION*, *ETHICS IN PUBLIC CONTRACTING*, *IMMIGRATION REFORM AND CONTROL ACT OF 1986*, *DEBARMENT STATUS*, *ANTITRUST*, *MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS*, *CLARIFICATION OF TERMS*, *PAYMENT* shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. **QUALIFICATIONS OF APPLICANTS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the applicant to perform the services/furnish the goods and the applicant shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect applicant's physical facilities prior to award to satisfy questions regarding the applicant's

capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such applicant fails to satisfy the Commonwealth that such applicant is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

- M. **TESTING AND INSPECTION**: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. **ASSIGNMENT OF CONTRACT**: A contract shall not be assignable by the sub-grantee in whole or in part without the written consent of the Commonwealth.
- O. **CHANGES TO THE CONTRACT**: Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the sub-grantee. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The sub-grantee shall comply with the notice upon receipt, unless the sub-grantee intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the sub-grantee shall, in writing, promptly notify the Purchasing Agency of the adjustment to be sought, and before proceeding to comply with the notice, shall await the Purchasing Agency's written decision affirming, modifying, or revoking the prior written notice. If the Purchasing Agency decides to issue a notice that requires an adjustment to compensation, the sub-grantee shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the sub-grantee accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the sub-grantee's records and/or to determine the correct number of units independently; or
 - c. By ordering the sub-grantee to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The sub-grantee shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the sub-grantee as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the sub-grantee from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. **DEFAULT**: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other

sources and hold the sub-grantee responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

The following Insurance clause is required only if the subgrantee will be performing work or services in or on state facilities, otherwise this clause should be omitted.

- R. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO (www.eva.virginia.gov) for a minimum of 10 days.
- S. **DRUG-FREE WORKPLACE:** During the performance of this contract, the sub-grantee agrees to (i) provide a drug-free workplace for the sub-grantee's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the sub-grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the subgrantee that the subgrantee maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each sub-grantee, subcontractor or vendor. For awards of Federal grant funds, failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a sub-grantee, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- T. **NONDISCRIMINATION OF CONTRACTORS:** An applicant or sub-grantee shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the applicant employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- V. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, subgrantees shall state offer prices in US dollars.
- X. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time

during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

SECTION 9 – SPECIAL SUB-GRANT TERMS AND CONDITIONS

- 9.1 AUDIT:** The sub-grantee shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, federal and/or state auditors shall have full access to and the right to examine any of said materials during said period.

The sub-grantee further agrees to comply with the audit and reporting requirements defined by the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Subpart F – Audit Requirements, as applicable. A sub-grantee who expends \$750,000 or more in combined federal funding during the sub-grantee's fiscal year is required at its expense to have an independent audit performed annually in accordance with the provisions of these parts. The single audit report(s) package must be submitted on-line to the Federal Audit Clearinghouse (FAC) within the earlier of thirty calendar days after receipt of the auditor's report(s) by the sub-grantee, or nine months after the end of the audit period.

For specific questions and information concerning the submission process:

- Visit the Federal Audit Clearing House
[https://harvester.census.gov/facides/\(S\(ilywi5ipbj3rjov5zvu1fnos\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(ilywi5ipbj3rjov5zvu1fnos))/account/login.aspx)
- Call FAC at the toll-free number: (800) 253-0696

- 9.2 PRECONTRACT REQUIREMENTS:** The contractor/subgrantee must submit documentation as part of a precontract period covering approximately ninety days. Key elements of this documentation will include but not be limited to an AmeriCorps Program Design and an AmeriCorps Management Plan. Among the topics covered in these documents are equal opportunity and inclusion issues, prohibited activities, staff and member criminal history background checks, policies and procedures, member recruitment and management, staff and member training, grievance procedures, service day plans, and grant management roles and responsibilities. The precontract requirements will be submitted in a format determined by OVCS according to a timeline provided to awarded subgrantees. Failure to submit any of the required precontract items by the established deadline may result in delay or forgoing of receipt of contract.

- 9.3 CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, upon 60 days' written notice to the contractor. Further, the contractor reserves the right to cancel the contract in whole, without penalty, with 60 days' written notice to the purchasing agency. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- 9.4 RENEWAL OF CONTRACT:** A contract *may* be renewed by the Commonwealth upon written agreement of both parties (for two successive one year periods), under the terms of the current contract. Renewal/continuation application is submitted via e-Grants according to instructions issued by the Office on Volunteerism and Community Service to subgrantees in the first or second year of program operation. Programs desiring contract renewal are urged to review their record of performance to ensure that their program success and compliance efforts demonstrate their desire for continued funding. At the time of submission of a renewal/continuation application, the applicant may request a decrease in funding, level funding, or an increase in funding. The request will be considered in light of the rationale provided, demonstrated performance, and the funding available. OVCS may offer reduced, level, or increased funding.

- 9.5 COMPLIANCE AND CONTRACTING:** OVCS reserves the right to not fund renewing or continuing applications, or to limit fundable activities, based on documented AmeriCorps compliance issues. Further, OVCS may also consider compliance issues documented by other funding programs.

- 9.6 SUPPLANTATION, NONDUPLICATION AND NONDISPLACEMENT:** OVCS urges applicants to review the regulations pertaining to supplantation, nonduplication and nondisplacement in 45 CFR 2540.100. *At a time when the resources of many organizations are being stretched, it is vital that potential applicants understand the limitations on AmeriCorps activities with respect to this issue.*
- 9.7 PROGRAM INCOME.** OVCS urges applicants to review the regulations pertaining to program income generated through the use of federal funds. For the purpose of AmeriCorps, this includes income, value, or remunerative consideration generated through the actions of service members. Note that there are very specific requirements for use and reporting of program income. Programs will identify during the precontract period whether they anticipate receipt of program income, and identify whether it will be used as a match alternative, an additive alternative, or a deductive alternative.
- 9.8 AMERICORPS PROVISIONS:** By accepting funds under this grant, the grantee agrees to comply with the AmeriCorps Provisions (which can be found at: [http://www.nationalservice.gov/build-your-capacity/grants/managing-ameri-corps-grants#AmeriCorps Provisions](http://www.nationalservice.gov/build-your-capacity/grants/managing-ameri-corps-grants#AmeriCorps%20Provisions)) and with any superseding AmeriCorps Provisions. Note that OVCS holds programs accountable for compliance with all Provisions, and expects programs to review requirements and self-test against the identified Provisions.
- 9.9 SUBGRANTEE AS INDEPENDENT CONTRACTOR:** During the performance of this agreement, the sub-grantee shall be regarded as an independent contractor and not as an agent or employee of the Commonwealth of Virginia or the VDSS. The sub-grantee shall be responsible for all its own insurance and federal, state, local and social security taxes.
- 9.10 SUBGRANTEE MONITORING:** The VDSS may monitor and evaluate the sub-grantee's performance under the agreement through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the sub-grantee's services or operations, audit reports, and other mechanisms deemed appropriate by the VDSS. The sub-grantee shall furnish the VDSS on request information regarding payments claimed for services under this contract. All accounting records must be supported by source documentation and retained in order to show for what purpose funds were spent. All such records shall be made available and produced for inspection when required by the VDSS, its authorized agents, and/or Federal personnel.
- Should an audit by authorized state or federal officials result in disallowance of amounts previously paid to the sub-grantee, the sub-grantee shall reimburse the VDSS upon demand.
- Performance under this agreement shall be a primary consideration for extension of this agreement and may be a consideration in future grant awards and negotiations.
- 9.11 OBLIGATION OF APPLICANT AGENCY:** By submitting a proposal, the applicant covenants and agrees that the applicant has satisfied itself, from its own investigation of the conditions to be met, that the applicant fully understands its obligation and that it will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- 9.12 E-VERIFY PROGRAM:** Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

- 9.13 FEDERAL AWARD INFORMATION:** Sub-recipient of federal awards must be informed of the Catalog of Federal Domestic Assistance (CFDA) number, grant name and number, grant year and federal awarding agency. The information will become part of the contract.
Federal Grant Awarding Agency:
Federal Award Identification Number (FAIN):
Federal Grant Award Date:
CFDA Number:
Federal Grant Name:
Total Amount of the Federal Award:
Amount of Federal Funds Obligated by this action:

This award is not intended for research and development purposes.

- 9.14 HUMAN TRAFFICKING PROVISIONS:** By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22USC 7104). The full text of this requirement is found at <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>
- 9.15 LOBBYING PROHIBITIONS:** Federal grant funds may not be used by any sub-grantee (at any tier) to support lobbying activities to influence proposed or pending Federal or State legislation or appropriations. This prohibition is related to the use of Federal grant funds and is not intended to affect an individual's right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR Part 93)
- 9.16 OBLIGATION OF APPLICANT AGENCY:** By submitting a proposal, the applicant covenants and agrees that the applicant has satisfied itself, from its own investigation of the conditions to be met, that the applicant fully understands its obligation and that it will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- 9.17 OWNERSHIP OF MATERIAL:** Ownership of all data, material and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the sub-grantee in the performance of its obligations under this contract shall be the exclusive property of the VDSS and all such materials shall be remitted to the VDSS upon completion, termination or cancellation of this contract. The sub-grantee shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the sub-grantee's obligations under this contract without the prior written consent of the VDSS. Any materials produced under this contract must bear a statement that the project was supported by the VDSS and identify the title of the funding source.

- 9.18 PRIME SUBGRANTEE RESPONSIBILITIES:** If approval is granted by the VDSS to subcontract any portion of this contract, the sub-grantee shall be responsible for completely

supervising and directing the work under the contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime sub-grantee. The sub-grantee agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

- 9.19 RELIGIOUS ACTIVITY PROHIBITIONS:** Direct Federal grants, sub-awards, or contracts shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, the sub-grantee must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. (See 45 CFR Part 87)
- 9.20 SAME-SEX MARRIAGE PROVISIONS:** In accordance with the decision in United States vs Windsor (133 S. Ct. 2675 (June 26, 2013); Section 3 of the Defense of Marriage Act, codified at 1 USC 7, in any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite sex spouses, marriages, and households, respectively. "Same-Sex Spouses" means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. "Same-Sex Marriages" means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 States, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. "Marriage" does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.
- 9.21 SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the VDSS. In the event that the sub-grantee desires to subcontract some part of the work specified herein, the sub-grantee shall furnish the VDSS the names, qualifications and experience of their proposed subcontractor(s). The sub-grantee shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- 9.22 SMOKE FREE ENVIRONMENT:** By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Title XII of Public Law 103-227, the "PRO-KIDS Act of 1994", which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. Additionally, the applicant certifies that it will include the above language in any subawards that contain provisions for children's services.
- 9.23 STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to

transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

- 9.24 FEDERAL EXCLUDED PARTIES LIST:** This contract is being funded in whole or in part by funds granted to the purchasing agency by the US Government. Under Federal Executive Order 12549, all contractors receiving individual awards, using federal funds of \$25,000 or more, and all sub-recipients, certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government. By submitting a proposal, the applicant represents that neither the applicant nor any of its principal officers are on the Federal Excluded Parties List.

SECTION 10 – METHOD OF PAYMENT

Compensation to the Contractor for delivered services shall be as follows:

- 10.1** The Contractor will be paid on a cost-reimbursable basis.
- 10.2** Actual expenditures shall be invoiced pursuant to approved line-item budget categories.
- 10.3** Deviations from the approved line-item budget of more than \$100.00 in any line item shall be submitted in writing immediately to the purchasing agency for the purchasing agency's prior approval at least thirty (30) calendar days prior to the intended effective date.
- 10.4** All revenue from the sale of products derived through activities performed pursuant to this contract shall be reported to the purchasing agency and may be applied as an adjustment to defray costs for the purchasing agency.
- 10.5** The invoice period shall be monthly. The Contractor shall invoice the purchasing agency each invoice period on forms supplied by the purchasing agency and shall submit an invoice showing no services delivered if that is the case in any invoice period. The purchasing agency shall not be obligated to pay for services when the Contractor fails to submit monthly invoices for such services within thirty (30) calendar days after the close of the invoice period in which services were delivered. Invoices that are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the invoice.
- 10.6** If the Contractor fails to correctly provide any services and/or reports as specified in this contract, and in the time period specified herein, the purchasing agency may withhold payment of invoices until said services and/or reports are provided. All services provided by the Contractor pursuant to this contract shall be performed to the satisfaction of the purchasing agency, and in accord with applicable federal, State, and local laws, ordinances, rules and regulations. The Contractor shall not receive payment for work found by the purchasing agency to be unsatisfactory, or performed in violation of federal, State, or local laws, ordinances, rule or regulations.

- 10.7** The contractor shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State and its agents, and the Corporation and its agents.
- 10.8** The expected method of payment processing is via Electronic Data Interchange (EDI). Direct deposit is handled by the Virginia State Department of Accounts (DOA). The enrollment form and other information for vendors and sub grantees is available for those who are paid directly by a state agency or if, as a sub grantee, the program receives reimbursements that are directly paid by a state agency (in this case, the Department of Social Services). Please review the Department of Accounts website at www.doa.virginia.gov

SECTION 11 – DEFINITIONS

11.1 Definitions

Act means the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 *et seq*).

Approved national service position means a national service position for which the Corporation has approved the provision of a national service education award as one of the benefits provided for successful service in the position.

Economically disadvantaged individual means any individual who receives or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.

Eligible Member means an individual: (1) who is enrolled in an approved national service position; (2) who is a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States; (3) who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled **(a)** in a full-time, year-round youth corps Program or full-time summer Program as defined in the Act (42 U.S.C. §12572 (a) (2)), in which case he or she must be between the ages of 16 and 25, inclusive, or **(b)** in a Program for economically disadvantaged youth as defined in the Act (42 U.S.C. §12572 (a)(9)), in which case he or she must be between the ages of 16 and 24, inclusive; and (4) has a high school diploma or an equivalency certificate [or agrees to obtain a high school diploma or its equivalent before using an education award] and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability-to-benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. §1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent (provided that the Corporation has waived the education attainment requirement for the individual).

Indian tribe means a federally-recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include any tribal organization controlled, sanctioned, or chartered by one of the entities described above.

Program means a national service Program, described in the Act (42 U.S.C. §12572(a)), carried out by the Grantee through funds awarded by the Corporation and carried out in accordance with federal requirements.

Project means an activity or set of activities carried out by a Program that results in a specific, identifiable community service or improvement: (1) that otherwise would not have been made with existing funds; and (2) that does not duplicate the routine services or functions of the organization to whom the members are assigned.

Project sponsor means an organization or other entity that has been selected to provide a placement for a member.

Proposal is used interchangeably with Application throughout this solicitation.

State Commission means, for the purposes of these Proposal instructions, the Office on Volunteerism and Community Service, established in Virginia as the authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties pursuant to the Act (42 U.S.C. §12638).

CERTIFICATIONS

The following three Certifications (Attachments 1, 2, and 3) must be signed in the presence of a notary, then scanned and e-mailed to americorpsinfo@dss.virginia.gov upon the submission of the Proposal.

Attachment 1

Certification of Availability of Matching Funds

Organization Name			
Program Name			
My signature below certifies that the organization named above is obligating matching funds as detailed below toward implementation of its 2017-18 Virginia AmeriCorps *State Grant.			
Cash Amount	\$		
In-Kind Amount	\$		
Total Amount	\$		
<i>This certification must be signed by an individual who has the legal authority to obligate funds for the organization.</i>			
Certification	Authorized Representative's Name		
Date		Authorized Representative's Signature	

Sworn and subscribed before me, a Notary Public, in and for the Commonwealth of Virginia, this _____ day of _____, 20_____.

Notary Public: _____

My commission expires: _____

Attachment 2

Certification of Approval of Use of Federal Funds

***Important Note:** This Certification must be submitted by any organization that has included any type of Federal funds as match on the application budget.

Organization Name			
Program Name			
<p>My signature below certifies that the organization named above has received approval in the form of a letter on the respective Federal agency's letterhead authorizing the organization to use agency funds as match toward the AmeriCorps *State Grant.</p> <p>Important Note: Copies of letters of approval must be submitted along with this certification. Failure to submit the letter(s) of approval by the required deadline may result in withdrawal of funding offer.</p>			
Name of Federal Agency		Amount of Funds Used as Match	
		\$	
Name of Federal Agency		Amount of Funds Used as Match	
		\$	
Name of Federal Agency		Amount of Funds Used as Match	
		\$	
Certification		Authorized Representative's Name & Title	
Date		Authorized Representative's Signature	

Sworn and subscribed before me, a Notary Public, in and for the Commonwealth of Virginia, this _____ day of _____, 20_____.

Notary Public: _____

My commission expires: _____

Attachment 3

Certification of Organization Authorization

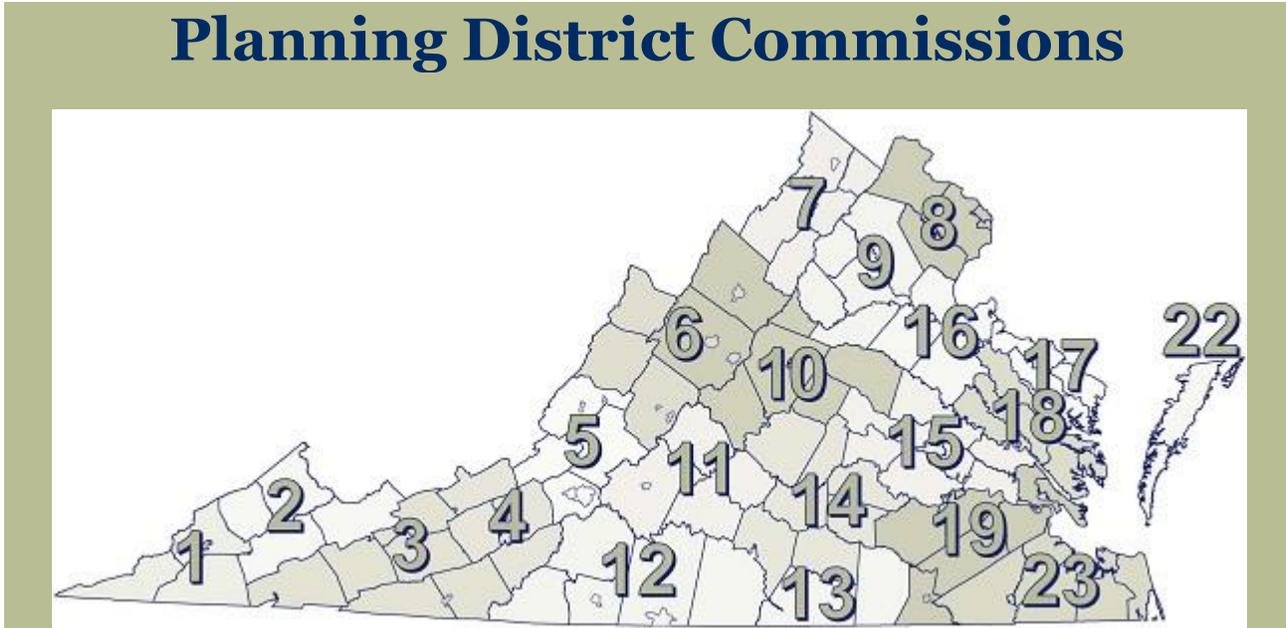
Organization Name			
Program Name			
<p>The authorizing official below certifies that for the purpose of this AmeriCorps grant: (A) only the following individuals are authorized to sign the contract (and any amendments) between this organization and the Virginia Department of Social Services; and (B) only the following individuals are authorized to sign the Periodic Expense Reports for reimbursement by the Virginia Department of Social Services:</p>			
A. Contract Signatories		Signatures	
Name and Title			
Name and Title			
B. Periodic Expense Report Signatories		Signatures	
Name of Program Director			
Name of Finance Director			
Name of Alternate			
<p>The affiant does further state that all payments made by the Department of Social Services pursuant to AmeriCorps should be made only to the named payee and address below, which the affiant certifies to be authorized to receive such funds at the address below:</p>			
Payee/Subgrantee (Organization Legal Name)			
Contact Name/Title			
Address			
Email Address		Federal Identification Number (FIN)	
<u>Certification</u>			Signature of Authorizing Official
Name and Title of Authorizing Official			

Sworn and subscribed before me, a Notary Public, in and for the Commonwealth of Virginia, this _____ day of _____, 20_____.

Notary Public: _____

My commission expires: _____

Attachment 4—Underserved Areas



1. LENOWISCO PDC

2. Cumberland Plateau PDC

3. Mount Rogers PDC

4. New River Valley PDC

5. Roanoke Valley-Alleghany RC

6. Central Shenandoah PDC

7. Northern Shenandoah Valley RC

8. Northern Virginia RC

9. Rappahannock-Rapidan RC

10. Thomas Jefferson PDC

11. Region 2000 LGC

12. West piedmont PDC

13. Southside PDC

14. Commonwealth RC

15. Richmond Regional PDC

16. George Washington RC

17. Northern Neck PDC

18. Middle Peninsula PDC

19. Crater PDC

22. Accomack-Northampton PDC

23. Hampton Roads PDC

Underserved areas are listed in **yellow**, these are areas in which AmeriCorps*State programs are not currently operating regularly, and which qualify for an additional 5 point consideration.

Attachment 5—2017 Notice of Funding Opportunity (from CNCS)

<http://www.nationalservice.gov/sites/default/files/documents/2017 ASN Notice 0.pdf>

Attachment 6—2017 AmeriCorps Application Instructions (from CNCS)

<http://www.nationalservice.gov/sites/default/files/documents/2017 ASN Application Instructions.pdf>

Attachment 7—2017 Performance Measures Instructions (from CNCS)

<http://www.nationalservice.gov/sites/default/files/documents/2017 Performance Measures Instructions edited8-29-16.pdf>

Attachment 8---2017 AmeriCorps State and National Mandatory Supplemental Guidance

<http://www.nationalservice.gov/sites/default/files/documents/2017%20Mandatory%20Supplemental%20Guidance.pdf>

Attachment 9—Logic Model Template

[Logic Model Template 17-18.docx](#)

Attachment 10—Blank Budget Form

[Blank Budget Form.pdf](#)