WASHINGTON SERVICE CORPS
Team-Based Programs - CFDA 94.006
Guidance Document

Read prior to completing Request for Application (RFA)
Responses Due by September 26, 2014

First Program Year of the Three-year Grant: September 1, 2015 – August 31, 2016

INTRODUCTION

Purpose
The WSC is seeking high-quality projects that develop an ethic of civic mindedness in those who participate and strengthen common bonds and connections within communities in order to maximize the impact of investment in national service, WSC is targeting AmeriCorps funds to help meet community needs in the areas of disaster services, economic opportunity, education, environmental stewardship, healthy futures and veterans and military families and capacity building. Your project must provide programs that demonstrate engagement of AmeriCorps members in an evidence-based or evidence-informed approach in providing a service intervention that will result in intended solutions to community problems (i.e. based on proposed program’s performance and evaluation data or research demonstrating the effectiveness of a similar intervention).

Grant Period and Incremental Funding
The period of performance of any contract resulting from the RFA is tentatively scheduled to begin September 1, 2015, and will be in effect through August 31, 2016, with possible amendments extending the contract period into calendar years 2017 and 2018. Projects selected through this RFA process must be committed to continuing their project for the duration of the WSC’s three year grant cycle which ends August 31, 2018.

If the sub-grantee determines they cannot maintain the commitment due to a compelling reason, adequate notification must made. You may not be guaranteed continuation with the WSC if you apply for funding through another funder before you complete your three year commitment under the WSC.

Amendments extending the period of performance shall be at the sole discretion of the Department. Funding for the second and third years will be contingent upon the availability of funds, satisfactory performance in the prior program year, and a grantee’s demonstrated capacity to manage a grant and comply with grant requirements. In the event funding for the WSC is reduced or eliminated, or if federal program requirements change, the WSC may terminate or modify this RFA without advance written notice and it will be subject to renegotiation under the new funding level and requirements.

What is AmeriCorps?
AmeriCorps is a program of the Corporation for National and Community Service (CNCS), an independent federal agency whose mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps provides opportunities for more than 75,000 Americans each year to volunteer by providing direct service to their communities and country. AmeriCorps members recruit, train, and oversee community volunteers; tutor and mentor youth; build affordable housing; teach computer skills; clean parks and streams; support after-school programs; help communities respond to disasters; and build the capacity of nonprofit groups to become self-sustaining, among many other activities. Learn more at the Corporation for National and Community Service [website](http://www.nationalservice.gov).
What is the Washington Service Corps?
Created in 1983, the WSC builds and expands a statewide ethic of service by engaging individuals of all backgrounds to contribute their time, energy, and talents to improve communities across Washington State. The WSC currently provides service opportunities for approximately 565 AmeriCorps and VISTA members to support communities as they address their most pressing needs. Learn more at the WSC website.

What is the Team-Based Program?
The WSC Team-based Program places 5 or more AmeriCorps members with local nonprofit agencies, community and faith-based organizations, schools and local government organizations to address unmet local needs of the community in which they serve. Team-based AmeriCorps members must be at least 18 years old and up (17 with parental consent) and serve full-time (40 hours per week) for 10.5 months. Members receive a monthly living allowance and upon completion of their term of service an educational award through CNCS. The local sponsoring organization must develop the service opportunity, recruit, train, supervise members, manage and track project activities and performance. Evaluate your organization’s readiness to host members by completing the Readiness Assessment.

Note: For project sites seeking one to four members a WSC Request for Application (RFA) is projected to be released in February 2015.

Funding Contingency:
In the event funding for the WSC is reduced or eliminated, or if federal program requirements change, the WSC may terminate or modify this Request for Application without advance written notice and it will be subject to renegotiation under the new funding level and requirements.

Performance Measurement Contingency:
The performance measures listed in this document may be revised with the release of the Corporation for National and Community Service’s Notice of Funding Opportunity (NOFO) in the Fall of 2014.

Team Sizes and Member Placement Fees:
WSC’s expectations for team sizes are listed below with the member placement fees:
1. Five (5) to eleven (11) members - $5,900 per member
2. Twelve (12) members and up - $2,300.00 per member

Note: The member placement fee may increase incrementally for the second and third years of the grant cycle.

Applicant Eligibility Requirements:
The following organizations are eligible to apply:
- State, local, and tribal government organizations;
- Nonprofit, private organizations; not limited to those with IRS 501(c)(3) status, but rather all organizations with IRS 501(c) status (organizations that focus solely on advocacy and lobbying ARE NOT eligible.)
- Schools: school districts, educational service districts, colleges, universities, alternative schools and others.

Priority of Selection:
Priority of selection will go to projects that:
1) select WSC performance measures and outcomes;
2) address critical unmet needs in the communities served;
3) can provide evidence that their proposed intervention will lead to the outcomes identified in the theory of change (logic model). Applicants shall provide evidence that the proposed intervention is effective for the proposed population and community challenge.

4) have the ability to track and report data.

The priority of selection does not exclude proposed projects that may select site-specific outcomes that also meet numbers 1 through 4.

**Evaluation and Scoring Process:**
Applications will be reviewed and scored by a panel of WSC staff. A rating scale will be used. Answers to questions will be rated on completeness, relevancy, and specificity. The following elements will be evaluated in the review process:

- Applicant Information
- Organizational Capacity
- Project Design
- Performance Measurements
- Capacity Building: Volunteer Generation

**Oral Presentation May Be Required:**
WSC may elect to schedule oral presentations of finalists or applicants requesting 20 or more members. If oral presentations become necessary, WSC will contact the organization to schedule a date, time and location. Commitments made by the applying organization at the oral interview, if any, will be considered binding.

**Technical Assistance:**
For technical assistance email the WSC Program at wscteams@esd.wa.gov and include Team RFA in the subject line of the email. Questions must be received by email on or before the close of business on August 29, 2014. Answers to questions will be posted weekly to the WSC Website based on the projected timeline identified below.

**Definitions:**
Definitions that will be useful for the purposes of this RFA include:

- **Applicant:** An organization submitting a proposal in order to obtain a contract with the Department.

- **Contractor/Grantee/Project Sponsor:** Individual or organization whose proposal has been accepted by the Department and is awarded a fully executed, written contract.

- **Corporation for National and Community Service (CNCS):** The Corporation for National and Community Service is an independent federal agency charged with administering AmeriCorps; the source of federal funds for AmeriCorps programs.

- **Employment Security Department (ESD):** References to the Department shall mean the Employment Security Department of the state of Washington, any division, section, office, unit or other entity of that Department or any of the officers or other officials lawfully representing the Department.

- **Member:** A person who has been enrolled and is participating in an AmeriCorps project.

- **Project Supervisor:** Employee(s) of the contractor who have responsibility for recruiting, selecting, training and providing on-going support for AmeriCorps members who are part of their team. Project Supervisors are also responsible for tracking and reporting all data relative to performance measures for the project and service hours of the AmeriCorps members. **Note:** Back-up supervisors will need to be identified when a Project Supervisor is not available to provide member support.
Proposal: A formal offer submitted in response to this solicitation.

Request for Application (RFA): Formal document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFA is to permit the applicant community to suggest various approaches to meet the need.


AmeriCorps Candidate Eligibility Requirements:
Selected member(s) should demonstrate the skills and commitment required to successfully serve in the position, serve 40 hours a week and meet the 1700 minimum hour requirement for a full-time term of service. At a minimum, the following criteria must be met:
1. Be a United States citizen or lawful permanent resident (must submit proof as defined by CNCS regulation)
2. Be 18 years of age and older (17 with parental consent)
3. Members in tutoring positions must have a high school diploma or GED at time of enrollment
4. Pass required criminal background checks
5. Not be listed on the National Sex Offender Public Registry (NSOPR)

Documentation for the above must be obtained and verified before a candidate is offered an AmeriCorps position.

What do WSC members receive for their service?
1. Living stipend of $1,155 per month provided by WSC (before taxes)
2. Training and experience
3. Subsidized childcare provided by GAP Solutions Inc. (if qualified)
4. Health Insurance (member only and only if no other health insurance coverage)
5. Student loan forbearance (on qualifying loans)
6. $5,645 Education Award provided by National Service Trust (upon successful completion of service term commitment and 1700 hours of service)

Member Development/Supervision/Training:
Service in AmeriCorps must have a positive impact on members. Because of their AmeriCorps service, members develop additional skills, gain valuable experience, and receive education awards that they can use to repay school loans or for future education; however, as service is a primary goal, no more than 20% of the AmeriCorps member’s service hours may be spent in education and training.

Supervision: Your project must provide members with the supervision, training, skills, and knowledge they need to perform their tasks. You must give members the background information they need on the community in which they are serving and help them understand the community’s need for a specific service or project. Members must have regular and adequate supervision. If applying for a team consisting of more than 12 members your project will be required to provide a dedicated supervisor who will be responsible for the full time oversight of the members and organization’s representative to coordinate with the WSC program. In addition, if the project places members at partner sites, they must provide adequate training to the site supervisors who will work directly with members.
Training Related to Service Activities: You must ensure training is provided for the activities members will conduct. Whether your activities involve tutoring children, environmental education, or health education, members need to learn the basic skills and technical information associated with good practice before they perform service.

Core Training: All WSC projects will be expected to provide core training for members. For example; the training listed below is the current required core training for all AmeriCorps members serving with WSC. Member core training requirements may change and will be confirmed with the project at the time of the award.

- AmeriCorps Affiliation/ Program Orientation/Prohibited Activities
- Teambuilding
- Volunteer Recruitment, Management and Recognition
- Effective Communication
- Cultural Awareness
- Leadership Skills
- Performance Measures
- Life After AmeriCorps

Because WSC requires that core and site specific training is provided for member development team projects will be reimbursed a set amount each year per member. The amount reimbursed per member will be determined each year as well as funding contingent.

Prohibited Activities:
While charging time to the AmeriCorps project, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps project or CNCS, staff and members may not engage in the following activities and the grantee may not use grant funds to support the following activities:

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts or strikes;
3. Assisting, promoting or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing;
8. Providing a direct benefit to –
   a. A business organized for profit;
   b. A labor union;
   c. A partisan political organization;
   d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
e. An organization engaged in the religious activities described in number (7) of the prohibited activities, unless Corporation assistance is not used to support those religious activities;

9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;

10. Organizing a letter-writing campaign to Congress;

11. Providing abortion services or referrals for receipt of such services;

12. Participating in activities that pose a significant safety risk to participants;

13. Preparing any part of a grant proposal or performing other fundraising functions to help the program achieve its match requirements, or to pay the program’s general operating expenses;

14. Fundraising is allowable if it provides direct support to a specific service activity, falls within the program’s approved objectives, is not the primary activity of the program, and does not exceed 10% of the total hours served for any member; and

15. Such other activities as the Corporation may prohibit.

Note: Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals must not wear the AmeriCorps logo while doing so.

WSC impact evaluation:
If selected, project sites may be requested to participate in focus group(s), surveys or questionnaires and to provide information and/or data for the required WSC program impact evaluation, during the grant period.
**Submittal Instructions.** The Request for Application for the WSC AmeriCorps Team-Based Program is located on the WSC Website

<table>
<thead>
<tr>
<th>Required elements of a completed application packet</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>1. One signed original and three copies of the: WSC Team-Based Program Application that includes the Applicant Information and Sections I-V</td>
<td>Complete a separate application for each project proposed. Separate applications are required if projects are in different focus areas. Original signature required of Legal Applicant for your organization in Section V.</td>
</tr>
<tr>
<td>2. One copy only: Data collection tools for Primary, Secondary and/or Site Specific performance outcomes identified in application</td>
<td>Data collection tools include, but are not limited to the following: pre and post training surveys, attendance records, roll-up tally report forms, student tracking logs.</td>
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<td>3. One copy only: Organizational Chart of your agency</td>
<td>Submit current chart that includes the placement for the anticipated AmeriCorps member position.</td>
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<tr>
<td>4. One copy only: Financial Records</td>
<td>Submit one of the following: 1) current A-133 Audit; 2) current financial audit; or 3) current financial statements (Profit/Loss and Balance Statements) if no audit available. Audits that required corrective actions must also submit management letters or description of the status of all corrective action items.</td>
</tr>
<tr>
<td>5. One copy only: Logic Model Chart, Attachment A</td>
<td>Submit your project’s logic model using the logic model chart provided. This chart should show the relationship between your program resources, activities and your intended results.</td>
</tr>
<tr>
<td>6. One copy only: Assurances and Certifications, Attachment B</td>
<td>Submit one copy of the Assurances and Certifications signed by the Legal Applicant.</td>
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**HOW TO SUBMIT YOUR APPLICATION**

Mail hardcopy application materials via US Postal Service to:
Washington Service Corps
PO Box 9046, Olympia, WA 98507-9046

OR

Hand delivered or via Federal Express or UPS:
Washington Service Corps
640 Woodland Square Loop SE, Second Floor
Lacey, WA 98503

**SUBMISSION DEADLINE**
Application materials must be postmarked no later than September 26, 2014.
## Projected Timeline for Application Process

<table>
<thead>
<tr>
<th>Event</th>
<th>Date Range</th>
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<tbody>
<tr>
<td>Request for Application distributed and posted on WSC website</td>
<td>August 15, 2014</td>
</tr>
<tr>
<td>Answers to Request for Application questions posted to WSC website</td>
<td>August 22 - September 5, 2014</td>
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<tr>
<td>Last Date to submit questions to WSC</td>
<td>September 3, 2014</td>
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<tr>
<td>Application due to WSC by 5:00 p.m. Pacific Standard time</td>
<td>September 26, 2014</td>
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<td>Applicant interviews (for teams over 20); if required</td>
<td>October 13-15, 2014</td>
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<tr>
<td>Anticipated notification of partnership status to applicants</td>
<td>November 3-7, 2014</td>
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<tr>
<td>For those awarded; additional time for negotiation and possible revisions</td>
<td>November 2014-April 2015</td>
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</tbody>
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## If Awarded; Estimated Timelines

<table>
<thead>
<tr>
<th>Event</th>
<th>Projected Dates</th>
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<tbody>
<tr>
<td>Negotiations of performance outcomes and final approval of</td>
<td>March 31, 2015</td>
</tr>
<tr>
<td>AmeriCorps Member Position Descriptions</td>
<td></td>
</tr>
<tr>
<td>Recruitment and interviews of candidates by selected sponsoring</td>
<td>April– July 14, 2015</td>
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<tr>
<td>organizations</td>
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<tr>
<td>Final Memorandum of Understanding and Assurances and Certification</td>
<td>May 16, 2015</td>
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<tr>
<td>released by WSC</td>
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<tr>
<td>Signed Memorandum of Understanding, Assurances and Certifications</td>
<td>June 13, 2015</td>
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<tr>
<td>and proof of current valid Commercial General Liability Insurance</td>
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<td>with minimum of $1,000,000 per occurrence with WSC endorsed to the</td>
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<td>policy with limit of no less than $1,000,000 per accident for bodily</td>
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<td>injury or disease.</td>
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<tr>
<td>Deadline to select candidate (AmeriCorps member)</td>
<td>July 14, 2015</td>
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<tr>
<td>Enrollment paperwork, including background checks, due to the WSC</td>
<td>August 18, 2015</td>
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<tr>
<td>AmeriCorps member actual start date at project site:</td>
<td>September 1, 2015; September 16, 2015; or October 1, 2015</td>
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</table>
COMPLETION OF THE APPLICATION

APPLICANT INFORMATION

Each item must be completed. List complete contact information for organization and staff, including mailing addresses with 9 digit zip codes. The Legal Applicant is the person within your organization with the authority to enter into a contract with the WSC for the placement of AmeriCorps members. The Project Supervisor may or may not be the legal applicant. The Backup Supervisor is the person who will provide supervision to the AmeriCorps member in the absence of the Project Supervisor. The Fiscal Contact is the staff person who WSC will contact if there are questions regarding the member placement fee or the agency’s audit/financial records that are submitted with the application. The member placement fee, which will be determined by the size of your team, is due on or before September 30, 2014.

EIN and DUNS Numbers. The WSC cannot enter into a contractual agreement or place members with organizations that do not have an EIN and DUNS number. Click on the links on the cover sheet for further information. Do not leave these sections blank.

Name of AmeriCorps Project. Select a name that reflects the service activities and project of the AmeriCorps member. The project name is not the member’s position title or the name of your organization.

Focus Area. Select the performance measure focus area(s) that represents your project.

Focus Area Definitions
Disaster Services refers to unmet needs relating to assisting communities to prepare, respond, and mitigate impacts of disasters and to increase community resiliency to emergencies.
Economic Opportunity refers to unmet needs relating to economic opportunities for economically disadvantaged individuals including financial literacy, housing assistance, job training, and asset development.
Education refers to unmet educational needs within communities, especially those that help disadvantaged children and youth to achieve success in school, prevent them from dropping out, and to break cycles of poverty.
Environmental Stewardship refers to unmet energy-efficiency and environmental needs within communities.
Healthy Futures refers to unmet health needs within low-income communities including access to health care, disease prevention and health promotion initiatives, and health literacy.
Veterans and Military Families refers to unmet needs of veterans, and members of the Armed Forces who are on active duty, those that are honorably discharged, and family members of deployed military personnel.
Additional information and a more detailed description of these focus areas can be found in Subtitle C, Section 1302 of the Serve America Act of 2009.

Project Summary: provide a brief description or summary of the project.

Team sizes and member placement fees. WSC’s expectations for team sizes are listed below with the member placement fees:
1. Five (5) to eleven (11) members - $5,900 per member
2. Twelve (12) members and up - $2,300 per member

Note: The member placement fee may increase incrementally for the second and third years of the grant cycle.

Payment of the member placement fee is required for all members and failure to provide the WSC with payment on or before the September 30, 2015 due date may result in the termination of the Memorandum of Understanding and removal of members from sites. Special conditions will apply if using federal funding to pay the member placement fee. If federal funds are used, the source of those federal funds must be contacted and approve the use of those funds for member placement fee to the WSC federal award. A copy of the approval must be submitted to WSC prior to the member placement fee being paid. Please contact the WSC Program at wscteams@esd.wa.gov for additional information on this topic.
Start Date. AmeriCorps members starting on September 1 (preferred start date) will end service on July 15, 2016. The September 16 start dates end service on July 31, 2016. The October 1 start dates end on August 15, 2016.

Counties Served. AmeriCorps members may provide direct service to residents of more than one county within the State of Washington. List the county the member will be located and provide primary service in first, and then secondary counties in which direct service will be provided by the AmeriCorps member.

Legislative Districts. AmeriCorps members may provide direct service to residents of more than one legislative district within the State of Washington. List the legislative district the member will be located and provide primary service in first, and then secondary legislative districts in which direct service will be provided by the AmeriCorps member.

Congressional Districts. AmeriCorps members may provide direct service to residents of more than one congressional district within the State of Washington. List the congressional district the member will be located and provide primary service in first and then secondary congressional districts in which direct service will be provided by the AmeriCorps member.

Section I
ORGANIZATIONAL CAPACITY

Provide a clear picture of how the proposed AmeriCorps project will fit into your organization and the capacity of your organization to support the members. For a list of AmeriCorps member prohibited activities refer to pages four and five of this Guidance Document or refer to the WSC website at prohibited activities to confirm that your proposed project activities are allowable.

Questions should be answered in detail. Incomplete answers will not receive full credit.

If you have specific questions about any question in Section I, contact the WSC Program, wscteams@esd.wa.gov. Your questions will be answered via the weekly website posting.

It is essential that the required criminal history background checks are completed for members as well as the project supervisor prior to the AmeriCorps member’s enrollment packet due date. The WSC, as required by CNCS 45 Code of Federal Regulations, requires up to a four-part criminal history background check on members and supervisors. Required checks include:

- National Sex Offender Public Registry check;
- a Washington State WATCH state patrol check;
- FBI database check using WSC’s approved FBI Channeler;
- Out-of-state criminal registry check for candidates who reside in another state at the time of application. This also applies to project supervisors on border-states who reside outside of Washington State (i.e., Oregon, Idaho).

All required background checks must be completed prior to the enrollment packet due date. Pending results of the out-of-state checks, a temporary waiver may be granted. Consult with your WSC Program Coordinator prior to submitting your enrollment packet if this pertains to you. Prior to the member starting service, WSC program staff will ensure that:

- all checks are received for the members and the primary supervisor, and
- fully completed according to WSC policy and criminal history background check guidance document.

If background checks are not fully executed per WSC policies, the members will not be authorized to start serving until the next WSC available start date (providing all checks are executed by this date, as well as providing the updated forms required with the new start date identified provided to the WSC) If you have questions around this, please consult with your WSC Program Coordinator.
Section II
PROJECT DESCRIPTION

The description of your proposed AmeriCorps project must include the activities your AmeriCorps members will conduct. These activities must align with the selected outputs and aligned outcomes in Section III, Performance. Activities of the AmeriCorps member(s) must address a critical unmet need in the community.

Question 1: state the community problem/need the AmeriCorps project will address.
Question 2: Describe how your AmeriCorps activity/intervention is designed to address the problem/need described above. List data and/or research that supports the fact that the unmet need is critical to the community the members serve. This could be data and/or research your organization has compiled or data collected and published by another entity that demonstrates effectiveness.
Question 3: Describe how and why your proposed set of AmeriCorps activities/interventions are expected to lead to early, intermediate, and long-term outcomes over a specified period of time.
Question 5: Provide a detailed theory of change about how your members’ interventions can address or solve a stated problem or unmet need in your community. A theory of change articulates a problem, a proposed intervention, and the change that is expected to result from delivering the intervention. Underlying the theory of change is a set of assumptions, supported by evidence/research, about why the intervention is likely to lead to the outcomes. Priority of selection will go to sites that demonstrate how closely the program model evaluated in the studies matches the one proposed by the applicant.
Question 5: Provide a detailed description of the members’ positions description.
Question 6: Complete the Logic Model Chart and attach it to your application.
Question 7: Describe your AmeriCorps project data tracking procedure.
Question 8: Submit examples of your project’s data collection tools/instruments used to track your performance measures (pre/post training surveys, activity sign-in sheets, follow-up surveys, course attendance records, etc.).

Priority of selection will go to projects that: select WSC performance measures and outcomes; address critical unmet needs in the communities served; can provide evidence that their proposed intervention will lead to the outcomes identified in the theory of change (logic model); provide evidence that the proposed intervention is effective for the proposed population and community challenge; have the ability to track and report data. The priority of selection does not exclude proposed projects that may select site-specific outcomes that also meet criteria mentioned above.

Section III
PERFORMANCE

Select the performance outputs and aligned outcomes in the focus area identified in the “Applicant Information” page of the application. If applicable, you may list performance outcomes in additional focus areas other than the focus area you identified in “Applicant Information”.

If a focus area does not pertain to your proposal, do not select outputs or aligned outcomes for that focus area. Focus areas that do not pertain to your application should be deleted from your application.

Performance outputs and aligned outcomes must align with the activities you list in Section II, Project Description. Outcomes must include numerical targets.

It is allowable to select the WSC performance outcomes or site-specific outcomes. However, you must address each selected outcome in questions 1-8 in Section II, Project Description.

All projects will be required to track and report program results to WSC. If your organization is selected as a partner WSC staff will:
- finalize performance measure information with you that may include clarifications on outputs/target numbers, outcomes, data collection tools, and reporting;
- review your collection tools and processes, and for some measures WSC may provide a collection tool to assure consistency in data collection;
- review the AmeriCorps member’s position description. If the member’s position description does not align with the project description and the performance measures selected, an amended position description will be required.

Project sites will use collection tools and systems that support the efforts of the activity and intervention that result in intended solutions to community problems. Projects are expected to use collection tools that are reasonable for the performance measurement and have elements of reliability and validity. Data that is collected on participants is expected to be unduplicated, reflect enrollment and exit info (where appropriate) and reflect the desired success of the outcome. Projects will be responsible for documenting and retaining verification of client, student, customer or participant eligibility and demographics for the selected outcome.

Collection tools, data and analysis documentation as well as client eligibility must be retained by sites for six (6) years from the end of the program year. This information must be made available to WSC upon request and during monitoring.

Section IV
CAPACITY BUILDING: VOLUNTEER GENERATION

Capacity Building is defined by CNCS as a set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. Activities may also leverage resources for programs and/or organizations. For example, capacity building activities may expand services, enhance delivery of services, or generate additional resources. These activities achieve lasting positive outcomes for the beneficiary populations served by CNCS-supported organizations.

Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building activities must:
1. Be intended to support or enhance the program delivery model.
2. Respond to the organization’s goal of increasing, expanding or enhancing services in order to address the most pressing needs identified in the community, and
3. Enable the organization to provide a sustained level of more or better direct services after the national service participant’s term of service has ended.

The definition of community volunteer is: Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”

WSC requires all AmeriCorps members to be engaged in volunteer recruitment, and management.

Question 1: List the number of members who will be assigned to build the project’s capacity with volunteers and describe how members will build the project’s capacity with volunteers.

Question 2: Enter your numerical targets for volunteer performance outcomes on the chart provided. Include the number Veterans you are targeting to serve as volunteers for the AmeriCorps project. (Veteran: a person who served in the active military, naval or air service and who was discharged or released under conditions other than dishonorable.) Enter the number of volunteer hours expected to be generated by volunteers.

Question 3: list three effective volunteer management practices per project (not member) that your organization expects the AmeriCorps member(s) to implement. Effective volunteer management practices may include quarterly volunteer recognition events, volunteer opportunity descriptions, and volunteer recruitment materials. If your organization already has a viable volunteer program, state how the AmeriCorps member(s) will enhance three existing volunteer management practices.
If your organization is selected, you will be expected to track, maintain, and report volunteer data to the WSC quarterly, and to retain volunteer documentation for six (6) years from the end of the program year. Documentation may include but not be limited to start/end date of volunteer assignment, training participation by volunteers, number of hours of service, method of recruitment, etc.

If your organization is selected, it will be expected that baseline data will be collected such as the number of volunteers that your organization recruited in the past, volunteer management practices in place currently, client impact by volunteers and clients served by volunteers, etc. You may also be called upon to participate in the WSC Impact Evaluation regarding capacity building, potentially through surveys, focus groups and phone inquiry.

Section V
EXPECTATIONS AND AGREEMENTS

This section is included to guarantee that the legal applicant is aware of and understands specific requirements and expectations established by the WSC should your organization be selected for AmeriCorps member placements. The legal applicant signs this page only after carefully reviewing each section.

There are three categories on this page of the application:
- documents you must review prior to submitting your application;
- required items to include in the application packet;
- items that must be submitted should you be selected as a partner organization.

Review this Guidance Document, the WSC Supervisor Manual, Member Service Agreement and WSC Policies, but do not submit these documents with the application. AmeriCorps is a federally funded program through the Department of Health and Human Services and therefore ultimately responsible for the administration of the program and each grantee and sub-grantee must adhere to federal and related state regulations, provisions and terms and conditions.

Should your application packet be missing the required documentation or the required signature, the entire application may be disqualified from consideration.