2022-23 Serve Alaska AmeriCorps Program RFP Supplemental Information

*This **Supplemental Information** is intended to provide applicants with additional information for the preparation of their applications under the AmeriCorps State and National Notice of Federal Funding Opportunity. The Supplemental Information provides both detailed definitions of certain terms included in the RFP and applicants must comply with any requirements stated in this Supplemental Information.*

Capacity Building: A set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. These activities achieve lasting positive outcomes for the beneficiary populations served by AmeriCorps-supported organizations (i.e., by AmeriCorps programs). As a rule, AmeriCorps considers capacity building activities to be *indirect services* that enable AmeriCorps-supported organizations to provide more, better, and sustained *direct services*. 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 program's goal of increasing, expanding, or enhancing services in order to address the most pressing needs identified in the community; and
3) Enable the program to provide a sustained level of more or better direct services after the capacity building services end.

Cost Reimbursement Grants: These grants fund a portion of program operating costs and member living allowances, with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.

Enrollment Rate: The enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

Fixed Amount Grants: These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining costs. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. However, AmeriCorps provides only a portion of the cost of running the program and organizations must raise the additional resources needed to run the program. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded.

- **Full-cost Fixed amount grants:** Fixed amount grants are available for programs that enroll all types of member slots. Professional Corps may only have full-time members. Programs can access funds under the grant based on enrolling and retaining the full complement of members supported under the grant.

- **Education Award Program (EAP) Fixed amount grants**: Programs apply for a small fixed amount per MSY, can enroll less than full-time members, and use their own resources to cover all other costs. Programs can access funds under the grant based on enrolling

the full complement of members supported under the grant. As with full-time fixed amount grants, there are no specific match or financial reporting requirements for EAP fixed amount grants.

Member Service Location: A member service location is the site at which an AmeriCorps member is placed to provide his/her service to the community.

Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours.)

Other Revenue: Funds necessary to operate an AmeriCorps program that are not AmeriCorps funds or grantee share (match) identified in the budget. Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program, which is unlikely. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program in this field. This amount should not include the AmeriCorps or grantee share amounts in the budget. Fixed amount grantees should enter all non-AmeriCorps funds that support the program in this field. All fixed amount grants will have Other Revenue.

Prohibited Activities: While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;

2. Organizing or engaging in protests, petitions, boycotts, or strikes;

3. Assisting, promoting, or deterring union organizing;

4. Impairing existing contracts for services or collective bargaining agreements;

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

6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;

8. Providing a direct benefit to— 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 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions 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 paragraph C. 7. above, unless AmeriCorps assistance is not used to support those religious activities;

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

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

11. Such other activities as AmeriCorps may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their own initiative, on non-AmeriCorps time, and using non-AmeriCorps funds.

Reducing and/or Preventing Prescription Drug and Opioid Abuse: AmeriCorps is interested in program models that seek to address the prescription drug and opioid abuse crisis in America.

Retention Rate: The AmeriCorps member retention rate is calculated as the number of members exited with education award (full or partial award) divided by the number of members enrolled.

Rural Communities: AmeriCorps uses rural-urban commuting area (RUCA) codes to classify program addresses as either rural or urban for analytic purposes. RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes 4-10). Applicants are encouraged to designate themselves as serving rural communities if some or all service locations are in rural areas as defined by RUCA codes or if the program can provide other compelling evidence that the program is rural in the narrative portion of the application. This self-designation will be considered in grant-making decisions.

For more information about RUCA codes, please visit the USDA website found here: http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx

Unallowable Activities: In addition to the *Prohibited Activities*, the following restrictions also apply to the service of AmeriCorps members:

Nonduplication.

Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided

by a State or local government agency in which such entity resides unless the entity complies with the following "nondisplacement" requirements.

Nondisplacement.

(1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
(2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
(3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
(4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
(5) A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that—
   (i) Will supplant the hiring of employed workers; or
   (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
(6) A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—
   (i) Presently employed worker;
   (ii) Employee who recently resigned or was discharged;
   (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
   (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
   (v) Employee who is on strike or who is being locked out.