

**2016 *Notice***  
**Glossary**

## GLOSSARY

**21<sup>st</sup> Century Service Corps (21<sup>st</sup> CSC):** The 21st Century Conservation Service Corps (21CSC) is a bold national effort to put young Americans and veterans to work protecting, restoring, and enhancing America's great outdoors. The 21CSC, built on the legacy of the Civilian Conservation Corps, will complete high quality, cost effective projects on public and tribal lands and waters across the nation. The 21CSC goals:

*Put Americans to work:* The 21CSC will provide service, training, education and employment opportunities for thousands of young Americans and veterans, including low income and disadvantaged youth.

*Preserve, protect, and promote America's greatest gifts:* The 21CSC will protect, restore and enhance public and tribal lands and waters as well as natural, cultural, and historical resources and treasures. With high-quality, cost-effective project work, the 21CSC will also increase public access and use while spurring economic development and outdoor recreation.

*Build America's future:* Through service to America, the 21CSC will help develop a generation of skilled workers, educated and active citizens, future leaders, and stewards of natural and cultural resources, communities and the nation.

In order to qualify for this priority area, applicants must demonstrate that they are a 21CSC member organization. Applications for membership are reviewed quarterly. Instructions for applicants are available in the Federal Register Notice, here: <http://www.gpo.gov/fdsys/pkg/FR-2014-04-11/pdf/2014-08101.pdf>

**AmeriCorps Partnership Challenge:** Partnership Challenge applicants are organizations that request only member positions and \$0 in CNCS funding. These applicants must demonstrate that they have the resources to support an AmeriCorps program and must respond to all other relevant criteria in the *Notice*.

**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 CNCS-supported organizations (i.e. AmeriCorps programs.) As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-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 ended.

**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.

**Elder Justice AmeriCorps:** In 2014, the Department of Justice, in partnership with CNCS, launched justice AmeriCorps, a legal aid program to serve vulnerable populations. DOJ (through the Elder Justice Initiative and the Office for Victims of Crime) and CNCS are announcing a new grant program to provide legal assistance and support services to victims of elder abuse, neglect, and exploitation, and to promote pro bono capacity building in the field.

The Elder Justice AmeriCorps program, which is intended to complement the Office for Victims of Crime (OVC) 2012 Wraparound Victim Legal Assistance Network Demonstration grants and the 2014 Vision 21 Legal Assistance Network Program grants (the Network Grants, which support the development of legal assistance networks providing comprehensive, pro bono legal services for victims of crime), will consist of a single grant to an intermediary organization that will support approximately 60 full-time AmeriCorps positions for each year of the two-year program.

A successful applicant must engage Network Grant recipients (the Alaska Institute for Justice, Legal Aid Foundation of Los Angeles, Lone Star Legal Aid, Metropolitan Family Services, Rocky Mountain Victim Law Center, the Montana Board of Crime Control, the District of Columbia Office of Victim Services, the Georgia Criminal Justice Coordinating Council, and the New York Office of Victim Services, and/or their legal assistance network partners) and include (but not be limited to) any such entities wishing and eligible to participate in the program as proposed service sites.

In addition to responding to the requirements in the NOFO interested applicants should:

- 1) describe the applicant's efforts to engage the Network Grant recipients (and/or their legal assistance network partners) and to determine their interest in and eligibility to participate in the program;
- 2) explain how the applicant will partner with any interested and eligible Network Grant recipients (and/or their legal assistance network partners) and any other entities that wish to serve as service sites for lawyers and paralegals, who will provide legal aid to victims of elder abuse, neglect, and exploitation and build pro bono capacity in the field;
- 3) provide memoranda of understanding or signed letters of commitment from proposed service sites (sent via email to [additionaldocuments@cns.gov](mailto:additionaldocuments@cns.gov) by the application due date);
- 4) describe the training program(s) that the applicant will provide to members;
- 5) propose how the applicant will use members to provide legal services to victims of elder abuse, neglect and exploitation and elders at risk of such mistreatment;

6) explain how the applicant and proposed service sites will use members to conduct community outreach and promote pro bono capacity building;

7) describe how the applicant will support connections between service sites and other local agencies and service providers that respond to elder abuse, including law enforcement agencies, adult protective services, long-term care ombudsmen, financial service providers, and victim service providers;

9) identify and propose specific performance measures to address the effectiveness of legal aid interventions in addressing elder abuse, neglect, and exploitation;

10) explain how the intermediary will collect and report data, including the required data identified below and any other data relating to the performance measures, and conduct an evaluation of the program; and

11) identify the source of funds the intermediary will use to provide full-time lawyer members the maximum living allowance of \$24,200, and paralegals a minimum living allowance of \$15,000 (though the intermediary may propose alternative minimum living allowances for paralegals serving on less than a full-time basis).

Applicants should be aware that paralegals need not have had prior legal training or certification, though such credentials may be preferable. Additionally, special preference may be given to applicants with experience (or external expertise or support) in elder abuse, neglect, and exploitation cases. Absent extraordinary circumstances all members must be enrolled no later than October 2017.

The total available funding at the time of publication is \$1.5 million dollars from the Department of Justice.

#### **DATA COLLECTION REQUIREMENTS FOR ELDER JUSTICE AMERICORPS SERVICE SITES**

Total number of clients served by Grantee:

Source of client referrals to Grantee (indicate number of clients for each category):

- Adult protective services
- Law enforcement
- Family member
- Family member caregiver
- Non-family member caregiver
- Self
- Long-term care ombudsman
- Other (please describe)

Number of clients presenting with indicia of (indicate number of clients for each category):

- Physical abuse
- Neglect
- Sexual abuse
- Psychological abuse
- Financial exploitation
- Multiple forms of abuse (polyvictimization)
- Prior complaints about abuse or exploitation
- Cognitive impairment
- Physical disability
- Cognitive impairment and physical disability

Alleged perpetrator of abuse, neglect, or exploitation:

- Family member
- Family member caregiver
- Non-family member caregiver
- Long-term residential facility
- Other (please describe)

Types of service provided by Grantee (indicate number of cases for each category):

- Legal intake
- Legal counseling
- Guardianship proceedings
- Other legal proceedings
- Basic needs assistance (access to care, housing, meals, medical care, transportation, utilities)
- Benefits assistance (Medicare/Medicaid, Veterans, Social Security)
- Other forms of assistance (please describe)

Number of case referrals from Grantee to other agencies or entities:

- Adult protective services
- Law enforcement
- Long-term care ombudsmen
- Medical service providers
- Financial service providers
- Domestic violence organizations
- Victim service organizations
- Other (please describe)

Narrative response. Please provide a summary of your accomplishments during the reporting period. The summary should include anonymized case examples (touching on each of the applicable case categories to the extent possible) and describe the nature of the client's situation, services provided, and case outcome (or, short of case completion, progress on the case to date).

**Encore Programs:** Congress set a goal that 10 percent of AmeriCorps funding should support encore service programs that engage a significant number of participants age 55 or older. CNCS seeks to meet that 10 percent target in this competition and encourages encore programs to apply.

**Enrollment Rate:** 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, CNCS provides only a portion of the cost of running the program and organizations must still 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. Professional Corps programs applying for operational funding through a Fixed Amount Grant must submit a budget in support of their request for operational funds.

- **Full Time Fixed amount grants:** Fixed amount grants are available for programs that enroll full-time members or less than full-time members serving in a full time capacity only, including Professional Corps.
- **Education Award Grants (EAP) fixed amount grant:** 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.

**Governor and Mayor Initiative:** CNCS will accept one application per state in each year's new and recomplete competition. If a state has a Governor and Mayor Initiative in continuation status, the state commission can submit a new application. However, CNCS is interested in increasing the number of states that have Governor and Mayor's Initiatives as well as funding high quality program designs.

The application must address a pressing challenge the Governor wishes to solve in her or his state. A Governor must apply with one Mayor in his or her state and a minimum of two nonprofits. In conjunction with the Mayor, the Governor will be responsible for identifying and selecting those nonprofits that are best able to achieve a demonstrated positive impact on the problem. The application should include letters of commitment from all relevant parties. If the Governor and Mayor have not yet selected partnering nonprofit entities, they should describe the process that the Governor and Mayor will use to select the nonprofit entities. The application, submitted to the State Commission, will respond to the application criteria and explain how several nonprofits working together, with the Governor's office serving as a convener, will effectively deploy AmeriCorps members for a collective impact. Only the Governor, Mayor, their designated government office (but not the state commission), or a public university may apply for grants under the Governor and Mayor initiative. Applications from other entities will be deemed non-compliant and will not be considered under this initiative.

For example, a Governor and a Mayor in a state could conclude the most pressing challenge facing the state is its high school graduation rate. The Governor and/or Mayor would submit one application describing:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (State, locality, and nonprofit entities).
- The proposed theory of change and program model.
- How they will utilize an identified consortium of nonprofits that are well positioned to achieve outcomes identified in the theory of change.

Applications submitted as part of the Governor and Mayor Initiative must check the "Governor and Mayor Initiative" box in the Performance Measure tab and email a letter of endorsement cosigned by the Governor and Mayor, as well as signed letters of commitment from partnering nonprofits to [additionaldocuments@cns.gov](mailto:additionaldocuments@cns.gov) by the application due date in order to be considered for this Initiative.

**Member Service Year (MSY):** One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1700 service hours.)

**Multi-focus Intermediaries:** CNCS recognizes that severely under-resourced communities may have limited capacity to successfully apply for and implement an AmeriCorps program, due to the size and organizational capacity of eligible applicant/host site organizations or the lack of available matching

funds in these communities. Thus it may be effective for a single eligible applicant (intermediary) to develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots non-profits/eligible applicants (consortium) that, individually, do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program. Given the desire to address community needs holistically, the nonprofits/eligible applicants that make up the consortium may have but are not required to have different focus areas (including the non focus area capacity building) and thus the non profit/eligible applicant intermediary will be multi-focused.

Applications seeking consideration under this priority must demonstrate that they will be serving in severely under-resourced communities; that their application represents a consortium, and that the activities provided by the consortium collectively address a compelling community need or set of needs; and that they have sufficient financial and management capacity to act as an umbrella organization for the consortia.

The nonprofit/eligible applicant intermediary should submit one application which describes:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (intermediary and consortia members).
- The proposed theory (ies) of change and program model(s).
- How they will utilize an identified consortium of nonprofits/eligible applicants that are well positioned to achieve outcomes identified in the theory of change.

Applicants must email memoranda of understanding or signed letters of commitment from all members of the consortia to [additionaldocuments@cns.gov](mailto:additionaldocuments@cns.gov) by the application due date in order to be considered for this Initiative.

**My Brother's Keeper:** President Obama launched the My Brother's Keeper initiative to address persistent opportunity gaps faced by boys and young men of color and ensure that all young people can reach their full potential.

Through this initiative, the Administration is joining with cities and towns, businesses, and foundations who are taking important steps to connect young people to mentoring, support networks, and the skills they need to find a good job or go to college and work their way into the middle class.

My Brother's Keeper is focused on five milestones:

1. Getting a Healthy Start and Entering School Ready to Learn: All children should have a healthy start and enter school ready – cognitively, physically, socially and emotionally.
2. Reading at Grade Level by Third Grade: All children should be reading at grade level by age 8 – the age at which reading to learn becomes essential.
3. Graduating from High School Ready for College and Career: Every American child should have the option to attend postsecondary education and receive the education and training needed for quality jobs of today and tomorrow.
4. Successfully Entering the Workforce: All those who want jobs should be able to find work that allows them to support themselves and their families.



5. Keeping Kids on Track and Giving Them Second Chances: All children should be safe from violent crime; and individuals who are confined should receive the education, training and treatment they need for a second chance.

In order to qualify for this priority area, applicants must demonstrate that their program addresses one or more of the five milestones.

### **National Direct Applicants**

*Multi-state:* Organizations that propose to operate AmeriCorps programs in more than one state or territory apply directly to CNCS.

*Federally-recognized Indian Tribes:* Applicants that are Indian Tribes apply directly to CNCS. An Indian Tribe is defined as 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 tribal organizations controlled, sanctioned, or chartered by one of the entities described above.

*Territories without Commissions:* Applicants in American Samoa, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to CNCS because these Territories have not established a State Commission.

**National Forum on Youth Violence Prevention:** A network of communities and federal agencies that work together, share information and build local capacity to prevent and reduce youth violence. Established at the direction of President Obama in 2010, the Forum brings together people from diverse professions and perspectives to learn from each other about the crisis of youth and gang violence in the U.S and to build comprehensive solutions on the local and national levels. Participating Federal agencies include the Departments of Justice, Education, Health and Human Services, Housing and Urban Development, Labor, and the Office on National Drug Control Policy. The communities participating in the Forum include Boston, Camden, Chicago, Detroit, Memphis, Minneapolis, New Orleans, Philadelphia, Salinas, San Jose, Long Beach, Cleveland, Louisville, Seattle, and Baltimore. - See more at: <http://youth.gov/youth-topics/preventing-youth-violence>. Each of these cities are charged with making a comprehensive plan and driving against that plan to reduce youth violence.

**Opportunity Youth:** Opportunity youth are economically disadvantaged individuals ages 16-24 who are disconnected from school or work for at least six months prior to service. CNCS defines “economically disadvantaged” consistent with the definition used in the member development performance measures, “Receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.” CNCS defines “disconnected from school or work” as unemployed, underemployed, and not in school for at least six months prior to their term of national service. A member who was not economically disadvantaged prior to becoming an AmeriCorps member, but became economically disadvantaged because the living allowance was low enough to make them eligible for SNAP, etc., cannot be counted as economically disadvantaged. In order to apply under this priority the applicant must demonstrate the programmatic elements they will implement in order to recruit

and support Opportunity youth as members, and a substantial portion of their requested MSYs must fall into this category.

**Other Revenue:** Funds necessary to operate the AmeriCorps program that are not CNCS 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. 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. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed grants will have other revenue.

**Professional Corps:** Professional Corps programs recruit and place qualified members in communities with an inadequate number of such professionals in positions as teachers, health care providers, police officers, engineers, or other professionals. CNCS' assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and challenges to raising non-CNCS resources. Professional Corps members' salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community (ies) where the corps seeks to place members. These grants can either be fixed amount or cost reimbursement grants.

**Prohibited Activities:** While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and 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 CNCS assistance is not used to support those religious activities;

9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

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 initiative, on non-AmeriCorps time, and using non-CNCS funds. Ind.

**Promise Zones:** Promise Zones are high poverty communities where the federal government partners with local leaders to increase economic activity, improve educational opportunities, leverage private investment, reduce violent crime, enhance public health and address other priorities identified by the community. Through the Promise Zone designation, these communities will work directly with federal, state and local agencies to give local leaders proven tools to improve the quality of life in some of the country's most vulnerable areas. The current promise zones are: Los Angeles, CA; Sacramento, CA; Hartford, CT; Indianapolis, IN; Southeastern KY; Minneapolis, MN; St. Louis/St. Louis County, MO; Camden, NJ; Choctaw National of Oklahoma, Philadelphia, PA; Barnwell, SC; Low Country of South Carolina; Pine Ridge Indian Reservation of the Oglala Sioux Tribe; SD; Porcupine, SD; San Antonio, TX.

**Retention Rate:** 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:** CNCS 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>

The assessment of rural for School Turnaround AmeriCorps uses the definition for a rural school, below.

**A Rural School** is a school that is assigned a locale code of 41 (located in a census-defined rural territory less than 5 miles from an urban cluster), a locale code of 42 (located in a census-defined rural territory more than 5 miles but less than or equal to 25 miles from an urban cluster), or a locale code of 43 (located in a census-defined rural territory that is more than 25 miles from an urban cluster) by the National Center for Education Statistics (NCES). Note: To identify the locale code of any school, access the NCES public school database here: <http://nces.ed.gov/ccd/schoolsearch/>

The Office of Grants Management uses Beale Codes when assessing alternative match requirements as noted in 45 CFR 2521.60(c).

**Same Project:** Two projects will be considered the same if they: Address the same issue areas, address the same priorities, address the same objectives, serve the same target communities and population, utilize the same sites.

Programs need to get approval from their CNCS program officers to be considered a new project.

**School Turnaround AmeriCorps:** School Turnaround AmeriCorps is an initiative to place AmeriCorps members in schools implementing turnaround models under the Department of Education’s School Improvement Grants (SIG) program or turnaround principles under Elementary and Secondary Education Act (ESEA) flexibility to improve student academic performance, academic engagement, attendance outcomes, or some combination thereof, in eligible schools. School Turnaround AmeriCorps grantees must meet special program design requirements that are described in the Appendix. Applicants for a School Turnaround AmeriCorps program must provide high quality responses to special selection criteria, submit additional documents and demonstrate that they meet the special program design requirements. See Appendix for details.

**Single-State Applicants:** Organizations that propose to operate in only one state must apply through the Governor-appointed State or Territory Commissions. Each state and territory commission administers its own selection process and submits to CNCS the applicants it selects to compete for funding. Single-State applicants must contact their State Commissions to learn about their state or territory processes and deadlines which may be significantly *earlier* than the CNCS deadlines and may have additional requirements. The list of State and Territory Commissions can be found here: <http://www.nationalservice.gov/about/contact-us/state-service-commissions>.

A single state application submitted directly to CNCS by the applicant rather than the State Commission will be considered noncompliant and will not be reviewed.

**Strong Cities, Strong Communities (SC2) initiative:** This initiative, first announced in July 2011, seeks to strengthen neighborhoods, towns, cities, and regions around the country by enhancing the capacity of local governments to develop and execute their economic vision and strategies, providing necessary technical assistance and access to federal agency expertise, and creating new public and private sector partnerships. The cities participating are Greensboro, NC; Hartford, Connecticut; and Las Vegas, Nevada