

**2015 *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>

**Capacity Building:** Grants also will provide support for capacity building activities provided by national service participants. As a general rule, capacity building activities are considered to be *indirect services* that enable organizations to provide more, better, and sustained *direct services* in the six focus areas. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Examples of capacity building activities include recruiting and/or managing community volunteers; implementing effective volunteer management practices; completing community assessments that identify goals and recommendations; developing new systems and business processes (technology, performance management, training, etc.); or enhancing existing systems and business processes.

**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.

**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.

**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.

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

**Fixed Amount Grants (non EAP):** These fixed amount grants are available for programs that enroll full-time members or less than full-time members that are serving in a full time capacity only, including Professional Corps. 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 cost. 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. Professional Corps programs applying for operational funding through a Fixed Amount Grant must submit a budget in support of their request for operational funds. However, only a portion of the cost of running the program are granted 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.

**Governor and Mayor Initiative:** CNCS will accept one application per state in each year's new and re-compete 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 Initiative 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 [serve@mt.gov](mailto:serve@mt.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 Intermediates:** Given the capacity required to successfully apply for and implement an AmeriCorps program, recognizing that severely under-resourced communities may have limited applicant options, either based on the size of the non profits or the lack of available matching funds. Thus it may be necessary to engage a nonprofit that will develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots non profits that individually do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program independently. Given the desire to address community needs holistically, the non profits that make up the consortium may have different focus areas and thus the non profit intermediary will be multi-focused.

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

The nonprofit 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 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 [serve@mt.gov](mailto:serve@mt.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: Anyone who wants a job should be able to get a job 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.

**Opportunity Youth:** Opportunity youth are economically disadvantaged individuals age 16-24 who are disconnected from school or work for at least six months prior to service. "Economically disadvantaged" is defined 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." and "disconnected from school or work" as unemployed, underemployed, and not in school for at least six months prior to 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.

**Professional Corps:** Professional Corps programs recruit and place qualified members in positions as teachers, health care providers, police officers, engineers, or other professionals in communities with an inadequate number of such professionals. The assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non AmeriCorps funds and thus will not be requesting operating funds as part of their applications. Operating funds of up to \$1,000 per MSY will be considered, if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and challenges to raising non AmeriCorps 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.

**Retention Rate:** Retention rate is calculated as the number of members exited with award (full or partial award) divided by the number of members enrolled.

**Rural:** Rural-urban commuting area (RUCA) codes are used 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 Office of Grants Management uses Beale Codes when assessing alternative match requirements.

**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, Use the same program staff and members

Programs need to get approval to be considered a new project.