**The Governor’s Office of Volunteer Services**

**Is My Organization Ready for an AmeriCorps Grant?**

2020 - 2021 AmeriCorps **Programmatic** Readiness Assessment



Legal Applicant: Click or tap here to enter text.

**INTRODUCTION:**

The Governor’s Office of Volunteer Services is seeking applicants to host AmeriCorps members that will serve in high-quality programs to address focus areas (healthy futures, disaster preparedness, economic opportunity, education, environmental stewardship, veterans and military family, and capacity building) established by the Corporation for National Community Service while simultaneously serving to meet some of Alabama’s greatest needs.

This assessment tool is designed to assist potential applicants in assessing their organizational readiness to administer and support a high-quality AmeriCorps State program. The list of questions below asks the reviewer(s) to score the organization/legal applicant on programmatic elements necessary to run an AmeriCorps State program. It is recommended that the reviewer(s) be familiar with the organization’s mission, programs, strategy, and financial processes to more accurately answer the questions in this assessment.

Read each question carefully and answer honestly. The tool functions as a general guide to help you plan for the implementation of an AmeriCorps State program.

Select an answer that best describes your organization’s current status or performance. To do so, you will click in the box and an “X” will appear, signifying your response. For responses that request short answers, please click in the box that says, “Click here to enter text” to type your response in the box. Lastly, to submit attachments, please include at the top of each attachment on the first page: **Attachment: (Prog.) # - Name of the Attachment – Name of Your Organization.**

Please note: successful completion of the assessment does not guarantee funding through the Governor’s Office of Volunteer Service. It is merely a guide to assess the readiness of a potential applicant.

**Please return your completed Programmatic Readiness Assessment to** Info.AmeriCorps@ServeAlabama.gov **no later than Oct. 20, 2019 (Competitive/Education Award Only Applicants) or Dec. 6, 2019 (Formula Applicants).** If you have any questions, please feel free to contact the Governor’s Office Volunteer Services at (334) 242-1549 or Info.AmeriCorps@ServeAlabama.gov In the subject line of the email, please list: AmeriCorps Programmatic Readiness Assessment.

**AMERICORPS FOCUS AREAS AND PRIORITIES**

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress’ intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

**Focus Areas:**

**Disaster Services:** Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals’ readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters.

**Economic Opportunity:** Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

**Education:** Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students’ preparation for success in post-secondary educational institutions.

**Environmental Stewardship:** Grants will support responsible stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation; cultivate individual and community self-sufficiency; and provide reforestation services after floods or fires.

**Healthy Futures:** Grants will provide support for activities that will address the opioid crisis; increase seniors’ ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.

**Veterans and Military Families:** Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, wounded warriors, military service members, and their families served by CNCS programs; and/or increase the number of veterans and military family members engaged in service through CNCS programs.

**2020 CNCS Funding Priorities:**

See the 2020 Notice of Funding Opportunity for the complete list of funding opportunities.

**2020 Governor’s Office of Volunteer Services (GOVS) Funding Priorities:**

**Access to Care** - improve access to care for all Alabamians by reducing transportation barriers, addressing the

shortage of providers, closing insurance coverage gaps, and improving health literacy.

**Nutrition and Physical Activity** - improve nutrition and physical activity education and opportunities for the residents of Alabama through increasing public education awareness, encouragement of healthy lifestyles, and access to healthy food options with the intention of reducing adult and pediatric obesity, increasing vegetable and fruit consumption, and participation in aerobic and muscle strengthening exercise.

**Mental Health and Substance Abuse** - improve mental health and substance abuse within Alabama through enhancing understanding of the prevalence of mental health and substance abuse issues by mapping mental health and substance abuse data and convening relevant stakeholders and lowering the incidence of suicide and yet-to-be-determined measures of substance abuse.

**Safer Communities** – programs that focus on public safety, and/or partnerships between law enforcement and the local community.

**Disaster Services** – programs that will provide support to increase the preparedness of individuals for disasters, improve individuals’ readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters.

In order to receive priority consideration for submitting an application within a Notice Priority (ies), applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes must include a high-quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

***Special Note for Faith-Based Organizations seeking to operate an AmeriCorps program:***

If the conditions below are not acceptable to your organization, hosting a federally-funded AmeriCorps program is not a good option:

* Participation in government funded programs must be open to all who qualify, without regard to religious beliefs.
* AmeriCorps members are disallowed from participating in inherently religious activities.
* AmeriCorps members are disallowed from proselytizing.
* AmeriCorps programs must be held in a separate place or at separate time from religious activities.

***Please see page 13, for a complete list of Prohibited Activities.***

***Special Note for Organizations with an advocacy component seeking to operate an AmeriCorps program:***

If the conditions below are not acceptable to your organization, hosting a federally-funded AmeriCorps program is not a good option:

* AmeriCorps members are disallowed from attempting to influence legislation.
* AmeriCorps members are disallowed from organizing or engaging in protests, petitions, boycotts, or strikes.
* AmeriCorps members are disallowed from engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
* AmeriCorps members are disallowed from 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.
* AmeriCorps members are disallowed from conducting a voter registration drive or using Corporation funds to conduct a voter registration drive.

***Please see page 13, for a complete list of Prohibited Activities.***

***Special Note for ALL Organizations seeking to operate an AmeriCorps program:***

If the conditions below are not acceptable to your organization, hosting a federally-funded AmeriCorps program is not a good option:

* AmeriCorps funds cannot be used to replace state or local public funds that have been previously used to support a project. If your program has previously used public funds to support positions, they would not be eligible as AmeriCorps positions (*Supplementation*).
* AmeriCorps member programs cannot duplicate services that are already provided within the locality of the program by other state or local government agencies. (*Non-duplication*).
* AmeriCorps members are cheaper than paid staff – your placement site cannot choose to take on an AmeriCorps member instead of staff or reduce staff roles or benefits to save money (*Non-displacement*).
* Under what circumstances may AmeriCorps members in a program raise resources and how much time may members spend raising resources? (*Fundraising*).
	+ AmeriCorps members may raise funds directly in support of your AmeriCorps program's service activities.
	+ AmeriCorps members may not raise funds for living allowances, participation fees, or for an organization's general (as opposed to project/program) operating expenses or endowment.
	+ AmeriCorps members may not write a grant application to the Corporation or to any other Federal agency.
	+ An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities

***Please see page 13-14, for more information on Supplementation, Non-duplication, Non-displacement, and Fundraising.***

**2020 – 19 Programmatic Readiness Assessment**

**FUNDAMENTAL QUESTIONS**

1. Is your organization a public or private nonprofit organization – including labor organizations, faith-based and other community organizations; an institution of higher education; an educational institution; a government entity within Alabama; an Indian Tribe; or a partnership or consortia?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

***If the answer to question 1 is “No”, then your organization is not eligible to receive an AmeriCorps grant or serve as a Host Site for AmeriCorps members. You are similarly ineligible if your organization is a 501 (c) (4) non-profit entity [under the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4)] that engages in lobbying.***

1. Do your plans for utilizing AmeriCorps members call for members to provide services exclusively within the state of Alabama?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

***If the answer to question 2 is “No” and the results to the remaining questions in this Assessment are favorable, then your organization may be interested in applying directly to the Corporation for National and Community Service for an AmeriCorps\*National grant. To apply for a AmeriCorps National grant, go to*** [*https://www.nationalservice.gov/grants-funding/funding-resources/cncs-funding-opportunities-resources*](https://www.nationalservice.gov/grants-funding/funding-resources/cncs-funding-opportunities-resources%20)

**2020 CNCS and GOVS PRIORITIES QUESTIONS**

1. Do your plans for an AmeriCorps application include any of the priorities listed on page 3?

**☐ Yes ☐ No ☐ Not Sure**

**Which priority area(s):** Click or tap here to enter text.

1. Do your plans for an AmeriCorps application include engaging individuals age 55 and older in service?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Do your plans for an AmeriCorps application include engaging veterans in service?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

***It is not a requirement to address any of the priorities listed on page 3.***

**ADMINISTRATIVE QUESTIONS**

1. Does your organization understand that the primary focus of AmeriCorps is AmeriCorps? AmeriCorps members support the host organizations’ mission and goals. **The program must always maintain a separate but partnered identity and philosophy of AmeriCorps.**

[ ]  **Yes** [ ]  **No**

1. Does your organization have the capacity to devote adequate staff to manage the implementation, regulatory oversight, program monitoring, program and fiscal reporting, and evaluation of the AmeriCorps program as well as regular supervision of AmeriCorps members including recruitment, national service criminal history checks, grievances, service projects, timesheet reviews and approvals, and other member support services? It is highly recommended to have at least 1 full-time AmeriCorps Program Staff member to every 5 – 10 AmeriCorps members. The FTE should devote no less than 85% (100% is better) of their position to the AmeriCorps Program Director role for successful implementation.

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Has your organization previously managed a federal, state, or foundation grant?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure Number of years managing federal grants:** Click or tap here to enter text.

1. Are there formal internal controls governing all financial operations?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization have sufficient cash to operate a major grant on a reimbursement basis?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Are the financial operations of your organization audited annually by an independent auditor?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization have a Human Resources department or designated Human Resources staff and a Legal department or designated Legal staff, and will these departments/staff assist your proposed AmeriCorps State program with developing and implementing policies and procedures for the program?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

***If you answered “No” to any of the above Administrative Questions, it is likely your organization would struggle to successfully administer an AmeriCorps grant. It is recommended that consideration be given to seeking a partnership with an existing AmeriCorps program or applicant to serve as a service site/partner. Serving as an AmeriCorps service/partner site, rather than a primary grant applicant/host organization, is often a better option for smaller organizations. Contact the Governor’s Office of Volunteer Services for details.***

**ORGANIZATIONAL COMPETENCY QUESTIONS**

The following questions address key elements of successful organizations. Completion of this portion of the assessment will help provide you with additional information about the capacity and structure in place to operate an AmeriCorps program.

**ORGANIZATIONAL PURPOSE: THE MISSION**

1. Does Senior Leadership of your organization actively participate in the daily operation of the business?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization have a clear written mission statement?  **(If no, skip to question 18)**

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Mission Statement: Click or tap here to enter text.

1. Is the mission of your organization understood by all stakeholders, including staff and board members?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Is the mission of your organization frequently referred to (e.g. in planning sessions and other meetings)?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Has your organization said “no” to potentially good opportunities that are not consistent with the organizational mission or strategy?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

**ORGANIZATIONAL GOVERNANCE & OPERATIONS**

1. Does your organization have an active and **independent** board of directors and/or other governing body? (**Independent** is defined as a majority of board members who are neither employees of the organization nor family members of employees or other board members.)

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Who is the Chair of the agency Board of Directors?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure Name of Board Chair:** Click or tap here to enter text.

Attach a list of your organization’s Board of Directors

At the top of the doc.: [Attachment (Prog.) 1 – Board of Directors List – Enter Your Organization’s Name]

1. Does your Board of Directors have a Fiscal Review Committee?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does the Fiscal Review Committee have defined duties and responsibilities that are documented in a Board of Director’s resolution or elsewhere?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Attach a list of the Fiscal Review Committee’s defined duties and responsibilities

At the top of the doc.: [Attachment (Prog.) 2 – Fiscal Rev. Committee’s Duties/Responsibilities – Enter Your Organization’s Name]

1. Does the Board of Directors approve the appointment of auditors?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Is there evidence in the minutes that the Board of Directors or designated committee approved the operating budget?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your agency have a written policy for required insurance coverage?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Attach a copy of your agency’s written policy for required insurance coverage

At the top of the doc.: [Attachment (Prog.) 3 – Policy for Required Insurance Coverage – Enter Your Organization’s Name]

1. Does your agency maintain appropriate and adequate liability insurance coverage to protect the organization and employees?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your agency periodically review insurance coverage to determine adequacy?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure Person who reviews the coverage:** Click or tap here to enter text.

1. Has your organization had significant compliance findings pertaining to grant related activities and/or financial activities?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

If yes, provide a brief description of those compliance issues: Click or tap here to enter text.

As a result of the compliance findings, was the organization issued a corrective action plan?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

**ORGANIZATIONAL DIRECTION: STRATEGIC PLANNING**

1. Does your organization have a clear and coherent written plan for the future (i.e. 3-10 year strategic plan)? **(If no, skip to question 25)**

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Attach a copy of your agency’s plan for the future

At the top of the doc.: [Attachment (Prog.) 4 – Agency’s Plan for the Future – Enter Your Organization’s Name]

1. Is the strategic plan linked to the overall mission, vision, and overarching goals of the organization?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Are the goals in the strategic plan well known and understood by the staff and board?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does the strategic plan have well defined measurable goals and achievable action steps with timeframes?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Is the strategic plan made actionable by the realistic and detailed annual plans that outline specific work to be accomplished?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Is this annual plan consistently used at all levels of the organization to guide organizations and its operations?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does the organization conduct regular assessments of internal operations to assess efficiency and effectiveness of the organization and its programs?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

**ORGANIZATIONAL REVENUE: SUSTAINABILITY**

1. Does the organization have diversified funding from multiple sources?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Attach a list of funding sources

At the top of the doc.: [Attachment (Prog.) 5 – List of Funding Sources – Enter Your Organization’s Name]

1. Does your organization have a group of volunteers and donors that believe in its mission and are willing to provide financial support and volunteer their time?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

**ORGANIZATIONAL INFRASTRUCTURE: TECHNOLOGY**

1. Does your organization have computers and are staff competent and comfortable with using them?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does every key staff member, and will your AmeriCorps member(s), have access to a computer with up-to-date software, internet access, and email capabilities?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization have data collection and reporting tools and systems in place?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

**Please explain in detail the data collection and reporting tools and systems your organization has in place:** Click or tap here to enter text.

1. Does your organization have a computerized accounting system?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

**ORGANIZATIONAL INFRASTRUCTURE: HUMAN RESOURCES**

1. Does your organization plan to use existing staff to manage the AmeriCorps program?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

If yes, explain how the staff member will manage both positions and what will the percentage of time allocated to the AmeriCorps staff position.

**Percentage of time Allocated to the AmeriCorps staff position:** Click or tap here to enter text.

**Explanation:** Click or tap here to enter text.

1. Does your organization have a well-planned process to recruit, develop, and retain the best employees (and/or AmeriCorps members) in accordance with an equal opportunity environment?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your agency have a local recruitment plan that encourages diversity?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Attach a copy of your recruitment plan

At the top of the doc.: [Attachment (Prog.) 6 – Recruitment Plan – Enter Your Organization’s Name]

1. Does your organization provide staff and volunteers with written job descriptions and the necessary resources to carry out duties appropriately?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does the organization provide relevant and regular training for staff and board members?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization have a well-planned process to recruit, develop, and retain volunteers?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Are employee performance appraisals conducted on a consistent and fair basis?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your agency maintain W-4 forms on file?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your agency maintain individual personnel files?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your agency maintain documentation eligibility to work (I-9) for every employee?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization conduct background checks on staff and volunteers?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Attach a copy of your organization’s policy and procedure for conducting the background checks

At the top of the doc.: [Attachment (Prog.) 7– Background Check Policy and Procedure – Enter Your Organization’s Name]

1. Does your agency have an organization chart?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Attach a copy of your organization’s organization chart

At the top of the doc.: [Attachment (Prog.) 8– Organization Chart – Enter Your Organization’s Name]

1. Does your agency maintain a personnel policy manual?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Attach a copy of your organization’s personnel policy Manuel

At the top of the doc.: [Attachment (Prog.) 9 – Personnel Policy Manual – Enter Your Organization’s Name]

1. If your agency maintains a personnel policy manual, how often is it reviewed and updated?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization have high turnover in management positions or senior level positions?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does the organization have formal, written travel policies?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Attach a copy of your organization’s travel policies

At the top of the doc.: [Attachment (Prog.) 10 – Travel Policy – Enter Your Organization’s Name]

1. For out-of-town travel, do employees prepare trip reports documenting the reasons and/or the results of the trip?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does the organization have written policies and procedures, including conflict of interest, grievance policy and procedures, non-discrimination, and drug-free work place policies for employees and directors?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Attach a copy of your organization’s policies and procedures for the items listed above

At the top of the doc.: [Attachment (Prog.) 11 –Policies and Procedures for listed items – Enter Your Organization’s Name]

**PROGRAM DESIGN: NEEDS ASSESSMENT AND IMPLEMENTATION**

1. Does your organization conduct regular assessments of community needs?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

**Date Last Conducted:** Click here to enter text.

1. Does your organization analyze and use the results of needs assessment to chart change?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization have the ability to grow and/or create new and innovative programs to meet the needs of the community?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

**ORGANIZATIONAL IMPACT: PROGRAM MANAGEMENT, PERFORMANCE AND IMPROVEMENT**

1. Are the organization’s programs and services well defined?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Attach a list of the organization’s programs and services

At the top of the doc.: [Attachment (Prog.) 12 – List of Organization’s Programs and Services – Enter Your Organization’s Name]

1. Are the programs fully aligned with the organization’s mission, goals, and overall strategy?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization have a proven track record of establishing measurable outcomes with its programs?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization have a comprehensive well-developed evaluation system used to measure the impact of programs and services?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Attach a copy of the organization’s evaluation system

At the top of the doc.: [Attachment (Prog.) 13 – Evaluation System – Enter Your Organization’s Name]

1. Does your organization conduct regular assessments of existing programs’ effectiveness in meeting recipient needs and identifying needs for improvement?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization collect data to measure performance and progress on a continual basis?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Is data analyzed and used in program redesign and communicated to stakeholders on a regular basis (e.g. annual reports)?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does the organization conduct continual assessments of internal operations to assess efficiency and effectiveness?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization have a track record of success with its programs?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization have the ability to close a program that is no longer needed or relevant?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

**ORGANIZATION OUTREACH: PARTNERSHIP AND COLLABORATION**

1. Does your organization participate in partnerships with other groups?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

Attach a list of your organization’s partners

At the top of the doc.: [Attachment (Prog.) 14 – Partner List – Enter Your Organization’s Name]

1. Have these relationships led to mutually beneficial collaboration?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Does your organization regularly communicate or cooperate with government agencies, private foundations, or faith-based institutions?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

1. Has your organization managed any national service programs/projects (AmeriCorps State/Nat’l, VISTA, NCCC, Volunteer Generation Fund, Social Innovation Fund, Senior corps, etc.)?

[ ]  **Yes** [ ]  **No** [ ]  **Not Sure**

**If yes, how many years did you manage the national service program/projects:** Click or tap here to enter text.

**How many years has it been since your organization managed the program/project:** Click or tap here to enter text.

**APPLICANT INFORMATION**

**Applicant Name:** Click or tap here to enter text.

**Executive Director or Similar Senior Leadership:** Click or tap here to enter text.

**Financial Director or Similar Senior Leadership:** Click or tap here to enter text.

**Individual Completing this Assessment:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Number of Employees Total:** Click or tap here to enter text.

 **Full-time:** Click or tap here to enter text. **Part-time:** Click or tap here to enter text.

 **Interns:** Click or tap here to enter text. **Volunteers:** Click or tap here to enter text.

**Prohibited Activities 45CFR§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—
9. A business organized for profit;
	1. ii. A labor union;
	2. iii. A partisan political organization;
	3. iv. 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
	4. v. An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
10. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
11. Providing abortion services or referrals for receipt of such services; and
12. Such other activities as the Corporation 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‐Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

**Supplementation, Non-Duplication, and Non-Displacement:**

**Supplementation:** AmeriCorps funds cannot be used to replace state or local public funds that have been previously used to support a project. If your program has previously used public funds to support positions, they would not be eligible as AmeriCorps positions.

**Non-Duplication:** AmeriCorps member programs cannot duplicate services that are already provided within the locality of the program by other state or local government agencies. The vast majority of nonprofit organizations exist due to the fact that state and local government agencies do not provide the services that your program supports.

**Non-Displacement:** AmeriCorps members are, obviously, cheaper than paid staff – your placement site cannot chose to take on an AmeriCorps volunteer instead of staff, or reduce staff roles or benefits to save money.

Programs cannot transition paid staff members into AmeriCorps members unless that staff member has applied for an AmeriCorps position that is outside of their previous staff role.

* Programs cannot create AmeriCorps positions instead of promoting qualified staff.
* AmeriCorps members are meant to allow service sites to go above and beyond normal operations – they cannot simply duplicate the role of a normal staff member. When creating AmeriCorps positions, programs should look at current placement site roles and determine whether or not the AmeriCorps member role would differ from a current staff role. This policy does not mean that an AmeriCorps member cannot duplicate any staff roles. It simply means that there must be some duty in place that separates an AmeriCorps member from regular staff. This can include a new project or position that wasn’t previously offered by the placement. This can also include additional training, enrichment or service activities that the AmeriCorps takes part in with your program that other staff or volunteers do not participate in.
* AmeriCorps positions cannot be used to fill spots that were previously held by paid employees, even if the employee has quit or is on leave or on strike.
* This section is similar to section v. AmeriCorps positions cannot replace a current staff role or take over for a staff member that has quit, was fired, was laid off, is on leave, or on strike.
* The Department of labor has provided specific information regarding these policies to CNCS. Any direct grantee, sub-grantee, placement site or AmeriCorps member may access this information through CNCS.
* This section pertains mostly to CNCS supported stipends. AmeriCorps benefits cannot be considered when a member applies for public benefits, such as food stamps or SSI. Benefits may still be considered if a member applies for Medicaid. If a member is interested in receiving income-based public assistance, they should contact the local Department of Family Services.
* Each AmeriCorps program must establish appropriate standards of conduct. CVN AmeriCorps includes some standards in the member service contract that is included in enrollment paperwork. That said, sub-grantees and placement sites may have their own standards of conduct that fall outside of the member contract. It is helpful to outline these requirements in a signed contract or covenant between the sub-grantee and/or placement site and the member. Please note: standards of conduct cannot include required participation in religious practices or religious beliefs.

**AmeriCorps and Fundraising 45CFR § 2520.40**

**Under what circumstances may AmeriCorps members in my program raise resources?**

(a) AmeriCorps members may raise resources directly in support of [your](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=67db22b2ff49e94f528118e131f16395&term_occur=1&term_src=Title:45:Subtitle:B:Chapter:XXV:Part:2520:2520.40) program's service activities.

(b) Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

(1) Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;

(2) Writing a grant proposal to a foundation to secure resources to support the training of volunteers;

(3) Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;

(4) Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;

(5) Seeking donations from alumni of the program for specific service projects being performed by current members.

(c) AmeriCorps members may not:

(1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;

(2) Write a grant application to the Corporation or to any other Federal agency.