



## Appendix 4

### Glossary

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Many terms are also defined in the [AmeriCorps Mandatory Supplemental Information document](#).

**AmeriCorps:** The national service program funded under 42 U.S.C. §12571-12595 (Division C Programs). Also refers to the AmeriCorps federal agency, formerly known as CNCS (Corporation for National and Community Service).

**AmeriCorps member:** Any individual who is serving in an approved national service position and, upon successful completion of their term, is eligible to receive a [Segal AmeriCorps Education Award](#) from the National Service Trust. The term “AmeriCorps member” is synonymous with the term “participant” as used by the CFR and the AmeriCorps Health Care insurance requirement and is not capitalized.

**AmeriCorps Regulations:** Refers to the Code of Federal Regulations (CFR) that includes the federal requirements related to administering an AmeriCorps State program. You can find the CFR for AmeriCorps programs under Title 45 – Public Welfare, Volume 4, Chapter XXV, sections 2500 – 2599 at [www.ecfr.gov](http://www.ecfr.gov).

**Applicant:** The organization submitting a proposal/application in response to this Request for Proposals (RFP).

**Asset Based Approach/Frame:** Instead of looking at what a community needs or lacks, the approach focuses on utilizing the 'assets' that are already there. The approach facilitates the empowerment of individuals and communities by helping them to identify and share their strengths and then work together to create their own social innovations

**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., AmeriCorps programs). As a general 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:

- Be intended to support or enhance the program delivery model;
- 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
- Enable the program to provide a sustained level of more or better direct services after the capacity building services end.

**CFR:** United States [Code of Federal Regulations](#). See *AmeriCorps Regulations*.

**Child Care Benefits:** The AmeriCorps Childcare Benefit Program is available for eligible, active, full-time AmeriCorps State and National members who need the benefit to serve. Visit the [AmeriCorps Childcare Program website](#) for more information on this member benefit

**Continuation Applicants:** Those currently in their first or second year of a Competitive or Formula funding cycle.

**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.

**Education Award Program (EAP) Fixed Amount grant:** Programs apply for a small, fixed dollar amount per MSY, can enroll less than full-time members, and use their own resources to cover most of the costs to run the program. 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.

**eGrants:** AmeriCorps’ integrated, secure, Web-based system for applications: <https://egrants.cns.gov>

**Eligible member:** An individual: (1) who is enrolled in an approved national service position; (2) who is a U.S. citizen, U.S. national or lawful permanent resident alien of the United States; (3) who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled in a Clean Energy Service Corps Program as defined in the Act [42 U.S.C., Chapter 129, §12572 (a) (3)], in which case he or she must be between the ages of 16 and 25, inclusive; (4) has a high school diploma or an equivalency certificate [or agrees to obtain a high school diploma or its equivalent before using an education award] and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member [unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. §1091], or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent [provided that AmeriCorps has waived the education

attainment requirement for the individual]; (5) has passed required criminal history background checks.

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

**Evidence-based:** Evidence-based programs that have been rigorously evaluated and have demonstrated positive results for at least one key desired outcome. Rigorous evaluation means conducting at least one Randomized Controlled Trial (RCT) or Quasi-Experimental Design (QED) evaluation of the same intervention described in the application.

Evidence-based interventions on the AmeriCorps Evidence Exchange: Interventions supported by positive results from rigorous evaluations that are documented at [Evidence Exchange](#).

Evidence-based interventions include but are not limited to the following:

- Environmental Stewardship: [Evidence Brief: Effective AmeriCorps-Funded Environmental Stewardship Programs](#)
- Economic Opportunity: [Evidence Brief: Effective CNCS-Funded Economic Opportunity Programs](#)
- Education: [Evidence Brief: Effective CNCS-Funded Education Programs](#)
- Healthy Futures: [Evidence Brief: Effective CNCS-Funded Healthy Futures Programs](#)

**Evidence-informed:** Programs in this category use the best available knowledge, research, and evaluation to guide program design and implementation, but do not have scientific research or rigorous evaluation of the intervention described in the application.

Applicants may be evidence-informed if they have incorporated research from other evidence-based programs into their program designs and/or have collected performance measurement data on the intervention described in the application.

**Evidence Tiers:** Programs are evaluated as being in one of four possible tiers: pre-preliminary, preliminary, moderate, or strong evidence. For full definitions of each tier please see the Request for Proposals (RFP).

**Same intervention described in the application:** The intervention evaluated in submitted evaluation reports must match the intervention proposed in the application in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population, including evidence of current or historic inequities facing the population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention, including all key components and activities
- The setting in which the intervention is delivered

- Outcomes of the intervention

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points.

**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. Professional Corps programs applying for operational funding through a Fixed Amount Grant must submit a budget in support of their request for operational funds. New applicants are not eligible to apply for Fixed Amount Grants except Education Award Programs (EAP) and Professional Corps Programs.

**Full-cost Fixed Amount Grants:** Fixed Amount grants are available for programs that enroll all types of member slots and use their own resources to cover all other costs. Professional Corps may only have full-time members. Programs can access funds under the grant based on enrolling the full complement of members supported under the grant.

**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-cost Fixed Amount grants, there are no specific match or financial reporting requirements for the EAP Fixed Amount grants.

State Commissions can withhold up to 2% administrative funds from Fixed Amount grants.

**Match Waiver:** can be requested to decrease the required match amount. Please contact the Request for Proposals (RFP) Manager at [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) for more information.

**Member Service Location:** A member service location is the site at which an AmeriCorps member is placed to provide service to the community. Also referred to as a Host Service Site.

**Member Service Year (MSY):** This term refers to the equivalent of one full-time AmeriCorps member position (at least 1700 service hours). One full-time slot equals 1.0 MSY. For all other MSY amounts, please see the Request for Proposals (RFP).

**Multi-Site Program:** An AmeriCorps program that places one or more members at multiple host service sites within a single community, county or statewide.

**National Direct Applicants:** Applicants who are eligible to apply for national AmeriCorps funds. These applicants should not respond to this Request for Proposals. These applicants include:

- **Multi-State Applicants:** Organizations that propose to operate AmeriCorps programs in more than one state or territory apply directly to AmeriCorps.
- **Federally recognized Indian Tribes:** Applicants that are Native Nations apply directly to AmeriCorps (see AmeriCorps' NOFO webpage).
- **State and Territories without Commissions:** Applicants in South Dakota, American Samoa, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to AmeriCorps because these Territories have not established a State Commission.

**New Applicant:** A new applicant is an organization that is applying for an AmeriCorps State and National grant for the first time.

**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. 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 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.

**Performance Measure:** Measurable indicators of a program's performance as it relates to member service activities. Performance measurement is the process of regularly measuring the services provided by your program and the effect your program has on communities or in the lives of members or community beneficiaries.

**Planning Grant:** A planning grant provides support to a grant recipient to develop an AmeriCorps program that will engage AmeriCorps members in implementing evidence-based interventions to solve community problems. Grant recipients are awarded up to \$75,000 for a 12-month planning period and are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle. A planning grant may not be used to support AmeriCorps members.

**Professional Corps:** A Professional Corps is a program model composed of AmeriCorps members serving as professionals, i.e., teachers, health care providers, police officers, engineers, attorneys, or other professionals. The programs recruit and place qualified members in communities with an inadequate number of such professionals. Professional Corps applicants and/or applicants determined to be a Professional Corps by AmeriCorps

must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.

Professional Corps members' salaries/compensation, including childcare, are paid entirely by the organizations with which the members serve, and are not included in the budget request to AmeriCorps. The living allowance or salary provided to AmeriCorps members in Professional Corps programs does not count toward the matching requirement.

AmeriCorps requires Professional Corps programs to cover the operating expenses associated with the AmeriCorps program through non-AmeriCorps resources. AmeriCorps will only consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate significant organizational financial need based on the materials reviewed by AmeriCorps. These grants are Fixed Amount grants.

Applicants may propose any authorized program type. In the case that a proposed program fits more than one program type (e.g., a program could be either a professional corps or a traditional program). AmeriCorps staff will make a determination as to the program type that will be considered for funding. The determination will be based on data provided within the application and supplemental materials submitted with the application. The determination may be different from the program type proposed by the applicant.

AmeriCorps reserves the right to determine whether an applicant (whether or not the applicant has applied as a Professional Corps) has sufficiently demonstrated that they cannot effectively operate an AmeriCorps program without receiving AmeriCorps operating funds. There may be specific circumstances where AmeriCorps determines that a legal applicant has not demonstrated the need for operational grant funds due to other funding resources. Where AmeriCorps due diligence review of an application shows that the applicant has a historically high level of support from non- AmeriCorps sources, and as a result has levels of unrestricted funding that is in excess of the requested level of AmeriCorps funding, AmeriCorps may choose to not provide operational grant funding.

**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 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.

**Recompete Applicants:** Those that have received AmeriCorps State and/or National funding before and are in Year 3 of their grant cycle and are applying for continued funding for the program for a new cycle.

**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 an 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 of 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](#). The Office of Grants Management uses Beale Codes when assessing alternative match requirements as the statute (45 CFR § 2521.60(c)) requires it.

**Rural Intermediaries:** AmeriCorps 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 (referred to as a 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 nonprofit/eligible applicant intermediary will be multi-focused.

Applicants seeking consideration under this priority must demonstrate that they will be serving in rural severely under-resourced communities; that their application represents a consortium, 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 consortium. Applicants should refer to the Request for Proposals (RFP) for information related to page limits specific to rural intermediaries.

The eligible applicant (intermediary) should submit one application which describes:

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

Applicants must submit by the application deadline letters of support from all members of the consortium. See Request for Proposals (RFP) for specific submission information and requirements.

**SAM (System for Award Management):** SAM is combining the federal procurement system and catalog of Federal Domestic Assistance into one system. SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are



required to maintain valid registration, which must be renewed annually. To register online go to [www.sam.gov](http://www.sam.gov).

**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, and utilize the same sites. Programs must get approval from Serve Wisconsin and AmeriCorps HQ to be considered a new project.

If an applicant is applying for a different program model (a new project), select New. Current and previous grantees need to get approval from the Serve Wisconsin and AmeriCorps HQ to be considered a new project. AmeriCorps will consider a project to be new if there is a meaningful difference between it and previous projects in comparison of the following characteristics, among others: the objectives and priorities of the projects; the nature of the services provided; the program staff, participants, and volunteers involved; the geographic locations in which the services are provided; the populations served; and the proposed community partnerships. (§ 2522.340)

Requests to be considered a new project should include information about how the new project differs from the previous project in the characteristics noted above. The request should also include the proposed name of the new project. Serve Wisconsin and AmeriCorps staff will review the request to determine if the proposed project does represent a meaningful difference from the previous project or if the proposed project is an example of natural program evolution over time. If it is determined that the project is new, AmeriCorps HQ staff will create a new project in eGrants. Applicants must request new projects significantly in advance of their application deadline.

**Serve Wisconsin:** The Wisconsin National and Community Service Board

**Service-learning:** A method under which students or members learn and develop through active participation in thoughtfully organized service that: (1) is conducted in and meets the needs of a community and is coordinated with an elementary school, secondary school, institution of higher education, or community service program, and with the community; (2) is member/student-planned and member/student-run; (3) is integrated into and enhances the academic curriculum of the students or the educational components of the community service program in which the members are enrolled; and (4) includes structured time for the students and members to reflect on the service experience.

**Single-State Applicants:** Single-state applicants are organizations that propose to operate in only one state; they must apply through the Governor-appointed State or Territory Commissions. Each state and territory commission administers its own selection process and submits to AmeriCorps 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 AmeriCorps deadlines and may have additional requirements. The list of State and Territory Commissions can be found on the AmeriCorps website.

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

**Slot:** Also called member positions or positions. One position in a national service program. Slots can be full-time (1700 hours), three-quarter time (1,200 hours), half-time (900 hours), reduced half-time (675 hours), quarter-time (450 hours), minimum time (300 hours), and abbreviated time (100 hours).

**State Commission:** A State Commission on National and Community Service established by a state pursuant to the Act (42 U.S.C. §12638), including an authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties prescribed by law. Wisconsin's State Commission is the Wisconsin National and Community Service Board or Serve Wisconsin.

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

**Nonduplication.** AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. AmeriCorps 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.**

- 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 AmeriCorps assistance.
- An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.
- A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- A participant in a program receiving AmeriCorps 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.
- A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that---
  - Will supplant the hiring of employed workers; or
  - Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any---
  - Presently employed worker;
  - Employee who recently resigned or was discharged;

- Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
- Employee who is on strike or who is being locked out.

**WNCSB:** Wisconsin National and Community Service Board, a 21-member citizen body appointed by the Governor and staffed by state employees.

**Youth Corps Program:** Pursuant to Sec. 16.22(1)(dm), Wis. Stats., the term “youth corps program” means a full-time, year-round national service program or a full-time, summer national service program that does all of the following: (1) undertakes meaningful service projects with visible public benefit, including natural resources, urban renovation and human resource projects; (2) Includes as participants persons who have attained the age of 16 but who have not attained the age of 26, including youths who are not enrolled in school and other disadvantaged youths; and (3) Provides those participants with crew-based, highly structured and adult-supervised work experience, life skills training, education, career guidance and counseling, employment training and support services and with the opportunity to develop citizenship values and skills through service to their community and country.