



Delta Regional Authority Notice of Federal Funding Availability
For DeltaCorps – A Program of AmeriCorps and the Delta Regional Authority

Federal Agency Name: Delta Regional Authority
Funding Opportunity Title: DeltaCorps: A Program of AmeriCorps and the
Delta Regional Authority
Agreements Announcement Type: Initial Announcement

Important Dates

- Notifications of Intent to Apply are due **10 days prior to submission of an application** at 5:00 p.m. Central Time. To submit a Notice of Intent, please see the [DRA Website: http://dra.gov/images/uploads/content_files/2016-2017 Notice of Intent to Apply.pdf](http://dra.gov/images/uploads/content_files/2016-2017_Note_of_Intent_to_Apply.pdf)
- Applications will be reviewed on a rolling basis beginning **August 1, 2016**.
- Award notifications are typically given quarterly, after a three-month period of community review, internal review, and clarification.
****Specific to the 2016 NOFA: Applications from organizations interested in hosting DeltaCorps members will be accepted beginning August 1, 2016 on a rolling basis, with awards made for members to begin service by September 1, 2016. We expect to have new member enrollment periods every other month, with the first enrollment period September 1-30, 2016, and to award DeltaCorps members to organizations throughout 2016-2017.****
- **Disclosure:** Publication of this Notice of Federal Funding Availability (NOFA) does not obligate the Delta Regional Authority (DRA) to award any specific number of awards or to obligate any particular amount of funding.

FULL TEXT OF NOTICE

I. PROGRAM DESCRIPTION

A. Purpose of DeltaCorps: A Program of AmeriCorps and the Delta Regional Authority (“DeltaCorps”) Funding

AmeriCorps is a program of the Corporation for National and Community Service (CNCS) that engages more than 75,000 Americans in intensive service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country.

Since the program’s founding in 1994, more than 900,000 AmeriCorps members have contributed more than 1.2 billion hours in service across America while tackling pressing problems and mobilizing millions of volunteers for the organizations they serve.

DRA works to improve regional economic opportunity by helping to create jobs, build communities, and improve the lives of the 10 million people who reside in the 252 counties and parishes of the eight-state Delta region. DRA is comprised of the Federal Co-Chairman who is appointed by the President and confirmed by the U.S. Senate, and the governors of the eight states (AL, AR, IL, KY, LA, MO, MS, TN). DRA fosters local and regional partnerships that address economic and social challenges to ultimately strengthen the Delta economy and the quality of life for Delta residents.

Established in 2000 by Congress, DRA makes strategic investments of federal appropriations into the physical and human infrastructure of Delta communities. DRA supports job creation and economic development through innovative approaches to growing local and regional leadership, increasing access to quality healthcare, and boosting opportunities for entrepreneurs to obtain affordable capital.

The area served by DRA makes up one of the most distressed areas of the country. The time for action has arrived, and DRA is poised to work with local, state, and federal leaders to bring additional service support back to the Delta region. The initiatives of the DRA have led to the creation of several programs that bolster the communities of the Delta and provide needed services and resources. Program support at the DRA for the Delta comes from the Delta Leadership Institute and the Delta Leadership Network, both of which have been instrumental in creating DeltaCorps.

The Delta Leadership Institute serves to build leadership skills among Delta residents and foster collaboration with partners in the public and private sectors to improve the economic and social viability of the Delta as well as the overall quality of life in

the Delta region. Currently, DLI is a body of fellows and alumni leaders who have participated in the year-long Executive Academy program. They focus daily on improving the decisions made by community leaders across the Delta. They are equipped with a regional and national perspective of the Delta, a toolkit of resources for addressing local community issues, and the training and professional development needed to extend the pipeline of skilled local leadership within our rural communities.

The creation of the Executive Academy and later the Delta Leadership Network (DLN) was and is to create well-informed community leaders who understand local and regional issues. Over the course of the Executive Academy academic year, participants attend six sessions and engage in training, case study discussion, and on-the-ground field studies of priority issue areas including workforce training and education, small business and entrepreneurship, transportation and basic public infrastructure, healthcare, and policy and governance. Upon graduation, these fellows become members of the Delta Leadership Network where they engage community leaders both within their state and across the Delta. With more than 450 alumni, the DLN commits time, talent, service, and often financial resources to various initiatives across the region, having become a powerful voice for the region as well as DRA.

DeltaCorps is an AmeriCorps National program that was developed by a federal memorandum of understanding between DRA and CNCS. The broad vision for DeltaCorps is to advance economic opportunities in communities across the nation using unique service solutions developed at a grassroots level.

The mission of the DeltaCorps is to engage residents in service to improve economic opportunity by helping to create jobs, build communities, and improve the lives of the 10 million people who reside in the eight-state Delta region. DeltaCorps members will serve with nonprofit organizations that have already distinguished themselves as powerful catalysts for change in the Delta, utilizing a diverse portfolio of proven program models that develop economic opportunity through workforce development, health and wellness, emergency preparedness, environmental stewardship, education, and engagement of veterans and military families. DeltaCorps adds capacity and people power to successful Delta-developed assets, allowing them to expand and reach into traditionally underserved communities. Through the DeltaCorps, DRA elevates the ethic of service and civic engagement throughout the Delta region with the dual focus on both members' positive impact in their organizations and communities and on members' own growth and development as leaders in the Delta.

DeltaCorps is a force-multiplying vehicle for national service projects throughout the Delta, meaning that member activities should leverage successful pre-existing resources and models that have potential for growth within operating site organizations. DeltaCorps members build upon and expand the most successful national service projects, adding crucial people power to underserved regions.

DeltaCorps members will also be considered AmeriCorps members and will serve in similar capacities to other AmeriCorps members serving through their operating site organizations while being placed at unique service locations in the DRA region.

Key DeltaCorps Terminology

High-performing nonprofit organizations are those that: 1) are well-run and financially healthy with capable leadership, clear goals and objectives; 2) diligently collect quality data and use this data to understand which of their efforts work and which do not; and 3) use this knowledge to make adjustments to their approach to continuously improve.

Delta Region: 252 counties and parishes spanning the eight state region that make up the Delta Regional Authority's footprint. All DeltaCorps service locations must be within the Delta Regional Authority area.

Force Multiplier: The heart of DeltaCorps is compounding the effectiveness of successful national service models by expanding those programs to reach additional communities throughout the Delta region.

DeltaCorps Members: DeltaCorps members are not staff members or employees, they are National Service Participants who have committed a year of their lives towards service in areas of serious community need throughout the Delta region. Members are not volunteers, as they receive a living stipend throughout their year, and an education award at the successful completion of their service.

Operating Sites: DeltaCorps operating sites are nonprofit or small governmental organizations that have already distinguished themselves as powerful catalysts for change in the Delta. DeltaCorps operating sites are typically organizations with a pre-existing AmeriCorps programs, though that is not a hard requirement.

Service: Service is the time that DeltaCorps members contribute to their communities, helping others and meeting vital needs for the Delta region via their operating sites and approved member position descriptions. Service is a form of organized civil volunteerism, not be confused with "work", which broadly describes salaried or

hourly paid positions offered. Only service aligning with the approved member position description, the DeltaCorps Award Agreement, and the MOU with between DRA and CNCS will count towards AmeriCorps service.

B. Funding Priorities

The primary lens for DeltaCorps members' service is through Economic Opportunity and Workforce Development. In addition to addressing one or more of the below issue areas, which is a mandatory requirement, DRA is particularly interested in supporting applications that propose to include at least one goal from the Economic Opportunity and Workforce Development category.

While there are no points assigned for addressing the Economic Opportunity and Workforce Development priority, high scoring applications that address it are more likely to be recommended for funding than those that do not. In order to receive priority consideration, applicants must demonstrate that the Economic Opportunity priority area is a significant part of the program focus and intended outcomes, and that the application includes a high quality program design. Applicants proposing programs that receive priority consideration are not guaranteed funding.

C. Performance Measurement

Recipients will be required to use national performance measures to assess progress. Recipients should expect to work with DRA to finalize the performance measures they will use which may include some standardized measures related to their identified issue areas.

Through DeltaCorps, DRA is looking to build upon and multiply the impact of successful national service programs throughout the eight-state Delta region by providing effective services and measurable impact in focus areas that align with the Serve America Act of 2009. The following will provide details on the goals behind each focus area and the performance measures that underlie them. For a full list of National Performance Measures, please see the CNCS website [here](#).

All applicants must select ONE focus area and choose ONE ALIGNED performance measure (Output and Outcome) within each. (The Capacity Building focus area and performance measures will not be available for this DeltaCorps NOFA.) Fill out the provided performance measure worksheet (ATTACHMENT 1) for the aligned performance measure (Output and Outcome) selected. This worksheet does not count towards the overall page total for the proposal.

Economic Opportunity and Workforce Development Focus Area: DRA creates economic opportunity by using national service to improve the financial well-being and security of economically disadvantaged individuals. The DRA specifically focuses on community organizations across the Delta Region that implement specific interventions to address the housing, financial literacy, and employment needs of low-income populations.

Economic Opportunity Performance Measures: The applicant organization is encouraged to match DeltaCorps performance measures with those of the pre-existing AmeriCorps program that it currently tracks; however, DeltaCorps performance measurement data will need to be tracked and reported on separately from other AmeriCorps member data. The following are some output examples. Please see the full list of aligned output and outcome National Performance Measures, at the CNCS website [here](#).

- Number of economically disadvantaged individuals receiving financial literacy services.
 - Number of economically disadvantaged individuals or individuals facing chronically high rates of unemployment assisted in pursuing educational opportunities.
 - Number of economically disadvantaged individuals or individuals facing chronically high rates of unemployment referred to job training and placement services.
- Number of economically disadvantaged individuals, including homeless individuals, receiving housing services.

Environmental Stewardship Focus Area: DRA partners with community organizations and the national service network to mobilize citizens and volunteers to promote environmental stewardship. Through national service, we can train our youth and unemployed and underemployed citizens for conservation and “green” jobs, reconnect Americans to the outdoors, build an ethic of environmental stewardship, and support successful science-based conservation strategies.

Environmental Stewardship Performance Measures: The applicant organization is encouraged to match DeltaCorps performance measures with those of the pre-existing AmeriCorps program that it currently tracks; however, DeltaCorps performance measurement data will need to be tracked and reported on separately from other AmeriCorps member data. The

following are some output examples. Please see the full list of aligned output and outcome National Performance Measures, at the CNCS website [here](#).

- Number of individuals receiving education or training in environmental stewardship and/or environmentally-conscious practices.
- Number of low-income households' home and public building energy audits conducted.
- Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are improved.
- Number of housing units of low-income households and public structures weatherized or retrofitted to improve energy efficiency.

Education Focus Area: DRA believes that all students can succeed when given the chance and we have a simple strategy: Create the conditions that make children and youth want to learn, and give them the opportunity to achieve. In order for all of our students to succeed, the education system must provide the academic support and encouragement at-risk children need to thrive. Too many students enter school unprepared and that makes it tough for them to keep pace with their better-off peers.

Education Performance Measures: The applicant organization is encouraged to match DeltaCorps performance measures with those of the pre-existing AmeriCorps program that it currently tracks; however, DeltaCorps performance measurement data will need to be tracked and reported on separately from other AmeriCorps member data. The following are some output examples. Please see the full list of aligned output and outcome National Performance Measures, at the CNCS website [here](#).

- Number of children that completed participation in DeltaCorps-supported early childhood education programs. Accompanied by aligned outcome: Number of children demonstrating gains in school readiness in terms of literacy skills.
- Number of students that completed participation in DeltaCorps-supported K-12 education programs. Accompanied by aligned outcome: Number of students with improved academic performance in literacy and/or math.
- Number of students who start in a DeltaCorps-supported education program. Accompanied by aligned outcome: Number of students graduating from high school on time with a diploma.
- Number of disadvantaged youth/mentor matches that are commenced by

the DeltaCorps-supported education program. Accompanied by aligned outcome: Number of students graduating from high school on time with a diploma.

Healthy Futures Focus Area: To improve the physical and mental health of communities and individuals, with emphases including substance abuse prevention and treatment. Projects will improve access to and utilization of primary and preventive health care.

Healthy Futures Performance Measures: The applicant organization is encouraged to match DeltaCorps performance measures with those of the pre-existing AmeriCorps program that it currently tracks; however, DeltaCorps performance measurement data will need to be tracked and reported on separately from other AmeriCorps member data. The following are some output examples. Please see the full list of aligned output and outcome National Performance Measures, at the CNCS website [here](#).

- Number of homebound OR older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independently.
- Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations.
- Number of individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas utilizing preventive and primary health care services and programs.
- Number of clients enrolled in health insurance, health services, and health benefits programs.

Veterans and Military Families Focus Area: To support or improve the physical, mental, and social wellbeing of veterans and military families. Projects will positively impact the quality of life of veterans and improve military family strength by increasing the number of veterans served and the number of veterans engaged in service. DRA is especially supportive of projects that engage veterans to serve other veterans.

Veterans and Military Families Performance Measures: The applicant organization is encouraged to match DeltaCorps performance measures with those of the pre-existing AmeriCorps program that it currently tracks; however, DeltaCorps performance measurement data will need to be tracked and reported on separately from other AmeriCorps member data. The

following are some output examples. Please see the full list of aligned output and outcome National Performance Measures, at the CNCS website [here](#).

- Number of veterans that received DeltaCorps-supported assistance.
- Number of family members of active-duty military that received DeltaCorps-supported assistance.
- Number of veterans' family members that received DeltaCorps-supported assistance.
- Number of military service members that received DeltaCorps-supported assistance.

Disaster Services Focus Area: To focus on enhancing and adding value to what already exists in communities and infrastructure, working in partnership with State Service Commissions, local governments, nonprofits, and faith-based organizations. Projects may support response to active disasters, as well as recovery after them, always focused towards enhancing the resilience of community infrastructure and building back better prepared for future disaster.

Disaster Services Performance Measures: The applicant organization is encouraged to match DeltaCorps performance measures with those of the pre-existing AmeriCorps program that it currently tracks; however, DeltaCorps performance measurement data will need to be tracked and reported on separately from other AmeriCorps member data. The following are some output examples. Please see the full list of aligned output and outcome National Performance Measures, at the CNCS website [here](#).

- Number of individuals that received DeltaCorps-supported services in disaster preparedness.
- Number of individuals that received DeltaCorps-supported services in disaster response.
- Number of individuals that received DeltaCorps-supported services in disaster recovery.
- Number of individuals that received DeltaCorps-supported services in disaster mitigation.

D. Key Program Requirements

Understanding these key program requirements is necessary in determining whether

this funding opportunity is a fit for your organization and to developing a competitive application.

i. Match

All operating sites are required to contribute a cash match following the successful signing of an operating site agreement between DRA and their organization. The universal amount for all awardees is \$2,000.00 per DeltaCorps member position to be paid by check to DRA. Operating sites will receive an invoice for their cash match within 30 days of the signing of the operating site agreement and must submit their payment to DRA by 30 days of receipt of the invoice. If an operating site has a member exit before completing 30% of their required service hours, they should recruit a suitable replacement member. If an operating site has a member exit after completing 30% of their required service hours, they may be eligible to request a refund of 70% of that member slot's cash match, but they will be unable to recruit a replacement member per CNCS replacement slot guidelines. If an operating site has a member exit after completing 35% of their required service hours, they are not eligible to request a refund of their cash match. If a member leaves due to a compelling personal circumstance and is able to receive a partial education award, a site will be unable to recruit a replacement member but may be eligible to request a refund of their cash match. Full details on the cash match will be addressed in the operating site agreement with organizations.

ii. Corps Member Selection and Recruitment

The responsibility for member recruitment for DeltaCorps lies fully with awardees of the program. All operating sites must conduct a search for appropriate candidates for their awarded DeltaCorps positions.

If the operating site is a pre-existing AmeriCorps awardee, the recruitment process for DeltaCorps members may draw from the same pool as their existing program.

DRA will provide overall support in the form of general announcements publicizing the availability of member positions and general program awareness throughout the eight-state Delta region. DRA will additionally forward any interested applicants or organizations information pertaining to DeltaCorps, as well as DeltaCorps awarded operating sites and/or service locations.

The primary goals of the member selection process are to find a good fit for the member and the operating site and to ensure a fair and equitable member selection process by demonstrating a consistent application process followed for each

applicant.

Please note that programs cannot discriminate based on race, color, disability, family status, sexual orientation, gender, religion, national origin, birthplace, political affiliation, or age. Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. DRA and operating sites are expected to provide reasonable accommodations for qualified individuals and make every effort to conduct all activities in accessible settings.

Operating sites should be advertising a DeltaCorps position, not a job, and be using the language of “service,” instead of “work.” Detailed screening and selection that makes sure candidates understand and can take on the commitments of their service position are crucial to setting members up for a successful year.

Application Process

DeltaCorps awardees are expected to utilize their own processes for recruiting, interviewing, accepting, reviewing, and screening potential Corps member applications. All DeltaCorps members are expected to meet all AmeriCorps eligibility requirements, including the citizenship requirement and all required components of the National Service Criminal History Check. Please see page 28 for NSCHC requirements.

DRA requires that all DeltaCorps operating sites provide them with a sample of their member recruitment posting and blank application for the DeltaCorps position. All member contracts and position descriptions will need to be approved by the DRA before a member is to begin service. DRA requires that updated versions of these documents be provided each year to ensure that new DeltaCorps members are being recruited with the level of scrutiny required by CNCS.

iii. Growing Impact of Program Models

All successful applications should convey how DeltaCorps members’ activities are to achieve lasting positive outcomes for the beneficiary populations served by the organization. Overall, AmeriCorps programming should achieve the following, by the direct service members engage in:

- Support or enhance the program delivery model;
- Respond to the organization’s goal of increasing, expanding or enhancing services in order to address the most pressing needs identified in the community; and
- Enable the organization to provide a sustained level of more or better

direct services after the member's term of service has ended.

DeltaCorps members are expected to support the growth of the programs they serve. The impact of programs may be grown in several ways, including through expansion of existing program sites or replication of the program to new sites in different communities. However, all strategies should involve expanding the selected interventions so that more people in low-income communities derive substantial, measurable benefits.

Performance Measure Data Entry

Operating sites must use the DeltaCorps OnCorps online management platform for member timesheets, as well as to capture required performance measurement data and complete quarterly progress reports. Sites must be able to collect and report data for both the standardized performance measures and any program-specific performance measures for DeltaCorps members' service exclusively.

All DeltaCorps programs must report data for an aligned, national performance measure in the specific chosen focus area (economic opportunity/workforce development, education, etc.)

II. Federal Award Information

A. Estimated Available Funds

According to the FY 2016 DRA Appropriations, up to \$780,000.00 is available to directly fund DeltaCorps member positions.

B. Estimated Award Amount \$13,000.00 Per Slot (Plus \$2000.00 Required Match from Operating Site)

C. Project Period: DeltaCorps has been approved in the FY 2016 budget for PY 2016-2017.

The funding mechanism for DeltaCorps is a cooperative agreement, which provides for substantial programmatic involvement by DRA with the operating sites as the approved award activities are implemented. The DRA program manager will confer with the operating site on a regular and frequent basis to develop or review service delivery and project status, including work plans, budgets, periodic reports, evaluations, as well as programmatic and financial monitoring of contractors, sub recipients and partners, etc. In particular, DRA anticipates having substantial involvement in:

- Setting parameters for DeltaCorps member selection.
- Developing and approving DeltaCorps member selection plans.

- Reviewing prospective DeltaCorps members and incoming levels of data associated with DeltaCorps interventions.
- Developing, approving, and monitoring the implementation of DeltaCorps members' evaluation plans.
- Developing and approving DeltaCorps member growth plans.
- Documenting and sharing lessons learned through a DRA-sponsored learning community.

III. Eligibility Information

A. Eligible Applicants

All prospective operating sites must meet a certain set of eligibility requirements to qualify as DeltaCorps awardees. The following is a list of those requirements:

- Be a nonprofit 501(c)3 organization, foundation, school, institution of higher learning, or government agency operating in the eight-state Delta region. All for-profit business and other organizational designations are excluded.
- Have the ability to host, supervise, and support DeltaCorps members
- Have the ability to supply matching funds at \$2,000 per DeltaCorps member
- Have the ability to provide an A-133 Audit or an Independent Financial Audit

In addition, all prospective operating sites should be able to meet the following conditions:

- The organization should be a successful existing operating site to an active national service program such as AmeriCorps State and National or AmeriCorps VISTA. Applications from organizations that have been previous awardees of AmeriCorps, pending awardees of AmeriCorps, or awardees of Senior Corps will be considered on a case-by-case basis and are encouraged to speak with DeltaCorps program staff prior to attempting to apply.
- The organization must have a documented unmet need that cannot be reached by their current AmeriCorps member allotment or volunteer base that the DeltaCorps member would fill. This is important because DeltaCorps, in essence, adds additional AmeriCorps members to current national service awardees, expanding their portfolio to meet challenges and needs that their current awards cannot reach.
- The proposed assignment may not displace or duplicate staff or volunteers at the organization. By law, members may not under any circumstances perform services, duties, or activities that had been assigned to a current employee or to an employee who has recently resigned or has been discharged.
- The proposed DeltaCorps project must meet vital needs targeted towards one

of DeltaCorps' focus areas.

- The proposed DeltaCorps project should include a well-developed strategy for recruiting quality DeltaCorps participants.
- The proposed DeltaCorps project should design a strategy for DeltaCorps members to be integrated holistically into the pre-existing cohort of AmeriCorps members, while allowing DeltaCorps members to be managed separately from other AmeriCorps members in terms of tracking performance measurement data, timesheets, invoice reimbursements, and progress reports.
- Each organization will need to contribute a cash match per member. Special exceptions to this required match are considered by DRA after formal written request, on a case-by-case basis.

DRA is soliciting competitive proposals because it has determined that this process best serves the needs and interest of the DRA and the public. No institution or person shall be discriminated against on the grounds of race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law in consideration for an award issued pursuant to this NOFA. DRA is committed to the principles of equal opportunity and the elimination of all vestiges of discriminatory practices that might exist.

DeltaCorps State Minimums

A minimum of two DeltaCorps member positions are reserved to be assigned to operating sites in each of the eight Delta states. Multiple operating sites can be awarded in each state.

Ideal Applicants: Pre-existing AmeriCorps Awardees

Ideal awardees of DeltaCorps are organizations with a track record of success, which will be selected to expand upon evidence-based models that successfully utilize national service to meet the country's most pressing needs.

Some organizations, new to AmeriCorps, that are developing new models to utilize national service to meet the country's most pressing needs, specifically to address performance measures in Economic Opportunity and Workforce Development, will also be considered as potential DeltaCorps awardees on a case by case basis.

Operating Site Expectations

DeltaCorps Operating Sites are expected to meet high standards to create a positive environment to allow for members to complete their service successfully. There are

specific requirements for operating sites that are awarded DeltaCorps members.

Applicants should ensure that their program complies with the following criteria:

- All DeltaCorps member's duties and activities must be designed to be AmeriCorps-eligible and approved by DRA. As a federal program AmeriCorps has specific requirements and prohibited activities. Please take time to fully understand the requirements of the DeltaCorps and AmeriCorps program before managing a member. Please see the link at the [CNCS website](#) for more information.
- Complete the DeltaCorps Operating Site Agreement once per year. This agreement clearly delineates the expectations set between DRA and partner organizations. (Annual renewal will be pending DRA appropriations, member positions awarded via CNCS, as well as a review of operating site performance.)
- Participate in all DRA Operating Site Manager trainings. Approve member's time logs monthly.
- Verify that member service hours do not include prohibited activities. Members are not allowed to be involved with AmeriCorps prohibited activities. Members may participate in these activities as private citizens on non-DeltaCorps time and should not identify with the DeltaCorps program. Please see the link for [prohibited activities](#) at the CNCS website.
- Complete all mid-term and end of term member evaluations for submission to DRA staff.
- Operating sites and members are to acknowledge the DeltaCorps and the DRA in all promotional and educational materials that pertain to their DeltaCorps project(s).
- Operating sites are also required to display the DeltaCorps logo provided to them by DRA in general and at any events supported by the DeltaCorps partnership or members. This also includes, but is not limited to: special event invitations and speaking programs, promotional flyers, posters, pamphlets, event signage and printed programs, newsletters, web sites, videos, media interviews and events, press releases and advertisements, member clothing and gear, etc.
- All media and external communication publicizing service member activities must mention the mission of the DeltaCorps and explain that the program is an AmeriCorps program administered by DRA.
- We strongly encourage operating sites to co-brand AmeriCorps, DeltaCorps, and DRA with appropriate signage.
- Support members to complete their service commitment and 1700

hours. Except in compelling personal circumstances, members who leave the program early forfeit their education award.

- Ensure that all members attend required DeltaCorps events and required CNCS endorsed national service events. Periodically throughout the year there may be DRA or CNCS sponsored events in your state or region such as National Volunteer Week, Make a Difference Day, or Martin Luther King Day, additionally there will be trainings and regional Corps meet ups for DeltaCorps. Please ensure that your corps members are supported in participating in these events.

DRA's relationship with AmeriCorps and CNCS is an important aspect of the DeltaCorps program and support in reaching compliance is appreciated.

B. Other Requirements

Requirements to be Compliant for Review

In order for an application to be reviewed, the applicant must:

- Be an eligible organization. (See pg. 13)
- Submit an application and required documentation.
- Submit an application that is complete, in that it contains all required elements and additional documents and follows the instructions provided in this NOFA.

IV. Application and Submission Information

Please adhere to the following guidelines in submitting your DeltaCorps applications:

- Applications must be received by DRA staff as an email attachment meeting the submission requirements detailed in this NOFA. Applications not meeting these formatting guidelines will not be considered for review.
- All applications must be sent to apinckard-hale@dra.gov.
- Proposal narrative must be doubled-spaced and in 12-point font and may not exceed twelve pages, including the transmittal letter, discussed below. Use one-inch margins. Budgets and performance measurement worksheets are not included in the total proposal page count. Any narrative beyond the twelve-page limit will not be reviewed.
- Do not submit tables, charts, pictures, or articles. Please do not use italics, bold, or any other text formatting. The narrative should be submitted in a word document following the format indicated below.
- The whole application must be submitted as a single PDF file.
- The technical proposal shall include a transmittal letter and plans for the delivery of the services required in this NOFA.

- All costs of preparation of responses to this Notice of Federal Funding Availability (NOFA) are the sole responsibility of responders and DRA will not be obligated to reimburse any such costs.
- DRA reserves the right to reject any and all proposals. DRA reserves the right to award the contract to the respondent best suited to fulfill the contract deliverables. DRA reserves the right to decline to award a contract from this NOFA.

A. Submission Date and Time

i. **Notification of Intent to Apply**

Notifications of Intent to Apply are due **10 days prior to submission of an application** at 5:00 p.m. Central Time. To submit a Notice of Intent, please see the [DRA Website: http://dra.gov/images/uploads/content_files/2016-2017 Notice of Intent to Apply.pdf](http://dra.gov/images/uploads/content_files/2016-2017%20Notice%20of%20Intent%20to%20Apply.pdf) |

ii. **Application Submission Deadline**

Applications will be reviewed on a rolling basis beginning **August 1, 2016**.

One electronic copy of the proposal should be emailed to apinckard-hale@dra.gov.

Award notifications are typically given quarterly, after a three-month period of community review, internal review, and clarification. ****Specific to the 2016 NOFA: Applications from organizations interested in hosting DeltaCorps members will be accepted beginning August 1, 2016 on a rolling basis, with awards made for members to begin service by September 1, 2016. We expect to have new member enrollment periods every other month, with the first enrollment period September 1-30, 2016, and to award DeltaCorps members to organizations throughout 2016-2017.****

B. Other Submission Guidelines

Prospective respondents will have the opportunity to submit written questions via email to clarify any uncertainties that may exist. All questions must be submitted via email to apinckard-hale@dra.gov. All questions shall be marked "DRA NOFA DELTACORPS" in the email subject line.

In order to provide equal treatment of respondents, all questions and corresponding answers will be posted on the [DRA website](http://dra.gov).

i. **Submission of Additional Documents**

By the application submission deadline, applicants are required to demonstrate through a letter or other form of documentation that they have either cash-on-hand or commitments (or a combination thereof) toward meeting the matching requirement.

Applicants may demonstrate cash-on-hand by a statement from the Chief Financial Officer or other officer that the organization has established a reserve of otherwise uncommitted funds for the purposes of hosting additional AmeriCorps members. A bank statement or report of assets is not sufficient without the accompanying statement that the funds are uncommitted. Applicants may also demonstrate commitments by a dated and signed letter from each donor/foundation, indicating the amount of funds committed for the specific use of supporting DeltaCorps members. Such a letter must contain a firm commitment to provide the applicant the stated funding upon award of a DeltaCorps member slots.

This documentation must be emailed to apinckard-hale@dra.gov with the following subject line: **DeltaCorps Additional Documents – [Name of Applicant]**. Within the email, please include the following information:

- The legal applicant name and its point of contact information
- A list of documents that should be attached to the email
- Individually saved files that are clearly labeled
- Files that include the legal applicant name within the body of each document.

Do not submit supplementary material such as videos, brochures, or any items not requested in this NOFA. DRA will not review or return them.

V. Application Review Information

Your application must provide a well-designed plan with clear and compelling justification for receiving the requested funds. Reviewers will assess applications against the selection criteria below and rate them accordingly so it is important that you provide sufficiently detailed responses to each criterion. Understanding the key program requirements, as described earlier in this NOFA will help you to develop a competitive grant application.

A. Criteria

Each of the Categories/Subcategories in the table below should be the titles of the sections where criteria in that category is addressed in your submitted application

narrative. Deviations from this format will require clarifications and corrections.

<u>Categories/Subcategories</u>	<u>Percentage</u>
Executive Summary	0%
Organizational & Community Need	10%
Project Description	40%
Organizational Background	20%
Member Training and Recruitment	20%
Cost-Effectiveness and Budget Adequacy	10%

*****Specific to 2016 NOFA: while all categories are required, only items marked by an asterisk are necessary for the 2016 NOFA.*****

i. Application Executive Summary (0% of Evaluated Proposal)

Please title this section in your submitted application narrative as Executive Summary and include information in the paragraph below only. Deviations from this format will require clarifications and corrections.

The executive summary shall condense and summarize the contents of the proposal to provide evaluators with a broad and clear understanding of the purpose for the application, the rationale behind using DeltaCorps resources, and the methodology employed to strategically achieve impact in stated focus areas.

ii. Organizational & Community Need (10% of Evaluated Proposal)

Please title this section in your submitted application narrative as Organizational and Community Need and include information indicated below only. Deviations from this format will require clarifications and corrections.

Describe in detail the full extent of community needs that will be met through the DeltaCorps program. Provide compelling factual data reinforced by known and respected studies and research to paint a complete picture of the needs that DeltaCorps will be addressing. DeltaCorps is a force multiplying tool for organizations that are already accomplishing excellent results in the Delta, so make sure that this section elucidates how DeltaCorps members will expand and extrapolate from the successes of your current model, filling service gaps that would not be possible

without this award. Please expand on the following items:

- How does this position target an identified need in your organization?
- *How will this project meet the needs of people in your community and the Delta region at large? Describe these needs in detail. *
- *Tell us about the demographics of the community in which the DeltaCorps member will be serving. *
- *What geographic area will members serve in? Please indicate the DRA area specifically. *
- *Indicate the focus area that you have selected. Within that focus area, what specific community needs will the DeltaCorps member address? *
- What is your organization currently doing to address this specific need?
- Why are DeltaCorps members the solution to these specific needs?

iii. **Project Description (40% of Evaluated Proposal)**

Please title this section in your submitted application narrative as Project Description and include information indicated below only. Deviations from this format will require clarifications and corrections.

The following questions are meant to help your organization describe the details of your project and how DeltaCorps will be used as a force multiplying resource for your program model to reach previously underserved communities.

General Program Outline:

- *Describe the service activities that DeltaCorps members will perform, and how those relate to the project focus area and the expected outcomes. Highlight the ways in which AmeriCorps members are currently being utilized in your organization and how DeltaCorps builds upon that framework.*
- *What are the measurable objectives of the project? Include specifics on how communities will be impacted by this project.*
- *How will this project ensure the DeltaCorps members will serve a minimum of 1700 hours of programming?*
- Will this project involve recruiting and managing volunteers? If so, please describe this service strategy.

Project Timeline:

- *Describe the DeltaCorps members' schedule, including how and when the members would be serving.*

- Provide a quarterly timeline of how and when the project will be accomplished including activities and benchmarks. Keep in mind that the DeltaCorps member should generally be serving in the same timeframe as any other AmeriCorps program, though exceptions are certainly possible.
- Demonstrate how the project will provide an adequate workload for a DeltaCorps member serving for one year.

The respondent shall submit an overall calendar-based work plan that summarizes the work and timeline of your DeltaCorps project.

Project Impact and Outcomes:

- *Describe the anticipated impact of DeltaCorps on your organization’s direct services and on the communities served.*
- *How will the organization monitor progress towards your performance measures and evaluate the success of the project?*
- *Complete the Performance Measure Worksheet.*

Project Vision and Sustainability:

- How will the DeltaCorps member project build capacity for the project leaving a lasting impact on the organization and community for this year and beyond? How will this project be successful beyond their year of service?
- *How is your overall organization committed to this project? Please provide evidence of this commitment.*
- *Discuss lessons learned from your current AmeriCorps program, including project successes and challenges.*
- How will the project will be expanded, improved, and sustained with DeltaCorps?
- What is your vision for the future of the project?

iv. Organizational Background (10% of Evaluated Proposal)

Please title this section in your submitted application narrative as Organizational Background and include information indicated below only. Deviations from this format will require clarifications and corrections.

This section of the proposal shall contain information regarding the respondent’s organizational background including size and resources, financial standing, and involvement in litigation. Also, please include highlights enumerating experience with projects similar to the ones presented in this NOFA. Provide a clear and concise

description of your organization and its interest in hosting DeltaCorps members by answering the following in detail.

- What is your organization's mission?
- What are your organization's major programs and services?
- When was your organization established, and how has it expanded and sustained itself in that time? What is the total number of employees?
- *Describe how the organization has the experience, staffing, and management structure to plan and implement the proposed program.*
- *Is your organization a current AmeriCorps State and National or AmeriCorps VISTA operating site, and if so, please describe this programming?*
- *If your organization is NOT a current AmeriCorps operating site, but is either a former AmeriCorps operating site, or has a recent (past year) outstanding application to become an AmeriCorps operating site, please describe the circumstances and the concept of this program.*
- How will DeltaCorps members fit within the framework and culture of your organization's current AmeriCorps program, specifically in regards to training, esprit de corps, and timeline of service?
- *Describe how your organization will be compliant with DRA's policies and procedures, including evaluation and reporting, communication, and financial compliance.*

Compliance and Accountability:

- *Describe how your organization, in implementation and management of the DeltaCorps program, will prevent and detect compliance issues. *
- *Describe how your organization will hold yourself, host sites, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified. *
- *Describe how your organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the operating site, host site, and service site locations (if applicable). *
- *Describe how the DeltaCorps members service will not duplicate, displace, or supplant volunteers, staff and/or interns. *
- *Describe staff member's relevant experience in successfully managing state, federal, or foundation (or national service) awards. *
- *Describe how your organization has the experience, staffing, and management structure to plan and implement the proposed program. *
- *Provide a full organizational chart illustrating how the implementation of DeltaCorps members fits into the overall scope of your organization. *

In this section, the applicant may include the following information:

- Evidence of the applicant’s qualifications and credentials in terms of proven successful experience in [whatever skills necessary to complete project];
- Evidence of the qualifications and credentials of the applicant in terms of proven successful experience in AmeriCorps compliance, regulations, and processes; and
- Evidence of the qualifications and credentials of the applicant in terms of proven successful experience in performing research and analysis, particularly in the context of performance measurement data.

v. Member Training and Recruitment (20% of Evaluated Proposal)

Please title this section in your submitted application narrative as Member Training and Recruitment and include information indicated below only. Deviations from this format will require clarifications and corrections.

The following questions are meant for you to describe the overall member experience, training, and support that will be provided to DeltaCorps members. If you are a current AmeriCorps awardee, build off of your current model and describe if the member experience and recruitment process would differ.

Orientation and Training:

- *What orientation and training will you provide to the DeltaCorps members? How will you ensure that the members are properly trained and supported to carry out their project at your site? *
- What other development opportunities, support, and benefits will you provide the members?
- What are the qualifications and background of the training staff that will be supporting members?

Member Supervision:

- *Who will supervise the members, and what is their role in the organization? How will they make time to supervise the members and manage their activities? If there will be multiple supervisors, detail this individually and note who will be the one lead contact with DRA. *
- What are the qualifications and background of the staff that will be supervising members?
- *Describe how supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations. *
- How have those who will directly supervise members been involved in the

development of your current AmeriCorps program and this new DeltaCorps application?

- *What is the supervision plan for the DeltaCorps members? How often will members have one on one meetings with the supervisor? How often will group supervision occur? *
- How will the members be introduced to and continually connected with the organization and with each other?
- Describe the physical workspace that will be provided to the members. How will you ensure that members are provided with adequate workspace, supplies, and resources to be successful in their service?

Member Recruitment:

- *What is your plan to recruit quality DeltaCorps member applicants in an expeditious and professional manner? *
- What is your application and acceptance rate for AmeriCorps member position recruitment?

vi. Cost-Effectiveness and Budget Adequacy (10% of Evaluated Proposal)

Please title this section in your submitted application narrative as Cost-Effectiveness and Budget Adequacy and include information indicated below only. Deviations from this format will require clarifications and corrections.

Your proposed budget should be sufficient to allow your organization to support the DeltaCorps member activities described in your application narrative. Reviewers will consider the budget information you provide in their assessment of the project's overall cost-effectiveness and budget adequacy.

For the purpose of this application, include a budget for the DeltaCorps program using the guidelines provided below as well as the detailed instructions and template located in Attachment 2. Provide clear detail on how DeltaCorps fits into the overall budget of your organization. If your organization is requesting a waiver or reduction of the match, please explain the rationale for this extenuating financial need. As you prepare your budget for submission, please include the following:

- *All the amounts you request must be defined for a clear and specific purpose. Do not include miscellaneous, contingency, or other undefined budget amounts. Amounts and proposed costs must be allowable, reasonable, and

- allocable to the award. *
- *All budgeted expenses that will be charged to the DRA share must be indicated as such. *
 - *Do not include fractional amounts (cents). *
 - *Do not include unallowable expenses (i.e.: entertainment costs). Food and beverage costs will only be allowed if they are justified as part of a day-long training event. Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars. *
 - *The acceptable “Uses” that an applicant may budget as expenses to support their DeltaCorps award include: DeltaCorps Member Living Allowance and DeltaCorps Member Support Costs, including Health Insurance, FICA, Worker’s Compensation, and Criminal History Checks. *
 - *The acceptable “Sources” of match that an applicant may budget include cash only. Please indicate what source your cash match will come from. *
 - *Please submit budget with adequate information to assess how each line item is calculated. *
 - *The proposed budget must include a living allowance of \$12,530 for full-time members. A living allowance is not considered a salary or a wage. *
 - *Itemize each cost and present the basis for all calculations in the form of an equation. *

B. Review and Selection Process

The assessment of applications involves a wide range of considerations. DRA will engage External and Internal (Staff) Reviewers with relevant knowledge and expertise to provide insight and input on the eligible applications. In the end, the review and selection process will produce a diversified set of high-quality programs that represent the selection factors described in this NOFA.

**Specific to the 2016 NOFA: The Review and Selection Process will include a more limited range of reviewers to include DRA staff and stakeholders. The Review and Selection Process will expand during the first year of programming to engage more external and internal reviewers.*

i. **Stages in the Review Process**

Information Sessions – Informational sessions about DeltaCorps, DRA, the NOFA, funding priorities, and this application process are offered by phone, webinar, or in-person meetings on an ongoing basis.

Rolling Submission Date – Completed applications received by DRA staff are reviewed on an ongoing basis.

Community Review - Applications received during any given quarterly cycle are given for review to a group of community award reviewers, consisting of volunteers active in the national service and nonprofit networks of the Delta region.

**Specific to the 2016 NOFA: The Review and Selection Process will include a more limited range of reviewers to include DRA staff and stakeholders. The Review and Selection Process will expand during the first year of programming to engage more external and internal reviewers.*

Clarification Period – DRA seeks to cultivate the most successful program models to host DeltaCorps members, as such, programs in need of additional assistance and tweaking to their application MAY be given a period of clarification where feedback is shared with the applicant allowing them to adjust the application before final submission.

DRA Internal Review – Final review and determinations on the application are made by DRA staff utilizing the feedback given during the review process, and considering resubmitted applications following the Clarification Period.

Project Award Announcements – Successful applications and denials are typically given notice within three months of the application’s submission.

****Specific to the 2016 NOFA: Applications from organizations interested in hosting DeltaCorps members will be accepted beginning August 1, 2016 on a rolling basis, with awards made for members to begin service by September 1, 2016. We expect to have new member enrollment periods every other month, with the first enrollment period September 1-30, 2016, and to award DeltaCorps members to organizations throughout 2016-2017.****

ii. Selection for Funding

Successful DeltaCorps operating sites applicants will be awarded the following:

- Two or more full-time DeltaCorps member(s) for one year. Prospective members are recruited at the discretion of the operating site.
- Pre-service training focused on leadership, project development, Delta-centric issues, youth development, and organizational management. These trainings will also delve into the mission and strategies of the DeltaCorps throughout the Delta region.
- Ongoing training and development opportunities for the member, including up

to 2 professional development as well as multiple virtual networking opportunities. Access to some pre-approved Delta Leadership Institute Executive Academy and Alumni Network trainings, lectures, and train-the-trainer courses at no charge.

- Site visits to address operating site needs and evaluate DeltaCorps members' progress and project goals.
- Access to other DeltaCorps operating site organizations and DRA awardees throughout DRA's broad network for resources, training, etc.
- DeltaCorps member benefits of ~\$12,530 annual stipend to be administered bi-weekly by the operating site, ~\$5,700 post-service education award, healthcare reimbursement, training opportunities, loan forbearance, and some travel allowance by reimbursement for approved DeltaCorps travel. (All member benefits will be provided by the operating site, and reimbursable by monthly invoice by the DRA. The DeltaCorps Program will operate as a cost-reimbursable project.)

C. Feedback to Applicants

Following DeltaCorps awards, compliant applicants will receive summary comments from the review. This feedback will be based on the review of the original application and will not reflect information that may have been provided during clarification.

D. Transparency in DeltaCorps Investments

DRA is committed to transparency in its investments. The following information for applications will be published on the DRA website within 90 business days after all grants are awarded:

- A list of all compliant applications submitted;
- The program narratives for successful applications

VI. Federal Award Administration Information

A. Federal Award Notices

DRA will make awards following the project selection announcement. DRA anticipates announcing the first results of this competition by September 1, 2016. Further announcements and awards will be made on a rolling basis. Applicants will be notified of funding decisions via email. This notification is not an authorization to begin award activities. The Notice to Proceed Award signed by the DRA Program Manager is the authorizing document for award activities. Unsuccessful applicants

will also receive a notification that their application was not approved for funding.

An awardee may not expend federal award funds until the start of the Project Period identified on the Notice to Proceed Award. DRA reserves the right to amend this if it is determined that pre-award costs may be necessary per CNCS guidance.

B. National Service Criminal History Check Requirements

Under the Serve America Act (SAA), all awardees must conduct National Service Criminal History checks on participants and program employees in AmeriCorps. The law requires that programs conduct three-part background check -- including FBI, statewide repository, and sex offender registry checks on individuals who will have recurring contact with vulnerable populations. All employees, participants, and others who receive a salary, national service education award, living allowance, or stipend under CNCS awards, even if the activities do not involve service with vulnerable populations, must receive the checks prior to beginning employment or service. An individual is ineligible to serve in a position if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder.

Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks. DRA has determined that all DeltaCorps members will need to receive the three-part check as outlined below, as the potential for contact with vulnerable populations often cannot be excluded in member service.

Any award-funded staff and national service participants must undergo NSCHCs that include:

1. A nationwide name-based check of the [NSOPW](#); *and*
2. *Both*
 - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *and*
 - A fingerprint-based FBI criminal history check.

See 45 C.F.R. § 2540.200–§ 2540.207 and <http://www.nationalservice.gov/resources/criminal-history-check> for complete information and FAQs. Vendor checks (checks performed by commercial vendors) are often noncompliant with these requirements. Inability of a grantee to demonstrate that they have conducted an NSOPW and other required criminal history checks, as specified in CNCS's regulations, may result in disallowance of all or part of the costs associated with noncompliance. Staff completing DeltaCorps member NSCHC will be responsible for completing the [online introductory course](#) to compliant NSCHC on the AmeriCorps website.

These checks are administered by operating sites during their Corps member screening process. Selection as a DeltaCorps member is contingent upon the member's successfully clearing all three screenings. DRA will reimburse operating sites for the costs of these tests.

C. Other Information

Appropriate portions of successful proposals may be incorporated into the contract between operating site and DRA and will be a matter of public record subject to disclosure under the provisions of the Freedom of Information Act, 5 U.S.C.A. § 552, As Amended By Public Law No. 104-231, 110 Stat. 3048.

DRA will have the right to use all ideas, or adaptations of those ideas, contained in any proposal received in response to this NOFA. Selection or rejection of the proposal will not affect this right.

DRA shall not, under any circumstances, be responsible for any cost, or expenses associated with this proposal including, but not limited to, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the proposal or any related information, data documentation and material. Costs for developing any proposal will be the sole responsibility of the respondent whether or not any award results from this solicitation. DRA will not provide reimbursement for such costs.

The respondent is prohibited from making multiple proposals.

DRA may withdraw or cancel this NOFA any time prior to the award of a contract. DRA may amend this NOFA by issuing a notice of amendment prior to the opening of proposals. In unusual circumstances, DRA may postpone a proposal opening in order to give sufficient time to respond to an amendment.

DRA reserves the right to request necessary amendments, reject any or all proposals received, or cancel this NOFA, according to the best interest of DRA. DRA also reserves the right to waive minor irregularities in proposals provided such action is in the best interest of DRA.

Where DRA may waive minor irregularities, such waiver shall in no way modify the NOFA requirements or excuse the respondent from full compliance with the NOFA specifications and other contract requirements if the respondent is awarded the contract.

Institutions must warrant that no sums or anything of value has been or will be paid directly or indirectly to any officer or employee of DRA such as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to the institutions in connection with any work compensated or performed.

DRA cannot and does not make any representations or warranties with regard to the information, data, documentation, and material conveyed in this NOFA or otherwise provided by DRA. Institutions shall conduct their own independent investigations and analysis and make their own assessments, judgments, and decisions regarding this opportunity.

Some of the contents of this NOFA and the response submitted may be incorporated by reference in any final contract resulting from this NOFA.

The contract created as a result of this NOFA and the accepted response will be made under, and shall be governed by, and construed in accordance with the laws of the State of Mississippi.

Attachment 1#: Focus Area Performance Measurement Worksheet

Focus Area	
Please enter your focus area here.	
Needs and Activities	
Briefly describe the need to be addressed.	
Briefly describe the activities to address the need and achieve results.	
How many DeltaCorps members will be participating in this activity?	
Dosage: How many days per week (on average) will this activity occur?	
Duration: How many hours per day (on average) will this activity occur?	
Performance Measure: Please enter the aligned NPM you have selected for this performance measure.	
<u>Outputs</u> are counts of the results achieved through the member's service, but do not provide information on benefits to or other changes in the lives of beneficiaries. Please enter your output targets here and explain your rationale for these targets.	

<p><u>Intermediate-outcomes</u> specify changes that have occurred in the lives of members and/or beneficiaries, but are short of a significant benefit for them. Please enter those targets here and explain your rationale for these targets.</p>	
<p><u>End-outcomes</u> specify changes that have occurred in the lives of members and/or beneficiaries that are significant and long term. Please enter those targets here and explain your rationale for these targets.</p>	
<p>Measure Indicator</p>	
<p>What specific instrument will be used to measure results? How and when will it be implemented?</p>	

Attachment 2

Budget Instructions:

A. Living Allowance

The narrative should clearly identify the number of DeltaCorps members you are supporting and the amount of living allowance they will receive, allocating appropriate portions between the DRA share and grantee share (match). Please include an equation to show your calculations.

B. Member Support Costs

Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance. Please include an equation to show your calculations.
- **Worker's Compensation.** If required by the state your members will serve in, please provide worker's compensation for DeltaCorps members.
- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS will not pay for dependent coverage. Please include an equation to show your calculations.
- **Unemployment Insurance and Other Member Support Costs.** If your state does not consider AmeriCorps and other national service members employees, programs do not pay for or budget for unemployment insurance. If your state does require you to pay unemployment, please indicate that cost here and include an equation to show your calculations.
- **NSCHC.** Criminal history checks are necessary for all DeltaCorps members. Please include the cost for these checks for members or explain how your program will be covering the cost in the budget. Please include an equation to show your calculations.

Budget Worksheet

A. Living Allowance

Item	# Mbrs	Allowance Rate	Total Amount	DRA Share	Grantee Share
Full Time (1700 hrs.)		\$12,530			
Totals					

B. Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	DRA Share	Grantee Share
Totals					

	Total Amount	DRA Share	Grantee Share
Total Sections A + B:			

Source of Cash Match

	Proposed vs Secured	Amt	Source
Funds			
Total Source of Funds			