**overview of opportunity**

OneStar Foundation, in partnership with the CitySquare AmeriCorps program, is offering the opportunity for organizations interested in hosting AmeriCorps\*Texas members serving in Disaster Services activities to apply to serve as a placement site. A placement site is a location that will host one or more AmeriCorps members to perform approved activities during a term of service. OneStar is facilitating the outreach and selection of placement sites while selected placement sites and staff and members will be trained and managed by CitySquare.

Organizations will not directly receive grant funds but will be selected to serve as a placement site for AmeriCorps members.

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520-2550. The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov). All awards made under this Notice will be subject to the 2018 CNCS General Terms and Conditions, the 2018 Specific Terms and Conditions and the 2018 OneStar Terms and Conditions.

Program DescRiption

This opportunity is being offered to organizations who are proposing AmeriCorps member activities in the area of Disaster Services. Disaster Services activities will provide support to increase the preparedness of individuals for disasters, improve individuals’ readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters.

An AmeriCorps member is an individual who engages in community service through an approved national service position. Members receive a living allowance while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

AmeriCorps members may serve in service positions as follows:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Member Type** | **Service Hours** | **Start Date** | **End Date** | **Avg. Hrs/Wk** | **Total****Living Allowance** | **Biweekly Living Allowance** | **Education Award** | **Cost Share/****Member** |
| Spring-Summer Half Time (HT) | 900 | 01/28/2019 | 8/9/2019 | 35 hrs/28 wks | $8,925 | $637.50 | $2,960 | $5,000 |
| Spring Quarter Time (QT) | 450 | 01/28/2019 | 5/3/2019 | 35hrs/14 wks | $4,462.50 | $637.50 | $1,566.14 | $2,500 |
| Summer Quarter Time (QT) | 450 | 05/06/2019 | 8/9/2019 | 35 hrs/14 wks | $4,462.50 | $637.50 | $1,566.14 | $2,500 |

Eligibility information

The following Non-Federal Entities (as defined in 2 CFR §200.69) are eligible to apply:

* Indian Tribes (2 CFR §200.54)
* Institutions of Higher Education (2 CFR §200.54)
* Local Governments (2 CFR §200.64)
* Nonprofit Organizations (2 CFR §200.70)
* States (2 CFR §200.90)

**Eligible AmeriCorps Member Activities.** AmeriCorps members may not be engaged in any prohibited activities as defined in <https://egrants.cns.gov/termsandconditions/508Final2018ACSNProgramSpecificTC20180611.pdf>

**Eligible Beneficiary Population.** All placement sites must be located within the state of Texas. All AmeriCorps member activities must occur solely within the state of Texas.

Important dates

This Notice is being made available on October 1, 2018 and will remain open until March 20, 2019. Applications may be submitted at any time but must be submitted by **October 19, 2018** to be considered for the January start. Applications must be submitted by **March 7, 2019** to be considered for a May start. All members must complete all service activities no later than **August 16, 2019**.

Applicants interested in starting members **January 28. 2019**:

* Submit the application no later than **October 19, 2018**.
* Clarification on the application will occur between **November 5 -15, 2018**.
* Selected sites will be notified no later than **November 27th** so that they may begin to recruit members.

Applicants interested in starting members in **May 6, 2019**:

* Submit the application no later than **February 7, 2019**.
* Clarification on the application will occur between **February 25 – March 5, 2019**.
* Selected sites will be notified no later than **April 8, 2019** so that they may begin to recruit members.

Subission INformation

Following this Notice is the AmeriCorps Placement Site Application. Eligible organizations are encouraged to complete the application and submit it via email to grants@onestarfoundation.org by the deadlines indicated in *Important Dates* above.

Contact Information

All communication relating to this *Notice* must be directed to the contact person named below.

For questions regarding the AmeriCorps\*Texas Placement Site application, contact:

**Elisa Gleeson**

Senior Grants Management Specialist

Email: elisa@onestarfoundation.org

Phone: (512) 287-2029

Communication related to this application shall be directed to the contact named above. All emails and phone calls will be returned within a reasonable amount of time. Applicants are encouraged to submit their questions well in advance of the deadline as OneStar is not obligated to respond to questions that are received 48 hours prior to the due date.

Complete the information requested below as part of the Placement Site Application and submit completed applications to grants@onestarfoundation.org.

Do not submit other items not requested in this *Notice* or Application Instructions.

OneStar will not review or return them.

Agency Information

Organization Name:

Organization EIN:

Organization DUNS:

Program Contact Name:

Address:

Telephone:

Organization Type:

[ ]  501(c)3

[ ]  Government agency

[ ]  Faith-based organization

[ ]  Other (please specify)

Describe your organization’s purpose:       (*200 – 500 words*)

Have national service members (AmeriCorps or Senior Corps) ever served with your organization before?

[ ]  Yes [ ]  No

If yes, please complete the chart below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Members** | **# of Members** | **Years Hosted** | **Description of Activities** |
|       |       |       |       |
|       |       |       |       |

Has your organization ever managed federal grant funds before? [ ]  Yes [ ]  No

If yes, please describe:

Proposed Project Overview

Provide a description for each question below that is between 200 – 500 words per question.

1. Describe why you would like AmeriCorps members at this time:
2. Describe the population who will be served by this project:
3. Describe the geographic region that will be impacted by this project:
4. Describe the type of activities and duties you expect the AmeriCorps Members to accomplish:
5. Who will be directly supervising the AmeriCorps members? Please include that person’s title, contact information and relevant supervisory experience.
	* In the primary supervisor’s absence, who will act as the back-up supervisor? Please include that person’s title, contact information and relevant supervisory experience.
6. Is your organization financially able to provide the cost share contribution at this time?

|  |  |  |
| --- | --- | --- |
| **Member Type** | **# of Members Requested** | **Cost Share** |
| Half-Time  |       x $5,000 |       |
| Quarter Time |       x $2,500 |       |
| **Total Cost Share**  |  |

 [ ]  Yes [ ]  No (*If not, limited cost share waivers may be available for qualifying programs*.)

1. Please describe the financial contribution you are able to make to this project. Include in your description an estimate of what source of funding will be used as match (ex. federal grant, state grant, unrestricted funds, private grant, fee-for-service, in-kind contribution, etc.) and how much could be contributed.

AmeriCorps Member Request

When considering the total request for members for your organization, please consider the following:

Total # of members needed to support your program

Ability to confirm all members before each term

Staff availability to provide adequate support and supervision to members

*Sites will be responsible for filling all member slots awarded to them. Please refer to the chart on page 1 of this notice for more information about each member type.*

|  |  |
| --- | --- |
| **Member Type** | **# of Members Requested** |
| Spring/Summer Half-Time  |       |
| Spring Quarter Time |       |
| Summer Quarter-Time |       |
| **Total Number of Members** |  |

Member Recruitment: Awarded organizations are responsible for recruiting, selecting and onboarding AmeriCorps members. While CitySquare AmeriCorps offers hands-on support to awarded sites during recruitment periods, awarded organizations assume the responsibility of filling the member slots they are awarded in a timely manner.

1. What is your plan to recruit the number of members you have requested? *List job fairs, online advertisements, email campaigns, signage, community outreach efforts. Additionally, list the budget designated for recruitment of members.*
2. Which staff members will interview AmeriCorps applicants? *Additionally, describe a typical interview process for applicants.*

Member Development: An AmeriCorps term of service is an opportunity for individuals to learn and grow professionally and personally in a supportive environment. Placement sites are expected to also provide opportunities for professional and personal development.

1. What efforts will you provide to ensure members develop personally and professionally while in service (i.e. mentoring, trainings, etc.)?

Member Retention: AmeriCorps programs strive for retaining 100% of members throughout their term of service (that is, members will complete successfully having served all their hours and through their end date). Placement sites will have the same goal for their team of members. Member retention for organizations who have hosted members in the past will be taken into consideration for future member awards.

1. Highlight three efforts that your organization and staff will provide to ensure high retention of members during their term of service.

Organizational Standards

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. This includes staff that receive a part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. See 45 CFR §2540.200-§2540.207 and [CNCS Criminal History Check Resources](http://www.nationalservice.gov/resources/criminal-history-check) for complete National Service Criminal History Check (NSCHC) information and FAQs.

1. CitySquare AmeriCorps will conduct a three-part background check on all members - NSOPW, FBI and State of Texas; if a member resides out of state at the time they submit their application they will also run a background check for that state. The results of the checks cannot be shared outside of the CitySquare AmeriCorps staff. **Does your organization require any additional background checks?**
2. Based on these checks, the following criminal offenses will disqualify a member for service: murder & sex-related offenses that result in the applicant being listed as a Registered Sex Offender. There may be other disqualifying offenses; CitySquare AmeriCorps will take the following factors into consideration: Date of the offense, nature of the offense, age of the applicant at the time the offense was committed, steps the applicants has taken to mitigate concerns raised by the offense, whether the offense could impact member duties, and patterns of offending. Members share their criminal history on the AmeriCorps application; **are there any criminal offenses that would automatically disqualify an applicant from serving at your organization?**
3. Does your organization have written policies and procedures for the following?

*Accident & Injury On-Site for Staff, Volunteers*? [ ]  Yes [ ]  No

*Accident and Injury On-Site for Service Recipients*? [ ]  Yes [ ]  No

*Mileage Reimbursement*? [ ]  Yes [ ]  No

*Sexual Harassment*? [ ]  Yes [ ]  No

*Background Checks*? [ ]  Yes [ ]  No

*Drug-Free Workplace*? [ ]  Yes [ ]  No

Certification and Signature

The person who authorizes the application must be the applicant’s Authorized Representative, that is, the person in your organization authorized to accept and commit funds on behalf of the organization. By submitting this application for AmeriCorps members through CitySquare, you agree to abide by the following stipulations and requirements.

(*Please initial each item below.*)

* + We agree to contribute a local cost-share to CitySquare from non-federal sources per member awarded.
	+ We agree to release all AmeriCorps members to attend Pre-Service Orientation.
	+ We agree to send both the primary and secondary supervisors to Supervisor Training (CitySquare AmeriCorps staff will coordinate to travel to your location to provide supervisor training upon notice of an award).
	+ We agree to participate in all required data collection activities.
	+ We agree to identify our program as an AmeriCorps partner and place an AmeriCorps logo on our website and an AmeriCorps placard (supplied by CitySquare) at each service site.
	+ We agree to recruit members without regard to religion, race, color, national origin, gender, political affiliation, disability, sexual orientation, creed, or veteran status.
	+ We agree to provide site-specific training to properly onboard members at the start of their term.

I certify that all of the information in this application is accurate and that I have reviewed the list of prohibited activities for AmeriCorps members.

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Legal Applicant Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Applicant Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Applicant Title