



GULFSOUTH YOUTH ACTION CORPS

2009-2010 RFP

Engage.
Empower.
Inspire.

Letters of intent due
March 23 by 5 p.m. CST

Invitation-only proposals due
April 30 by 5 p.m. CST

Overview of the Gulfsouth Youth Action Corps

Background

As a local organizational response to Hurricane Katrina, Operation REACH, Inc. launched the *Gulfsouth Youth Action Corps* (GYAC; www.thegyac.org) in New Orleans, which assumed a leadership role in helping the local incapacitated recreation department reestablish free summer camps immediately after the devastation caused by the hurricanes. Thus, the *Gulfsouth Youth Action Camps* were formed whereby Operation REACH mobilized local and national support and provided much needed summer programming for hundreds of youth (distributed across three service sites) and families in a city that did not have the capacity to service its youth.

Once again, during this unprecedented economic recession in our country, GYAC endeavors to expand the organization's reach to provide those youth residing in the broader Gulf South region with outlets that will help school-age youth mitigate the educational, recreational, mental and social challenges that they currently face. By utilizing GYAC Corps members to *engage, empower and inspire* youth during summer months and throughout the school year, the Corps' interventions with youth are intended to help build the capacity of local youth serving agency's to ensure that youth are served.

The GYAC Challenge

Engage, empower and inspire is the GYAC three-stage theory of change for youth leadership development and community transformation. GYAC Corps Members are change agents charged with shifting the paradigm of youth leadership and engagement in communities across the American South. As part of the induction into GYAC, Corps Members take on the GYAC Mission and Challenge *to engage, empower and inspire youth leadership in the American South*. The mission and challenge are internalized into the day-to-day work of each GYAC Corps Member. What we mean by engage, empower and inspire:

Engage - at a minimum, to attract or empower youth to participate. True engagement is to inspire a pledge or commitment with great anticipation and excitement for the future

Empower - to ignite the innate capabilities of individuals that cause transformative actions. We believe empowerment is a self-actualized process.

Inspire - to bring forth positive regard by causing youth or community to see something as achievable that previously seemed impossible.

Core Values

- Youth Engagement and Leadership
- Community Philanthropy
- Entrepreneurial Innovation
- Youth Activism

Vision

Ensuring that no one will have to ask where will our next generation of civic leaders come from?

Goals

1. Lead a paradigm shift from “youth-serving” to youth-led and youth-driven service delivery models.
2. Increase philanthropic investment in youth leadership and youth inspired social innovations in the American South.
3. Build capacity and support networks of progressive youth organizations that are cultivating in youth the ideals of activism and service.
4. Build resilient communities where youth can live, learn, lead thrive and grow.

GYAC Implementation Strategy

The national implementation of GYAC across Gulf Coast states will focus on building partnerships with progressive youth-serving entities exploring innovative models of how to engage 21st Century youth in more meaningful ways. Hence, we look to partner with entities such as (1) community-based and faith based organizations; (2) municipal parks and recreation departments and (3) local school-based enrichment programs. Drawing on its national network of colleges and university partnerships, Operation REACH mobilizes a quarter-time (serving a minimum of 450 hours) summer service corps that is fundamental to the replication of the Gulfsouth Youth Action Camp, while a year-round team of full-time and half-time service members (serving a minimum of 1700 and 900 hours, respectively) are recruited to begin a year of service in the fall.

GYAC Program Components

The overarching purpose of GYAC is to get young people involved in the long-term recovery of the Gulf Coast region. Our mission is to *engage, empower and inspire* youth leadership in the American South. Through GYAC, youth initiate positive community actions and become responsible for making their communities more vibrant places where youth can live, learn, lead, thrive and grow. To do this, the Gulfsouth Youth Action Corps has three distinctive inter-linking program components:

Gulfsouth Youth Action Corps-GYAC members are youthful college-age (minimum age requirement is 17-years-old) volunteers who are highly motivated and recruited for the sole purpose of engaging, inspiring and empowering local youth through fun and service-learning. Corps members are recruited locally and nationally to commit to a rigorous summer or year of service through AmeriCorps. These volunteers bring passion, brilliance and energy to youth-driven work while providing additional capacity to local youth-serving organizations striving to achieve high-quality

programming. GYAC member volunteers are provided with a cost-of-living stipend and full health benefits (for full-time members) while they serve.

The *Junior Corps* of the Gulfsouth Youth Action Corps is intended to engage an at-risk population of recent high school graduates and or GED recipients (17-19) who find themselves in transition without vocational direction. In this transition, youth are at-risk for not making necessary life decisions to take the next steps to enter the workforce. By engaging this population in community service through GYAC, Junior Corps members are provided valuable training and transformative service-learning experiences that will provide them with insights and skills that will empower and inspire them to pursue entry-level jobs into third sector organizations (non-profits) as youth workers, program coordinators, recreational professionals, community development and philanthropy professionals, educators and/or social entrepreneurs.

Gulfsouth Youth Action Camp-Specialty service-learning summer camps that provides a unique format of recreational activities and community service projects that inspires youth to do something good in their communities. The Gulfsouth Youth Action Camp is dubbed “*a seriously fun camp that is intellectually stimulating.*” The camp targets middle-school age youth (rising 6th and 8th graders). Highly motivated and idealistic college students from local and national universities spend a “Summer of Service” in the “Action Camp” as camp counselors and mentors. The Gulfsouth Youth Action Camp’s curriculum and activities are developed in concert with college students and education and recreation experts to provide a powerful service-learning experience. Traditional disciplines are transformed into intriguing, highly interactive, real-world, project-based learning experiences that are age-appropriate. The curriculum promotes analytic reasoning, self-expression and social consciousness. Reading, writing and analytic reasoning are infused throughout all course offerings. Additionally, campers are exposed to an array of thematic field trips and meaningful community service projects.

Gulfsouth Youth Action Fund - A youth philanthropy initiative that partners with local foundations to promote youth leadership. The youth fund shines the light on worthwhile “youth-led” initiatives that further the recovery of the Gulf Coast region — particularly related to creating healthier, more vibrant communities for youth and their peers to thrive and grow. The fund provides mini-grants to youth- serving organizations and youth-led projects. Local foundation executives form “Mentor Circles” to teach youth the altruistic values of giving of one’s time, talent and treasure for the common good.

To implement this full model, we rely on community partnerships with youth organizing groups, local government agencies, parks and recreation officials and community-based organizations that are committed to providing high-quality opportunities for youth and creating safe communities where youth can live, learn, lead, thrive and grow. We encourage partnerships with the following:

- Local parks and recreation departments
- Colleges and universities

- U.S. attorney’s offices and other local law enforcement agencies
- Community and corporate foundations
- Youth-serving community-based organizations and faith-based organizations
- Workforce development programs focused on youth employment

We call the establishment of this partnership model the “*Blue Ribbon Youth Champion’s Advisory Committee.*”

Blue Ribbon Youth Champion’s Advisory Committee

Members of the Blue Ribbon Youth Champion’s Advisory Committee are those community leaders who are positive forces and loud voices who champion the needs of the community’s youth. The GYAC advisory groups shall be comprised of not less than 11 members, but no more than 25. The advisory group will consist of a culturally, professionally and geographically diverse team—representative of the community demographics. The advisory group will help to conduct a community needs assessment focused on youth and prioritize meaningful projects for the GYAC member team’s activities. Additionally, the advisory group will work towards sustainability of GYAC by cultivating corporate and foundation sponsorships and other needed in-kinds.

Priority areas

Competitive proposals will appeal to engaging, empowering and inspiring youth participation and action in the following areas:

- *Youth Voice*- critical media projects that elevate the voice of under-represented youth
- *Social Entrepreneurship*- projects that support youth social innovations that lead to community change.
- *Environmental Leadership*- projects that engage youth directly in greening communities to create safe places for youth to live, learn, lead, thrive and grow.
- *Community Bridge Building*- projects that bring diverse groups of youth together for service, inter-cultural/inter-faith exchanges that create unity and community change.

Required Qualifications

All applicant organizations will demonstrate:

1. Their status as a non-profit or governmental entity
2. A track record of providing programs for youth for a minimum of five consecutive years; however, new programs that are off-springs of a longstanding entity are eligible
3. Written mission, program goals and objectives
4. An organizational budget of at least \$200,000 sustained for at least three years
5. Adequate infrastructure and staff to support the initiative. An individual staff person that will be identified to champion the development and replication of the model. Organizations should budget 20%-40% of staff time towards the implementation of this project
6. Experience managing federal grants
7. Demonstrated ability to build strong partnerships between local, state, federal and private agencies

8. Support from their board, commission/council or mayor to engage fully in the GYAC National Demonstration project

Selection Preferences

Organizations that demonstrate the following qualifications will be considered competitive:

1. A history of innovative programming that reaches low-income, underserved youth.
2. A strong knowledge of the target needs and willingness to align those needs with innovative programs and services.
3. Strong partnerships that can be leveraged for full implementation of the three GYAC components and sustain the initiative over time.
4. Organizations that can commit 15% or greater in non-federal matching funds.
5. Demonstrated support from local elected officials, particularly mayors.
6. Parks and recreation agencies in the high-impacted Gulf Coast region—defined as Texas, Louisiana, Mississippi, Georgia and Florida—apply as the lead agency for this project.
7. Organizations with the capacity and demonstrated community needs to place 10-15 corps members for a summer of service and 5-10 members for year-round service placements.
8. Commitment to continuous improvements of program models, services and outcomes.

Proposal Rating Criteria:

- ❖ Lead Organization Capacity and Infrastructure (30 max. points)
- ❖ Demonstrated Need & Use of Corps Members (25 max. points)
- ❖ Strength and Quality of Partnerships (20 max. points)
- ❖ Match of Financial and In-Kind Resources (25 max. points)

Partner Selection

Selection of Partner cities/organizations to participate in the GYAC National Demonstration will be determined by a national panel of youth development experts and recreation leaders. After a rigorous review of proposals submissions, four partner sites will be selected and resourced to participate in this demonstration project.

Interested organizations should send a letter of intent to apply by **March 23, 2009**. In not more than two pages, the letter of intent should briefly provide an overview of the lead agency and convey the agency's eligibility to apply (see required qualifications section) and describe prospective partners for the application. Email letters of intent to Nicole Payne-Jack, Chief Administrative Officer at theyyac@operationreach.org by the close of business (central time) March 23, 2009.

After a staff review of letters of intent, a full-proposal will be requested by Operation REACH Inc. from those organizations that provide compelling evidence that they fit the partnership requirements. **Requests for full proposals are by invitation only.** Agencies

invited to submit a full proposal will be notified by **March 30, 2009** and due by **April 30, 2009**.

A technical assistance phone conference call will be convened with all agencies invited to submit a full proposal.

Site visits will be conducted for semi-finalists. During the site visit, Operation REACH staff will meet with prospective partners for a final assessment of the application.

Notification of awards will begin in June 2009.

What Operation REACH will provide:

- Multi-Year Funding (two years)
- Partnership Development
- Technical Assistance
- Training
- Program Evaluation
- Strategic Fundraising and Sustainability Initiatives
- Program Enhancements
- National Visibility

A completed proposal should consist of:

- Narrative Response to Section **B-E** of the Partner Sub-Grant Application
- List of Advisory Members with contact and affiliation
- Letter of support and or Memoranda of Understanding from partners
- Budget Worksheet and Match Requirements
- Attachments
 - 501(c)(3) IRS Letter of Determination
 - Most Recent Financial Audit

Submit three (3) unbound copies of the proposal, including one original to:

Operation REACH, Inc.
Gulfsouth Youth Action Corps
AmeriCorps* National Expansion Project
1700 Josephine Street
New Orleans, Louisiana 70113

Packages must be received in office by the close of business (central time) on the announced submission date. Late proposals will not be reviewed.

GYAC AmeriCorps Partner Sub-Grant Application

Thank you for your interest in GYAC AmeriCorps*. To apply to host a GYAC AmeriCorps* program, please complete the following application. Return it to the Operation REACH, Inc. corporate headquarters no later than **April 30, 2009**:

Operation REACH, Inc.
Gulfsouth Youth Action Corps
AmeriCorps* National Expansion Project
1700 Josephine Street
New Orleans, LA 70113

If you have any questions about the application process or GYAC AmeriCorps*, please contact Nicole Payne-Jack at (504) 529-1922 x107 or via email at theyyac@operationreach.org.

A. GENERAL INFORMATION ABOUT YOUR AGENCY:

1. Name of applicant organization:

Agency type: non-profit faith-based government

2. Address _____
Street City, State Zip

3. Phone _____ Fax _____

Email address _____

4. Name and Title of Agency Contact Person

B. AGENCY BACKGROUND

- a. What is your organization's mission and how long has your agency been in existence?
- b. What are the major programs and services of your organization and how do they serve targeted youth?

- c. Which of the above programs utilize volunteers?

- d. What is your staff size? Please list numbers of full and part-time employees. If you are a government agency, list only staff for the division or department applying for the partnership.

- e. Outline the personnel or departmental structure of your organization. Feel free to include an organizational chart. Show who the key players are and what their roles are. Also, briefly describe the communications network between all players (i.e., weekly staff meetings, staff bulletin boards, weekly memos, etc.)

- f. What is your organization's annual budget and the sources of these funds (e.g. private, appropriations, government grants)? Attach your agency's most recent financial statement or audit report. If you are a government agency, indicate the annual budget for the entire agency and for your specific division as well.

C. VOLUNTEER HISTORY

- a. Explain your organization's history with volunteers. (Refer to your answer for Question 2.) Specify: the numbers of volunteers currently involved in your programs; types of services provided by the volunteers; successes and/or problems with volunteer recruitment, retention and supervision; and your budget for current volunteer efforts.

D. PARTNERSHIP REQUEST

- a. We would like a partnership with Gulfsouth Youth Action Corps AmeriCorps* in order to:

- Expand and/or upgrade an existing volunteer program.
- Create a new volunteer program.
- Replicate GYAC program components
- Add capacity to existing local youth initiatives
- Enhance program quality of existing youth programs
- Access national partnership networks

- b. Outline your partnership proposal by specifying A through E below:

A. The need in the community or in the client population your volunteer program will address and how this need was assessed/determined (Be sure to describe the state of youth programs and activities post-Katrina and Rita). What are some compelling needs for volunteer support in the community?

B. The numbers of volunteers needed for this effort—please be as specific as possible, taking into account your agency’s capacity to support volunteers;

C. How the volunteers will be utilized during the agency’s operating hours to maximize service time (specify the types of direct service activities the volunteers will perform);

D. A 10-month timeline for program development and implementation;

- E. Please specify the expected results and measurable outcomes of this volunteer program. Specify how clients will benefit from the work of the volunteers. (For example, the expected and measurable outcomes of our volunteer tutoring program are that 15 students' reading levels will increase by two grade levels by the end of the year.)

E. COMMUNITY PARTNERSHIPS

1. Based on the GYAC AmeriCorps* partnership model, describe how your local partnerships will be developed and sustained and the roles that partners will play in the launch of this National Expansion Project.

2. Specifically, which community partners would be likely supporters of having additional volunteer support available to their respective organizations (e.g. government officials, foundations, corporations, etc.)?



A program of Operation REACH, Inc.

GYAC AmeriCorps* National Expansion Project Budget Instructions

F. Preparing Your Budget

In requesting the type of partnership, your organization is interested in applying for: option #1 (sub-grantee) or option #2 (host site), please consider the following:

- Allocations of member slots will be determined based on the availability of member slots at the time of your request, with special preference given to organizations who are applying for option #1 partnership.
- Option #1 partners will be eligible for a 5% request of the Section II member support costs to cover the reimbursements for program and administrative costs (combined) that are incurred by the sub-grantee organization. The total grant award will include Section I (program costs) + Section II (member support costs) + Section III (administrative costs).
- Option #2 partners will not be eligible for reimbursements of program and/or administrative costs but will benefit from the resources provided by members placed to serve in your organization.
- Both option #1 and option #2 will require the organization's authorized agent to sign an agreement with Operation REACH detailing the partner responsibilities.
- Both option #1 and option #2 will require regular reporting on program and/or financial progress reports.

Sub-grantee Partner Option #1

Your proposed budget will be reviewed for adequacy, so ensure that funds requested are sufficient to allow you to perform the tasks described in your proposal narrative. Reviewers will consider the information you provide in this section as evidence of your cost-effectiveness and budget adequacy.

As you prepare your budget, please adhere to the following:

- Follow the budget instructions outlined below and use the attached Budget Worksheets as a guide to prepare your detailed budget.
- Structure your budget based on three budget sections: I. Program Costs, II. Member Support Costs and III. Administrative/Indirect Costs.

- Define all amounts requested for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).
- On the Source Match chart of the Budget Worksheet, enter the total amount of cash and in-kind matches under columns for Private, State and/or Local, and Federal in the Source of Match box. Then, for each amount entered, identify the source of the matching funds or in-kind contributions by entering text under Sources. Define any acronyms the first time they are used.
- Please refer to the relevant federal Office of Management and Budget (OMB) Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars
 - A-21 - Cost Principles for Educational Institutions
 - A-87 - Cost Principles for State, Local, and Indian Tribal Governments
 - A-122 - Cost Principles for Non Profit Organizations

The following are components to include in each budget section:

I. Program Costs:

Program costs are specific expenses of the overall program operation of the project, not general administrative costs. During this grant period, for Sections I and III, grantees are limited to requesting not more than 5% of the total Section II amount **actually expended**.

In calculating Sections I and III of your budget:

- You must first calculate Section II.
- Multiply 0.05 of your total Section II amount to determine your maximum Section I and III amount.
- For example, if your total Section II equals \$100,000, then your maximum Section I and III should equal \$5,000 combined ($\$100,000 \times 0.05$).
- Therefore, your total budget request (Sections I + II + III) will equal \$105,000.

For this grant period, Program Costs may include:

A. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in **E. Supplies** below. Provide a brief justification for the purchase of the equipment.

B. Supplies

Include the amount of funds to purchase consumable supplies, materials, and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more.

The total of Section I must be matched with in-kind contributions or cash at a minimum of 33%. For example, if Section I totals \$5,000, then \$1,650 of the total \$5,000 must be contributed by the grantee. The remaining maximum 67% (\$3,350) will be contributed from the grant. Please keep in mind that the totals of Sections I and III must not exceed 5% of the amount actually expended in Section II.

All other programmatic expenses (i.e., staff/member training; program evaluation; consultants and contractual services; background checks of members and grant-funded staff who have recurring access to vulnerable populations i.e., children, the elderly, disabled, etc.; recognition costs for members) will be administered by Operation REACH.

II. Member Support Costs:

Consistent with the laws of your state, members must be provided with the benefits described below. The grantee match for this budget category must be *cash* at a minimum 15% of the requested amount and its source must be state, local, or private sector funds, except for health care. In addition, any non-federal share (matching) of costs budgeted above the 15% minimum can be matched with other federal funds, subject to the other federal agency’s approval.

- **Living Allowance.** When preparing your budget, you must request Member Service Years (MSYs) for each full-time corps member requested based on the AmeriCorps regulations 45 CFR §§ 2520–2550 and the predetermined maximum costs per MSY for AmeriCorps grant programs. For your reference, the living allowance rates for AmeriCorps members are detailed in the following chart:

Term of Service	Minimum # of hours	Minimum Living Allowance	MSYs	Education Award
<i>Quarter time (summer)</i>	450	\$1,200	0.25	\$1,250.00
<i>Half-time (year-round)</i>	900	\$4,000	0.5	\$2,362.50
<i>Full time (year-round)</i>	1700	\$11,400	1.0	\$4,725.00

For example, in calculating your total number of MSYs, calculate your member requests as follows:

<u>Member Positions</u>	<u>Calculations</u>	<u>MSY</u>
_____ Full-Time (1700 hours)	(_____ members x 1.00)	= _____
_____ Half-Time (900 hours)	(_____ members x 0.50)	= _____
_____ Quarter-Time (450 hours)	(_____ members x 0.25)	= _____
	Total MSYs =	_____

If you are requesting 5 full-time members for year-round service and 10 quarter-time members for summer service, your MSY will be 7.5 ($5 + (10 \times 0.25) = 7.5$). In calculating the real dollar amount of section II costs, you will complete the attached budget worksheet which details the actual cost allocations for each member slot, of which 15% must be matched in cash by the grantee.

At the end of each member term, members who successfully meet the minimum required hours of service will be in receipt of a federally funded Education Award to be used toward educational expenses at an approved education institution. Education Awards will be administered directly from AmeriCorps, not through Operation REACH

Although grantees are required to budget for other member support costs (FICA, Worker's Compensation, Health Care and Unemployment Insurances) these items will be centralized and allocated from the Operation REACH national office.

- **FICA.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker's Compensation.** Some states require worker's compensation for AmeriCorps members. You must check with your State Department of Labor to determine if you are required to pay worker's compensation and at what level. If you are not required to pay worker's compensation you must budget for Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or incidents. In this case, please verify with funding agency the pre-determined rates for your state.
- **Health Care.** Full-time members not otherwise covered by a health care policy at the time of enrollment into the AmeriCorps program must be provided a health care policy or to those members who lose coverage during their term of service as a result of participating in the program or through no deliberate act of their own.. Please refer to the funding agency for rates of current health care premiums when preparing the Member Support Costs section of your budget. The grant will not cover health care costs for family members or for less than full-time members.
- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. You may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting their state commission, legal counsel or the applicable state agency.

Other member support costs must also be matched in cash at a minimum 15% by the grantee.

III. Administrative/Indirect Costs

Administrative costs are general or centralized expenses of the overall administration of an organization that receives grant funds and does not include particular project costs. During this grant period, grantees are limited to requesting not more than 5% of the total amount **actually expended** under the grant.

In calculating Sections I and III of your budget:

- Multiply 0.05 of your total Section II amount to determine your maximum Section I and III amount.
- For example, if your total Section II equals \$100,000, then your maximum Section I and III should equal \$5,000 ($\$100,000 \times 0.05$).
- Therefore, your total budget request (Sections I + II + III) will equal \$105,000.
- Remember that a minimum 33% match is required for Sections I and III combined. This match can be in the form of cash and/or in-kind contributions.

Administrative costs include:

1. Costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases whether they are specifically approved in writing by Operation REACH as project costs.
2. Costs for internal evaluation, including overall organization's management improvement costs (except for independent and internal evaluations of the project evaluations that are specifically related to creative methods of quality improvement).
3. Costs for general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.
4. Costs of space, base utilities, and communication (telephone, fax, and internet) that support administrative personnel.
5. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project.

Administrative costs **do not** include the following allowable expenses directly related to a project (including their operations and objectives), such as:

1. Allowable direct charges for members, including living allowances, insurance payments made on behalf of members, training, and travel.
2. Costs for staff (including salary, benefits, training, and travel) who recruit, train, place, or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective.
3. Costs for independent evaluations and any internal evaluations of the project that are related specifically to quality improvement.
4. Costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support project activities; staff who coordinate and facilitate single or multi-site project

- activities; and staff who review, disseminate and implement Operation REACH's guidance and policies directly relating to a project.
5. Space, facility, and communications costs allocated specifically to AmeriCorps project operations, excluding those costs that are already covered by an organization's indirect costs rate.
 6. Other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by Operation REACH as directly attributable to a project.

Payment for services will be made by AmeriCorps* and Operation REACH, Inc. through the National Corporation for Community Service (AmeriCorps) on a monthly cost reimbursement basis with an approved budget. Reimbursements will only be made with proof or documentation of the allowable expenses. All in-kind contribution matches must be submitted monthly on the provided forms.

Host Site Partner Option #2

The Corporation for National and Community Service requires its grantees to provide a match of 24% cash and in-kind contributions of non-federal funds to support the total costs of operating an AmeriCorps Program. Therefore, host site organizations that are unable to afford the financial match at the time of requesting AmeriCorps member placements for service at the host organization are required to pledge support for helping the parent organization, Operation REACH Inc. (ORI), meet this regulatory financial obligation. In doing this, Operation REACH Inc. assumes full responsibility for the liability of those costs to the grant. Accordingly, the member allocation as per your award is valued as follows:

Value of Member Placements: based on the number of member slots awarded.

Minimum pledge match: 15% of member support costs awarded.

By pledging, you must do at least one of the following:

1. Raise the required 15% financial match of non-federal funds by May 1, 2010.
2. Make introductions or build networks or connections to local funders and donors for ORI staff such that those leads allow ORI staff to successfully raise the required match in your local community by May 1, 2010.
3. Host a Youth Change Campaign, according to ORI standards, that raises the appropriate match by June 1, 2010 (coin collection drive).

Operation REACH Inc. will not pursue any legal claims against a host organization for not meeting the pledged match as a reimbursable cost to ORI. However, host organizations that do not succeed in raising the required match will not be able to renew their agreement for member placements for the 2010-2011 year. Funds raised over and above the minimum required 15% match will be looked favorably upon for renewing the partnership in future years.

**GYAC AmeriCorps* National Expansion Project
Budget Worksheet**

Section I – Program Costs, 5% (combined with Section III)

Purpose <i>(Describe each line item and the intended purpose.)</i>	Calculation <i>(Include # of units, rates per unit, etc.)</i>	Total Amounts	GYAC share <i>(no more than 5% combined with Section III - Adm. Costs)</i>	Grantee share <i>(minimum 33% cash or in-kind match)</i>
			\$	\$
			\$	\$
			\$	\$
		Totals	\$	\$

Section II – Member Support Costs.

Corps Members	Living Allowance	Total FICA <i>(x 7.65%)</i>	Total Worker's Comp. <i>(state rate)</i>	Total Health Care <i>(\$200 per month for full-time)</i>	Total Unemployment Insurance <i>(state rate)</i>	Total Amounts	GYAC share <i>(no more than 85%)</i>	Grantee share <i>(at least 15% cash match)</i>
Full-time members - _____ <i>(1700 hours)</i>	____ x \$11,400 = \$	\$	\$	\$	\$	\$	\$	\$
Half-time members - _____ <i>(900 hours)</i>	____ x \$4,000 = \$	\$	\$	N/A	\$	\$	\$	\$
Quarter-time members - _____ <i>(450 hours)</i>	____ x \$1,200 = \$	\$	\$	N/A	\$	\$	\$	\$
Totals	\$	\$	\$	\$	\$	\$	\$	\$

Section III - Administrative/Indirect Costs, 5% (combined with Section I)

Purpose <i>(Describe each line item and the intended purpose.)</i>	Total Amounts	GYAC share <i>(no more than 5% combined with Section I - Program Costs)</i>	Grantee share <i>(minimum 33% cash or in-kind match)</i>
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$	\$	\$

Total of Sections I + II + III =	Total Amount	GYAC share	Grantee share
	\$	\$	\$

**GYAC AmeriCorps* National Expansion Project
Sources of Match**

Section I – Program Costs.

Source(s), Type, Amount, Intended Purpose				
	Private	State and/or Local	Federal	Source
In-kind				
Cash				
	\$	\$	\$	
Total	\$	\$	\$	\$

Section II – Member Support Costs.

Source(s), Type, Amount, Intended Purpose				
	Private	State and/or Local	Federal	Source
In-kind				
Cash				
	\$	\$	\$	\$
Total	\$	\$	\$	\$

Section III – Administrative/Indirect Costs.

Source(s), Type, Amount, Intended Purpose				
	Private	State and/or Local	Federal	Source
In-kind				
Cash				
	\$	\$	\$	\$
Total	\$	\$	\$	\$