



AmeriCorps – Opioid Related Initiative

Concept Paper Instructions

REQUEST FOR PROPOSALS

PROGRAM YEAR 2017-2018

Concept Paper Application due no later than April 7, 2017

Full Application due May 10, 2017

**Massachusetts Service Alliance
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Boston, MA 02114
617-542-2544 ▪ 617-542-0240 (Fax)
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THE MASSACHUSETTS SERVICE ALLIANCE

The Massachusetts Service Alliance (MSA), established in 1991, is a private, nonprofit organization that serves as the state commission on community service and volunteerism. Its mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity, and impact. Toward this end, we invest public and private funds in community-based organizations in a fair and equitable manner; convene and mobilize individuals, nonprofits, corporations, and government entities to link strategies related to service and volunteerism; build capacity of programs and agencies through training and technical assistance; and advocate for the development and promotion of public policies and private initiatives that incorporate service and volunteerism as effective strategies to address community needs. MSA maintains a strong interest in having a geographically, demographically, and programmatically diverse portfolio.

AMERICORPS IN MASSACHUSETTS

AmeriCorps is a federal program overseen by the Corporation for National and Community Service (CNCS/the Corporation). For nearly twenty years AmeriCorps has mobilized a new generation of engaged citizens. This year more than 1,500 individuals of all ages and backgrounds will serve through an AmeriCorps program in the Commonwealth. They will help hundreds of community nonprofit organizations, faith-based groups, schools, and local agencies meet local needs in education, the environment, public safety, disaster preparedness, and other critical areas.

AmeriCorps grants are awarded to eligible organizations to recruit, train, and manage AmeriCorps members who address unmet community needs. Members are individuals who engage in community service and may receive a living allowance during their term of service. Upon successful completion of their service, members receive a Segal AmeriCorps Education Award from the National Service Trust.

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. CNCS - through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund - has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Through all its programs, CNCS seeks to expand economic opportunity by helping Americans acquire the skills, education, and training they need for productive employment. By helping more Americans graduate, pursue higher education, and find work, national service can provide immediate and long term benefits by expanding individual opportunity, building family stability, and creating more sustainable, resilient communities.

BACKGROUND

With this competition, CNCS seeks to prioritize the investment of national service resources in the Healthy Futures focus area – specifically programs that seek to reduce and/or prevent prescription drug and opioid abuse through the 2017 AmeriCorps State and National Grants – Targeted Priority. You can find more information on this competition [here](#), including the [Notice of Federal Funding Opportunity](#).



Program Requirements

ELIGIBLE APPLICANTS

The following entities are eligible to apply for, implement, and operate an AmeriCorps program in Massachusetts: nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states (e.g., cities, counties); labor organizations; partnerships and consortia; Indian Tribes; and intermediaries planning to subgrant awarded funds are all eligible to apply under this *competition*. Receiving funding previously from CNCS or another Federal agency is not a prerequisite to applying under this *Notice*.

Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this *Notice*. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue code of 1986, 26 U.S.C. § 501(c)(4), that engages in lobbying activities is not eligible to apply.

TYPES OF GRANTS

MSA is accepting applications for two types of AmeriCorps grants:

Operating Grants

MSA funds operating grants that support fully-developed plans to establish a Massachusetts AmeriCorps program or to support, expand, or replicate an existing program. For this initiative, grant awards are renewed annually for a total of three years subject to annual review and availability of federal appropriations. Programs seeking funding beyond three years must reapply as a recompeting applicant. The maximum award amount a program can request for an operating grant is \$13,830 per Member Service Year (MSY).

In rare cases, MSA may offer an applicant the opportunity to be considered for a fixed-amount grant. Fixed-amount grants simplify the process of reporting and accessing grant funds and are currently restricted to existing AmeriCorps programs only. Applicants applying for a fixed amount grant are allowed to request a maximum of \$13,430 per MSY.

Education Award Only Program (EAP) Grants

Under the Education Award Only Program, MSA and CNCS provide an allotment of national service education awards to organizations that can support most program and participant costs through other sources while still meeting AmeriCorps program requirements. EAP grant awards are for three years subject to annual renewal based on performance review and availability of federal appropriations. The maximum award amount a program can request for an Education Award Only Program is \$800 per MSY.

PROGRAM SIZE

For this opportunity, applicants must propose a minimum of 10 Member Service Years (MSYs); however, MSA strongly suggests applicants propose a program with a minimum size of approximately 12-15 MSYs. A chart to calculate MSYs and the maximum allowable cost is included in Appendix A. Budget Guidance.

GRANT SIZE

Grant requests may vary in size depending on the type and scope of a proposed program. Applicants are allowed flexibility in developing their budgets within certain limitations. The maximum cost per MSY (full-time equivalent member) is \$13,830 for operating grants, \$13,430 for fixed amount grants, and \$800 for EAP grants. Individual program cost effectiveness will be assessed against the federally-established target.



GRANT AND PROGRAM OPERATING PERIOD

Grants provided under the AmeriCorps program are provided for a 12-month period, with the option for renewing two times (three years total) before a program must reapply as new. The program may operate for fewer than 12 months but must fall within the 12-month grant period. Notification of status will be made by July 11, 2017. Programs may not select a start date prior to August 1, 2017; however, MSA suggests September 1, 2017 to ensure sufficient time between grant award and program implementation. Members may begin service any time after the grant start date.

2017-2018 Opioid-Related AmeriCorps Grants Process

MSA suggests that applicants should take the AmeriCorps Regulations and Provisions into consideration when planning the program and preparing the application. These documents are available at <http://www.nationalservice.gov/build-your-capacity/grants/managing-ameri-corps-grants>.

The Massachusetts Service Alliance uses a multi-step application process. This process includes:

- 1) Submitting a Concept Paper - The purpose of the Concept Paper is to allow applicants a brief opportunity to present their proposed program, its potential community impact, and their organizational capacity to manage an AmeriCorps Program. The attached set of instructions applies to the Concept Paper only. Applicants may access the online application [here](#).
- 2) MSA Staff Review – This will be done on a rolling basis to allow successful applicants to move along to the next stage as quickly as possible.
- 3) Invitation to submit a full application - Full application proposal and process will include:
 - a) Editing and clarifying program details for Corporation for National and Community Service (CNCS) compliance.
 - b) Expanding the Concept Paper to a 15-page narrative that will be considered for submission to CNCS.
 - c) Development of logic model, performance measures, and a program budget.
 - d) Submitting the application via eGrants, the electronic grants management system used by CNCS. Technical assistance is provided by MSA staff for this process.
- 4) MSA Board Review of Full Applications
- 5) Submission of Full Applications to CNCS with MSA Board Approval
- 6) Notification of Status

Please note:

- 1) Submission of a Concept Paper does not always result in an invitation to submit a full application.
- 2) An invitation to submit a full application does not guarantee submission to CNCS.
- 3) An invitation to submit a full application does not guarantee funding.
- 4) Funding for this grant is contingent on appropriation of funding from CNCS.

Special Instructions:

- 1) Under the Serve America Act, State Competitive and National Direct applicants are considered in the same review process. Therefore, organizations applying for both state and national direct funding must demonstrate that the two applications are not supporting the same project.
 - a. CNCS will consider two projects to be the same if CNCS cannot identify a meaningful difference between the two projects based on a comparison of the following characteristics, among others:
 - i. The objectives and priorities of the projects;
 - ii. The nature of the services provided;
 - iii. The program staff, participants, and volunteers involved;
 - iv. The geographic locations in which the services are provided;
 - v. The populations served; and



- vi. The proposed community partnerships.
- b. MSA has the ability to further define these characteristics to ensure diversity among AmeriCorps programs in Massachusetts.

TIMELINE

Concept Papers will be accepted on rolling basis until Friday, April 7th. The review process is as follows:

- February 28, 2017 Opioid-related AmeriCorps Concept Paper RFP released
- April 7, 2017 Last date concept papers accepted (until 5:00PM EST)
- Rolling basis Staff review of all concept papers
- Rolling basis Notification of status/Invitation to submit full application
- May 1, 2017 Final Draft of Full Applications due to MSA by 12:00 P.M.
- May 8, 2017 Full Applications entered into eGrants
- May 10, 2017 MSA submits applications to CNCS
- Late June/mid-July 2017 Notification of Status

SELECTION CRITERIA

The grant review process includes the following steps:

- I. Determining whether your Concept Paper complies with the application requirements, such as submission deadlines and eligibility requirements;
- II. Scoring your proposal against the basic selection criteria articulated in the AmeriCorps Regulations; and
- III. Ensuring innovation and geographic and demographic diversity across the Massachusetts AmeriCorps State portfolio.

In the Concept Paper, the review process will focus on program design and organizational capacity as these are the essential components at this stage of the process.

MSA Selection Criteria: Categories, Sub-Categories and Respective Weights	
Weights	Categories
40%	AmeriCorps Members as Solution
30%	Member Training and Support
30%	Organizational Capability

You should not assume that reviewers are familiar with your program, even if you are already running an AmeriCorps program. Be sure to provide sufficient information in your Concept Paper for a reviewer who is unfamiliar with your program.

In evaluating your full AmeriCorps application for funding, the CNCS review process will assess program design, organizational capability, and the program’s cost-effectiveness and budget adequacy. The weights assigned to each category are listed in the chart below. CNCS may choose to assign subcategory weights. Please see the Federal Notice of Funding Opportunity for the details on points awarded to each section and sub-section of the full application. Please see the AmeriCorps Regulations, 45 C.F.R. §§ 2522.420 – 2522.448, for additional information about what is evaluated within each category.



CNCS Selection Criteria: Categories and Respective Weights	
Category	Percentage
Program Design	50%
Organizational Capability	25%
Cost-Effectiveness and Budget Adequacy	25%



AMERICORPS STATE CONCEPT PAPER INSTRUCTIONS

GENERAL SUBMISSION INFORMATION FOR THE CONCEPT PAPER

Your Concept Paper will be submitted online. Please make sure to complete/submit each of the following components. Please note that all attachments will be uploaded as part of your application.

Online Application

- I. Executive Summary
- II. Program Narrative (character limits by section)
- III. Additional Required Information:
 - a. Uploaded: Most recent audit (A-133, if applicable)
 - b. Uploaded: Proof of eligibility
 - i. 501(c)3 letter or MA Certificate of Tax Exemption (ST-2 or ST-4)

SUBMISSION REQUIREMENTS

The Concept Paper narrative must be submitted via MSA's online application, available by clicking [here](#). The Concept Paper narrative **cannot exceed the character limits in each section**. The proposal must follow the order outlined in the instructions.

Concept Papers must be received by MSA by 5:00 P.M. EST on Friday, April 7, 2017; however, applicants are strongly encouraged to apply as soon as possible. Submission via other methods is not acceptable.

NOTE:

- The person listed as the contact for the application will receive a copy of the submission via email. This email will serve as confirmation of your submission.
- Any application that fails to meet all Concept Paper submission requirements **will not be reviewed**.
- Please do not submit supplemental materials such as brochures, newsletters, etc. These materials **will not be reviewed**.

TECHNICAL ASSISTANCE TO APPLICANTS

MSA is available to applicants to answer questions and provide clarification. Questions may be directed to Beth McGuinness at bmcguinness@mass-service.org or (617) 542-2544, extension 217.



CONCEPT PAPER INSTRUCTIONS

I. Executive Summary

Please fill in the blanks of these sentences to complete the executive summary:

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on Healthy Futures. The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

II. Application Narrative (Note character limits for each section)

Your narrative should include the following:

A. AmeriCorps Members as a Solution (250 word limit)

When addressing this section, please provide the following information:

- Geographic area being served
- The need(s) for these services.
- AmeriCorps member activities, including what an anticipated daily schedule would look like. Be sure to clarify how this role is distinct from that of a staff position.
- The number and type of AmeriCorps members requested under the proposed project and how you envision them being placed in service (i.e., 20-half-time team-based members serving out of one location, 15 full-time members serving through a scattered site model with key partners, etc.). Be sure to explain how the requested slot type(s) and proposed model align with the need, program design, and activities.
- The types of outcomes you would propose for your AmeriCorps program. (**Note:** Applicants invited to the full application stage will be provided with additional support to develop a program logic model and performance measures that align with the program design.)

B. Member Training and Support (250 word limit)

When responding to this section, please provide the following information:

- Your plan for members' orientation and ongoing training, particularly to ensure that members are provided with sufficient training and development opportunities to appropriately prepare them for service and life after their AmeriCorps service ends.
- A member supervision plan that ensures members will receive adequate support and guidance throughout their terms of service, including planned frequency and structure (such as 1:1 or group) to ensure proper oversight of all AmeriCorps members.

C. Organizational Capacity (200 word limit)

When responding to this section, please provide the following information:

- A brief history and overview of your organization, including the year it was established.
- Your organization's experience overseeing and managing federal grants, including your ability to raise required matching funds.



- Your organization's experience operating and overseeing an AmeriCorps program, AmeriCorps VISTA members, and/or a program comparable to the one proposed.
- Your organization's experience in implementing opioid-related programming and your organization's capacity to launch a new initiative, which may include partnering with organizations that have expertise in this area.

III. Additional Required Information

In addition to your narrative, you are required to provide the information listed below as part of your application.

- a. Most recent Audit (A-133 if applicable)
- b. Proof of 501(c) 3 status or MA Certificate of Tax Exemption (ST-2 or ST-4)



-FOR REFERENCE PURPOSES ONLY-

All of the following information and the appendices (A, B, and C) are not required at this stage of the application process but are part of a full application; therefore, this information is included in this document for reference.

BUDGET

The following chart lists the level of match required of AmeriCorps programs over time. While not required at this time, applicants invited to the next stage must develop a proposed budget that includes matching funds at the stated level required.

	Years 1-3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Min Overall Share	24%	26%	30%	34%	38%	42%	46%	50%
Min Overall Share (Alternative)	N/A	N/A	N/A	N/A	29%	31%	33%	35%

PERFORMANCE MEASURES

If invited to submit the full application, the applicant will be required to submit a logic model and performance measures, including the required performance measure identified in the Federal Notice of Funding Opportunity. Organizations will be provided with technical assistance to do so. Applicants are encouraged to review National Performance Measure [Instructions](#) on the CNCS website and/or may propose their own applicant-determined measures.



APPENDIX A: Budget Guidance

The chart below is provided to assist applicants in calculating the maximum amount of funding for which they are eligible based on the number of members and the type of award they are requesting (operating grant or education award only (EAP)). This does not need to be submitted with the concept paper, but is provided to allow interested organizations determine maximum amount of funding allowed for the size of the proposed program.

Member Positions	Calculation	Total MSYs
_____ Full Time (1700 hours)	_____ members x 1.000	= _____
_____ Half Time (900 hours)	_____ members x 0.500	= _____
_____ Reduced Half Time (675 hours)	_____ members x 0.3810	= _____
_____ Quarter time (450 hours)	_____ members x 0.2646	= _____
_____ Minimum time (300 hours)	_____ members x 0.2117	= _____
TOTAL MSYs Requested		= _____
Maximum Cost/MSY (\$13,830/MSY for operating grant or \$800/MSY for EAP)		= _____
Maximum Allowable Request		= _____



Note: This section is not a component of the concept paper submission; however, applicants selected to move on to the next stage will be required to sign and submit these to MSA in order to move forward. They are included in this document for informational purposes only.

APPENDIX B: Assurances and Certifications

(Authorize and submit section)

Instructions

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

a) Inability to certify

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b) Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) Definitions

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

g) Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you



determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h) Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i) Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES

As the duly authorized representative of the applicant, I certify, (to the best of my knowledge) and belief, that the applicant:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of program costs) to ensure proper planning, management, and completion of the program described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with all rules regarding prohibited activities, including those stated in applicable NOFA or NOFO, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
6. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
7. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990 or the Domestic Volunteer Services Act, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
8. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide



for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for program purposes regardless of federal participation in purchases.

9. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

10. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-7), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.

11. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of program consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification, and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).

15. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

16. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

17. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

19. Will comply with all the requirements of Subpart C of 45 CFR Part 2542, implementing E.O. 1259, regarding restrictions on doing business with suspended, debarred, and otherwise disqualified entities.

20. Will comply with all the requirements for providing a drug-free workplace on a continuing bases as set out in Subpart B of 45 CFR Part 2545, implementing sections 5151-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690).

21. Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;

22. Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;



23. Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the State in which the program operates.

24. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, application guidelines, and policies governing this program.

CERTIFICATIONS

1. Lobbying (Activities)

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

(b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all tiers (including subawards, subgrants, contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

2. Compliance with the Lobbying Disclosure Act of 1995. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the undersigned nor any of its operating sites is an organization described in Section (501)c(4) of the Internal Revenue Code of 1986, 26 U.S.C. § 501c(4) that engages in lobbying activities.



Assurances and Certifications

Assurance signature: NOTE: Sign this form and include in the application.

SIGNATURE: By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Organization Name: _____

Program Name: _____

Authorized Representative (name): _____

Signature: _____

Date: _____

CERTIFICATION signature. NOTE: Sign this form and include in the application.

Before you start: Before completing Certification, please read the Certification Instructions.

SIGNATURE: By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- Certification: Debarment, Suspension and Other Responsibility Matters
- Certification: Drug-Free Workplace
- Certification: Lobbying Activities

Legal Applicant: _____

Program Name: _____

Authorized Representative (name): _____

Title of Authorized Representative: _____

Signature: _____

Date: _____



Note: This section is not a component of the concept paper submission; however, applicants selected to move on to the next stage will be required to sign and submit these to MSA in order to move forward. They are included in this document for informational purposes only.

APPENDIX C: SUPPLEMENTARY CERTIFICATIONS

As the duly authorized representative of the applicant, I certify on behalf of the applicant as follows:

1. The applicant acknowledges that a portion of any funding to the applicant will be provided by the Commonwealth of Massachusetts under the terms of an AmeriCorps grant award between the Division of Career Services in Executive Office of Labor and Workforce Development (the "Division") of the Commonwealth of Massachusetts and Massachusetts Service Alliance, Inc. ("MSA") and that, as required under said grant award, funding to the applicant by MSA will be subject to the terms of that grant award and the Commonwealth Terms and Conditions as issued by the Executive Office for Administration and Finance, the Office of the Controller, and the Operational Services Division of the Commonwealth of Massachusetts.

2. Without limitation of the foregoing, the applicant agrees to, and shall comply with, the following provisions if the applicant receives an AmeriCorps grant award from MSA:

1. Confidentiality. The applicant shall comply with M.G.L. c. 66A if the applicant becomes a "holder" of "personal data". The applicant shall also protect the physical security and restrict any access to personal or other Division data in the applicant's possession, or used by the applicant in the performance of an AmeriCorps grant award, which shall include, but is not limited to the Division's public records, documents, files, software, equipment or systems.

2. Record-keeping and Retention, Inspection of Records. The applicant shall maintain records, books, files and other data as specified in an AmeriCorps grant award and in such detail as shall properly substantiate claims for payment under an AmeriCorps grant award, for a minimum retention period of seven (7) years beginning on the first day after the final payment under a an AmeriCorps grant award, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a an Americorps grant award. The Division and MSA shall have access, as well as any parties identified under Executive Order 195, during the applicant's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.

3. Assignment. The applicant may not assign or delegate, in whole or in part, or otherwise transfer any liability, responsibility, obligation, duty or interest under an AmeriCorps grant award, with the exception that the applicant shall be authorized to assign present and prospective claims for money due to the applicant pursuant to an Americorps grant award in accordance with M.G.L. c. 106, §9-318. The applicant must provide sufficient notice of assignment and supporting documentation to enable MSA to verify and implement the assignment. Payments to third party assignees will be processed as if such payments were being made directly to the applicant, and these payments will be subject to intercept, offset, counterclaims or any other rights which are available to the Division or the Commonwealth of Massachusetts or MSA against the applicant.

4. Subgrant by Applicant. Any subgrant entered into by the applicant for the purposes of fulfilling the obligations under an AmeriCorps grant award must be in writing, authorized in advance by MSA and consistent with and subject to the provisions of the AmeriCorps grant award. Subgrants will not relieve or discharge the applicant from any duty, obligation, responsibility or liability arising under an AmeriCorps grant award. MSA is entitled to copies of all subgrants and shall not be bound by any provisions contained in a subgrant to which it is not a party.

5. Affirmative Action, Non-Discrimination in Hiring and Employment. The applicant shall comply with all federal and state laws, rules and regulations promoting fair employment



practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, handicap, sexual orientation or for exercising any rights afforded by law. The applicant commits to purchasing supplies and services from certified minority or women-owned businesses, small businesses or businesses owned by socially or economically disadvantaged persons or persons with disabilities.

6. Indemnification. Unless otherwise exempted by law, the applicant shall indemnify and hold harmless the Commonwealth of Massachusetts, including the Division, MSA and their respective agents, officers and employees (collectively, the “Indemnitees”) against any and all claims, liabilities, and costs for any personal injury or property damages, patent or copyright infringement or other damages that any of the Indemnitees may sustain which arise out of or in connection with the applicant’s performance of a an AmeriCorps grant award, including but not limited to the negligence, reckless or intentional conduct of the applicant, its agents, officers, employees or subcontractors. The applicant shall at no time be considered an agent or representative of the Division, the Commonwealth of Massachusetts or MSA. After prompt notification of a claim by any of the Indemnitees, the applicant shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. Neither the Commonwealth of Massachusetts, nor the Division nor MSA shall not be liable for any costs incurred by the applicant arising under this paragraph.

7. Waivers. Forbearance or indulgence in any form or manner by the applicant or MSA shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

3. The applicant agrees that in the event that funding to MSA from the Division is modified or terminated so as to impair the ability of MSA to continue any funding to the applicant as awarded, MSA may upon notice to the applicant modify or terminate its funding to the applicant.



SUPPLEMENTARY CERTIFICATIONS

NOTE: Sign this form and include in the application.

By signing this Certification page, you certify that you agree on behalf of the applicant to comply with all Supplementary Certifications in Appendix C.

Organization Name:

Program Name:

Name and Title of Authorized Representative:

Signature:

Date:

