- 5. Corporation State Office staff will send to AmeriCorps*VISTA Headquarters a copy of the approved project application and a copy of the Corporation State Director's letter to the sponsor. The official project document file will be retained in the Corporation State Office.
- 6. If the Corporation State Director disapproves the renewal project application, the sponsor will be notified by the Corporation State Director at least 75 calendar days in advance of the end of the current project period that the Corporation for National Service intends to deny the application of renewal. The sponsor will be given reasons for the tentative decisions and an opportunity to show cause why the application should not be denied in accordance with section 412 of the Domestic Volunteer Service Act of 1973, and 45 CFR part 1206, Subpart B. The project will be continued at its existing level of AmeriCorps*VISTA member and project support pending a final decision in accordance with 45 CFR part 1206, subpart B.

7. If the final decision denies project renewal, AmeriCorps*VISTA whose terms of service extend beyond the project's expiration date are covered by the provisions of 45 CFR 1210.3–2(d).

C. Project Approval Process for Inter-Cluster Competitive Slots

- 1. Upon receiving program priorities, guidance, and timeframes from AmeriCorps*VISTA Headquarters Corporation field offices will develop a strategy for programming and soliciting concept papers from qualified application organizations. AmeriCorps*VISTA Project Applications which are currently under development may also be considered for competition through the submission of a concept paper. Application organizations will be notified that their concept papers are being entered into an inter-Cluster competitive process. (Corporation Clusters represent a group of Corporation State Offices.)
- 2. Each Cluster Director shall appoint a review panel comprised of Corporation State Directors/Program Specialists with the Cluster Director serving as chair. The panel shall review and prioritize all concept papers, according to the selection criteria contained in Part II above. The Cluster Director shall submit all concept papers to the Director, AmeriCorps*VISTA, along with a written justification for its prioritized list.
- 3. The Director, AmeriCorps*VISTA, shall review all concept papers and render a decision on which concept papers are approved for full

- development as AmeriCorps*VISTA projects. AmeriCorps*VISTA Headquarters staff will notify Cluster Directors in writing of its decisions and establish a time-frame for submission of completed applications to Corporation State Offices. The Corporation State Office staff shall notify all organizations which have submitted a concept paper of Headquarters' decisions.
- 4. Corporation State Office staff shall provide AmeriCorps*VISTA project applications to organizations with approved concept papers and follow procedures for new sponsor development at the State level contained in Part III, A2 above. In this process, the approved concept paper takes the place of the pre-application form.
- 5. Renewal applications from competitively-selected projects will follow the procedures set forth in III B above.
- D. Project Approval Process for New AmeriCorps*VISTA National Demonstration Projects
- 1. Applications for national demonstration projects will be generated by AmeriCorps*VISTA Headquarters staff which will arrange for technical assistance to be provided to potential sponsors.
- 2. In addition to being reviewed by AmeriCorps*VISTA Headquarters staff, applications will be made available to those Corporation State Offices having components of proposed national demonstrations operating in their State. Corporation State Office staff will be asked to review such applications and to provide AmeriCorps*VISTA Headquarters with the results of their review focusing on components proposed for operation in their State.
- 3. The Director of AmeriCorps*VISTA has approval authority for new national demonstration projects. Upon approval of a demonstration project, the Director of AmeriCorps*VISTA will take appropriate action to operationalize the project including coordination with Corporation State Offices having components within their jurisdiction.

E. Project Approval Process for Existing AmeriCorps*VISTA National Demonstration Projects

Projects will be reviewed at the time of their renewal request to determine the extent to which approved work plan goals and objectives are being met, paying special attention to capacity building and project self-sufficiency goals as well as to AmeriCorps*VISTA member retention and satisfaction with the service experience.

The project approval process outlined below is to be followed for all AmeriCorps*VISTA national

demonstration projects seeking renewal. 1. At least 120 calendar days prior to the end of the current Memorandum of Agreement, AmeriCorps*VITA Headquarters staff will send out a renewal package. In addition to an application form, the package should include any programmatic recommendations which Headquarters believes are needed to improve the quality of the project based on information gleaned during site visits, from project progress reports, from discussions with project staff at national and local levels, from discussions with AmeriCorps*VISTA members, and from recommendations received from Corporation State Offices regarding local components.

2. At least 90 calendar days prior to the end of the current Memorandum of Agreement, the sponsoring organization submits the renewal project application to AmeriCorps*VISTA Headquarters.

3. Upon receipt of the renewal application, Headquarters staff will provide a copy of the application to appropriate Corporation State Offices for review and comment.

4. Within 15 working days of receipt of the national demonstration renewal application, Corporation State Office staff will review and submit written comments on project components within their jurisdiction.

5. Headquarters staff will complete their review of renewal applications within 20 working days of receipt, or at least 75 calendar days prior to the end of the current Memorandum of Agreement. The review will include a compliance review of AmeriCorps*VISTA regulations and program criteria, as well as a review of progress being made toward achievement of capacity building and self-sufficiency goals.

6. If the renewal proposal is approved, the Director of AmeriCorps*VISTA will send an approval letter to the sponsor along with a new Memorandum of Agreement prepared and signed by the Director. The project will be continued for one year subject to the availability of funds. The Director will take all other appropriate administrative action to maintain the operational status of the project.

7. If the Direct of AmeriCorps*VISTA disapproves the renewal project application, the sponsoring organization will be notified by the Director at least 75 calendar days in advance of the end of the current project period that the Corporation for National Service intends to deny the application for renewal. The