AMERICORPS COMPETITIVE NOTICE OF FUNDING OPPORTUNITY

2021/22

TECHNICAL ASSISTANCE SESSION
Thursday, October 1, 2020, 10:00 am

**Theory of Change TA Session on
Tuesday, October 6, 2020, 10:00 am**

AmeriCorps, a federal agency, brings people together to tackle the country's most pressing challenges, through national service and volunteering. AmeriCorps members and AmeriCorps Senior volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service to others a cornerstone of our national culture. Learn more at AmeriCorps.gov.

NOFO T/A Session Agenda

1. What is AmeriCorps?

2. How to Apply

3. CNCS Web-site Resources

4. Review of National Performance Measures

5. Navigating eGrants

AmeriCorps is

A national service program which deploys AmeriCorps participants or "members" to solve significant community problems.

AmeriCorps IS

- A TERM OF SERVICE

- A COMMITMENT of #hours of Service

- A win/ win for community and member

- A program of service **not longer than one year** that has LOTS of regulations that MUST be followed by organizations and members

The AmeriCorps Pledge

*I will get things done for America -
to make our people safer,
smarter, and healthier.
I will bring Americans together
to strengthen our communities.
Faced with apathy,
I will take action.
Faced with conflict,
I will seek common ground.
Faced with adversity,
I will persevere.
I will carry this commitment
with me this year and beyond.
I am an AmeriCorps member,
and I will get things done.*

AMERICORPS by the Numbers

AmeriCorps alumni are more likely to attain a **bachelor's degree** or higher than the average American adult.

90%
9 out of 10 alumni reported that their experience improved their ability to solve problems.

94% of alumni registered to vote in the 2016 presidential election, well above the national average.

8 out of 10 alumni feel confident they can create a plan to address a community issue and get others to care about it.
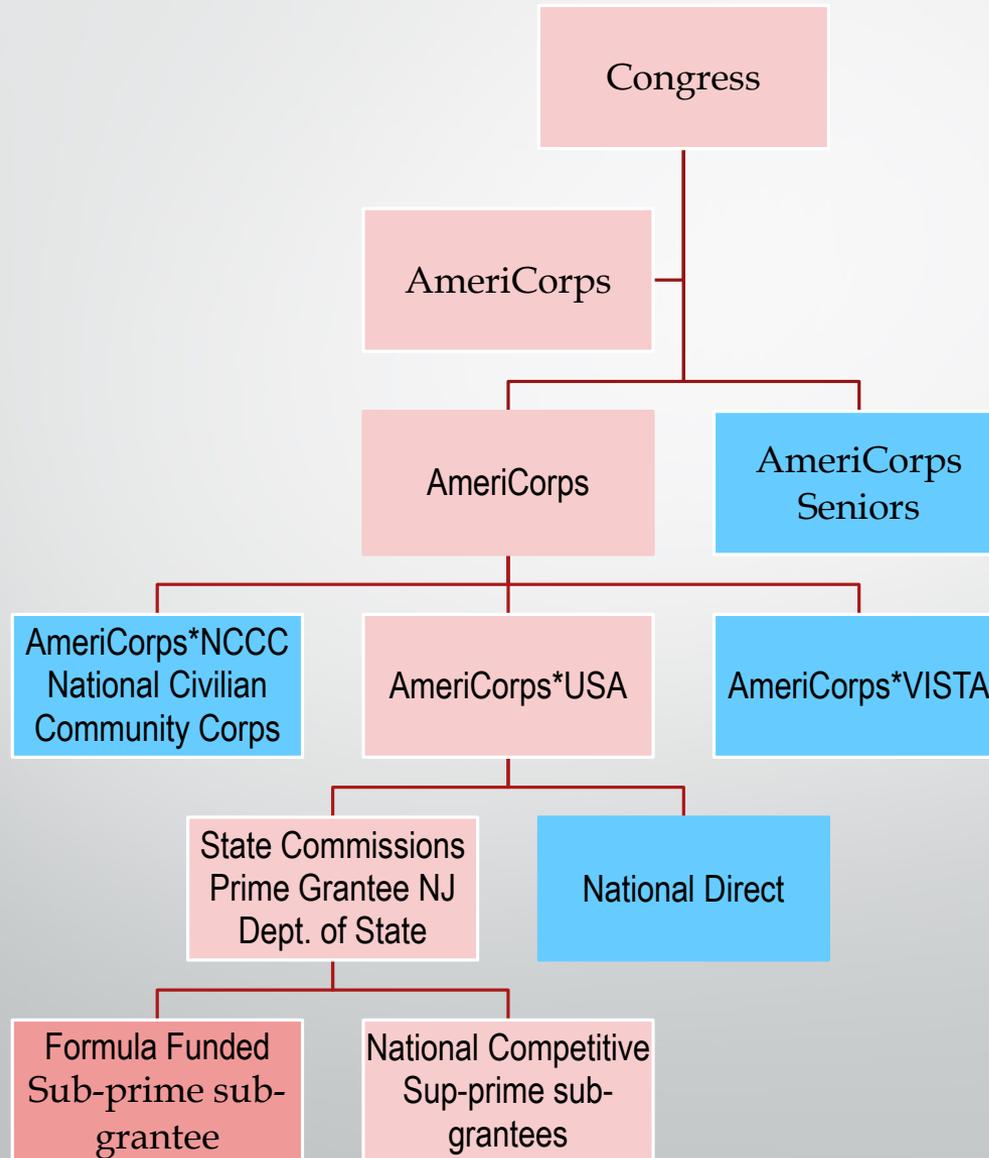
8 out of 10 alumni say AmeriCorps benefited their career path.

79% of alumni are or plan to become actively involved in their community post-service, compared to 47% prior.

National Service: "The Big Picture"

AmeriCorps Fast Facts

- 90 % of members said they gained new skills while in AmeriCorps

- 80% of members said they are more likely to participate in community service after AmeriCorps

- 72% of members volunteered after completing their AmeriCorps service

- Since 1994, AmeriCorps alumni have earned more than $3.3 billion in education awards, including $1 billion to repay student debt.

New Jersey's Impact

New Jersey's Impact
January 7, 2019 – January 6, 2020

- 20 programs

- 91 service sites

- 437 members completed successfully

- $1,568,953 earned in education awards

- $3,133,472 in Formula Funds

- Over $600,000 in Competitive Funds

PROGRAMS IN NJ

FORMULA   **17 Programs**

- St. Paul's CDC
- The Salvation Army
- Montclair State University
- TCNJ Bonner Leaders Program
- Inter Agency Council of Salem County
- NJ Campus Compact
- Asbury Park School District

- NJ DEP Watershed Ambassadors
- Relay Graduate School of Education
- Center for Family Services
- Jewish Renaissance Foundation
- Zufall Health
- United Advocacy Group
- Rutgers U. Cornwall Center
- NORWESCAP
- Teach For America NJ
- MSU Covid-19 Service Corps

PROGRAMS IN NJ

Competitive Funded:

- CFS Camden PowerCorps
- CFS Recovery Corps
- NJ Community Development Corporation

AmeriCorps Members must meet these REQUIREMENTS to serve:

- Must be 17 years of age or older.
- Must have a High School Diploma or Equivalency, or must **be working** towards the GED.
- Must be a US Citizen or Permanent Resident of the US.
  - Proof: Birth Certificate &/or Specific LIMITED Acceptable Documents
- Must complete Term of **DIRECT** Service, ex.

  1700 hours (full-time) or 900 hours (half-time).

  Committed to Making a Difference

What Do AmeriCorps Members Receive?

All Members Receive Training & the Experience of a Life Time!   PLUS…

Full-Time Members

- 1,700 Hours of Service
- Education Award $6,345 (estimate)
- Living Allowance of up to $15,100 minimum
- Health Insurance
- Child Care

Half-Time Members

- 900 Hours of Service
- Education Award $3,172.50 (estimate)
- Living Allowance up to *$7,994*

Benefits for Full Time Members

- Child Care

- Health Insurance

- Loan Forbearance

- Interest Accrual

Educational Award

Education Award can be used in the following ways:

- Repay qualified existing or future student loans

- Pay all or part of cost of attending an institution of Higher Education

  (certain vocational programs)

- Pay expenses incurred while participating in an approved school-to-work program

Terms of Service

TERM	HOURS	ED AWARD (estimate)
Full Time	1700	$6,345
Three Quarter	1200	$4,441.50
Half Time	900	$3,172.50
Reduced Half	675	$2,417.14
Quarter Time	450	$1,678.57
Minimum Time	300	$1,342.86
Abbreviated Time	100	$ 357.08

Educational Award

- **Taxable**
- Up to **<u>seven years</u>** to use the award
- Can be used at more than one institution and can help pay more than one loan.
- MAY be used outside of the United States

- *In all cases, must be used at an institution or program that that has been approved by the US Dept. of Ed, for participation in Title IV programs.*

Education Award Transfer

If the AmeriCorps Member is age **55** or older

On or before their day of enrollment in an AmeriCorps state/National program, the award may be transferred once to a **child**, **grandchild**, **foster child, or step child** and is held at the NST for up to ten years**.**

The transferee or designated individual **must be**:
- A **citizen, national or lawful permanent resident alien of the U.S.**

Colleges & Universities Matching the Segal Education Award

- There are many colleges and universities around the country that provide a match to the education award. The full list is on the nationalservice.gov website, https://www.nationalservice.gov/programs/americorps/segal-americorps-education-award/matching-institutions

- NJ colleges that match include:

    - Camden County College

    - Monmouth University School of Social Work

    - New Jersey City University

    - Princeton University Woodrow Wilson School of Public and International Affairs

    - Stockton University

    - Thomas Edison College

    - William Paterson College

    - Rutgers University Bloustein School of Public Policy

Term Limits

A member can now serve up to 4 terms of service… BUT

Can not earn or receive more

than the equivalent of

2 FULL TIME AWARDS

Background Checks

- The following background checks must be cleared by the NJ Commission before AmeriCorps members can be enrolled to begin service:

  - NSOPW

  - State Background

  - FBI Finger print-based

- All programs must use TrueScreen

- Cost is about $33 per member unless there are additional out-of-state residences that must be checked

Service During Covid-19

During Program Years 19/20 and 20/21 CNCS has created flexibility in their policies aimed at keeping AmeriCorps members safe while serving and helping them to complete their service successfully. Some of these flexibilities have included:

- Alternative Service Protocols including Teleservice, if needed;

- Ability to continue to receive stipend during suspensions due to Covid-19 site closures;

- Ability to earn full award if member completed more than 50% of their service and could not complete all hours due to Covid.

- Match waiver for programs;

- For a full listing of CNCS Covid-19 FAQ's please use this link: https://www.nationalservice.gov/documents/2020/americorps-state-and-national-program-questions

- CNCS has not determined an end date at which time these special flexibilities would end.

Prohibited Activities

Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- Attempting to influence **legislation;**

- Organizing or engaging in **protests, petitions, boycotts, or strikes**;

- Assisting, promoting, or deterring **union organizing**;

- Impairing existing contracts for services or **collective bargaining** agreements;

- Participating in, or endorsing, events or activities that are likely to include advocacy for or against **political parties,** political platforms, political candidates, proposed legislation, or elected officials;

Prohibited Activities (cont.d)

- Engaging in **religious instruction**, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;

- Providing a direct benefit to—

  - A **business** organized **for profit**;

  - A **labor union**;

  - A **partisan political organization**;

  - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

  - An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;

Prohibited Activities (cont.d)

- Conducting a **voter registration** drive or using CNCS funds to conduct a voter registration drive;

- Providing **abortion services or referrals** for receipt of such services; and

- Such other activities as CNCS may prohibit.

- AmeriCorps members *may not engage in the above activities directly or indirectly* by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above.

Non-duplication and Non-displacement

- Nonduplication.

- Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides unless the entity complies with the following "nondisplacement" requirements.

- Nondisplacement

   Please refer to the Mandatory Supplemental Guidance for a full listing of nondisplacement regulations

Supervision of AmeriCorps Members

Each program is required to have an **onsite** qualified supervisor to provide members with regular and adequate oversight on a daily basis, including certifying time sheets.

Members are prohibited from supervising

another member.

REMEMBER: AmeriCorps members are NOT.....

- Cheap Labor

- A Staff Builder

- Interns

- A Receptionist or Janitor

- **They ARE a cadre of individuals who are performing SERVICE as the intervention to a specific community problem**

Part 2

AmeriCorps Formula NOFO Application process

Date	Activity
October 1	NOFO Technical Assistance Session via ZOOM. Live at 10:00 am. Link to be sent upon registration. Session will be recorded and available at the NJ Department of State AmeriCorps grants website.
October 6	Technical Assistance Session on Theory of Change, Evidence, Logic Models and Performance Measures via ZOOM. 10:00 am. Link to be sent upon registration.
November 5	Notice of Intent to Apply due to Commission
November 17	Competitive applications due to Commission on eGrants by 4:00 pm.
November 18	Send applications to be reviewed by CREEHS
November 28	Staff review of applications and budgets are begun
November 24	Technical Assistance session for readers via ZOOM. Independent reader review begins.
December 3 or 4	Reader Arena Session via ZOOM. Arena scores and final rankings.
December 7 or 8	Notification of applicants selected and Reader revisions requested for applications recommended for funding
December 21	Revisions due back from applicants
December 22	Commission board vote on selected applicants
December 31 (actual due date is	NJ Commission target date for submission of Formula package to CNCS.

NOFO Sections

- Section I: NJ Commission Grant Information and Timelines

- Section II: Corporation on National and Community Service NOFO

- Section III: Mandatory Supplemental Guidance

- Section IV: Corporation Application Instructions

- Section V: 2021 Performance Measures

NOFO Application Focus Areas for Performance Measures

- Economic Opportunity

- Education

- Healthy Futures

- Veterans and Military Families

- Disaster Services

- Environmental Stewardship

Economic Opportunity

Strategic Plan Objective	Interventions
Financial Literacy	Financial Literacy Education
Housing	Housing Unit Development Housing Unit Repair Housing Placement/Assistance
	Housing Unit Development Housing Unit Repair
Employment	Job Training Job Placement GED Education Other Adult Education
Other Economic Opportunity	Applicant-determined

Education

Strategic Plan Objective	Interventions
School Readiness	Tutoring Mentoring Other Classroom Support Out-of-School Time Family Involvement Service Learning Summer Learning Classroom Teaching
K-12 Success	Tutoring Mentoring Coaching Other Classroom Support Out-of-School Time Family Involvement Service Learning Summer Learning Classroom Teaching Opioid/Drug Intervention
Post-HS Education Support	Tutoring Mentoring Family Involvement Service Learning Summer Learning

Healthy Futures

Strategic Plan Objective	Interventions
Aging in Place	Companionship Nutrition/Food Support Legal Services Transportation Medical Services Opioid/Drug Intervention
Obesity & Food	Outreach Education/Training Referrals Medical Services Nutrition/Food Support Physical Activities Counseling/Coaching Opioid/Drug Intervention Nutrition/Food Support
Access to Care	Outreach Education/Training Referrals Medical Services Counseling/Coaching Opioid/Drug Intervention
Other Healthy Futures	Applicant-determined

Veterans and Military Families

Strategic Plan Objective	Interventions
Veterans & Families Served	Financial Literacy Education
	Housing Unit Development
	Housing Unit Repair
	Housing Placement/Assistance
	Job Training
	Job Placement
	GED Education
	Other Adult Education
	Tutoring
	Mentoring
	Family Involvement
	Service Learning
	Summer Learning
	Companionship
	Nutrition/Food Support
	Legal Services
	Transportation
	Outreach
	Referrals
	Medical Services
	Physical Activities
	Counseling/Coaching
	Opioid/Drug Intervention

Environmental Stewardship

Strategic Plan Objective	Interventions
At-Risk Ecosystems	Fire Mitigation Flood Mitigation Invasive Species Removal Debris Removal Plant Establishment
	Trail Creation Trail Remediation Stream Remediation Fire Mitigation Flood Mitigation Invasive Species Removal Debris Removal Plant Establishment
Energy Efficiency	Weatherization Retrofitting
Awareness & Stewardship	Education/Training Service Learning
Green Jobs	N/A

Disaster Preparedness

Strategic Plan Objective	Interventions
Assistance Provided **Ex. Individuals served, structures protected or restored, acres of parks or public land treated, miles of trails or rivers treated, number of organizations that received capacity building services.**	Disaster Preparation Disaster Response Disaster Recovery Disaster Mitigation

Notice Funding Priorities for 2021/22

CNCS seeks to prioritize the investment of national service resources in the following areas:

- **Efforts to help local communities recover from the COVID-19 pandemic**. Applicants may propose programming in any CNCS focus area to aid communities as they recover from the COVID-19 pandemic.

- **Programs that actively engage in removing structural racial inequities, advancing racial equality, and increasing opportunity in order to achieve sustainable change in communities.**

- **Economic Opportunity** –a program model that increases economic opportunities for communities by preparing people for the workforce.

- **Education** - see sixth bullet.

- **Healthy Futures** a program model that reduces and/or prevents prescription drug and opioid abuse

Notice Funding Priorities for 2021/22 (cont'd).

- **Evidence-based interventions on the CNCS Evidence Exchange.** https://www.nationalservice.gov/impact-our-nation/evidence-exchange

- **Rural intermediaries –** organizations that demonstrate measureable impact and primarily serve rural communities with limited resources and organizational infrastructure.

- **Veterans and Military Families** – a program model that positively impacts the quality of life of veterans and improves military family strength.

- **Faith-based organizations.**

- Programs that reduce **child poverty**.

- **Environmental stewardship**.

Notice Funding Priorities for 2021/22 (cont'd).

- **Economic Mobility Corps** – a joint initiative with the Community Development Financial Institutions Fund to place national service members at Certified Community Development Financial Institutions to enhance their capacity to provide financial literacy, financial planning, budgeting, saving, and other financial counseling activities in distressed and underserved areas (See Attachment A at the end of Section II in the NOFO).

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes; and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

Performance Measures

- All applications must include **at least one** aligned performance measure (output and outcome) that corresponds to the proposed primary intervention.

- This may be a National Performance Measure or an applicant-determined measure.

- Additional performance measures, including output-only National Performance Measures, may also be included if desired;

- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding.

Performance Measures

- However, all performance measures must be consistent with the program's Theory of Change and represent significant program activities.

- The Commission does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact.

- The Commission values the **quality** of performance measures over the **quantity** of performance measures.

Performance Measures

- Applicants must include all their information about their proposed performance measure in the PM section of the application in eGrants (CNCS's web-based grants management system).

- All definitions and data collection requirements described in the National Performance Measure Instructions must be included in the text of the performance measures themselves,

- It must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met.

Performance Measures

- Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the PM section of the application in eGrants.

- In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

- Re-competing applicants proposing to significantly increase or decrease output or outcome targets from their previous grant should provide a justification for this change.

Determine Type of Program

- **Regular Cost Reimbursement**

  - Funds a portion of program costs and members' living allowance.

- **Professional Corps**

  - Professional Corps programs place professionals in communities where there is a documented shortage of such professionals.

  - Stipends/salaries are paid by other organizations.

  - Can be either cost reimbursement or fixed-amount.

- **Full Cost Fixed-amount Grants**

  - Applicants apply for a fixed amount per MSY &use their own or other resources for the remaining cost of the program. No match requirements, but the program must still raise the additional funds needed to run the program. Only available for recompeting applications

Organizational Eligibility to Apply

Eligibility is open to:

- public or private non-profit organizations, including labor organizations;

- community organizations including faith-based organizations;

- Local Education Agencies (LEAs) including charter schools;

- institutions of higher education;

- government entities within the state (e.g., cities/municipalities, counties, state departments);

- and partnerships or consortia consisting of the aforementioned.

Page Limitations

- There are two page limits that must be adhered to: **Narrative** and **Logic Model.**

- Applications must not exceed 10 pages for the Narratives or 12 pages for Rural Intermediaries.

- In determining whether an application complies with page limits, the Corporation will count the following for the **narrative:**

- The application's Executive Summary, SF 424 Facesheet, and The Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.

- The Corporation strongly encourages applicants to print out the application from the "**Review"** tab prior to submission to check that the application does not exceed the page limit. The application page limit <u>does not </u>include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

Page Limitations

- **Logic Model**

- The Logic Model may not exceed <u>three pages</u> when printed with the application from the "Review" tab in eGrants.

- **Please note the length of a document in word processing software may be different than what will print out in the CNCS's web-based system.** Reviewers will not consider any submitted material that exceeds the page limits in the printed report, also, **note that the system will not prevent an applicant from entering text that will exceed page limitations.** This applies to both the application page limit and the Logic Model page limit.

Funding Period

- **For New and Recompeting applicants this is Year 1 of 3 of a multi-year grant period covering the following funding periods:**

  - Year 1: Sept 1, 2021 to August 31, 2022

  - Year 2: Sept 1, 2022 to August 31, 2023

  - Year 3: Sept 1, 2023 to August 31, 2024

Notice of Intent To Apply

- Applicants must e-mail their **Intent to Apply** to Ivette.Ramos@sos.nj.gov by **Thursday, November 5, 2020**, 4:00 p.m.

- Include the following information:

    - Organization Name

    - Address

    - Contact Name

    - E-mail Address

    - Phone Number

    - Focus area application will address

    - Applying as New or Continuation and Regular Cost Reimbursement or Fixed Amount.
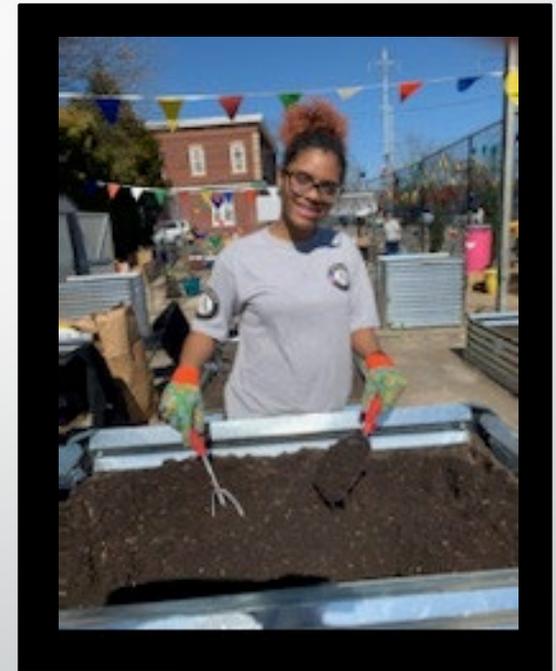
- Applications must be submitted electronically on **eGrants**

NO LATER THAN

Tuesday, November 17, 202, 4:00 p.m.

Additional Documents

- All documents that are requested in Section II: CNCS NOFO need to be sent to the NJ Commission and not to CNCS. The NJ Commission will forward additional documents to CNCS upon selection of the application at the NJ level. Please see the *CNCS NOFO, Section I for further directions on submission of additional documents.*

- Applicants are required to submit the following additional documents by the application submission deadline:

  - Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section for detailed instructions by evidence tier.

DUNS Number and SAM Registration

▶ Applications must include a DUNS number **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: DUNS Request Service. CNCS recommends registering at least 30 days before the application due date.

▶ After obtaining a DUNS number, all applicants **must** register with the SAM and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. CNCS suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to CNCS.

PART 3 Selection Criteria

Category	*Percentage*
Executive Summary	**0**
Program Design • Theory of Change & Logic Model • Evidence Tier • Evidence Quality • Notice Priority • Member Experience	**Total 50%** 24 points 12 points 8 points 0 points 6 points
Organizational Capability • Organizational Background & Staffing • Compliance and Accountability • Culture that Values Learning • Member Supervision	**Total 25%** 9 points 8 points 4 points 4 points
Cost-Effectiveness and Budget Adequacy	**Total 25%**

Review Criteria (see Section II of NOFO)

A. Executive Summary (Required – 0%)

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 the CNCS focus area(s) of [Focus Area(s)].* 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.*

- * Fixed Amount grant application- you may omit the section after the asterisk.

Review Criteria (cont.)
B. Program Design (50%)

NOTE: The following information will be reviewed on the October 6 Theory of Change session

- Theory of Change & Logic Model   24 pts.
- Evidence Tier   12 pts.
- Evidence Quality   8 pts.

Review Criteria (cont.)

B. *Program Design (50%)*

3. Member Experience (6 points)

- AmeriCorps members will <u>gain skills</u> as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.

- The program will <u>recruit AmeriCorps members</u> from the geographic or demographic communities in which the programs operate.

- The applicant will *<u>foster an inclusive service culture</u> where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.*

Review Criteria (cont.)

C. *Organizational Capability (25 percent)*

1. Organizational Background and Staffing (9 points)

The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

2. Compliance and Accountability (8 points)

- The organization has a monitoring and oversight plan to **prevent and detect non-compliance** and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.

- If applicable, the CNCS-required evaluation report meets CNCS requirements.

- If applicable, the CNCS-required evaluation report is of satisfactory quality.

Review Criteria (cont.)
C. *Organizational Capability* *(25 percent)*

3. *Culture that Values Learning (6 points)*

- The applicant's board, management, and staff collects and uses information for learning and decision making.

4. *Member Supervision (4 points)*

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.

- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

Review Criteria (cont.)
D. Cost Effectiveness and Budget Adequacy (25 percent)

This criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for "See budget"

- Budget is submitted **without mathematical errors** and proposed costs are **allowable, reasonable, and allocable** to the award.

- Budget is submitted with adequate information to assess **how each line item is calculated.**

- Budget is in **compliance with the budget instructions**.

- **Match** is submitted with adequate information to support the amount written in the budget.

- The budgeted match is **equal to or more than the required match** for the given program year.

- The **cost per MSY** is equal to or less than the maximum cost per MSY.

Important to your Budget

- Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

- Applicants **must complete the budget and ensure the following information is in the budget screens**:

  - Current indirect rate cost rate information if used to claim indirect/administrative costs.

  - Identify the **non-CNCS funding** and resources necessary to support the project, including for Fixed Amount applicants.

  - Indicate the amount of non-CNCS resource commitments, type of commitments **(in-kind and/or cash)**, the **sources** of these commitments, and if the commitments are **proposed or secured.**

Important to your Budget
What is a Cost Per MSY?

Grant Program	Maximum
Traditional Cost Reimbursement	$16,300
Professional Corps	Up to $1,000
Professional Corps Fixed Amount Grants	Up to $1,000
Full Cost Fixed Amount Grants	*$16,300*

- The federal AmeriCorps grant is based on the number of MSY's (or FTE's) multiplied by $16,300

  ‣ Example: An applicant requesting 20 full-time members may apply for a maximum of $326,000 and a program of 18 full-time members may apply for a maximum of $293,400.

Terms of Service and Living Allowances
2021/22

Term of Service	Min. # of hrs.	Ed Award (est. based on 2019/20)	MSY	Max. Living Allowance	Min. Living Allowance
F/T	1700	$6,345	1.000	*$30,200*	$15,100
TQ	1200	$4,441.50	0.700	*$21,318*	*$10,659*
H/T	900	$3,172.50	0.500	*$15,988*	*$7,994*
RHT	675	$2,417.14	0.381	*$11,991*	*$5,996*
QT	450	$1,678.57	0.265	*$7,994*	*$3,997*
MT	300	$1,342.86	0.212	*$5,329*	*$2,665*
AT	100	$ 357.08	0.056	*$1,776*	*$ 888*

Important to your Budget
Match Requirements
Minimum Overall Share

Single overall minimum match of 24% for the first three-year cycle, match gradually increases every three years to 50% by year ten.

Yrs. 1, 2 & 3	Yr. 4	Yr. 5	Yr. 6	Yr. 7	Yr. 8	Yr. 9	Yr.10
24%	26%	30%	34%	38%	42%	46%	50%

Important to your Budget
Budgeting Administration

Applicants may allocate administrative funds for their programs. A portion or 1% - 2% of the administrative cap of 5% must be allocated for the NJ Commission according to the following:

1. Programs requesting 12 or less MSY's do not have to allocate any portion of the administrative allowance to the Commission.

2. Programs requesting 13-17 MSY's should allocate 1% of their administrative allowance to the Commission using this formula: Section I + Section II x 0.0526 x 0.20 = Commission Share

3. Programs requesting 18 or more MSY's should allocate 2% of their administrative allowance to the Commission using this formula: Section I + Section II x 0.0526 x 0.40 = Commission Share

Important to your Budget
Applicant Operational and Financial Management Survey (OFMS)

- [Applicant Operational and Financial Management Survey (OFMS)](#)

- All new and recompeting applicants regardless of funding level are required to submit an Operational and Financial Management Survey (OFMS).

- Some grantees may have completed a Financial Management Survey (FMS) in the past. The Operational and Financial Management Survey (OFMS) is a different document, and the old FMS will not be accepted in place of the OFMS.

- The form needs to be completed fully, a response for every question. If there are additional comments needed to explain certain responses, please utilize the 'preparer's comments' section.

- The OFMS must be submitted as Word Document. All other formats, including PDF, will not be accepted.

- If possible, please limit the amount of times and locations the document is saved prior to submitting to CNCS. We've found that the macros used to extract data from the form can be corrupted by saving the file in different formats or locations..

Review Criteria (cont.)

E. *Evaluation Summary or Plan* (Required for recompeting grantees – 0%)

If the applicant is competing for the **first time**, please provide a data collection plan in the "Evaluation Summary or Plan" field that includes the following:

- A description of the applicant's **data collection system** and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high quality system.

- A description of how the applicant will use **performance data** (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

First-time applicants should be aware that CNCS may require submission of data collection instruments if a grant is approved for funding.

Review Criteria (cont.)

If the applicant is **recompeting** for AmeriCorps funds for the first time (see definition of "recompeting" below) the program must submit its **evaluation plan** in the "Evaluation Summary or Plan" section of the Narratives field in CNCS's web-based management system. If the applicant is recompeting for a subsequent time, the program must submit its **evaluation report** as attachments (see the *Submission of Additional Documents* section for more information), and must also submit an evaluation plan for the next three-year period in the "Evaluation Summary or Plan" field in the system. Evaluations plans submitted outside of the system will not be reviewed.

Please see the Commission's NOFO for more detailed Evaluation Plan requirements.

SUBMITTING YOUR APPLICATION IN EGRANTS

- **New and Recompeting Applicants**

- New applicants need to establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting "Don't have an eGrants account? Create an account."

- In eGrants, before Starting Section I you will need to:

- • Start a new Grant Application (lower left hand corner on the home page after loggin in)

- • Select a Program Area (AmeriCorps)

- • Select a NOFA. You will select the NOFA that states: FY 2021 AmeriCorps State and Territory Commission (New and Continuation) Due Date: 01/06/2021. Please note that this date is the Commission's due date to CNCS. Your due date to the Commission is 11/17/20.

- You will be in the correct Prime application if it states Grant Application 21AC30017.

- Please continue with page 4 of the Application Instructions Section.

National Days of Service

All national service programs, including AmeriCorps programs, are expected to participate in one or more days of service, including the Martin Luther King, Jr. Holiday, and AmeriCorps Week.

Program Manager Trainings and Meetings

- Starting Strong – 3 days during end of July, 2021
- ASC Regional Training – 3 days
- Other Training (e.g., Career Day, Site Supervisor Training) developed for members and project directors during the contract period.
- Participate in all monthly conference calls or meetings.
- In constructing the budget, figure in the cost for transportation, meals, and possible overnight accommodations related to all Corporation or Commission training sessions.

Statewide Corps Member Trainings and Events

- All corps members and project directors are **required** to attend the following trainings/events:

  - AmeriCorps Launch – October 19, 2021

  - End-of-the-Year Training – May or June 2022

  - Other statewide training i.e., Career Day

Additional Application Instructions

- Please review the **Section III Mandatory Supplemental Guidance** of the Commission NOFO for a fuller understanding of definitions and concepts included in the NOFO

- Please use the **Section IV Application Instructions** of the Commission NOFO to access detailed instructions on submitting your application in eGrants. Follow the instructions for New or Re-Competing.

- **Section V Performance Measures Instructions** is attached at the end of the NOFO. Please review these for indepth descriptions of the performance measures, key concepts and definitions, data collection, understanding MSY's and Member Allocations and the Performance Measures Checklist

Additional Application Resources

- Please consult the CNCS web site for a schedule of technical assistance conference calls, Tutorials, Evidence Checklist, Logic Model Instructions, Frequently Asked Questions, AmeriCorps Terms and Conditions and other resources.

https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2021/americorps-state-and-national-grants-fy-2021

- The full Regulations are available online at www.ecfr.gov

CONTACT INFORMATION

NJ Commission on National and Community Services
NJ Department of State
33 west State Street, 4th Floor
PO Box 456
Trenton, NJ 08625-0456

Ivette.Ramos@sos.nj.gov