New Jersey AmeriCorps Formula Operating and Planning Grants Notice of Funding Opportunity

Chris Christie Governor

Kim Guadagno Lt. Governor

Rowena Madden
Executive Director
New Jersey Commission on National and Community Service

For Program Year 2016/2017

Application Due Date: May 20, 2016

NEW JERSEY COMMISSION ON NATIONAL AND COMMUNITY SERVICE NEW JERSEY DEPARTMENT OF STATE
P.O. Box 456
Trenton, NJ 08625
609-633-9627

Funding provided by the Corporation on National and Community Service

CFDA # 94.006
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## CNCS APPLICATION INSTRUCTIONS  

SECTION 1: GRANT PROGRAM INFORMATION

1.1 DESCRIPTION OF THE GRANT PROGRAM
AmeriCorps is a national service network that provides full- and part-time opportunities for participants, called members, to serve their communities and build the capacity of organizations to meet local needs. The New Jersey Commission on National and Community Service (hereinafter “the Commission”), New Jersey Department of State, seeks to fund local initiatives and utilize the AmeriCorps model to increase civic engagement and improve New Jersey’s communities by deploying AmeriCorps members to provide services in the six focus areas identified in the Serve America Act. These focus areas are:

- Disaster Services
- Economic Opportunity, including My Brother’s Keeper
- Education, including STEM
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families

Through this AmeriCorps Formula Notice of Funding Opportunity (NOFO), the New Jersey Commission on National and Community Service seeks:

1.) Operational grant applications that demonstrate that they will engage AmeriCorps members in an evidence-informed and evidence-based approach to providing a service intervention that will result in intended solutions to community problems (e.g., based on proposed program’s performance and evaluation data or research demonstrating the effectiveness of a similar intervention).

2.) Planning grant applications that support the development of AmeriCorps programs so applicants are better prepared to compete for an AmeriCorps program grant is the following grant cycle. While there is no guarantee of future funding the Commission will offer these planning grants to enable successful applicants to receive technical assistance and training and to build an infrastructure that might enhance their ability to run a successful AmeriCorps program in the future. Planning grants may not be used to support AmeriCorps members.

Applicants will be awarded points for providing evidence that their proposal intervention will lead to the outcomes identified in the theory of change (logic model). Applicants shall provide evidence that the proposed intervention is effective for the proposed population and community challenge.

A. Purpose of AmeriCorps Funding
The mission of the Corporation for National and Community Service (CNCS) and the Commission 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.

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An
AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members receive a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

Through all its programs, CNCS seeks to expand economic opportunity – 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.

This Notice should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the Notice Glossary, Application Instructions, and the Performance Measure Instructions which are incorporated by reference. These documents can be found at http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities. The full regulations are available online at www.ecfr.gov.

B. Focus Areas
In order to carry out Congress’ intent and to maximize the impact of investment in national service, CNCS and the NJ Commission is targeting AmeriCorps funds to the following focus areas:

Disaster Services
Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals’ readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

Economic Opportunity
Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, including youth identified in My Brother’s Keeper, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

Education
Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

Environmental Stewardship
Grants will provide support for increased individual behavioral change leading to increased energy efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and/or increase green training opportunities that may lead to decreased energy and water consumption or improved at-
risk ecosystems.

**Healthy Futures**
Grants will provide support for activities that will improve access to primary and preventive health care for communities served by CNCS-supported programs; increase seniors’ ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

**Veterans and Military Families**
Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

**Professional Corps**
Professional Corps programs recruit and place qualified members in positions as teachers, health care providers, police officers, engineers, or other professionals in communities with an inadequate number of such professionals. Applicants are eligible to apply for funding for a portion of the program costs. Professional Corps members’ salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community(ies) where the corps seeks to place members.

C. National Performance Measures
The Serve America Act (SAA) emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS’ five-year Strategic Plan establishes an ambitious set of objectives that guide the development of 16 agency-wide Priority Performance Measures. CNCS expects organizations to use National Performance Measures as part of their comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions. Instructions [http://www.nationalservice.gov/documents/main-menu/2014/2015-performance-measures-instructions].

All operational grant applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary service activity. CNCS does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. CNCS values the quality of performance measures over the quantity of performance measures. As described in the Application Instructions, applicants must include all their information about their proposed performances measure in the Performance Measure section of the applications in eGrants (CNCS’s web-based grants management system). All information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and 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. Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the Performance Measures section of the application in eGrants.

Planning grant applicants will not select from the National Performance Measures for this submission. Specific instructions on the information to be entered into the Performance Measure fields are contained in the Application Instructions.
1.2 AWARD INFORMATION

Operating Grants:
The Corporation for National and Community Service and the Commission are offering the opportunity to compete for a three-year cycle of Competitive AmeriCorps programs. Awards from this competitive NOFO will implement the first year of the program which runs from September 1, 2016 to August 31, 2017.

Planning Grants:
Planning grants are awarded for up to one year. The program will run from September 1, 2016 to August 31, 2017.

A. Funding Available
The Commission expects a highly competitive AmeriCorps FY 2016 Formula grant competition. The Commission expects to award new, and continuation AmeriCorps grants. Grant awards have two components: operating funds and AmeriCorps member positions. The actual level of funding will be subject to the availability of funds. The Commission anticipates funding up to three (3) operating grants and up to three (3) planning grants.

B. Award Amount
Awards for operating grants will be for operating expenses and AmeriCorps member slots. Planning grant awards will not fund AmeriCorps member slots. The level of funding for operating grants is estimated at up to $205,950 and for planning grants will be up to $50,000. Award amounts vary and are subject to CNCS formulas regarding maximum Cost Per MSY (FTE).

C. Project/Award Period
Unless otherwise specified, an operating grant covers a three-year project period. In approving a multi-year project period, the Commission generally makes an initial award for the first year of operation. In most cases, the application is submitted with a one-year budget. Continuation funding is not guaranteed. Factors considered in awarding continuation grants include satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, agency priorities, and the availability of appropriated funds. CNCS and the NJ Commission reserve the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

The project start date may not occur prior to the date CNCS awards the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

D. Types of Grants
The types of AmeriCorps grants in this competition are described below. The Commission will not provide more than one grant for the same project in one fiscal year.

1.) AmeriCorps Formula Operating
These grants are awarded to fund a portion of program costs and members’ living allowance.

2.) Professional Corps
These grants are awarded to organizations that propose to operate a Professional Corps program. Professional Corps programs place AmeriCorps members as teachers, health care providers, police officers, engineers, or other professionals in communities where
there is a documented shortage of such professionals. Applicants are eligible to apply for funding for a portion of program costs. Professional Corps member salaries are paid entirely by the organizations with which the members serve, and are not included in the budget.

3.) Planning Grant

These grants are awarded to fund only operating costs associated with the development of an AmeriCorps program that can be submitted in the following grant cycle. Budgeted costs are only for operating expenses.

<table>
<thead>
<tr>
<th>Grant Types</th>
<th>Operating</th>
<th>Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Subtypes</td>
<td>Traditional</td>
<td>Professional Corps</td>
</tr>
<tr>
<td>Maximum Cost per MSY</td>
<td>$13,730</td>
<td>Up to $1,000*</td>
</tr>
<tr>
<td>Number of Slots Can Request</td>
<td>No less than 10 MSY’s; No more than 15 MSY’s (1 MSY = 1700 hrs.)</td>
<td>No less than 10 MSY’s; No more than 15 MSY’s (1 MSY = 1700 hrs.)</td>
</tr>
<tr>
<td>Budget Submission Required</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Availability of Funds linked to enrollment and retention of awarded MSY</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Special Requirements</td>
<td>N/A</td>
<td>Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries must be paid entirely by organization where member serves and not included in the budget.</td>
</tr>
<tr>
<td>Match Requirements</td>
<td>Yes</td>
<td>Yes; Living allowance or salary paid to members may not be counted toward the match requirement.</td>
</tr>
<tr>
<td>Financial Reporting Requirements</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Available to New Applicants</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
*CNCS’ assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider requests for operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non CNCS resources.

Applicants may apply for either an operating grant or a planning grant or both. However, only one award for the same project will be funded.

1.3 ELIGIBILITY TO APPLY

Eligibility is open to public or private non-profit organizations, including community organizations and 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); labor organizations; and partnerships or consortia consisting of the aforementioned. Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this NOFO. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 © (4), that engages in lobbying activities is not eligible to apply.

AmeriCorps operating and planning grant applications will compete only at the state level and those that achieve a score of 75 or above will be eligible for an award.

Only applications submitted by agencies that attend one of the technical assistance workshops listed in section 1.5 will be accepted.

New Applicants
The Commission encourages organizations that have never received funding from CNCS or AmeriCorps to apply for the grants described in this NOFO. New applicants for an operating grants should submit applications with the understanding that the general practice is to award no less than 10 MSY’s (full-time equivalents) and no more than 15 MSY’s to organizations receiving an AmeriCorps grant for the first time.

1.4 STATUTORY/REGULATORY SOURCE AND FUNDING
The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. In addition to the program requirements outlined in this NOFO, applicants should refer to the new AmeriCorps regulations, 45 CFR §§ 2520-2550 (www.americorps.gov/about/ac/ and www.americorps_rule_register.pdf)

The AmeriCorps Formula program is federally funded and requires a local combination of significant cash and in-kind match.
Operating Grants:
This is Year 1 of 3 of a multi-year grant period covering the following funding periods:

- Year 1  September 1, 2016 to August 31, 2017
- Year 2  September 1, 2017 to August 31, 2018
- Year 3  September 1, 2018 to August 31, 2019

There is a single overall minimum match of 24% for the first three-year funding cycle which gradually increases to 50% by year ten. A more detailed explanation of these match requirements can be found in the Budget Requirements section of this NOFO.

The total federal funding for an Operating Grant program is based on a cost per Member Service Year (MSY) of $13,730. The maximum amount of funds an applicant can receive is dependent on the number of full-time AmeriCorps members requested, multiplied by the maximum cost per MSY of $13,730. The maximum cost per MSY for Professional Corps is up to $1,000*.

*The Commission’s assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non CNCS funds and thus will not be requesting operating funds as part of their applications. The Commission will consider operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non CNCS resources.

1.5  TECHNICAL ASSISTANCE

Two Technical Assistance Workshops will be held:

**Tuesday, April 19, 10:00 a.m. – 1:00 p.m.**: Passaic County Community College Public Safety Academy, 300 Oldham Rd., Wayne, NJ

**Thursday, April 21, 10:00 a.m. – 1:00 p.m.**: Camden County MUA, 1645 Ferry Avenue, Camden, NJ

Only applications submitted by agencies that attend one of the technical assistance sessions listed above will be accepted.

Pre-registration is requested by calling 609-633-9627 or via e-mail to Mary.Callahan@sos.nj.gov.

Registrants requiring special accommodations for the Technical Assistance Workshops should identify their needs at the time of registration.

1.6  APPLICATION SUBMISSION

1. Notice of Intent to Apply
Submission of a Notice of Intent to Apply is required to be eligible for this competition and is due **Wednesday, May 1 at 4:00 p.m. Eastern Time**. Please send an e-mail with your Notice of Intent to Ivette.Ramos@sos.nj.gov. Include in the e-mail:

- Organization Name
- Address
- Contact Name
• E-mail address
• Phone Number
• Focus area your organization plans to address
• Applying for an Operating Grant, a Planning Grant or both.

This NOFO should be read together with the AmeriCorps Regulations which are available online at www.ecfr.gov.

2. Content and Form of Application Submission
What are the steps that organizations need to take to apply?
• Determine whether you are applying for an operating or planning grant
• Submit a Notice of Intent
• Obtain a DUNS number
• Establish an eGrants account
• Write a high quality application responsive to the NOFO
• Provide required additional documents via email, if applicable
• Submit the application via eGrants by the deadline

The New Jersey Commission on National and Community Service, Department of State operates this grant program in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, will not accept late applications. The responsibility for a timely submission resides with the applicant.

Applications must be submitted electronically on eGrants NO LATER THAN 4:00 PM ON FRIDAY, MAY 20, 2016.

Applications must be submitted to the corresponding NJ Commission Prime application on eGrants. Once the applicant has verified and submitted their application on eGrants, they must print out the full application and mail four (4) `copies to the Commission. Hard copies of the application should arrive at the Commission office by Tuesday, May 24, 2016.

Do not submit any other supplementary materials not requested in the application instructions. They will not be reviewed or returned. Please send application copies to the address below:

NJ Commission on National and Community Service – AmeriCorps
NJ Department of State
PO Box 456, 4th floor
225 West State Street
Trenton, NJ 08625
ATTN: Ivette Del Rio Ramos

Using eGrants:
Applicants must submit their applications electronically via the CNCS web-based system, eGrants
Because it is a unique system, it is recommended that applicants create an eGrants account and begin the application creation process at least three weeks before the deadline. Applicants should draft the application as a word processing document and copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline. Please note the length of a document in word processing software may be different than what will print out in eGrants. **The Commission will consider the number of pages as they print out through eGrants when determining compliance with any page limits in this NOFO.**

Contact the National Service Hotline at 800-942-2677 or [https://questions.nationalservice.gov/app/ask](https://questions.nationalservice.gov/app/ask) if a problem arises while creating an account or while preparing or submitting an application in eGrants. If you contact the Hotline, be prepared to provide the application ID, organization name, and the *Notice* to which your organization is applying.

If technical issues prevent an applicant from submitting an application on time, please contact the National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via eGrants.

An application is only complete if it includes all required documentation and is received by the application due date. Incomplete applications will not be considered. All additional required documents should include the applicant organization name and Application ID number at the top of the page and are due by the application deadline at [Ivette.Ramos@sos.nj.gov](mailto:Ivette.Ramos@sos.nj.gov). E-mails should include in the Subject line, the applicant organization name and Application ID number. State/territory applicants should check the state or territory’s application information to determine the process for submission of documents.

Additional documents may include (if applicable): letters from the consortium members for Multi-focused intermediaries, and up to two evaluation briefs, reports, and/or peer reviewed articles if the applicant has a moderate or strong evidence base.

**Application Fields and Page Limits**

In eGrants, applicants will enter text in the following fields

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Applications may not exceed **15 pages** for the Narratives, 18 pages for Multi-Focus Intermediaries. Application content considered in determining page limit compliance includes the Executive Summary, SF 424 Facesheet; and the Narrative Sections contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy as the pages print out from eGrants. Please note the length of a document in word processing software may be different than what will print out in eGrants. The Commission will consider the number of pages as they print out through eGrants when determining compliance for page limits. The Commission strongly encourages applicants to print out the application from the “Review and Submit” page prior to submission to check that the application does not exceed the page limit. The application page limit does not include the budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.
The Logic Model may not exceed more than three pages when printed from the application.

Reviewers will not consider submitted material that is over the page limits in the printed report, even if eGrants allows an applicant to enter and submit text over the limit. This applies to both the application page limit and the logic model page limit. Do not submit other items not requested in the Notice or Application Instructions. The Commission will not review or return them.

Applications may not exceed 15 pages for the Narratives (18 pages for Multi-Focus Intermediaries), including the Executive Summary and SF 424 Facesheet, as the pages print out from eGrants. CNCS strongly encourages applicants to print out the application from the “Review and Submit” page prior to submission to check that the application does not exceed the page limit. This limit does not include the narrative portion of the evaluation plan or the logic model, budget, performance measures, or the supplementary materials, if applicable.

**Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM).**

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. All applicants must be registered with the Systems for Award Management (SAM).

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform). The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. After obtaining a DUNS number register with SAM at: [https://www.sam.gov/portal/public/SAM/](https://www.sam.gov/portal/public/SAM/).

SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM.

**Funding Restrictions**

Grants under this program are subject to the applicable Cost Principles under OMB Circulars 2 CFR Part 220 (formerly A-21), 2 CFR Part 230 (formerly A-122), or 2 CFR Part 225 (formerly A-87) and the Uniform Administrative Requirements for grants under A-102 (45 CFR Part 2541) or A-110 (45 CFR 2543 or 2 CFR Part 215).
SECTION 2: PROJECT GUIDELINES

The intent of this section is to provide the applicant with the program framework within which it will plan, design, and develop its proposed project to meet the purpose of this grant program. Before preparing applications, potential applicants are advised to review Section 1.1, Description of the Grant Program, of this NOFO to ensure a full understanding of the Corporation and Commission’s vision and purpose for offering the program. Additionally, the information contained in Section 2 will complete the applicants’ understanding of the specific considerations and requirements that are to be considered and/or addressed in their projects.

2.1 PROJECT DESIGN CONSIDERATIONS
In alignment with the Serve America Act, this AmeriCorps State and National (AmeriCorps) Notice of Federal Funding Opportunity will focus AmeriCorps grant making in six Focus Areas identified by the Act:
- Disaster Services
- Economic Opportunity, including “My Brother’s Keeper”
- Education, including STEM
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families

Through this AmeriCorps Competitive and Formula Notice of Funding Opportunity (NOFO), the New Jersey Commission on National and Community Service (hereinafter, the Commission) seeks submission of applications which can demonstrate community impact and solve community problems through an evidence-based and evidence-informed approach (e.g. performance data, research, theory of change).

2.2 PROJECT REQUIREMENTS

Assessment Criteria
Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. CNCS and the NJ Commission urge applicants to submit a high quality application following the guidance in this NOFO and in the Application Instructions carefully. The quality of an application will be an important factor in determining whether an organization will receive funding.

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Program Design</td>
<td>50%</td>
</tr>
<tr>
<td>Organizational Capability</td>
<td>25%</td>
</tr>
<tr>
<td>Budget Adequacy and Cost Effectiveness</td>
<td>25%</td>
</tr>
</tbody>
</table>

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Application Fields
A. Executive Summary (Required - 0 percent) Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the templates below.

For Operating Grants:
The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [what 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.

For Planning Grants:
The [Name of the organization] proposes to develop an AmeriCorps program in the CNCS focus area(s) of [Focus Area(s)]. The anticipated outcome of this project will be submission for an operating grant in response to the CNCS and Commission’s 2017/18 Notice of Funding Opportunity (NOFO). The CNCS investment of $[amount of request] for this planning grant will be matched with $[amount of projected match].

B. Program Design (50 percent)
Reviewers will consider the quality of the application’s response to the criteria below. Do not assume all sub-criteria are of equal value.

1. Problem/Need (9 points)
   - The community problem/need is clearly defined and aligns with the proposed intervention.
   - The community problem/need is prevalent and severe in communities where members will serve and has been well documented with relevant data.

2. Theory of Change and Logic Model (13 points)
   - The applicant’s proposed intervention is clearly articulated including the design, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
   - The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s theory of change. The theory of change should be either evidence-informed or evidence-based, meaning that the proposed intervention is guided by the best available research evidence that supports it effectiveness in the evidence section.
   - The proposed outcomes represent meaningful progress in addressing the community problem/need identified by the applicant.
   - The applicant’s AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.

The logic model shall depict:
- A summary of the community problem/need outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including:
  - Number of locations or sites in which members will provide services
Number of AmeriCorps members that will deliver the intervention

- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)

- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served.) Identify which National Performance Measures will be used as output indicators

- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

Programs may include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program’s theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds the three pages will not be reviewed.

3. Evidence Base (12 points)
Applicants will be awarded up to 12 points for providing evidence that their proposed intervention will lead to the outcomes identified in the logic model. Applicants shall provide a description of up to two research studies or evaluations that provide evidence that the proposed intervention is effective for the target population and community problem, and should describe how this evidence places them in the highest evidence tier for which they are eligible. Applicants should pay particular attention to the requirements for each tier of evidence. More points are awarded for higher tiers of evidence.

Applicants requesting consideration for the moderate and strong evidence levels should reference the Submission of Additional Documents section for guidance on the submission of evaluation studies.

All applicants must include as much detailed information as possible in the Evidence section of the application. Applicants are advised to focus on presenting high-quality evidence from two of the strongest and most relevant studies. Studies must be evaluations of specific programs or interventions. Research that does not focus on a specific program or intervention, but rather focuses on a broader issue area or population, will not be considered applicable and will not be reviewed or receive any points.

All applicants must include a description of up to two research studies or evaluations in order to earn points, including the following information:

1) The date of the research or evaluation was completed, and the time period for which the intervention was examined
2) A description of the target population studied (e.g. the demographics)
3) The methodology used in the study (e.g.; outcome study, random assignment, regression discontinuity design , or propensity score matching)
4) A description of the data, data source, and data collection methods
5) The outcomes or impacts examine and the study findings
6) The strength of the findings (e.g. confidence level, statistical power of the study design and statistical significance of findings).
Reviewers will examine the descriptions (and attached studies if relevant) using the following criteria:

a) How closely the intervention evaluated in the studies matches the one proposed by the applicant;
b) The methodological quality and rigor of the studies presented (e.g., sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);
c) Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels;
d) The date of the study, with a preference towards studies that have been conducted within the last six years.

If the evidence submitted as part of this application does not describe a well-designed and well-implemented evaluation, the applicant will be considered for a lower tier of evidence and related point values.

Requirements associated with the five evidence tiers are described next.

No evidence (0 points) means that the applicant has not provided evidence that they have systematically collected any qualitative or quantitative data to date.

Pre-preliminary evidence (1-2 points) means the applicant has demonstrated data collection experience testing or tracking at least one aspect of its logic model. For example, the applicant has collected systemic and accurate data on one or more of the following: the community need the proposed intervention will address, the program intervention’s activities and services delivered, participation in the intervention by the target population, and/or participant outcomes (for example, performance measurement data or a process evaluation assessing implementation of the intervention.) The data collection process and results must be described fully and the applicant should explain the link between data collection and the relevant component(s) of its logic model. Evidence for the pre-preliminary tier should be described in the Evidence section of the application but does not require submission of supplemental documentation.

Preliminary evidence (3-6 points) means the applicant has described up to two outcome studies about the intervention that yielded promising results for the proposed intervention or a similar intervention that the applicant will replicate with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:

- The applicant must describe at least one outcome study that was conducted of their own intervention. This must include a detailed description of the outcome study data from pre and post-tests without a comparison group or post-test comparison between intervention and comparison groups. An outcome study includes data beyond that which is collected as part of routine performance measurement. This description should explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant.

OR

- The applicant must describe at least one random control trial study or quasi-experimental evaluation (e.g. propensity score matching) that found positive results for the same intervention that the applicant plans to replicate. The description should include details about how the intervention studied and the applicant’s proposed approach is the same and how the applicant will replicate the intervention with fidelity to the program model. The study must have been conducted by an entity external to the organization whose program was studied.
• The applicant may submit evidence from both bullets listed above. In this case, the applicant must provide data from an outcome study of an intervention it has previously implemented (see above) and also proposes to modify their program by replicating another random control trial study or quasi-experimental evaluation. Applicants should describe their previous outcome study and should also describe and submit the study (ies) of the proposed evidence-based intervention.

For the purposes of this Notice, “replicate” means that the key elements of the applicant’s intervention are implemented as the evidence-based program model describes (e.g., in terms of content or curriculum, delivery process, and target population), and the applicant’s adaptations are relatively minor. For example, an applicant implementing an intervention using certified teachers to administer the curriculum would not be considered replicating that program with fidelity if it replaces teachers with AmeriCorps members who are not certified teachers, because the documented success of the intervention relied on the specialization of certified teachers.

**Moderate evidence** (7-9 points) means the applicant has submitted up to two well-designed and well-implemented studies that evaluated the same intervention described in this application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant’s logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or quasi-experimental design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site). The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Moderate** must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments.

Current CNCS grantees are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for Moderate evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not a current grantee, then more than two studies will not be considered.

**Strong evidence** (10-12 points) means the applicant has demonstrated that the intervention has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT. Alternatively, the proposed intervention’s evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive. Findings from the RCT or QED studies may be generalized beyond the study context. The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Strong** must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments.

Current CNCS grantees are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for Strong evidence.
tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not a current grantee, then more than two studies will not be considered.

4. **Member Training (5 points)**  
- AmeriCorps members will receive high quality training to provide effective service.  
- AmeriCorps members and volunteers will be aware of, and will adhere to AmeriCorps requirements including the rules regarding prohibited activities (see Glossary).

5. **Member Supervision (4 points)**  
- AmeriCorps members will receive high quality 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.

6. **Member Experience (4 points)**  
- AmeriCorps members will gain skills and experience 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.  
- AmeriCorps members will have access to meaningful service experiences, including opportunities for reflection and connection to the broader National Service network. The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.

7. **Commitment to AmeriCorps Identification (3 points)**  
- Members will know they are AmeriCorps members.  
- Staff and community members where the members are serving will know they are AmeriCorps members.  
- AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.

C. **Organizational Capability (25 percent)**

Reviewers will consider the quality of the application’s response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. **Organizational Background and Staffing (10 points)**  
- The organization has the experience, staffing, and management structure to plan and implement the proposed program.  
- The organization has adequate experience administering AmeriCorps grants or other federal grants effectively.  
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

As documentation of community support and commitment to the program please procure, keep on file, but do not submit to CNCS, letter(s) from the applicant’s most significant community partner(s). The letter(s) should include what the partner(s) see as the benefit to the community provided by the applicant’s AmeriCorps members and what activities would not happen without the AmeriCorps members.
2. **Compliance and Accountability (15 points)**
- The applicant’s organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- The organization will comply with AmeriCorps rules and regulations, including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).
- The AmeriCorps members service will not duplicate, displace, or supplant volunteers, staff and/or interns.

**D. Cost Effectiveness and Budget Adequacy (25 percent)**
Reviewers will consider the quality of the application’s response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. **Cost Effectiveness (18 points)**
- The budget is sufficient to carry out the program effectively.*
- The budget aligns with the applicant’s narrative.*
- The program design is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
- The applicant, if recompeting, has a lower cost per Member Service Year (MSY – see Glossary) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

Program costs not included in the formal budget must be described in this section in sufficient detail to allow reviewers to assess their sufficiency and alignment.

Having a low cost per Member Service Year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY may receive higher priority for funding.

2. **Budget Adequacy (7 points)**
- 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.

Applicants must complete the budget and ensure the following information is in the budget narrative (requested information in the budget screens):
- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

**E. Evaluation Plan (-0 percent)**
An evaluation plan is not required for this NOFO.

**F. Amendment Justification (0 percent)**
Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.
G. Clarification Information (0 percent)
Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

H. Continuation Changes (0 percent)
Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

Prohibited Activities
In August of 2002, the Corporation published regulations concerning prohibited activities under AmeriCorps subtitle C programs. These regulations state:

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:

1. attempting to influence legislation;
2. organizing or engaging in protests, petitions, boycotts, or strikes; (3) assisting, promoting, or deterring union organizing;
3. impairing existing contracts for services or collective bargaining agreements; (5) engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
4. participating in, or endorsing, events or activities that is likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
5. 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;
6. providing a direct benefit to--
   (i) a business organized for profit; (ii) a labor union;
   (iii) a partisan political organization;
   (iv) a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
   (v) an organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities; and
7. such other activities as the Corporation may prohibit.

(b) Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.”
Terms of Service

Programs may engage members full-time or less than full-time. Full-time members must serve at least 1700 hours during a period of not less than nine months and not more than one year. Half-time members must serve at least 900 hours during a period of one year as indicated in the approved budget. No member can serve less than 300 hours during a one-year period. Programs may propose at least 300 hours for minimum-time, and at least 450 hours for quarter-time members based on the program design. However, within a program, we require all reduced half-time, quarter-time, and minimum-time members to serve the same number of hours. If any reduced part-time program has a need for greater flexibility, consideration will be given to a proposal for two different sets of hours within the same program if adequately justified.

<table>
<thead>
<tr>
<th>Term of Service</th>
<th>Minimum # of Hours</th>
<th>Ed Award</th>
<th>MSY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>1700</td>
<td>$5,775</td>
<td>1.00</td>
</tr>
<tr>
<td>One Year Half Time</td>
<td>900</td>
<td>$2,887.50</td>
<td>0.500</td>
</tr>
<tr>
<td>Reduced Half Time</td>
<td>675</td>
<td>$2,199.92</td>
<td>0.381</td>
</tr>
<tr>
<td>Quarter Time</td>
<td>450</td>
<td>$1,527.45</td>
<td>0.265</td>
</tr>
<tr>
<td>Minimum Time</td>
<td>300</td>
<td>$1,221.96</td>
<td>0.212</td>
</tr>
</tbody>
</table>

A living allowance is not a wage. In New Jersey, AmeriCorps members are not eligible for unemployment insurance, family leave or disability.

Child Care and Health Insurance

Child Care

The Corporation directly funds child care for any full-time member who is eligible for and needs such assistance to participate in the program. They pay 100% of the allowance as defined by payment rates of the Child Care and Development Block Grant (CCDBG). They can provide technical assistance to a program and can help a grantee determine member eligibility, provider eligibility, and child care allowance. Direct payments will be made to the child care providers. Therefore, do not include child care assistance in your AmeriCorps budget. The Corporation bases member eligibility for child care on need. Members’ needs must be consistent with the Child Care and Development Block Grant Act of 1990:
- total family income of members must be less than 75% of the state median income, as defined by the state under CCDBG guidelines;
- members must reside with and be a parent or guardian of a child under the age of 13.

When a grantee accepts members in their program that are receiving and continue to
receive child care assistance from other sources such as a parent or guardian, they are ineligible for child care from your program. On the other hand, if members become ineligible for assistance because of their enrollment in the grantee’s program, or the member certifies that he or she needs child care to participate in the program, the grantee must provide child care.

**Health Insurance**
Grantees must provide full-time members with health insurance at the time of acceptance into the program if the member is not otherwise covered by a health insurance policy. If a member who previously had coverage loses it through no deliberate act of his or her own, such as parental or spousal job loss, the grantee must provide the member with basic health insurance that meets Corporation requirements.

In general, the Corporation does not pay the costs of health benefits for half-time members unless they serve full-time for a sustained period of time. For example, members may receive benefits when they serve in a summer program for thirty-five hours per week with other members who receive health benefits.

**Reasonable Accommodation for Individuals with Disabilities**
Increasing the participation of individuals with disabilities in national and community service programs is a key interest of the Corporation. All AmeriCorps programs are required to actively reach out to people with disabilities for inclusion in AmeriCorps service.

**Participation in National Days of Service**
As part of the National Service Network, there are a number of opportunities for grantees to take part in national service days. The Corporation and Commission expect all national service programs, including AmeriCorps programs, to participate in one or more days of service, including the Martin Luther King, Jr. Holiday and AmeriCorps Week. In addition, the Corporation and Commission expect programs with AmeriCorps members to participate in other national service activities such as common opening ceremonies (including the administration of an oath or affirmation), orientations, and training.

**State Commission Training and Events**

**Program Manager Trainings and Meetings**
All program managers must attend a three-day orientation known as Starting Strong held in August, 2016, and any other training (e.g., financial management) developed for project directors during the contract period. Program Managers are also required to participate in all monthly conference calls or meetings. New programs may also be required to attend a one-day Pre-Starting Strong session in July, 2016.

In constructing the budget, figure in the cost for transportation, meals, and possible overnight accommodations related to all Corporation or Commission training sessions.

**Statewide Corpsmember Trainings and Events**
All corpsmembers and Program Managers are required to attend the following
trainings/events:
- AmeriCorps Launch – October 21, 2016
- End-of-the-Year Training – Spring 2017
- Other statewide training such as Cultural Diversity or Disaster Preparedness.

In constructing the budget, figure in the cost of transportation to all of the training sessions.

2.3 BUDGET REQUIREMENTS

Calculating Cost Per Member Service Year (§2522.485)
CNCS and the Commission consider comparative costs per MSY in making funding decisions. One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

For the program year 2016/17 the maximum cost per MSY for operating and Professional Corps grants is as follows:

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Commission Average</td>
<td>$13,730</td>
</tr>
<tr>
<td>Professional Corps</td>
<td>Up to $1,000</td>
</tr>
</tbody>
</table>

Segal AmeriCorps Education Award for FY 2016
AmeriCorps members serving in programs funded with FY 2016 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of $5,775 for a year of full-time service, with correspondingly smaller awards for less-than-full-time service. The amount of the Education Award is determined on the basis of the Pell Grant award. A member has up to seven years after the term of service has ended to use the award.

Member Living Allowance
The minimum fiscal year 2015/16 living allowance for a full-time member is $12,530.

The maximum living allowance that may be paid with all sources of funds is $25,060 for full-time members and is set for anything less than full-time according to the chart on page below. A living allowance is not a salary or a wage.

A living allowance to half-time, reduced half-time, quarter-time, and minimum-time members is not required by CNCS, however, due to the high cost of living in New Jersey the Commission requires a level of living allowance that is a pro-rated equivalent to the full-time stipend.

Planning grant applicants should not request member costs in their budget.

Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table below. Professional Corps member salaries are paid entirely by the organizations with which the members serve, and are not included in the budget.
<table>
<thead>
<tr>
<th>Term of Service</th>
<th>Min. # of Hours</th>
<th>Ed Award</th>
<th>MSY</th>
<th>Max. Total</th>
<th>Living Allowance</th>
<th>Living Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>1700</td>
<td>$5,730</td>
<td>1.000</td>
<td>$25,060</td>
<td>$12,530</td>
<td></td>
</tr>
<tr>
<td>Half Time</td>
<td>900</td>
<td>$2,865</td>
<td>0.500</td>
<td>$13,265</td>
<td>$  6,634</td>
<td></td>
</tr>
<tr>
<td>Reduced HT</td>
<td>675</td>
<td>$2,182.78</td>
<td>0.381</td>
<td>$  9,950</td>
<td>$  4,975</td>
<td></td>
</tr>
<tr>
<td>Quarter Time</td>
<td>450</td>
<td>$1,515.55</td>
<td>0.265</td>
<td>$  6,635</td>
<td>$  3,317</td>
<td></td>
</tr>
<tr>
<td>Minimum Time</td>
<td>300</td>
<td>$1,212.44</td>
<td>0.212</td>
<td>$  4,420</td>
<td>$  2,211</td>
<td></td>
</tr>
</tbody>
</table>

**Matching Requirements** (§§ 2521.35 through §2521.95)

AmeriCorps programs are required to match federal funds at 24% for the first three-year cycle. Minimum match levels gradually increases every three years to 50% by year ten, according to the minimum overall share chart found in CFR 2521.60.

<table>
<thead>
<tr>
<th>Yr. 4</th>
<th>Yr. 5</th>
<th>Yr. 6</th>
<th>Yr. 7</th>
<th>Yr. 8</th>
<th>Yr. 9</th>
<th>Yr. 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min. Overall Share</td>
<td>26%</td>
<td>30%</td>
<td>34%</td>
<td>35%</td>
<td>36%</td>
<td>37%</td>
</tr>
</tbody>
</table>

Planning grant applicants must provide a minimum 24% cash or in-kind match.

The living allowance or salary provided to Professional Corps AmeriCorps members does not count toward the matching requirement.

Programs that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS on the Federal Financial Report (FFR).

The living allowance or salary provided to Professional Corps AmeriCorps members does not count toward the matching requirement.

**Carryover-Corpsmembers**

Carry-over corpsmembers are those members who, for a variety of reasons, will complete their term of service after the end date of the contract (August 31). It is the intention of the NJ Commission to reduce the number of carry-over corpsmembers. To this end, all grantees are urged to bring on their corpsmembers as early as possible in the program year.

Grantees are instructed under the terms of this NOFO to enroll full-time corpsmembers between September 1 and December 31, 2016 only. Part-time corpsmembers must be hired before May 14, 2016. Under the Department of State contract, no corpsmembers (full-time or part-time) may serve beyond December 31, 2017 and the grantee must ensure that the enrolled corpsmember can obtain the necessary hours of service prior to the contract end date. Summer members must be enrolled prior to June 30, 2017 and cannot serve beyond December 31, 2017.

Corpsmembers whose terms of service extend beyond August 31, 2017 must continue to be paid from the contract under which they were enrolled. Grantees must request a modification to their contract (Part A) to pay these corpsmembers for the September
“Contract Modification” and must be received 90 days prior to the end of the contract (June 2, 2017).
SECTION 3: COMPLETING THE APPLICATION

3.1 GENERAL INSTRUCTIONS FOR APPLYING

To apply for a grant under this NOFO, applicants must prepare and submit a complete application. The application must be a response to the state’s vision as articulated in Section 1: Grant Program Information of this NOFO. Additionally, programs must be planned, designed and developed in accordance with the program framework articulated in Section 2: Project Guidelines of this NOFO.

3.2 EVALUATION OF FIRST-YEAR APPLICATIONS

3.2.1 State-level Review Process

All applications for AmeriCorps Competitive grants will be reviewed first through the Commission.

Operating and planning grant applications are evaluated and rated by a panel of three readers for each grant type. The evaluation panel consists of one reader from the originating office, one from another office within the NJ Department of State, and one reader external to the NJ Department of State who is knowledgeable in the content area. Readers of grant applications for the NJ Department of State certify that no conflict of interest exists that would create an undue advantage or disadvantage for any applicant in the application evaluation and scoring process.

Applications are evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the guidelines and requirements of the governing NOFO. Applicants may request information about their evaluation scores by writing to the NJ Commission on National and Community Service. The Commission reserves the right to withdraw from consideration any application that does not include each and every component to be evaluated and scored in the evaluation process.

Applications must receive a score of at least 75 points out of 100 and include all required components to be eligible for funding. Eligible applications are ranked and funded in descending order, from highest to lowest score, until available funds have been used. In the event of a tied score at or above the NJ Department of State’s cutoff score of 75, the NJ Department of State will select the applicant with the highest combined score for the Program Design section.

AWARD ADMINISTRATION INFORMATION

1. Award Notices

Applicants will be notified via email as to funding decisions. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the grant officer is the authorizing document for grant activities.

2. Administrative and National Policy Requirements

Documents that Govern the Grant
The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

**Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**
Grants under this program are subject to 2 CFR Part 200 and CNCS regulations issued to implement Part 200. Those regulations supersede and streamline requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidances); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

**National Service Criminal History Check Requirements**
The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend or education award through a program receiving CNCS funds. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. In New Jersey an individual is also ineligible to serve if there has been an arson conviction. The cost of conducting NSCHCs is an allowable expense under the award.

Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks–

1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW); and
2. **Either**
   - A name- or fingerprint-based search of the statewide criminal history registry in the person’s state of residence and in the state where the person will serve/work; or
   - A fingerprint-based FBI criminal history check.

**Special Rule for Persons Serving Vulnerable Populations**
Award-funded staff, national service participants, and volunteers with recurring access to vulnerable populations (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:
1. A nationwide name-based check of the NSOPW; and
2. **Both**
   - A name- or fingerprint-based search of the statewide criminal history registry in the person’s state of residence and in the state where the person will serve/work; and
   - A fingerprint-based FBI criminal history check.

See 45 C.F.R. § 2540.200–§ 2540.207 and [http://www.nationalservice.gov/resources/criminal-history-check](http://www.nationalservice.gov/resources/criminal-history-check) for complete information and FAQs. Vendor checks (checks performed by commercial vendors) are often noncompliant with these requirements. Inability of a grantee to demonstrate that they have conducted an NSOPW and other required criminal history checks, as specified in CNCS’s regulations, may result in disallowance of all or part of the costs associated with noncompliance.

**Use of Material**
To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain,
use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so. 45 CFR §2543.36; 2541.30

**Reporting**
While applications will not be evaluated on these criteria, grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing CNCS with high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:
- The data measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.

**Re-Focusing of Funding**
CNCS and the Commission reserve the right to re-focus funding in the event of disaster or other compelling need for service.

**G. OTHER INFORMATION**
In addition to consulting the Application Instructions, Supplementary Materials, and AmeriCorps regulations as directed in this Notice, State/Territory Commissions and National Direct applicants are encouraged also to consult the CNCS web site for a schedule of technical assistance conference calls, and Frequently Asked Questions that are updated during the competition period. Applicants in a single state should consult with their State/Territory Commission.

**3.3 APPLICATION INSTRUCTIONS**

**Operating Grant Applicants:**

Please use the following link to access the Application Instructions and the 2016 Performance Measures Instructions. Follow the instructions for New or Re-Competing.


The CNCS web site will also have a listing of technical assistance conference calls, Frequently Asked Questions, and other resources. Many of the dates have passed as they were originally established for National Competitive grants, however, many of the resources are useful in informing a Formula application.

**Planning Grant Applicants:** Please follow specific instructions for submissions contained in the Application Instructions following the Glossary section.

**PLEASE NOTE THAT THE DUE DATE FOR APPLICANTS TO THIS NJ COMMISSION NOFO IS**
FRIDAY, MAY 20, 2016. THE DATE OF JANUARY 20, 2016 IS THE PRIOR N.J. COMMISSION’S DUE DATE TO CNCS AND IS NOT INTENDED FOR THIS FORMULA SUBMISSION.
GLOSSARY

Capacity Building: A set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. These activities achieve lasting positive outcomes for the beneficiary populations served by CNCS-supported organizations (i.e. AmeriCorps programs.) As a general rule, CNCS considers capacity building activities to be indirect services that enable CNCS-supported organizations to provide more, better, and sustained direct services. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building activities must:

1) Be intended to support or enhance the program delivery model.
2) Respond to the program’s goal of increasing, expanding, or enhancing services in order to address the most pressing needs identified in the community, and
3) Enable the program to provide a sustained level of more or better direct services after the capacity building services ended.

Operating Grants: These grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members. Operating grants include a formal matching requirement and require the submission of a budget and financial reports.

Enrollment Rate: Enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1700 service hours.)

Multi-focus Intermediaries: CNCS recognizes that severely under-resourced communities may have limited capacity to successfully apply for and implement an AmeriCorps program, due to the size and organizational capacity of eligible applicant/host site organizations or the lack of available matching funds in these communities. Thus it may be effective for a single eligible applicant (intermediary) to develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots non-profits/eligible applicants (consortium) that, individually, do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program. Given the desire to address community needs holistically, the nonprofits/eligible applicants that make up the consortium may have but are not required to have different focus areas (including the non-focus area capacity building) and thus the nonprofit/eligible applicant intermediary will be multi-focused.

Applications seeking consideration under this priority must demonstrate that they will be serving in severely under-resourced communities; that their application represents a consortium, and that the activities provided by the consortium collectively address a compelling community need or set of needs; and that they have sufficient financial and management capacity to act as an umbrella organization for the consortia.

The nonprofit/eligible applicant intermediary should submit one application which describes:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (intermediary and consortia members).
- The proposed theory (ies) of change and program model(s).
- How they will utilize an identified consortium of nonprofits/eligible applicants that are well positioned to achieve outcomes identified in the theory of change.
Applicants must email memoranda of understanding or signed letters of commitment from all members of the consortia to additionaldocuments@cns.gov by the application due date in order to be considered for this Initiative.

**My Brother’s Keeper:** President Obama launched the My Brother’s Keeper initiative to address persistent opportunity gaps faced by boys and young men of color and ensure that all young people can reach their full potential.

Through this initiative, the Administration is joining with cities and towns, businesses, and foundations who are taking important steps to connect young people to mentoring, support networks, and the skills they need to find a good job or go to college and work their way into the middle class.

My Brother’s Keeper is focused on five milestones:

1. **Getting a Healthy Start and Entering School Ready to Learn:** All children should have a healthy start and enter school ready – cognitively, physically, socially and emotionally.

2. **Reading at Grade Level by Third Grade:** All children should be reading at grade level by age 8 – the age at which reading to learn becomes essential.

3. **Graduating from High School Ready for College and Career:** Every American child should have the option to attend postsecondary education and receive the education and training needed for quality jobs of today and tomorrow.

4. **Successfully Entering the Workforce:** All those who want jobs should be able to find work that allows them to support themselves and their families.

5. **Keeping Kids on Track and Giving Them Second Chances:** All children should be safe from violent crime; and individuals who are confined should receive the education, training and treatment they need for a second chance.

In order to qualify for this priority area, applicants must demonstrate that their program addresses one or more of the five milestones.

**National Forum on Youth Violence Prevention:** A network of communities and federal agencies that work together, share information and build local capacity to prevent and reduce youth violence. Established at the direction of President Obama in 2010, the Forum brings together people from diverse professions and perspectives to learn from each other about the crisis of youth and gang violence in the U.S and to build comprehensive solutions on the local and national levels. Participating Federal agencies include the Departments of Justice, Education, Health and Human Services, Housing and Urban Development, Labor, and the Office on National Drug Control Policy. The communities participating in the Forum include Boston, Camden, Chicago, Detroit, Memphis, Minneapolis, New Orleans, Philadelphia, Salinas, San Jose, Long Beach, Cleveland, Louisville, Seattle, and Baltimore. - See more at: http://youth.gov/youth-topics/preventing-youth-violence. Each of these cities are charged with making a comprehensive plan and driving against that plan to reduce youth violence.

**Opportunity Youth:** Opportunity youth are economically disadvantaged individuals ages 16-24 who are disconnected from school or work for at least six months prior to service. CNCS defines “economically disadvantaged” consistent with the definition used in the member development performance measures, “Receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.” CNCS defines “disconnected from school or work” as
unemployed, underemployed, and not in school for at least six months prior to their term of national
service. A member who was not economically disadvantaged prior to becoming an AmeriCorps member,
but became economically disadvantaged because the living allowance was low enough to make them
eligible for SNAP, etc., cannot be counted as economically disadvantaged. In order to apply under this
priority the applicant must demonstrate the programmatic elements they will implement in order to recruit
and support Opportunity youth as members, and a substantial portion of their requested MSYs must fall
into this category.

**Other Revenue:** Funds necessary to operate the AmeriCorps program that are not CNCS funds or grantee
share (match) identified in the budget. Programs should not enter the total operating budget for their
organization unless the entire operating budget supports the AmeriCorps program. Programs that have
additional revenue sources not included in the matching funds section of the budget should provide the
amount of this additional revenue that supports the program. This amount should not include the CNCS
or grantee share amounts in the budget.

**Professional Corps:** Professional Corps programs recruit and place qualified members in communities
with an inadequate number of such professionals in positions as teachers, health care providers, police
officers, engineers, or other professionals. CNCS’ assumption is that Professional Corps will be covering
the operating expenses associated with the AmeriCorps program through non CNCS funds and thus will
not be requesting operating funds as part of their applications. CNCS will consider operating funds of up
to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials
significant organizational financial need and challenges to raising non-CNCS resources. Professional
Corps members’ salaries are paid entirely by the organizations with which the members serve, and are not
included in the budget. In order to be considered for funding, applicants must demonstrate that there are
an inadequate number of professionals in the community (ies) where the corps seeks to place members.

**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):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an
election to any public office;
6. Participating in, or endorsing, events or activities that is likely to include advocacy for or against
political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. 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;
8. Providing a direct benefit to— a. A business organized for profit; b. A labor union; c. A partisan
political organization; d. 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 e. An
organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS
assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. 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. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Ind.

**Promise Zones:** Promise Zones are high poverty communities where the federal government partners with local leaders to increase economic activity, improve educational opportunities, leverage private investment, reduce violent crime, enhance public health and address other priorities identified by the community. Through the Promise Zone designation, these communities will work directly with federal, state and local agencies to give local leaders proven tools to improve the quality of life in some of the country’s most vulnerable areas. The current promise zones are: Los Angeles, CA; Sacramento, CA; Hartford, CT; Indianapolis, IN; Southeastern KY; Minneapolis, MN; St. Louis/St. Louis County, MO; Camden, NJ; Choctaw National of Oklahoma, Philadelphia, PA; Barnwell, SC; Low Country of South Carolina; Pine Ridge Indian Reservation of the Oglala Sioux Tribe; SD; Porcupine, SD; San Antonio, TX.

**Retention Rate:** Retention rate is calculated as the number of members exited with education award (full or partial award) divided by the number of members enrolled.

**Rural:** CNCS uses rural-urban commuting area (RUCA) codes to classify program addresses as either rural or urban for analytic purposes. RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes 4–10). Applicants are encouraged to designate themselves as serving rural communities if some or all service locations are in rural areas as defined by RUCA codes or if the program can provide other compelling evidence that the program is rural in the narrative portion of the application. This self-designation will be considered in grant-making decisions.

For more information about RUCA codes, please visit the USDA website found here: [http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx](http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx)

The Office of Grants Management uses Beale Codes when assessing alternative match requirements as the statute (45 CFR 2521.60(c) requires it.

**Same Project:** Two projects will be considered the same if they: Address the same issue areas, address the same priorities, address the same objectives, serve the same target communities and population, and utilize the same sites.

Programs need to get approval from their CNCS program officers to be considered a new project.
APPLICATION INSTRUCTIONS

State and National Formula New Applications

Including:

• Operating Grants
• Planning Grants

As applicable to the Notice of Funding Opportunity or Notice of Funding Availability

OMB Control #: 3045-0047
Expiration Date: 1/31/2017
IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service’s online grant application system, eGrants. All funding announcements by the Corporation for National and Community Service (CNCS) are posted on www.nationalservice.gov and www.grants.gov.

Public Burden Statement: Public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Jennifer Bastress Tahmasebi, 1201 New York Avenue, NW, Washington, D.C. 20525. CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (See 5 CFR 1320.5(b)(2)(i).)

Privacy Act Notice: The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. § 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department’s efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Executive Summaries of all compliant applications received and applications of successful applicants will be published on the CNCS website as part of ongoing efforts to increase transparency in grant making. This is described in more detail in the Notice of Federal Funding Opportunity. The information will not otherwise be disclosed to entities outside of AmeriCorps and CNCS without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

Federal Funding Accountability and Transparency Act: Grant recipients will be required to report at www.FSRS.gov on all sub awards over $25,000 and may be required to report on executive compensation for recipients and sub recipients. Recipients must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

Indirect Cost Rates: CNCS allows applicants to include administrative (indirect) costs in grant budgets. Based on qualifying factors, applicants have the option of using a federal or state approved indirect cost rate, a 10% de minimus rate of modified total direct costs, or may claim certain administrative costs directly as outlined in 2 CFR 200.413.
Applicants who hold a state or federal negotiated indirect cost rate or will be using the 10% de minimus rate must enter that information in the Organization section in eGrants.

**Universal Identifier:** Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor’s Registry (CCR). All grant recipients are required to maintain a valid registration, which must be renewed annually.
APPLICATION RESOURCES

Please use these application instructions if you are a new applicant to CNCS.

If you are submitting a request for continuation to CNCS, please see the Continuation Instructions which begin on page 12.

Use these instructions in conjunction with the Notice of Federal Funding Opportunity (Notice), and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. The Notice includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY),¹ and other information that is specific to the grant competition.

The AmeriCorps regulations include pertinent information (see Table 1, below). The Notice can be found at http://www.americorps.org/for_organizations/funding/nofa.asp. The full regulations are available online at www.gpoaccess.gov/ecfr.

<table>
<thead>
<tr>
<th>Topics</th>
<th>Citation in the AmeriCorps Regulations</th>
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</thead>
<tbody>
<tr>
<td>Member Service Activities</td>
<td>§2520.20 - §2520.55</td>
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<tr>
<td>Prohibited Activities</td>
<td>§2520.65</td>
</tr>
<tr>
<td>Tutoring Programs</td>
<td>§2522.900-2522.950</td>
</tr>
<tr>
<td>Matching Funds</td>
<td>§2521.35-2521.90</td>
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<tr>
<td>Member Benefits</td>
<td>§2522.240-2522.250</td>
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<tr>
<td>Calculating Cost Per Member Service Year (MSY)</td>
<td>§2522.485</td>
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<tr>
<td>Performance Measures</td>
<td>§2522.500-2522.650</td>
</tr>
<tr>
<td>Evaluation</td>
<td>§2522.500-2522.540 and §2522.700-2522.740</td>
</tr>
</tbody>
</table>

¹ One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. It does not include childcare or the cost of the education award.
If there is any inconsistency between the AmeriCorps regulations, the Notice, and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
2. Notice of Federal Funding Opportunity/Notice of Federal Funding Availability, which takes precedence over the
3. Application Instructions.

SUBMITTING YOUR APPLICATION IN EGRANTS

New 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
- Select a Program Area (AmeriCorps)
- Select a NOFA (FY 2016 AmeriCorps State Commission – New or Continuations, Due Date: 1/20/2016)
- Select New Jersey
- Select Prime Application ID 16AC184468 Formula Programs

Your application consists of the following components. Make sure to complete each section.

I. Applicant Info

II. Application Info

III. Narratives

IV. Performance Measures

V. Documents

VI. Budget

VII. Review, Authorize, and Submit
I. Applicant Info
Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet

- If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select New
- If you are a current planning grant applicant, select New

Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

II. Application Info
In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. The length of the project period is specified in the Notice.
- Enter Funding Type
- State Application Identifier: Enter N/A.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation as described in Section V.E.
- Leave the box for “Program Initiative” blank unless otherwise noted in the Notice.

In the Funding/Demographics Section enter:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified as CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Percentage of MSYs who are opportunity youth, if any
- Number of reported in performance measure O15 who are opportunity youth
- Number of reported in performance measure O17 who are opportunity youth

In the Program Information Section:
General Information: select either Yes or No from the drop down menu

- My organization has received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
- Opt in to the National Service Registry. Applicants wishing to make information from their application to potential private sector funders can opt in during the application process.

2016 AmeriCorps Funding Priorities

Check any priority area(s) that apply to the proposed program.

- Disaster Services
- Economic Opportunity – especially opportunity youth
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM) or addressing student and school need through School Turnaround AmeriCorps programming (see Glossary and Appendix)
- Environment – 21st Century Service corps
- Veterans and Military Families
- Governor and Mayor Initiative
- Programming that supports My Brother’s Keeper
- Multi-focus Intermediary
- Safer Communities
- Next Generation AmeriCorps School Turnaround
- No NOFO priority area

Populations Served

Check the appropriate box(es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above."

- Individuals who are homeless.
- Adult ESL participants.
- Youth ESL participants.
- Disadvantaged youth (K-12).
- Head Start participants.
- Immigrants and refugees.
- Individuals receiving hospice or other care for terminal illness.
- Individuals receiving mental health services.
- Individuals receiving substance abuse services.
- Individuals with HIV/AIDS.
- Individuals with physical or developmental disabilities.
- Senior Citizens
- Victims/Survivors of violence and abuse.
- Veterans.
- Veteran family members
- Caregivers.
None of the Above

Grant Characteristics

Check any grant characteristics that apply to the proposed program:

- Encore Program
- Faith based organizations
- Community-based organizations,
- SIG/Priority Schools
- Professional Corps
- STEM Program
- Geographic Focus – Urban
- Geographic Focus – Rural
- None of the above grant characteristics

Applicants must check the relevant boxes in order to be considered for CNCS’ assessment of the strategic considerations and Special Initiatives.

Grant Characteristics:

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above categories

AmeriCorps Identity/Co-branding Questions. Check all that apply.

In the Multi-State Operating Section (For applicants that are operating in more than one state):

- Please fill in the following information for your operating sites: organization name, address, city, and state, zipcode + 0000 (egrants will correct the last four digits to the correct numbers), amount of funding going to the operating site, number of proposed AmeriCorps members that will be located at the site.

III. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the Notice. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- Lead from your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the Notice.
• **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.

• **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.

• **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.

• **Don’t make assumptions.** Even if you have received funding from CNCS in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.

• **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

• **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

In eGrants, you will enter text for

• Executive Summary.
• Rationale and Approach (Program Design).
• Organizational Capability.
• Cost Effectiveness and Budget Adequacy.
• Evaluation Plan.

Note: The Narratives Section also includes fields for Evaluation Plan, Clarification Information, Amendment Justification, and Continuation Changes. Please enter N/A in these fields. They will be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the Notice and Application Instructions, we suggest that you include a brief discussion of each bullet if it pertains to your application.

**A. Executive Summary**

Please complete the executive summary per the guidance in the Notice.

**B. Selection Criteria**

*Operating Grants*: Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem. Specifics about the selection criteria are published in the Notice.

*Planning Grants*: Each application must clearly describe a plan for developing a project that will effectively deploy AmeriCorps members to solve a significant community problem. Specifics about the selection criteria are published in the Notice.

1. **Rationale and Approach/ Program Design (50 percent)**
Operating Grants: In assessing Rationale and Approach/ Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members are particularly well-suited to solving the identified community problem.

Planning Grants: In assessing Rationale and Approach/ Program Design, reviewers will examine the degree to which the applicant clearly describes its plan to design an AmeriCorps program to solve an identified community problem.

2. Organizational Capability (25 percent)

Operating Grants: Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing, sustainability, compliance and accountability, and operating member service sites (as indicated in the Notice.)

Planning Grants: Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing and experience to support the planning process and develop the proposed program.

3. Cost Effectiveness and Budget Adequacy (25 percent)

Operating Grants: In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the intervention being proposed is cost effective and the budget is appropriate for the program being proposed.

Planning Grants: In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the intervention being proposed is cost effective and the budget is appropriate for the planning process.

C. Evaluation Summary or Plan

Enter N/A.

D. Amendment Justification

Enter N/A. This field will be used if you are awarded a grant and need to amend it.

E. Clarification Information
Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please clearly label new information added during clarification with the date.

F. Continuation Changes
Enter N/A. This field will be used to enter changes in your narratives in your continuation requests.

IV. Performance Measures

Operating Grants: All applicants must submit performance measures with their application. See Attachment B for instructions for entering performance measures. The performance measures may be used after grant making separate from the grant narrative. Thus all information requested in the National Performance Measure
Instructions must be included in the text of the performance measures themselves, and 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. Should an applicant choose to provide duplicate information about performance measures in the narrative, this information will also need to be in the performance measures module.

For more information about Performance Measures go to: http://www.nationalserviceresources.org/star/ac.

For more information about the National Performance Measures go to: http://www.nationalserviceresources.org/national-performance-measures/home.

Planning Grants: One performance measure is required for Planning Grants. See Attachment B for further instruction.

V. Documents
In addition to the application submitted in eGrants, you are required to provide your labor-union concurrence, federally-approved indirect cost agreement (if applicable and as indicated in the Notice), other required documents listed in the Notice (if applicable), and an explanation of federal debt delinquency (if applicable) via the e-mail listed in the Notice, as part of your application. After you have submitted the documents, change their status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at CNCS.”

A. Evaluation

N/A

B. Labor Union Concurrence

1) If a program applicant:
   a) Proposes to serve as the placement site for AmeriCorps members; and
   b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
   c) Those employees are represented by a local labor organization, then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

2) If a program applicant:
   a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
      i) AmeriCorps members won’t be placed in positions that were recently occupied by paid staff.
      ii) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.
For the purposes of this section, “program applicant” includes any applicant to CNCS or a State Commission, as well as any entity applying for assistance or approved national service positions through a CNCS grantee or subgrantee.

If either 1) or 2) above applies to you, please select “Enter New,” name the new document 1) “Labor Union Concurrence,” or 2) “Displacement Assurance” and select “Sent.”

C. Federally-approved Indirect Cost Agreement

Applicants applying directly to CNCS that include a federally approved indirect cost rate amount in their budget must submit the current approved indirect cost rate agreement to americorpsgrants@cns.gov at the same time they submit their application.

D. Other Documents

Provide other required documents list in the Notice (if applicable) via the email listed in the Notice, as part of your application.

E. Delinquent on Federal Debt

Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation to Additionaldocuments@cns.gov at the same time they submit their application.

F. Submission Instructions for Evaluations, Labor Union Concurrence, Indirect Cost Rate Agreements, Other Required Documents. And Explanations of Federal Debt Delinquency, as applicable.

Please submit the required documents to the email listed in the Notice with the subject line of the name of your organization and the application ID number. This information must be received at CNCS by the deadline in the Notice.
VI. Budget Instructions for Operating Grants

For Planning grants see VII. Budget Instructions for Planning Grants (last attachment)

A. Match Requirements
Program requirements, including requirements on match are located in the AmeriCorps regulations and summarized below.

Table 2: Match Requirements in the AmeriCorps Regulations

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Match Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating including Professional Corps, States and Territories without Commissions, Indian Tribes</td>
<td>Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.</td>
</tr>
</tbody>
</table>

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project’s total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40–2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your entire match. Define all acronyms the first time they are used. See Attachment H for instructions for applying for the Alternative Match Schedule.

Note: CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Grantees that use federal funds as match will be required to report the sources and amounts on the Federal Financial Report (FFR).

B. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.
Follow the detailed budget instructions in Attachment B to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist (Attachment G) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- 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).

Programs must comply with all applicable federal laws, regulations, and the requirements of the Omni Circular. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) for allowable, allocable, and reasonable cost information, as well as, audit requirements, including the need to provide audits to the Clearinghouse if expending over $750,000 in federal funds as required in the Omni Circular. The OMB Omni circular can be found on-line at www.whitehousel.gov/OMB/circulars.

VII. Review, Authorize, and Submit

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully (Attachment J). The person who authorizes the application must be the applicant’s Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant’s authorized representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization,
Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

*Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.* Individuals may 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.”

**VII. Budget Instructions for Planning Grants**

Budget Instructions for Planning Grants are found at the end of this NOFO.
ATTACHMENT A: Performance Measures Instructions

(eGrants Performance Measures Section)

eGrants Performance Measures Module Instructions

About the Performance Measures Module

In the performance measures module, you will:

- Provide information about your program’s connection to CNCS focus areas and objectives.
- Show MSY and member allocations.
- Create one or more aligned performance measure.
- Set targets and describe data collection plans for your performance measures.

Home Page

To start the module, click the “Begin” button on the Home Page.

The instructions that follow are primarily written for Operating grants. Alternate instructions are included in bold for PLANNING GRANTS and alternate instruction is italicized.

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.

Once you have started the module, clicking “Continue Working” will return you to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSYs, and member allocations for your application, click the “Edit Objectives/MSYs/Members” button.

After you have created at least one aligned performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the “Edit” button. To delete a measure, click “Delete.” To create a new performance measure, click the “Add New Performance Measure” button.

Objectives Tab

An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective.

First click on a focus area. Then click on an objective. All national performance measures fall under a strategic plan objective. Only the performance measures that correspond to the strategic plan objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the CNCS Performance Measures Instructions

Next, select all interventions that are part of your program design. Interventions are the activities that members and volunteers will carry out to address the problem(s) identified in the application. Select “other” if one of your program’s interventions does not appear on the list. Repeat these actions for each of your program’s focus areas.

**PLANNING GRANTS:** Select “other” for your objective.

Choose your program’s primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure that contains your primary intervention.

**PLANNING GRANTS:** Select “other” for your intervention.

You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

**MSYs/Members Tab**

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.

**PLANNING GRANTS:** On this tab, you must enter a numerical value of “1” in all MSY and slot fields in order to submit your application. Then click the next button to continue.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program’s objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program’s resources are allocated. If you have selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps objective (under the Education focus area), enter 0 MSYs for these objectives and allocate your MSYs to the other objectives you selected.

As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget (+/- 1 MSY).

In the members column, enter the number of members that will be assigned to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives. For example, if one member works on both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for members in this table to exceed total slots requested in the application due to double counting members’ service across multiple objectives.

**Performance Measure Tab**

This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure. You must create at least one aligned performance measure that includes your primary intervention. You may create additional aligned performance measures.

To create an aligned performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab.
PLANNING GRANTS: Select “Other” from the objective drop-down.

Provide a short, descriptive title for your performance measure.

PLANNING GRANTS: Enter “Planning Grant” as the title.

Briefly describe the problem your program will address in this performance measure.

PLANNING GRANTS: Enter N/A in the problem statement text box.

Select the intervention(s) to be delivered by members and member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outcomes of this aligned performance measure. If you selected “other” as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click “add user intervention” and enter a one or two word description of the intervention.

PLANNING GRANTS: Since you selected “other” as an intervention, click “add user intervention” and enter this text in the field: “Plan an AmeriCorps program.”

Select output(s) for your aligned performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected.

PLANNING GRANTS: Create an applicant-determined output by clicking “Add User Output.” Enter this text in the output text field: “Work with grantor staff to design and conduct planning process as outlined in the application.”

Select outcome(s). If you have selected a National Performance Measures output with a corresponding National Performance Measures outcome, these outcomes will be available to select.

PLANNING GRANTS: Create an applicant-determined outcome by clicking “Add User Outcome.” Enter N/A in the outcome text field.

For Capacity Building National Performance Measures, you may select optional end outcomes. Complete the corresponding drop-down box for any end outcome selected. To select more than one focus area, click “Add new focus area.” To select more than one beneficiary population, click “Add new beneficiary.” To de-select an item in the drop-down box, click the first (blank) line in the drop-down. To identify focus area outcomes that are connected to your capacity building activities, check the “Focus Area Outcome” box. To select more than one focus area outcome, select “Add new outcome.” To de-select an item in the drop-down box, click the first (blank) line in the drop-down.

Enter the number of MSYs and members your program will allocate to achieving the outcomes you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Members tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Members may be double-counted across performance measures, but MSYs may not. Note that MSYs and members cannot be entered for performance measures associated with the Find Opportunity objectives. For the Teacher Corps objective, enter 0 MSYs and members.

Click “next” to proceed to the data collection tab. Later you can return to this tab to create additional aligned performance measures.
**PLANNING GRANTS:** Enter a numerical value of “1” in the MSYs and slots fields at the bottom left of the page. Click “next” to proceed to the data collection tab.

**Data Collection Tab**

On this tab, you will provide additional information about your interventions, instruments and plan for data collection.

**PLANNING GRANTS:** On this tab, enter N/A in the intervention text box. Then expand each output and outcome. Enter “1” for all numerical values required and enter N/A in all text boxes. Select “other” as your data collection method for both the output and outcome. After entering data collection information for the output and outcome, click “Mark Complete.” You will return to the Performance Measure tab. To continue to the next step of the module, click “Next.”

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected. Frequency refers to how often an intervention occurs (for example, number of sessions per week); intensity refers to the length of time devoted to the intervention (for example, number of minutes per session); and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions).

Expand each output and outcome and enter data collection information.

The performance measures may be used after grant making separate from the grant narrative. Thus all information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and 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. Should an applicant choose to provide duplicate information about performance measures in the narrative, this information will also need to be in the performance measures module.

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the “Add new method” button. To de-select a method, click the first (blank) line in the method drop-down.

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable.

Enter the target number for your output or outcome. Targets must be numbers, not percents.

After entering data collection information for all outputs and outcomes, click “Mark Complete.” You will return to the Performance Measure tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click “Next.”

**Summary Tab**

The summary tab shows all of the information you have entered in the module.

To print a summary of all performance measures, click “Print PDF for all Performance Measures.”

To print one performance measure, expand the measure and click “Print This Measure.”
Understanding MSY and Member Allocations in the AmeriCorps State and National Application

How to Calculate MSY and Member Allocations (for Operating Grants only)

In the performance measure module, applicants enter the total share of program resources (MSYs and members) that will be directed to each objective. Member and MSY allocations entered in the application are understood to be the program’s best estimate of how member time will be allocated to various program objectives.

The charts below show how a sample program could calculate its MSY allocations for different member types and different percentages of member time spent per objective. In this example, the program has a total of 135 members. All members spend some time contributing to the K-12 Success objective. Only the program’s 105 full-time and half-time members contribute to the School Readiness objective.

<table>
<thead>
<tr>
<th>Objective #1: K12 Success</th>
<th>MSY Multiplier for Type</th>
<th>Number of Members for Type</th>
<th>% of Member Time for Objective</th>
<th>MSY Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT</td>
<td>1</td>
<td>X 100</td>
<td>X .50</td>
<td>= 50</td>
</tr>
<tr>
<td>HT</td>
<td>.5</td>
<td>X 5</td>
<td>X .80</td>
<td>= 2</td>
</tr>
<tr>
<td>RHT</td>
<td>.3809524</td>
<td>X 10</td>
<td>X 1.00</td>
<td>= 3.81</td>
</tr>
<tr>
<td>QT</td>
<td>.26455027</td>
<td>X 10</td>
<td>X 1.00</td>
<td>= 2.65</td>
</tr>
<tr>
<td>MT</td>
<td>.21164022</td>
<td>X 10</td>
<td>X 1.00</td>
<td>= 2.17</td>
</tr>
<tr>
<td><strong>Total Members</strong></td>
<td><strong>135</strong></td>
<td><strong>Total MSYs</strong></td>
<td><strong>60.63</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective #2: School Readiness</th>
<th>MSY Multiplier for Type</th>
<th>Number of Members for Type</th>
<th>% of Member Time for Objective</th>
<th>MSY Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT</td>
<td>1</td>
<td>X 100</td>
<td>X .50</td>
<td>= 50 MSY</td>
</tr>
<tr>
<td>HT</td>
<td>.5</td>
<td>X 5</td>
<td>X .20</td>
<td>= .5 MSY</td>
</tr>
<tr>
<td>RHT</td>
<td>.3809524</td>
<td>X 0</td>
<td>X 0</td>
<td>=</td>
</tr>
<tr>
<td>QT</td>
<td>.26455027</td>
<td>X 0</td>
<td>X 0</td>
<td>=</td>
</tr>
<tr>
<td>MT</td>
<td>.21164022</td>
<td>X 0</td>
<td>X 0</td>
<td>=</td>
</tr>
<tr>
<td><strong>Total Members</strong></td>
<td><strong>105</strong></td>
<td><strong>Total MSYs</strong></td>
<td><strong>50.5</strong></td>
<td></td>
</tr>
</tbody>
</table>

How It Looks on the MSY Tab

---

2 Objectives are objectives of the CNCS strategic plan. Activity that does not contribute to a strategic plan objective is categorized as “Other.”
The program enters the total number of MSYs and members for each objective on the MSY/Members tab of the performance measures module. The system automatically calculates the percentage of MSYs allocated to each objective.

Note: Programs that select the Find Opportunity objective (Economic Opportunity Focus Area) or the Teacher Corps objective (Education Focus Area) must enter 0 MSYs for these objectives and allocate their MSYs to other objectives. This is because the MSY allocations are designed to show how programs’ resources are allocated to activities that benefit the community. The Find Opportunity and Teacher Corps objectives are focused on benefits to members.

**How It Looks in the 424 PDF**

Table 1 and its corresponding pie chart show the total number of MSYs by Focus Area. Since both the K-12 Success and School Readiness objectives are in the Education Focus Area, Table 1 shows 100% of MSYs in Education.
Table 4 in the PDF report shows the number of MSYs and members allocated to each objective, as seen on the MSY/Members tab:

Table 4: No of MSY and Members by Objective

<table>
<thead>
<tr>
<th>Objectives</th>
<th>No of MSYs</th>
<th>No of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-12 Success</td>
<td>60.63</td>
<td>135</td>
</tr>
<tr>
<td>School Readiness</td>
<td>50.50</td>
<td>105</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>111.13</strong></td>
<td><strong>240</strong></td>
</tr>
</tbody>
</table>

Note that the total number of members does not accurately reflect the number of slots the program is requesting since some members are performing service in both objectives. The total number of MSYs does, however, reflect the total number of MSYs requested by the program.

Table 2 and its corresponding pie chart show the same MSY information expressed as percentages of the total MSYs:
How to Assign MSYs to Performance Measures

When a program creates an aligned performance measure, it must indicate how many MSYs and how many members will contribute to the outcomes of the aligned measure. Based on the MSY allocations already entered for the sample program, the program may allocate no more than 60.63 MSYs to K-12 Success performance measures, and no more than 50.5 MSYs to School Readiness performance measures. However, programs are not required to measure all of their activities, so it is possible that not all of these MSYs will be allocated to performance measures.

Our sample program has three performance measures, one for the K-12 Success objectives and two for the School Readiness objective.

<table>
<thead>
<tr>
<th>Objective #1: K-12 Success</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Intervention</td>
<td>Aligned Performance Measure</td>
<td>Percent of K-12 Success Time Spent on Achieving PM Outcomes</td>
<td>X</td>
<td>Total MSYs in Objective</td>
<td>=</td>
<td>MSYs Allocated to Performance Measure</td>
<td>Percent of Total MSYs</td>
<td></td>
</tr>
<tr>
<td>Mentoring</td>
<td>ED3A, ED4A, ED27A</td>
<td>.75</td>
<td>X</td>
<td>60.63</td>
<td>=</td>
<td>45.47</td>
<td>41%</td>
<td></td>
</tr>
<tr>
<td>Parent Engagement</td>
<td>No performance measure.</td>
<td>.25</td>
<td>X</td>
<td>60.63</td>
<td>=</td>
<td>NA</td>
<td>14%</td>
<td></td>
</tr>
</tbody>
</table>

Objectives | %MSYs |
--- | --- |
K-12 Success | 55% |
School Readiness | 45% |

Table 2: MSYs by Objectives

![MSYs by Objective](image)

58
<table>
<thead>
<tr>
<th>Measure</th>
<th>Time Spent on Achieving PM Outcomes</th>
<th>Performance Measure</th>
<th>MSYs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutoring 1:1 ED20, ED21, ED23</td>
<td>.75 X 50.5 = 37.88</td>
<td>34%</td>
<td></td>
</tr>
<tr>
<td>Parent Engagement Applicant-Determined Measure</td>
<td>.25 X 50.5 = 12.62</td>
<td>11%</td>
<td></td>
</tr>
</tbody>
</table>

Note: Any aligned performance measure that has member outcomes rather than beneficiary outcomes should have an MSY allocation of 0 members since MSY allocations are designed to show how programs’ resources are allocated to achieving beneficiary outcomes.

**How It Looks in the 424 PDF**

Table 3 and its corresponding pie chart in the 424 PDF report shows the percentage of MSYs allocated to National Performance Measures, applicant-determined performance measures, or to no performance measures. As seen in the table above, the program has two National Performance Measures (ED3A/4A/27A and ED20/21/23), accounting for 75% of total MSYs. The program has one applicant-determined measure, and a small percentage of program activity is not being measured.

CNCS requires all applicants to have one aligned performance measure for the primary intervention. Applicants may have additional aligned measures provided that they measure significant programmatic activities. There is no expectation that 100% of program activity would be allocated to National Performance Measures, or to any performance measures at all.

**Performance Measures Checklist**

This checklist is used to assess performance measures during the review process. Items on the checklist are common problems that require clarification. The checklist is not a comprehensive list of all performance measure items that may require clarification. Refer to the Performance Measure Instructions and NOFO FAQs for full requirements.
**Alignment with Narrative/TOC**

Focus areas, objectives, interventions, outputs and outcomes are consistent with the application narrative, logic model and theory of change.

**Interventions**

The interventions selected contribute directly to the outputs and outcomes.

Interventions are not repeated in multiple aligned performance measures.

**Dosage**

The dosage (frequency, intensity, duration of intervention) is described and is sufficient to achieve outcomes.

**Resource Allocation**

MSY and member allocation charts are consistent with the member activities/time spent on member activities described in the application narrative.

MSY allocations for performance measures are reasonable. (If it is clear that not all interventions are being measured, then 100% of MSYs should not be allocated to performance measures. CNCS expects an accurate estimate of MSYs that will lead to performance measure outcomes and does not require applicants to measure 100% of program activity or to allocate a certain percentage of activity to National Performance Measures.)

MSYs are zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10).

**Selection Rules/Performance Measure Instructions**

Unless the applicant is a continuation, no retired measures (e.g., measures marked deleted or not appearing in the 2015 Performance Measures Instructions) have been selected.

The applicant has at least 1 aligned performance measure for the primary intervention.

National Performance Measures conform to selection rules, definitions and data collection requirements specified in the Performance Measure Instructions. (Compliance with definitions and data collection requirements must be clearly explained in the performance measure text boxes or must be clarified.)

Individuals counted in National Performance Measures meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

It is clear that beneficiaries are not double-counted in an aligned performance measure.

National Performance Measures count beneficiaries, not AmeriCorps members, unless the measure specifies
that national service participants are to be counted.

The population counted in each National Performance Measure is the population specified in the Performance Measure Instructions.

Capacity Building interventions meet the CNCS definition of capacity-building in the Performance Measure Instructions.

Member development measures (O12, O13, O14, O15, O16, O17) have a 30-day timeline, not the previously acceptable 90-day timeline.

Applicant is not using applicant-determined member development or volunteer generation measures that are the same or similar to National Performance Measures or Grantee Progress Report demographic indicators (e.g., number of volunteers.)

Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) are only present if these activities are the primary focus of the program or a significant component of the program's theory of change.

**Education Selection Rules/Performance Measure Instructions**

Completion is defined for education outputs measuring completion. (ED2, ED4A, ED21, ED32). Note: Dosage and completion are not necessarily the same. The applicant must specify the minimum dosage necessary to be counted as having completed the program, which may or may not be the same dosage specified in the intervention description.

ED1/ED2 and ED3A/ED4A are not used in the same aligned PM.

The mentoring intervention is selected for ED3A/ED4A, and no other interventions are selected for ED3A/ED4A. Mentoring is not selected as an intervention in any education measures other than ED3A/ED4A.

The mentoring dosage meets the dosage requirements described in the Performance Measure Instructions for ED3A/ED4A.

It is clear that the proposed standardized test for ED5 and/or ED30 meets the definition in the Performance Measure Instructions.

If the state standardized test is proposed to measure ED5 and/or ED30, a justification is provided as directed in the Performance Measure Instructions. (Note: Request must be approved by CNCS.)

If the applicant is measuring multiple subjects under ED5 and/or ED30, it is clear whether/how much students must improve in reading, math or both subjects in order to be counted.

For ED27A or ED27B, the applicant specifies which dimension(s) of academic engagement described in the Performance Measure Instructions will be measured.

**Alignment & Quality**

Applicant-determined outputs and outcomes are aligned correctly.
Outputs and outcomes clearly identify what is counted.

Each output or outcome counts only one thing (except certain National Performance Measures).

Outcomes clearly identify a change in knowledge, attitude, behavior or condition. (Counts that do not measure a change are outputs and must be labeled as such.)

Outcomes clearly specify the level of improvement necessary to be counted as "improved" and it is clear why this level of improvement is significant for the beneficiary population served.

Outcomes count individual level gains, not average gains for the population served.

Outcomes measure meaningful/significant changes and are aligned with the applicant’s theory of change. (Note: Outcomes that do not measure significant changes in knowledge, attitude, behavior or condition should be revised. If the applicant is not able to propose a meaningful outcome, the aligned performance measure should be removed. CNCS prefers that applicants measure a small number of meaningful outcomes rather than a large number of outputs paired with insignificant outcomes.)

Outcomes can be measured during a single grant year.

**Data Collection/Instruments**

Data collection methods are appropriate.

Instruments are likely to yield high quality data.

The instrument, and what it measures, is clearly described.

If the Performance Measure Instructions specify the instrument to be used, the applicant is using that instrument (e.g., pre/post test).

The instrument measures the change specified in the outcome. (For example, if the outcome is a change in knowledge, the proposed instrument measures a change in knowledge, not a change in attitude.)

Output instruments are sufficient to count all beneficiaries served and to ensure that individuals are not double-counted.

Outcome instruments will be administered to all beneficiaries receiving the intervention or completing the program. (Note, competitive grantees may propose a sampling plan for CNCS approval if this is not the case. Formula grantees are not permitted to sample.)

**Pre/Post Test**

If using a pre/post test to measure knowledge gains from training activities, it is clear how the pre/post test is connected to the learning objectives of the training.

The timeline for administering the pre/post test is clear.

If a pre/post test is required by the Performance Measure Instructions, the instrument described is a pre/post...
The applicant can successfully match pre-test data with post-test data at the individual level. The same instrument must be used for the pre-test and the post-test.

**Targets**

Target values appear ambitious but realistic/It is clear how targets were set.

Outcome targets are smaller than output targets, with some exceptions (i.e., capacity-building National Performance Measures). Note: In some cases it may be appropriate for the outcome target to be equal to the output target.

The output and outcome targets are reasonably proportional. Note: What constitutes reasonably proportional may depend on what is being counted, how and when.

**Unit of Measure**

The unit of measure is not AmeriCorps members except in National Performance Measures that count national service participants.

The unit of measure is consistent for all outputs or outcomes in the PM unless otherwise specified in the Performance Measure Instructions.

The unit of measure is not hours.

The unit of measure is a number, not a percent.

**Sampling**

If sampling is proposed, the targets represent the total for the population being served, not just the sample. (Note: Formula grantees are not permitted to sample.)

If sampling is proposed, the sampling plan is forwarded to CNCS for consideration. (Note: Formula grantees are not permitted to sample.)

**Misc.**

The applicant has not opted into National Performance Measures but has the potential to do so. (In this case, clarify why the applicant has not opted into National Performance Measures and, if applicable, direct them to select appropriate National Performance Measures.)

The applicant has not created applicant-determined measures that are identical to National Performance Measures. (Note: This is a common problem that occurs when applicants have not selected the correct objective. Applicants must review the selection rules and choose the correct objectives or the corresponding performance measures will not be available for selection. Applicant-determined measures are recognizable by the labels OUTPT or OUTCM, followed by numbers. Any applications containing these labels are NOT National Performance Measures, even if the applicant has labeled them with the number of a national measure.)
ATTACHMENT B: Detailed Budget Instructions for Operating Grants (eGrants Budget Section)

Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-I, for Year 1 of the grant, as follows:

A. Personnel Expenses

Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

B. Personnel Fringe Benefits

Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates, but are absorbed into the personnel expenses (salary) budget line item.

C. 1. Staff Travel

Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

We expect all State Commissions and National Direct applicants to include funds in this line item for travel for staff and site staff to attend CNCS-sponsored technical assistance meetings. There are two to three such opportunities per year.

Please itemize the costs. For example: Two staff members will attend the Annual AmeriCorps Symposium in Washington, DC.

2 staff X $750 airfare + $50 ground transportation + (1 day) X $400 lodging + $35 per diem = $2,470 for Annual AmeriCorps Symposium.
C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

D. 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). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies

AmeriCorps members must wear an AmeriCorps logo on a daily basis – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please note that your program will be using the AmeriCorps logo in the budget description.

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing $1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

F. Contractual and Consultant Services

Include costs for consultants related to the project’s operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. There is not a maximum daily rate.

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.
H. Evaluation

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost for these checks for staff and members or explain how your program will be covering the cost in the budget narrative.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization’s indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
- Multi-state applicants: Indicate the number of subgrants and the average amount of subgrants. Indicate any match that you will require of your subgrants under the “grantee share” column in this category. Subgranted funds may only cover costs allowable under federal and AmeriCorps regulations and provisions.

Section II. Member Costs

Member Costs are identified as “Living Allowance” and “Member Support Costs.” Your required match can be federal, state, local, or private sector funds.

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS share (CNCS Share) and grantee match share (match).

The minimum and maximum living allowance amounts are provided in the Notice.

In eGrants, enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. In addition, enter the number of members for which you are not requesting funds for a living allowance, but for which you are requesting education awards.

B. Member Support Costs

Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.
• **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. 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 State Departments of Labor or State Commissions where members serve 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 obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or accidents.

• **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with CNCS funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but the cost cannot be included in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS will not pay for dependent coverage.

• **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 State Commissions, legal counsel, or the applicable state agencies.

**Section III. Administrative/Indirect Costs**

**Definitions**

Administrative costs are general or centralized expenses of the overall administration of an organization that receives CNCS funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization’s indirect cost rate agreement. Such costs are generally identified with the organization’s overall operation and are further described in Office of Management and Budget Omni Circulars.

**Options for Calculating Administrative/Indirect Costs (choose either A, B, OR C)**

Applicants choose one of three methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method, a federally approved indirect cost rate method, or a de minimis method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds actually expended under this grant. Do not create additional lines in this category.

**A. CNCS-Fixed Percentage Method**

**Five Percent Fixed Administrative Costs Option**

The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the CNCS-fixed percentage rate method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.
1. To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.

2. To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.

3. Enter the sum of the CNCS and grantee shares under Total Amount.

If a commission elects to retain a share of the 5% of federal funds available to programs for administrative costs up to 2%, that decision is identified within each subgrant’s budget. If the commission elects to retain 1% of the administrative costs, to calculate these fractional shares, within Section III of the subgrant budget, one-fifth (20%) of the federal dollars budgeted for administrative costs is allocated to the commission’s share and four-fifths (80%) of the federal dollars budgeted for administrative costs are allocated to the program’s share. The allocation between commission and program shares would be calculated as follows:

\[ ([\text{Section I}] + [\text{Section II}] \times 0.0526) \times 0.20 = \text{Commission Share} \]

\[ ([\text{Section I}] + [\text{Section II}] \times 0.0526) \times 0.80 = \text{Subgrantee Share} \]

If a commission elects to retain a share that is less than 1% budgeted for administrative costs, adjust the calculation above, as appropriate.

**B. Federally Approved Indirect Cost Rate**

If you have a federally approved indirect cost rate and choose to use it, the rate will constitute documentation of your administrative costs, including the 5% maximum payable by CNCS. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.

If a commission elects to retain a share of the 5% of federal funds available, please note the percentage or amount in the text. There is no separate line item to show this calculation.
3. To determine the Grantee share: Subtract the amount calculated in step b (the CNCS administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

C. De Minimis Rate of 10% of Modified Total Direct Costs

If you have never had a federally negotiated indirect cost rate and receive less than $35 million in direct federal funding, you may indefinitely use a de minimis rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414 (f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

Source of Match

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your entire match. Define all acronyms the first time they are used. The total amount of Source of Match should equal the Grantee Share amount.

Note: the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible full-time members is not included in the budget.
### ATTACHMENT C: Budget Worksheet (eGrants Budget Section)

**Section I. Program Operating Costs**

#### A. Personnel Expenses

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<th>Position/Title/Description</th>
<th>Qty</th>
<th>Annual Salary</th>
<th>% Time</th>
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Totals

#### B. Personnel Fringe Benefits

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#### C.1. Staff Travel

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#### C.2. Member Travel

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#### D. Equipment

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### E. Supplies

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### F. Contractual and Consultant Services

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### G.1. Staff Training

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### H. Evaluation

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### I. Other Program Operating Costs

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**Subtotal Section I:**

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### Section II. Member Costs

#### A. Living Allowance

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</tbody>
</table>

**Totals**

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### B. Member Support Costs

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Daily Rate</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Totals**

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### Subtotal Section II:

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

### Subtotal Sections I + II:

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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### Section III. Administrative/Indirect Costs

#### A. Corporation-fixed Percentage Rate

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
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**Totals**
A. Federally Approved Indirect Cost Rate

<table>
<thead>
<tr>
<th>Cost Type</th>
<th>Cost Basis</th>
<th>Calculation</th>
<th>Rate</th>
<th>Rate Claimed</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
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</table>

C. De Minimis Rate of 10% of Modified Total Direct Costs

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
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<tbody>
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</table>

Totals

<table>
<thead>
<tr>
<th>Total Sections I + II + III:</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Budget Total: Validate this budget
Required Match Percentages:

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
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ATTACHMENT D: Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements. Note: This does not apply to Fixed-amount grants.

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Section I. Program Operating Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ___ No ___</td>
<td>Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members’ time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.</td>
</tr>
<tr>
<td>In Compliance?</td>
<td>Section I. Program Operating Costs</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>All positions in the budget are fully described in the program narrative?</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately.</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>The purpose for all staff and member travel is clearly identified?</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>You have budgeted funds for State Commission and National Direct staff travel to CNCS sponsored meetings in the budget narrative under Staff Travel?</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>All single equipment items over $5000 per unit are specifically listed?</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Justification/explanation of equipment items is included in the budget narrative?</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>All single supply items over $1000 per unit are specifically listed?</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than CNCS grant funds.</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>You only charged to the federal share of the budget member service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment?</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Does the budget reflect adequate budgeted costs for project evaluation?</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Have you provided budgeted costs for criminal history checks of members and grant-funded staff that are in covered positions per 45 CFR 2522.205? Or, if not, there is an explanation of how the program will be covering the costs.</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Are all items in the budget narrative itemized and the purpose of the funds justified?</td>
</tr>
<tr>
<td>In Compliance?</td>
<td>Section II. Member Costs</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance.</td>
</tr>
<tr>
<td></td>
<td>Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance. If exempted from paying FICA, is the exemption noted in the budget narrative?</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Is the Worker’s Compensation calculation correct? Some states require worker’s compensation for AmeriCorps members. Check with your local State Department of Labor or State Commission to determine whether or not you are required to pay worker’s compensation and at what level (i.e., rate). If you are not required to pay worker’s compensation, you will provide similar coverage for members’ on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage).</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Health care is provided for full-time AmeriCorps members only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Unemployment insurance is only budgeted if state law requires it?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Section III. Administrative/Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes __ No ___</td>
<td>Applicant has chosen Option A – CNCS-fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.</td>
</tr>
<tr>
<td>Yes __ No ___</td>
<td>Applicant has chosen Option A – CNCS fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?</td>
</tr>
</tbody>
</table>
| Yes __ No ___ | Applicant has chosen Option B – federally approved indirect cost rate method and documentation submitted to CNCS if multi-state, state or territory without commission or Indian Tribe applicant? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit,
internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant has chosen Option B – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Applicant has chosen Option B-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Applicant has chosen Option B – the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Applicant is directly apply to CNCS and has chosen Option B. A copy of the current approved indirect cost rate agreement has been submitted to <a href="mailto:additionaldocuments@cns.gov">additionaldocuments@cns.gov</a></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Applicant has chosen Option C – a de minimis rate of 10% of modified total direct costs has been budgeted?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>In Compliance?</td>
<td>Match</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-------</td>
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</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Is the overall match being met at the required level, based on the year of funding?</td>
<td></td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>For all matching funds, proposed vs secured, the source(s) [private, state, local, and/or federal], the type of contribution (cash or in-kind), and the amount of match, are clearly identified in the narrative and in the Source of Funds field in eGrants?</td>
<td></td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>The amount of match is for the entire amount in the budget narrative. (The total amount of match equals the amount in the budget?)</td>
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</tbody>
</table>
ATTACHMENT E: Logic Model Instructions for New/ Applicants (eGrants Logic Model Section)

To begin entering your logic model, from your eGrants application page select “Logic Model” in the left side navigation menu. In the first blank row of the logic model, click “edit.” Clicking this link will open a pop-up screen with fields for each column of the logic model. Complete any fields that are applicable; there are no required fields in this screen. When you are finished click “save and close.”

You may add an unlimited number of rows to the logic model by clicking “add a new row.” However, please be mindful of any page limits specified elsewhere in the application instructions or NOFO.

You may edit or delete an existing row by clicking “edit” or “delete” in the last column of the logic model.

ATTACHMENT F: eGrants Indirect Cost Rate (IDCR) User Instructions

eGrants Indirect Cost Rate (IDCR) User Instructions

A new feature has been introduced to eGrants which allows users to input Indirect Cost Rate information into their eGrants account. Grantees that will be claiming or budgeting for indirect costs on CNCS awards are required to enter the following indirect cost rates in eGrants: federally negotiated rates, state negotiated rates, and the use of de minimis rate of 10% of modified total direct costs (MTDC). Recipients of AmeriCorps State and National awards may only charge 5% of their negotiated rate to the federal share of the award, with the remaining balance being charged to match (See 45 CFR §§ 2521.95 and 2540.110).

Once a rate is entered & saved in eGrants, it cannot be edited. If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

Entry for the IDCR screen can be accessed using the following steps:

1) From the eGrants Home screen, in the lower panel under Managing My Account, click on My Account
2) From the **My Account** screen, under **Edit My Organization Info**, click on **Add and View Indirect Cost Rate**

![Edit My Organization Info](image)

- **Update Organization’s Contact Information**
- **Update Organization’s Attributes**
- **Add and View Indirect Cost Rate**
- **Edit User Role/Permissions**
- **View All**
- **Change My Primary User Role**

3) From the **Add and View Indirect Cost Rate** screen, select **add a new** to add a rate or **cancel** to back out of the screen.

![Add and View Indirect Cost Rate](image)

Field by field instructions can be found by clicking the “?” located next to Indirect Cost Rate or Indirect Cost Rate Record.

If **add a new** is selected, the screen below will pop up.
4) **Do you have an Indirect Cost Rate to record?** Respond Yes or No. If **NO** is selected, users cannot go any further & nothing will be recorded. If **Yes** is selected, users can continue on.

If your organization will be claiming or budgeting with a current, approved indirect cost rate on any CNCS awards, it must be reported on this page. The rate information you record will be used in all award negotiation and reviews until it is superseded by a new approved rate, or expires. Applicants will have an opportunity to identify, in applications, if they will be using a lesser percentage of an approved rate, if you so choose.

5) **Rate Type:** If your rate type is not one of the following options, contact your grants officer for guidance:

- **Federally Negotiated** – select if your rate has been negotiated by your cognizant federal agency. Cognizance is determined by the agency which provides the highest amount of direct federal funding;
- **State Negotiated** – select if your rate has been negotiated by a state agency or other pass through entity; or
- **10% of MTDC** – select if your organization qualifies for & elects to use the 10% de Minimus rate of Modified Total Direct Costs (MTDC). Organizations qualify for this rate if they have NEVER had
a federally negotiated rate. State entities must also not receive more than $35 million in direct federal funding.

**Rates must be used consistently across ALL federal awards.**

6) **Issuing Agency.** Respond by selecting the federal agency that approved your rate, or if the federal agency who issued your rate is not listed, select Other, or if your rate is issued by a state agency select Other.

   Identify federal agencies using the drop down list. If your rate is approved by a federal agency other than the ones listed, notify your grants officer. Other federal agencies may be added as needed.

7) **Acceptance Date.** Enter a valid date.

   The acceptance date is usually identified where the rate was signed by the issuing state or federal agency.

8) **Rate Status.** Select one of the following options: Final, Provisional, Predetermined, Fixed, Other, or Other – 10%.

   Rates issued by federal agencies will almost always be final or provisional. However, if your organization has formally notified a federal or state agency of your eligibility and intent to use the 10-percent of MTDC rate, select Other – 10%. If your organization has a predetermined or fixed rate, select those options accordingly. If a state rate indicates a term that is not listed here select Other and notify your grants officer. Additional rate status options may be added as needed.

9) **Effective From.** Enter a valid date.

   The effective from date is found on your indirect cost rate document. If using the 10-percent of MTDC rate, enter today’s date or the date your organization formally started charging costs under the 10-percent of MTDC rate.

10) **Effective To.** Enter a valid date.

    The effective to date is found on your indirect cost rate document. If your organization has received approval to extend your rate, enter the end date of the extension.

11) **No Expiration.** Check or leave unchecked.

    If your rate does not have an expiration date, as is the case with the use of the 10-percent of MTDC rate, check this box, otherwise, leave unchecked.
12) **Extended?** Respond Yes or No.
   If the rate “effective to” date has been extended with approval of the federal cognizant agency under authority of the 2014 Omni Circular, respond **Yes**. If it is not an extended rate effective to date, respond **No**.

13) **Rate Base.** Enter up to 500 characters including spaces.
   Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the rate base used to determine the indirect cost pool as stated on your indirect cost rate approval document or “State Rate N/A.” If you need more than 500 characters, indicate “Summary” and record the most important content.

14) **Treatment of Fringe Benefits.** Enter up to 500 characters including spaces.
   Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how fringe benefits were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or “State Rate N/A.” If you need more than 500 characters, indicate “Summary” and record the most important content.

15) **Treatment of Paid Absences.** Enter up to 500 characters including spaces.
   Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how paid absences were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or “State Rate N/A.” If you need more than 500 characters, indicate “Summary” and record the most important content.

16) When you have completed all of the above entries, click the **save & close** button at the bottom of the page.

- If you would like to cancel your entry, click the **cancel** button and the entry will be cancelled. All entry information will be lost & no entry will be shown.
- **Once a rate is saved it cannot be modified.**
- If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.
17) **Order of Rates** - Once an entry is saved, users will be able to see the rates they have entered. Rates will display in the order of entry. Entry of rates will provide users and CNCS with a historical record which can be used to clarify indirect cost rate inquiries for monitoring, consistent record maintenance, & audits.

If you have any questions or concerns, please contact your assigned grants officer.