

Washington Commission for National and Community Service

REQUEST FOR GRANT APPLICATIONS (RFGA) NO. 10-800



AmeriCorps*State Competitive and National Direct New and Re-competing APPLICATION INSTRUCTIONS

RFGA Released: October 2, 2009

Applications Due: November 16, 2009

Washington Commission for National and Community Service
210 11th Avenue S.W., Suite G-4
Olympia, Washington 98501

Phone: (360) 902-0656

<http://www.ofm.wa.gov/servewa>

INTRODUCTION

The Washington Commission for National and Community Service (referred to as WCNCS or the Commission) is issuing this Request for Grant Applications (RFGA) for new, re-competing and continuing applicants interested in applying for AmeriCorps*State competitive funds. The Commission recommends that potential applicants thoroughly read and understand the RFGA prior to submitting an application. This year due to the beginning of a new three-year funding cycle, many existing AmeriCorps grantees will be competing for a potentially smaller amount of funds. Please give careful consideration and analysis to the potential large numbers of grantees from throughout the country and real potential of smaller appropriation.

Interested applicants who submit an application will compete on a state level, and successful applicants are forwarded with Commission recommendations and ranking to compete nationally for funding based on their responses to the application guidelines and instructions. **Regardless of how well an application scores, the WCNCS does have the ability to select other applications for the purposes of geographic and program diversity.** The Corporation for National and Community Service (the Corporation) makes the final decision on Competitive grant awards.

Subject to the availability of appropriations for fiscal year (FY) 2010, the Corporation announced the anticipated availability of approximately \$363 million to award *new, re-competing* and *continuing* AmeriCorps State and National grants.

Service is a strategy utilized by many communities and organizations to address many priority needs. These activities can be supported locally, as well as with CNCS funding. We encourage applicants to carefully identify ways these activities can be supported with local resources or through existing AmeriCorps programs serving the area should CNCS funding be reduced or eliminated. Applicants are encouraged to reach out to new partners and be visionary in the way so that service can be a solution in communities in Washington State. One way to achieve this service collaboration is to outreach within your cities and counties and see who else may be interested in applying for AmeriCorps members that will serve the same geographic area. This should help minimize the duplication of members from other teams serving at the same service site and ultimately put forward a more competitive application. Applicants should state in their applications that they did collaborate/communicate with other organizations. If you want to know where current AmeriCorps and other national service sites are located, please go to our website: http://www.ofm.wa.gov/servewa/ameri-corps/ac_directory.asp.

Sincerely,



William C. Basl
Executive Director

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IMPORTANT DATES

BIDDER'S MEETINGS: Bidder's meetings will be held in Olympia and Spokane to give potential applicants an opportunity to seek clarification on items contained in the RFGA. Potential applicants may also connect to the meeting via conference call.

October 15, 2009

2:00 p.m. – 4:00 p.m.

Olympia

WA Commission for National and Community Service
General Administration Building
210 11th Avenue S.W., Suite G-4
Olympia, Washington 98501

October 21, 2009

10:00 a.m. – Noon

Spokane

SIRTI

(Spokane Intercollegiate Research and Technology Institute)
Room 425 – Large Conference Room
665 N. Riverpoint Blvd.
Spokane, WA 99202-1665

APPLICATION DEADLINE: All applications must be completed in eGrants and submitted to the Commission on or before 5:00 p.m. on Monday, November 16, 2009, and the additional required information items listed on pages 22-23 must be sent to the Commission by the grant due date. The mailing address used will depend upon your delivery service:

Via Federal Express or UPSor

WCNCS/RFGA
General Administration Building
210 11th Avenue S.W., Suite G-4
Olympia, WA 98501

Via U.S. Postal Service

WCNCS/RFGA
P.O. Box 43113
Olympia, Washington 98504-3113

INTERVIEWS: New and re-competing AmeriCorps applicants will be asked to come to Olympia one day during December 1-4, 2009, for interviews in front of the Commission's Grant Review Committee.

QUESTIONS: If you have additional questions, please contact:

Brian Lock
(360) 902-0646
Brian.lock@ofm.wa.gov

or

Debbie Schuffenhauer
(360) 902-0669
debbie.schuffenhauer@ofm.wa.gov

APPLICATION INSTRUCTIONS

NEW AND RECOMPETING PROGRAMS

Application Process

Please use the following application instructions if you are a new or re-competing applicant applying for the following grants: State and National Competitive including Professional Corps, State and National Education Award Program (EAP), Fixed-Amount Pilot Program, States and Territories without Commissions, and Indian Tribes.

The deadline for this competition is **November 16, 2009 at 5:00 p.m. Pacific Time.**

The WA Commission requires that all applicants make every effort to submit their applications electronically utilizing the Corporation's web-based application system, eGrants. If extenuating circumstances make this impossible, please contact the WA Commission of these issues, and hand deliver or send a hard copy of your application to the following address, via overnight carrier. All requirements described herein apply to hard copy applications.

WA Commission for National and Community Service
ATTN: Brian Lock (2010 AmeriCorps State Competitive)
General Administration Building, Suite G4
210 11th Avenue SW
Olympia, WA 98501

Late applications might be accepted only if the applicant submits a letter explaining the extenuating circumstance which caused the delay. Such letter must be sent to the WA Commission via email to brian.lock@ofm.wa.gov. Late applications are evaluated on a case-by-case basis.

We strongly recommend that you create your eGrants account and begin your application at least three weeks before the deadline and begin pasting your application into eGrants no later than ten days before the deadline. This will allow you time to address technical issues prior to the deadline.

For the technical issues relating to submitting your grant via the eGrants system, please contact the eGrants Help Desk at 888-677-7849 (talk to an associate or leave a detailed message) or e-mail egrantshelp@cns.gov immediately if a problem arises while you are creating your account, preparing, or submitting your application. Be prepared to provide your application ID. If technical issues are preventing you from submitting your application in eGrants by the deadline, you must contact the WA Commission of your predicament, and continue to call eGrants Help Desk prior to the 5:00 p.m. Eastern Time deadline to explain your technical issue and get a ticket number. If your issue cannot be resolved by the deadline, you must continue working with the WA Commission and the eGrants Help Desk to submit your application.

Use these instructions in conjunction with the *Notice of Funds Available* or *Notice of Federal Funding Opportunity (Notice)* for the year in which you are applying, 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), and other information that changes year-to-year, for all AmeriCorps grant programs. **One MSY is the equivalent of a full-time term of service.**

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.

The AmeriCorps regulations include the selection criteria used to select applications for funding and other pertinent information (see Table 1, below).

Table 1: Program Requirements in the AmeriCorps Regulations

Requirements and Selection	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

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*, which takes precedence over the
3. Application Instructions.

Do not submit any other supplementary materials such as videos, brochures, letters of support, or any other item not requested in these application instructions. The Corporation will not review or return them.

Other Information to Know before Applying: In addition to consulting the *Notice* and AmeriCorps regulations as directed in these instructions, multi-state applicants may also consult the Corporation web site for a schedule of technical assistance conference calls, Frequently Asked Questions, and other resources targeted to AmeriCorps applicants. Applicants in a single state should consult with their State Commission.

Coordination with State Commissions: The Corporation expects state and multi-state grantees to consult and coordinate activities at the local level, as specified in the statute Section 131. [42 U.S.C. 12583]. The list of State Commissions can be found here: <http://www.nationalservice.org/about/contact/statecommission.asp>.

Specifically, multi-state (National Direct) applicants and grantees are expected to:

- Consult with the State Commissions of each state in which the organization plans to operate. (the WA Commission will issue its consultation process for potential National Direct applicants)

- Provide State Commissions with a list including contact information for National programs in their state after grants are awarded, and update this list on an annual basis.
- Participate in the State Commission's annual needs assessment and training plan development activities, and in the development of their state service plan, as well as appropriate training and other events.
- Include State Commissions on the National grantee's mailing list and invite them to appropriate training and other events.

State Commissions are expected to:

- Consider the schedules and needs of National programs in their states when planning annual events and technical assistance activities.
- Include National programs in their annual needs assessment and training plan development activities, and in the development of their state service plan.
- Add AmeriCorps National personnel in their state to their mailing list and invite them to appropriate training and other events.

Program Requirements

You will find below information relevant to the AmeriCorps State and National grant programs.

A. State and National Competitive, including Professional Corps

These grants are awarded to organizations that are put forward to the Corporation to participate in a nationwide competition by Governor-appointed State or Territory Commissions (in American Samoa and Guam) and to organizations that apply directly to the Corporation and propose to operate AmeriCorps programs in more than one state. Applicants are eligible to apply for funding for a portion of the members' living allowance and program costs.

Prior to submission of a grant application to the Corporation, an applicant proposing to operate a program in two or more states (National Direct) is expected to consult with the State Commission of the state in which it intends to operate. Such an applicant must include in its application a description of the manner and extent to which the organization consulted with the State Commission in each state where the applicant intends to operate and the nature of the consultation. The Corporation will solicit the views of State Commissions regarding applications received for programs operating in their states.

The Professional Corps program model places AmeriCorps members as teachers, health care providers, police officers, engineers, or other professionals in communities where there is an inadequate number of such professionals. Applicants can apply for up to \$2,500 per MSY. Applicants are eligible to apply for funding for a portion of program costs, and use their own or other resources to pay the members' living allowance and additional member costs.

Applicants may also apply for up to \$50,000 to support start-up costs for a new Professional Corps program. An organization proposing a Professional Corps program that operates in more than one state applies directly to the Corporation. A Professional Corps program that operates in only one state must apply for a state and national competitive grant from the State Commission of the state in which it intends to operate.

B. State and National Education Award Program (EAP)

Organizations put forward to participate in a nationwide competition by Governor-appointed State Commissions; and organizations that operate their AmeriCorps program in more than one state may apply. Grantees are eligible to apply for a small grant and use their own or other resources for the members' living allowance and program costs. Applicants can apply for up to \$800 per MSY. There is no match requirement for EAP grants.

C. Fixed-Amount Pilot

Organizations put forward to participate in a nationwide competition by Governor-appointed State Commissions, organizations that operate their AmeriCorps program in more than one state, Professional Corps, States and Territories without Commissions and Indian Tribes may apply to receive a fixed-amount grant for a full-time program. **There is no match requirement for fixed-amount grants.** Professional Corps fixed-amount applicants are not eligible to apply for \$50,000 to support start-up costs.

The Fixed-Amount Pilot is only available for new and recompeting applicants. Second and third year continuation applicants must submit a new application if they are interested in participating in the Fixed-Amount Pilot.

D. States and Territories without Commissions

Applicants in South Dakota, Puerto Rico, the Territory of the Virgin Islands, and the Commonwealth of the Northern Mariana Islands may apply directly to the Corporation. Applicants are eligible to apply for funds for a portion of the members' living allowance and program costs. State or territory government entities are not eligible to apply.

E. Indian Tribes

The Corporation sets aside 1 percent of grant funds to support programs operated by Indian Tribes selected by the Corporation on a competitive basis. Applicants are eligible to apply for funds for a portion of the members' living allowance and program costs. Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above.

New and Recompeting Applicants SELECTION PROCESS AND CRITERIA

WA State AmeriCorps Grant Application Review:

All new or recompeting AmeriCorps State competitive grants will receive an initial compliance review by WA Commission staff, then will be reviewed and scored by members of the Commission's Grant Review Committee (GRC). Grant application scoring is based on how the Corporation's basic selection criteria are weighted. Once this process is completed, the GRC will also be part of an interview process of these prospective applicants that will provide final recommendations and a ranking of each state competitive applicant. Grant recommendations are then summarized in a final report to the full Commission. The full WA Commission will hear each AmeriCorps State Competitive grant recommendation by the GRC and vote on the final

grant applications that will be submitted for funding. These applications will then be subject to a national peer review process for final funding.

National Peer Review Process for State Competitive Applicants:

In evaluating applications for funding, national peer reviewers will assess program design, organizational capability, and cost-effectiveness and budget adequacy. The weights assigned to each category and sub-category are listed in the chart below. Reviewers will assess application narratives against these criteria and weight them accordingly. Please see the AmeriCorps regulations, 45 CFR §§ 2522.420–2522.448, for additional detail regarding these criteria and what reviewers will assess in each category.

Table 2: Basic Selection Criteria: Categories, Sub-Categories, and Respective Weights

Category	Percentage	Sub-Categories
Part A: Program Design	50%	Rationale and Approach (10%)
		Member Outputs and Outcomes (20%)
		Community Outputs and Outcomes (20%)
Part B: Organizational Capability	25%	No sub-categories
Part B: Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness (15%)
		Budget Adequacy (10%)

Section 2522.450 of the AmeriCorps regulations addresses types of programs or program models that may receive special consideration in the selection process. Section 2522.455 addresses how you can find out about additional priorities governing the selection process. Section 2522.470 addresses other factors or information the Corporation may consider in making final decisions.

Submitting Your Application in eGrants

Your application consists of the following components. Please make sure to complete each one.

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Performance Measures
- V. Documents
- VI. Budget
- VII. Review, Authorize, and Submit
- VIII. Survey on Ensuring Equal Opportunity for Applicants (Optional)

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

- Create an eGrants account if you are new and do not currently have one by going to: www.nationalservice.gov/egrant
- In eGrants go through the steps of creating a new account.
- Start a new Grant Application
- Select a Program Area (AmeriCorps)

- Select a NOFA AmeriCorps State and National FY 2010 (New), AmeriCorps National Professional Corps FY 2010 (New), AmeriCorps Indian Tribes FY 2010 (New). Applicants applying for a State or National Education Award Program or the fixed-amount pilot grant must select the either the AmeriCorps State or National Fixed-Amount (New) NOFA.

I. Applicant Info

In eGrants, complete the Applicant Info Section (Attachment B). This section is particularly important for Corporation data collection and evaluation. Please take the time to reflect your program activities accurately in this section.

- In the Program Info Section, select existing program if you are recompeting, or enter new if you are applying for the first time.
- If you are a new program, enter your contact information into the fields that appear.
- Select a primary Program Model, and a secondary Program Model, if appropriate.
- Then select characteristics that fit your project under Program Design, Program Location, and Program Focus. Enter or select a Program Director and Program Website URL.

II. Application Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. **If you are submitting your application in hard copy, you will find the SF 424 in Attachment A.**

In the Application Info Section enter:

- Areas affected by your program.
- Requested project period start and end dates. You may not request a program start date earlier than June 15. **First-time grantees should not expect to start until late summer or early fall.**
- If you are delinquent on any federal debt.
- State Application Identifier: Enter N/A.
- State Single Point of Contact: pre-filled “No, this is not applicable.”
- If you plan to request a waiver of the volunteer leveraging or match requirements.

III. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. 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 program description to fit each strategic initiative, special consideration, and priority 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 are addressing should not be described as the lack of the program you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met.

- **Don't make assumptions.** Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your 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.

In eGrants, you will enter text for Section A. Rationale and Approach, B. Member Outputs and Outcomes, C. Community Outputs and Outcomes, D. Organizational Capacity, E. Cost Effectiveness and Budget Adequacy, and F. Evaluation Plan. **You may not exceed 71,000 characters in these six sections combined. The character count includes spaces and punctuation.**

Please note that the Narratives Section also includes fields for Clarification Information, Amendment Justification, and Continuation Changes. **These are not required fields. They will be used to enter information for clarification following review, request amendments once a grant is awarded, and enter changes in the narrative in continuation requests. Please enter N/A in these fields.**

The selection criteria from the AmeriCorps regulations are included in the ruled boxes below in this font. Reviewers will assess your application against the selection criteria. The bullets that follow the criteria are recommendations on how to best respond to the criteria. To best respond to the criteria, we suggest that you address each bullet if it pertains to your application.

A. Rationale and Approach (10%)
Criteria

§ 2522. 425 What does the Corporation consider in assessing Program Design? (50%)
In determining the quality of your proposal's program design, the Corporation considers your rationale and approach for the proposed program, member outputs and outcomes, and community outputs and outcomes.

(a) **Rationale and approach (10%)**. In evaluating your rationale and approach, the Corporation considers the following criteria:

- (1) Whether your proposal describes and adequately documents a compelling need within the target community, including a description of how you identified the need;
- (2) Whether your proposal includes well-designed activities that address the compelling need, with ambitious performance measures, and a plan or system for continuous program self-assessment and improvement;
- (3) Whether your proposal describes well-defined roles for participants that are aligned with the identified needs and that lead to measurable outputs and outcomes; and
- (4) The extent to which your proposed program or project:
 - (i) Effectively involves the target community in planning and implementation;
 - (ii) Builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation; and
 - (iii) is designed to be replicated.

Addressing the Criteria
Compelling Community Need:

- Describe the community need that you will address within the target community.
- Why did you select this need as your focus?
- How did you identify the need?
- Provide documentation of the need.
- **If your program will operate at multiple sites**, demonstrate a need in each community you propose to serve.

Description of Activities and Member Roles:

- Describe the activities you propose to address the need.
- Describe current efforts of your organization and planned partners to address the need.
- What will be the member's roles in these activities, and how do the member roles relate to addressing the need as distinct from staff or volunteer roles? Discuss your program structure including number of members, where members will serve (for example, at the applicant organization or at local service sites). How do the types of member slots you are requesting (for example, full-time, half-time, quarter-time, etc.) align with the program design and activities? See Budget Instructions for a chart that lists slot types, minimum hours served, and minimum and maximum living allowance.
- How will you ensure that your program does not violate non-duplication, non-displacement, and non-supplementation requirements? See 45 CFR § 2540.100 for information on these requirements.
- How will your plan for member development, training, and supervision contribute to achieving your desired outcomes?
- How will you ensure that members comply with rules on prohibited service activities? See 45 CFR § 2520.45, 45 CFR § 2520.65 and the AmeriCorps grant provisions for a list of prohibited service activities.
- How will receiving an AmeriCorps grant add value to your existing service activities?

Measurable Outputs and Outcomes:

- Describe at least one aligned measurable output, intermediate outcome, and end outcome you expect to achieve as a result of your activities. While you are not required to report on end outcomes, you must describe the long-term impact you expect to achieve.
- What systems will you use to track outputs and intermediate outcomes?
- **Note:** You will develop more detailed performance measures in eGrants, including outputs and intermediate outcomes, how they will be measured, your targets for each year, and the data you will gather, during the post-review clarification period.
- **Indicate here if you plan to operate a program in one of the five focus areas (Education, Healthy Futures, Clean Energy, Veterans, or Opportunity) and whether you will be using standard performance measures.** Sample language: My program will address of the Healthy Futures priority area and we will/will not be using standard performance measures.

Plan for Self-Assessment and Improvement:

What are your plans for continuous program improvement? How will you identify strengths and weaknesses, resolve problems, and gather feedback from and provide feedback to members, service sites, and partners?

Community Involvement:

- Describe how you involved the target community (or target communities) in identifying the needs and activities. Which community partners and stakeholders were involved? What roles did they play, and what were their responsibilities in the planning process?
- Explain how you will continue to engage your community partners and stakeholders throughout the three-year program period. What will be their ongoing roles and responsibilities?

Relationship to other National and Community Service Programs:

- How will your program build on (without duplicating), or reflect collaboration with, other national and community service programs supported by the Corporation and the State Commissions in the states where you plan to operate? Include in your response if you receive funding from other Corporation sources, and which funding source supports you (AmeriCorps, Learn and Serve America, Senior Corps, or VISTA). You can find a listing of Corporation-supported programs by state here: http://www.americorps.org/about/role_impact/state_profiles.asp. The National Community Service Act prohibits duplication and displacement in SEC. 177. [42 U.S.C. 12637].
- **For Multi-state applicants: Describe the manner and extent to which you consulted with the State Commission in the states in which you plan to operate.**

Potential for Replication:

To what extent is your AmeriCorps program designed to be replicated by your organization or other organizations? What are your plans or strategies for replication?

B. Member Outputs and Outcomes (20%)

Criteria

- (b) ***Member outputs and outcomes (20%)***. In evaluating how your proposal addresses member outputs and outcomes, the Corporation considers the extent to which your proposal or program:
- (1) Includes effective and feasible plans for, or evidence of, recruiting, managing, and rewarding diverse members, including those from the target community, and demonstrating member satisfaction;
 - (2) If you are a current grantee, has succeeded in meeting reasonable member enrollment and retention targets in prior grant periods, as determined by the Corporation;
 - (3) Includes effective and feasible plans for, or evidence of, developing, training, and supervising members;
 - (4) Demonstrates well-designed training or service activities that promote and sustain post-service, an ethic of service and civic responsibility, including structured opportunities for members to reflect on and learn from their service; and
 - (5) If you are a current grantee, has met well-defined, performance measures regarding AmeriCorps members, including any applicable national performance measures, and including outputs and outcomes.

Addressing the Criteria

Member Recruitment and Support:

- Describe your plans for recruiting members for your program. What criteria will you use to select your members, including specific qualifications, characteristics, or backgrounds? What

are your plans to ensure that your corps is diverse and includes members from the communities to be served?

- What member support will you offer to ensure that your members complete their term of service (i.e. they are retained). How will you assess member satisfaction?
- **Current Grantees Only: Enrollment (Recompetes)**
If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement.
- **Current Grantees Only: Retention (Recompetes)**
If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement. While we recognize retention rates may vary among equally effective programs depending on the program model, we expect grantees to pursue the highest retention rate possible.
- **Tutoring programs only:**
Describe how your strategy for recruiting and selecting members complies with AmeriCorps requirements for member tutoring qualifications. Members who tutor must have a high school diploma, and successfully complete high-quality, research-based pre- and in-service training for tutors. This requirement does not apply to a member enrolled in an elementary school or secondary school who is providing tutoring through a structured, school-managed cross-grade tutoring program. Tutoring programs must offer a curriculum that is high quality, research-based, and consistent with the State academic content standards required by section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311) and the instructional program of the local educational agency.

Member Development, Training and Supervision:

- Describe in detail your plan for orienting members to AmeriCorps, the community, their placement site, and to the service they will perform.
- How do you plan to train members to perform all the activities they will engage in and, as necessary, provide them with ongoing training throughout their terms? What is the timeline for this training? Identify the training curricula and materials you will use.
- Describe in detail your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms.
- **Tutoring programs only:**
Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency and with state academic content standards, includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre-service and in-service training consistent with the activities the member will perform.
- **Ethic of Service and Civic Responsibility:**
Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility

C. Community Outputs and Outcomes (20%)

Criteria

- (c) ***Community outputs and outcomes (20%)***. In evaluating whether your proposal adequately addresses community outputs and outcomes, the Corporation considers the extent to which your proposal or program:

- (1) Is successful in meeting targeted, compelling community needs, or if you are a current grantee, the extent to which your program has met its well-defined, community-based performance measures, including any applicable national performance measures, and including outputs and outcomes, in previous grant cycles, and is continually expanding and increasing its reach and impact in the community;
- (2) Has an impact in the community that is sustainable beyond the presence of Federal support (For example, if one of your projects is to revitalize a local park, you would meet this criterion by showing that after you have completed your revitalization project, the community will continue its upkeep on its own);
- (3) Generates and supports volunteers to expand the reach of your program in the community; and
- (4) Enhances capacity-building of other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations.

Addressing the Criteria

Sustainability:

Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how your community relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.

Volunteer Recruitment and Support:

- Describe how your program will use volunteers to expand the reach of the program in the community. How will you recruit, support, and recognize volunteers? Identify how many volunteers you expect to recruit and the number of hours of service they will provide, in total and on average. Will these volunteers be episodic (committing to one-time or occasional events) or ongoing (committing to a regular, ongoing role in the program)? If selected for funding, you will be expected to report on your actual volunteer recruitment levels.
- Describe the role that members will play in your volunteer recruitment and support efforts.
- **If you are requesting a waiver of the requirement to recruit or support volunteers (see 45 CFR § 2520.35), explain the basis for your request in the Waiver Request Justification field, which is in the Application Info Section in eGrants. If you are submitting a hard copy application, explain the basis for your waiver request in the program narrative.**

Capacity Building:

Describe how your program will enhance the capacity of other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations. What roles will members play in your capacity-building activities?

D. Organizational Capability (25%)

Criteria

§ 2522.430 How does the Corporation assess my organizational capability? (25%)

- (a) In evaluating your organizational capability, the Corporation considers the following:
- (1) The extent to which your organization has a sound structure including:
 - (i) The ability to provide sound programmatic and fiscal oversight;
 - (ii) Well-defined roles for your board of directors, administrators, and staff;
 - (iii) A well-designed plan or systems for organizational (as opposed to program) self-assessment and continuous improvement; and
 - (iv) The ability to provide or secure effective technical assistance.
 - (2) Whether your organization has a sound record of accomplishment as an organization, including the extent to which you:
 - (i) Generate and support diverse volunteers who increase your organization's capacity;
 - (ii) Demonstrate leadership within the organization and the community served; and
 - (iii) If you are an existing grantee, you have secured the matching resources as reflected in your prior grant awards;
 - (3) The extent to which you are securing community support that recurs, expands in scope, or increases in amount, and is more diverse, as evidenced by—
 - (i) Collaborations that increase the quality and reach of service and include well-defined roles for faith-based and other community organizations;
 - (ii) Local financial and in-kind contributions; and
 - (iii) Supporters who represent a wide range of community stakeholders.
- (b) In applying the criteria in paragraph (a) of this section to each proposal, the Corporation may take into account the following circumstances of individual organizations:
- (1) The age of your organization and its rate of growth; and
 - (2) Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

Addressing the Criteria

Sound Organizational Structure

Ability to Provide Sound Programmatic and Fiscal Oversight:

- Provide a brief history of your organization. What year was your organization established? Describe your organization's experience in the proposed areas of activity and your experience operating and overseeing a program comparable to the one proposed. Include specific examples of your prior accomplishments and outcomes. Describe your capacity to manage a federal grant and to provide on site monitoring of the financial and other systems required to administer an AmeriCorps grant. **If you are proposing a multi-site program:**
 - Explain how you are able to support and oversee service sites.
 - Describe your process for selecting service sites and ensuring they have adequate programmatic and financial capabilities. How will your site selection process incorporate the criteria required by the AmeriCorps regulations 45 CFR § 2522.475 (quality, innovation, sustainability, quality of leadership, past performance, community involvement), and the special considerations found in 45 CFR § 2522.450 (program models, program activities, and programs supporting distressed communities)?

- What are your current or previous programmatic and funding relationships with the sites?
- Describe your plans for monitoring site compliance with fiscal and programmatic requirements.
- How will you develop connections among the sites through common program elements or activities to ensure that your overall mission and vision for the AmeriCorps program is maintained at each site?

Board of Directors, Administrators, and Staff:

- Describe your organization’s management and staff structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.
- Identify the key program and fiscal positions responsible for your proposed program. Describe the relevant background and experience of all staff members working on the project and their respective roles, or your plans to recruit, select, train, and support additional staff, and their roles.

Plan for Self-Assessment or Improvement:

How does your organization conduct ongoing internal assessment and improvement of its overall—not program-specific—systems, structure, staffing, and other capacities to ensure that it remains sound and well managed?

Plan for Effective Technical Assistance:

- How do you plan to provide or secure any needed financial and programmatic technical assistance for your program, and if applicable, your service sites? What are your plans for providing financial and programmatic orientation, and training and technical assistance to your program and service sites?
- Explain how you will identify and respond to your programs’ and, if applicable, your service sites’ ongoing training and technical assistance needs.

Sound Record of Accomplishment as an Organization

Volunteer Generation and Support:

Describe how your organization recruits and supports a diverse group of volunteers to increase your own organizational capacity.

Organizational and Community Leadership:

Provide examples of how you have demonstrated leadership as an organization and in the community you serve. For example, describe awards received by the organization or individuals within the organization, public positions of leadership such as staff serving on other community boards, or participation in community events, task forces, and other community activities.

Current Grantees Only: Success in Securing Match Resources

Describe your successes and challenges in securing match resources during your current three-year grant cycle and, if applicable, during the period of previous awards.

Success in Securing Community Support

Collaboration:

Describe any collaborations you have developed that increase the quality and reach of services you provide. What roles have community organizations, including faith-based organizations, played in these collaborations?

Local Financial and In-kind Contributions:

Discuss examples of how local contributions have continued over time, expanded in scope, increased in amount, or become more diverse.

Wide Range of Community Stakeholders:

Describe community stakeholders in your organization. How has non-financial support from your community stakeholders continued over time, expanded in scope, increased in amount, or become more diverse?

Special Circumstances:

In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:

- The age of your organization and its rate of growth.
- Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe the circumstance and how it affects your organizational capacity.

For Professional Corps Applicants Requesting Start-up Funds: Please include a description of the amount you are requesting for start-up, and how and when you intend to use the start-up funding. Please include a timeline that documents how long the start-up period will last, and when the first members are expected to enroll. Include the amount you are requesting for start-up in your application budget. Professional Corps applying for a fixed-amount grant are not eligible for start-up funds.

E. Cost Effectiveness and Budget Adequacy (25%)

Criteria

§ 2522.435 How does the Corporation evaluate the cost-effectiveness and budget adequacy of my program? (25%)

(a) *In evaluating the cost-effectiveness (15%) and budget adequacy (10%) of your proposed program, the Corporation considers the following:*

(1) Whether your program is cost-effective based on:

- (i) Your program's proposed Corporation cost per MSY, as defined in §2522.485; and**
- (ii) Other indicators of cost-effectiveness, such as:**

- (A) The extent to which your program demonstrates diverse non-Federal resources for program implementation and sustainability;**
- (B) If you are a current grantee, the extent to which you are increasing your share of costs to meet or exceed program goals; or**
- (C) If you are a current grantee, the extent to which you are proposing deeper impact or broader reach without a commensurate increase in Federal costs; and**

(2) Whether your budget is adequate to support your program design.

- (b) In applying the cost-effectiveness criteria in paragraph (a) of this section, the Corporation will take into account the following circumstances of individual programs:
- (1) Program age, or the extent to which your program brings on new sites;
 - (2) Whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources;
 - (3) Whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and
 - (4) Whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.
- (c) The indicators in paragraphs (a)(1)(i) and (a)(1)(ii)(B) of this section do not apply to Education Award Program applicants.

Addressing the Criteria

Cost Effectiveness

Corporation Cost per Member Service Year (MSY):

- The Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of MSYs you are requesting in your grant. It does not include child care or the cost of the education award.
- One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position.
- The Corporation cost per MSY will be automatically calculated once you enter your budget in eGrants.
- The maximum cost per MSY allowable is published each year in the *Notice*.
- Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. If you request above the maximum, please justify. This is rarely approved.

Diverse Non-Federal Support:

- Demonstrate how your program has or will obtain diverse non-federal resources for program implementation and sustainability.
- Include a discussion of the non-Corporation resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. In the budget, you must list the sources of your match funds.
- If you are requesting the alternative match explain the basis of your request in the Waiver Request Justification field in the Application Info section of eGrants. If you are submitting a hard copy application, explain the basis of your request in a paragraph titled "Waiver Request Justification."
- **Current Grantees Only: Decreased Reliance on Federal Support.** Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in federal costs.

Budget Adequacy

Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and is linked to your desired outputs and outcomes.

For EAP and other Fixed-Amount Grants Only: Fixed amount applicants must describe the costs that will not be covered by Corporation funding. These costs might include staff salaries and benefits, travel, evaluation, living allowances or salaries for AmeriCorps members, supplies, and equipment. Applicants must also describe how they expect to raise the resources necessary to operate a successful AmeriCorps program. You will not be required to track or report on your expenditures. However, you must demonstrate that you have planned for and can raise the additional resources you will need to manage and operate a successful AmeriCorps program. Reviewers will assess the adequacy of your plan to secure resources to support your program design.

The Corporation cost per MSY and the extent to which a current grantee is increasing its share of costs to meet or exceed programs goals will not be considered in assessing a fixed-amount grant applicant's cost effectiveness. However, all the other indicators described in this section will apply and the cost effectiveness/budget adequacy section still equals 25% of the selection criteria weight.

F. Evaluation Summary or Plan

If you are competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to recompeting grantees. If you are recompeting for AmeriCorps funds for the first time since the AmeriCorps rule took effect (July, 2005), you must submit a summary of your evaluation efforts or plan to date, or a copy of any evaluation that has been completed, as part of your application for funding. Submit your summary or plan in the Evaluation Summary or Plan Narrative Field in eGrants. If you are recompeting for the first time, and have completed an evaluation report, or you are recompeting for the second time since July, 2005, submit your report according to the instructions in Section VII., below.

Your evaluation requirements are different depending on the amount of your grant, as described in the AmeriCorps Regulations, Section 2522.710:

- If you are State and National grantee (other than an Education Award Program grantee), and your average annual Corporation program grant is \$500,000 or more, you must arrange for an independent evaluation of your program, and you must submit the evaluation with any application to the Corporation for competitive funds as required in §2522.730 of this subpart.
- If you are State and National grantee whose average annual Corporation program grant is less than \$500,000, or an Education Award Program grantee, you must conduct an internal or an external evaluation of your program, and you must submit the evaluation with any application to the Corporation for competitive funds as required in §2522.730 of this subpart.

G. Amendment Justification

Enter N/A. This field will be used if you are awarded a grant and need to amend it. Please delete any information previously entered in the field before entering new information.

H. Clarification Information

Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please delete any information previously entered in the field before entering new information.

I. Continuation Update

Enter N/A. This field will be used to enter changes in your narratives in your continuation requests. Please delete any information previously entered in the field before entering new information.

IV. Performance Measures

A. Serve America Act Priorities

In eGrants, the Serve America Act Priorities (Education, Healthy Futures, Clean Energy, Veterans, and Opportunity) are listed in the Performance Measures section. If you will be working in one of these areas, please select the appropriate priority area(s).

B. Issue Areas and Service Categories

In eGrants, the service categories are located in the Performance Measures Section. In this section you will select issue areas and service categories that describe your program activities. First select an issue area, and then choose service categories from the pull down menu. When you have selected all applicable service categories, indicate which service category is the primary and which is the secondary in importance to your program. Only one service category can be indicated as the primary, and one as the secondary.

If you have selected the Education, Healthy Futures, or Clean Energy Serve America Act priorities, the appropriate issue area will be selected for you. See Attachment C for the list of Issue Areas and Service Categories.

C. Entering Performance Measures

The Corporation does not require you to enter performance measures until the Corporation notifies you that you have been selected for consideration for a grant. **If you decide to wait until then to enter your performance measures you will still need to enter your Service Categories at the time of application. In addition, because eGrants requires content in the performance measure fields in order to submit, you must enter NA in the text fields and a number in the data fields. This information will not be reviewed.**

For Washington State applicants, we prefer that you enter detailed performance measures at the time of application. The following instructions will guide you through the process of entering information in the fields for the required aligned measure. These are also the instructions you will use if you are selected for consideration for a grant.

Before you complete the Performance Measures, please review 45 CFR §§ 2522.500– 2522.650. The Performance Measure worksheet in Attachment D is provided as a tool to help you think through the development of performance measures and assemble the information in eGrants. You may find the Performance Measurement Toolkit, on the Corporation's web site useful in developing your performance measures (<http://www.nationalserviceresources.org/star/ac-program-toolkit>).

You are required to align at least one set of performance measures in your primary service category. **In eGrants, you will align the measures by entering two different Result Types**

and Result Statements for one Performance Measurement Title. The two Result Types are Output and Intermediate Outcome.

In order to align a set of performance measures in eGrants:

- First select Add Performance Measure in eGrants.
- Enter the Title, the Measure Category, and the Service Category from the pull down menus.
- Enter a sentence or two on Needs and Activities, and Result Type.
- For the Output Result Type, enter a Result Statement, Indicators, Targets, Number or Percentage, Instruments, and Performance Measure Statement.
- **Add New Result** for the Intermediate Outcome and complete the pertinent fields.
- **Do not Add New Performance Measure in order to add an Intermediate Outcome for your aligned measure.**
- Once you have aligned one set of measures, i.e., completed two Result Types (Output and Intermediate Outcome) for one Performance Measurement Title, you may continue to Add New Performance Measures as appropriate for your program design.

V. Documents

In addition to your application submitted in eGrants, you are required to provide your **evaluation, labor union concurrence (if necessary), and a federally approved indirect cost agreement (if budgeted and for national applicants only)**, in hard copy or e-mail, 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”). In the event of difficulties submitting an application in eGrants, please see the *Notice* for instructions.

A. Evaluation

Submit any completed evaluation report as described in D., below. Select Evaluation and select Sent once you have submitted a completed evaluation report.

B. Labor Union Concurrence

If a program applicant:

- (1) Proposes to serve as the placement site for AmeriCorps members; and
- (2) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
- (3) Those employees are represented by a local labor organization,

then the program applicant’s application must include the written concurrence of the local labor organization representing those employees.

For the purposes of this section, “program applicant” includes any applicant to the Corporation or a State Commission, as well as any entity applying for assistance or approved national service positions through a Corporation grantee or subgrantee.

If this applies to you, please select “Enter New,” name the new document “Labor Union Concurrence,” and enter status Sent.

C. Federally Approved Indirect Cost Agreement

National applicants with a federally-approved indirect cost agreement in their budget must submit the approved agreement.

D. Submission Instructions for Evaluations, Labor Union Concurrence, and Indirect Cost Rates

Send hard copy information to:

WA Commission for National and Community Service
ATT: Evaluation, Labor Union Concurrence or Indirect Cost Rate
General Administration Building, Suite G4
210 11th Avenue SW
Olympia, Washington 98501

Attach a hard copy of the program's SF424 face sheet to each document so that we know which application corresponds to each document.

If you prefer, you may submit national evaluations, labor union concurrence, and Indirect Cost Rates electronically to americorpsapplications@cns.gov for applications submitted to State Commissions. Please notify the WA Commission if you choose this option and cc: us on this communication. This information must be received at the Corporation by 5 p.m. Pacific Time on January 8, 2010. You may submit state evaluations and labor union concurrence to your state commissions.

E. Preaward Costs

WA Commission staff will need to get notification of pre-approval from the Corporation of your AmeriCorps grant award before any consideration of reimbursement of pre-awards costs are made. Sub-grantees may be reimbursed for pre-award costs only if they are incurred after the WA Commission has received written approval by the Corporation's Office of Grants Management. You incur all *pre-award* costs at your own risk. The WA Commission is under no obligation to reimburse a potential subgrantee for pre-award costs if they do not receive advanced approval or if the approved amount is less than anticipated.

To request such approval, send an email request to the WA Commission staff (brian.lock@ofm.wa.gov), for the costs to be incurred and indicates the desired effective date. If your request is approved, the WA Commission will issue a letter authorizing the pre-award costs within five business days.

The Corporation will consider approving, where appropriate, the following types of pre-award costs:

- Personnel expenses and benefits.
- Travel for staff and prospective members.
- Equipment.
- Supplies.
- Contractual and consultant services.
- Training for staff and prospective members.
- Evaluation.
- Other program operating costs.

Because the Strengthen AmeriCorps Program Act (P.L. 108-45 (July 3, 2003), codified at 42 U.S.C. 12605) specifically provides that a national service position is approved when the Corporation issues a grant award, we cannot approve member living allowances or support costs, including FICA, workers' compensation, health care, and child care, as pre-award costs. Approval of pre-award costs does not authorize you or your subgrantee to enroll AmeriCorps members or have them begin serving. AmeriCorps members may not count any hours served prior to the award being issued as part of their term of service.

VI. Budget Instructions

For Fixed-Amount grants, including Education Award programs: Use the Budget Instructions for Fixed-Amount applicants and the budget worksheet in Attachment G to prepare your budget.

A. Overview of Key Budget Requirements

Program requirements, including requirements on match, are located in the AmeriCorps regulations, modified by 2008 appropriations language, and summarized below.

Table 3: Match Requirements in the AmeriCorps Regulations

Competition	Match Requirement
State and Territory Competitive, States and Territories without Commissions, National Direct, National Professional Corps, Indian Tribes	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.
State and National EAP Fixed-Amount	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over \$800 per MSY provided by the Corporation.
Professional Corps Fixed-Amount Pilot	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the amount per MSY provided by the Corporation.
Fixed-Amount Pilot	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the amount per MSY provided by the Corporation

- Equipment costs must not exceed 10% of the total Corporation share.
- Administrative costs must not exceed 5% of the total Corporation funds requested.
- 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 re-competing, your Program Officer can tell you where you are in the match schedule.
- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- In Section III of the budget, identify the source and total dollar amount of cash match from private, state and local and federal funds, and the source and total amounts of in-kind support. Define all acronyms the first time they are used.

Note: The Corporation's legislation permits the use of non-Corporation federal funds as match for the grantee share of the budget. Please discuss your intention of using their funds to match an AmeriCorps grant with the other agency prior to submitting your application.

B. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your proposal 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, below, to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in Attachments F and G. The Budget Checklist in Attachment H is a resource for you to ensure your budget is complete. eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter. Once you have entered your budget information in eGrants you will be asked to validate your budget, and eGrants will check your submission for errors.

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.
- 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).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- A-21 - Cost Principles for Educational Institutions, 2 CFR 220
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR 225
- A-122 - Cost Principles for Non Profit Organizations, 2 CFR 230

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if they expend over \$500,000 in federal funds, as required in OMB Circular A-133.

Detailed Budget Instructions

These instructions do not apply to applicants for EAP and Fixed-Amount Pilot grants. Please see page 29 for detailed budget instructions for Fixed-Amount grants.

Source of Match

In the “Source of Match” field that appears at the before Section I, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other or Not Available). Define any acronyms the first time they are used.

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, as follows:

A. Personnel Expenses

Under “Position/Title Description,” list each staff position separately and provide position description, salary, and percentage of effort devoted to this award. Each staff person’s role listed

in the budget must be described in the application narrative. 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 amount is over 30%, please list separately. 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 member will travel. Provide a calculation to include 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 (not to exceed the federal mileage rate), daily per diem, and similar supporting information. Only domestic travel is allowable.

We expect all applicants (including planning grant applicants) to include funds in this line item for travel for staff and site staff to attend Corporation-sponsored technical assistance meetings. There are two to three such opportunities per year, including opportunities for financial training and the National Conference on Service and Volunteering.

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include 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 Corporation 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

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. Grantees

may also add the AmeriCorps logo to their own local program uniform items using federal funds. 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. or H., below. Payments to individuals for consultant services under this grant may not exceed \$617 per day (excluding costs for indirect expenses, travel, supplies, etc.). The \$617 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate for consultants you are proposing to use and their contractual services. Indicate the daily rate, number of days, and total cost.

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, not to exceed the daily rate limit.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring, CPR, or ecosystems and the environment. 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, not to exceed the daily rate limit.

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:

- Background checks of members and grant-funded staff who have recurring access to vulnerable populations, i.e., children, the elderly, disabled, etc.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. For national office space, rental may be unallowable; check relevant OMB Circulars. 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 organizations indirect cost/admin cost allocation pool.
- 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.
- National Direct 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, 1st and 2nd Years of 2-year half-time) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation’s share (CNCS Share) and grantee match (Grantee Share).

Members – 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. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

Table 4. Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Ed Award	MSY	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	\$5,350	1.000	\$11,800	\$23,600
One-year Half-time	900	\$2,675	0.500	n/a	\$12,500
Two-year Half-time	900	\$2,675	0.250	n/a	\$12,500
Reduced Half-time	675	\$2,038	0.381	n/a	\$9,370
Quarter-time	450	\$1,415	0.265	n/a	\$6,250
Minimum-time	300	\$1,132	0.212	n/a	\$4,160
Full-time Living Allowance		\$11,800			

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 for Members.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. 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 incidents.
- **Health Care.** You must offer 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 Corporation funds. You may choose to provide health care

benefits to less-than-full-time members from other sources (i.e., non-federal). 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. The Corporation 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 Corporation 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 Circulars A-21, A-87, and A-122.

Options for Calculating Administrative/Indirect Costs (choose either A. OR B.)

Applicants can choose to use one of two methods to calculate allowable administrative costs – a Corporation fixed percentage method or a federally approved indirect cost rate method.

Regardless of the option chosen, the Corporation's share of administrative costs is limited to 5% of the total Corporation funds **actually expended** under this grant.

A. Corporation Fixed Percentage Method

Five Percent Fixed Administrative Costs Option

The Corporation fixed rate 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 Corporation Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the Corporation 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 Corporation share for Section III: Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The 5% maximum is calculated by multiplying the sum of the Corporation's share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the 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. (If 0.0500 was used, the resulting Section III costs would be less than the maximum 5% of total costs that are permitted under the Corporation's regulations.) Enter this amount as the Corporation share for Section III A.

2. To determine the Grantee share for Section III: Then multiply the total (both Corporation 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 Corporation 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, that decision is identified within each subgrant's budget. To calculate these fractional shares, within Section III of the subgrant budget, **one-fifth (20 %) of the federal dollars budgeted for administrative costs are 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. Because programs budget the 5% administrative maximum by multiplying the Corporation's share of Section I and Section II costs by the factor 0.0526, the allocation between commission and program shares would be calculated as follows:**

([Section I] + [Section II] x 0.0526) x(0.20) = Commission Share

([Section I] + [Section II] x 0.0526) x (0.80) = Subgrantee Share

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

B. Federally Approved Indirect Cost Rate Method

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by the Corporation. 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 Corporation and Grantee's 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 Corporation share: Multiply the sum of the Corporation funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the Corporation share of indirect costs.

3. To determine the Grantee share: Subtract the amount calculated in step b (the Corporation 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.

Section IV. Increasing Grantee Overall Share of Total Budgeted Costs

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 minimum in years thereafter, are maintained. These matching requirements may be waived in limited circumstances.

Applying for Alternative Match

If you are requesting the alternative match as specified in 45 CFR § 2521.60(b), you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below. Also describe the efforts you have taken to raise the resources needed to meet the matching requirements in the Waiver Justification field in the Application Info Section of eGrants.

Please see 45 CFR §§ 2521.35–2521.90, for match and waiver requirements. You apply for the alternative match the year before it goes into effect. If approved, you will base your budget in your next application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains, if you are approved for funding.

- i. **Program Location:** Except when approved otherwise, the Corporation will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your waiver request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.
- ii. **Rural County:** In determining whether a program is rural, the Corporation will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment J for the Table of Beale codes.
- iii. **Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics. See Attachment J for a list of website addresses where this publicly available information can be found.
 - The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
 - The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
 - The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
 - **State and State EAP:** Your State Commission must approve your waiver request before it is forwarded to the Corporation.

VII. Budget Instructions for Fixed-Amount Applicants

These instructions apply only to applicants for fixed-amount grants, including education award programs (EAPs) and the Fixed-Amount pilot programs.

EAP and Fixed-Amount Pilot applicants may only request a fixed amount of funding per MSY. Therefore, fixed-amount applicants are not required to complete a detailed budget. In addition, the matching requirements in 45 CFR §§ 2521.40– 2521.95 do not apply to EAP and other fixed-amount grant applicants. Fixed-Amount Pilot applicants must include only full-time members.

Budget Section II. AmeriCorps Member Positions

A. Fixed-amount Pilot Instructions for Budget Section II

Enter the number of full-time positions you are requesting under the column labeled w/o living allowance. You may not request less than full-time positions under this competition.

Under “calculation” you will enter the calculation for your grant request. Leave all other columns blank.

Member Positions	Cost per MSY	Total Cost
_____ Full-time (1700 hours) x	\$ _____ =	\$ _____

Type the total amount requested in the “Total Amount” & “CNCS Share” columns. Leave the “Grantee Share” blank.

Please note that the final amount that a program receives will be adjusted to reflect actual hours served if a member does not serve the minimum number of hours necessary to complete a full term of service.

B. Education Award Program Instructions for Budget Section II

Member Positions

Identify the number of Education Award members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (without CNCS-funded living allowance.) Leave all other columns blank.

The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart.

Amounts of fixed awards are based on the member service years which are calculated as follows:

Member Positions	Calculation	MSY
_____ Full-time (1700 hours)	(_____ members x 1.000)	= _____
_____ 1-Year Half-time (900 hours)	(_____ members x 0.500)	= _____
_____ 2-Year Half-time (1 st Year) (generally 450 hours)	(_____ members x 0.500)	= _____

_____ 2-Year Half-time (2 nd Year)* (generally 450 hours)	(_____ members x 0.000)*	=
_____ Reduced half-time (675 hours)	(_____ members x 0.3810)	=
_____ Quarter-time (450 hours)	(_____ members x 0.2646)	=
_____ Minimum-time (300 hours)	(_____ members x 0.2117)	=

Total MSY

* Grantees receive the total amount for 2-Year Half-time members in the first year. Therefore, 2-Year Half-time members serving in their second year are not included in the calculation for funds.

Under “Calculation,” you will enter the calculation for your grant request. Applicants may request up to \$800 per member service year (MSY).

Display your calculation in the following format:

Total # of MSYs _____ x MSY amount (up to \$800) _____ = Total Grant Request \$ _____

Type the total amount requested in the “Total Amount” & “CNCS Share” columns. Leave the “Grantee Share” blank. See example below:

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Program Grant Request	47.5 MSY	\$19,000	\$19,000	\$0		
	X \$800/MSY				view	
Subtotal		\$19,000	\$19,000	\$0		

VIII. 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. Complete each section. 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. 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 make sure 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 their eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, their name will override any that may appear and show on the application as the authorized representative.

IX. Survey on Ensuring Equal Opportunity for Applicants (Optional)

The Corporation and other federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives to conduct a survey of organizations that apply for federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to the Corporation for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-religious community-based organization.

This form is for applicants that are nonprofit private organizations, **not including private universities**. All information from the attached survey will be confidential and the responses will be aggregated for a summary report. Information provided on your form will not be released and will not be considered in any way in making funding decisions. If you are submitting a hard copy application, the form can be found in Attachment I.

You may complete the survey while preparing your application or after submitting your application.

- 1) To complete the survey while preparing your application, go to the Main Menu, select Enter Survey on Ensuring Equal Opportunity, provide requested information and submit.
 - 2) If you submit your grant application without completing the survey, a pop-up box will appear and ask you if you would like to complete the survey. You may select Yes, No, or Remind Me Later. If you select Remind Me Later, you will be asked to fill in the survey next time you attempt to submit an application to the Corporation for National and Community Service.
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