



**2008 AmeriCorps State**

**APPLICATION INSTRUCTIONS**

**for**

**Programs**

**State Competitive**  
**Territories Competitive**  
**State Education Award Program**  
v. 9.10.07

**Deadline: January 8, 2008**

OMB Control #: 3045-0047  
Expiration Date: 4/30/2009

## IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service's (hereinafter the Corporation) online grant application system, eGrants. The eGrants system is designed to serve the Corporation's applicants and grantees. All Corporation funding announcements are posted on our web site [www.cns.gov](http://www.cns.gov) and at [www.grants.gov](http://www.grants.gov).

**Public Burden Statement:** The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)).

**Time Burden:** The time required to complete this collection of information is estimated to average 24 hours per applicant, including the time to review instructions; search existing data resources; gather the data needed; and complete and review the information collection.

**Use of Information:** The information collected constitutes an application to the Corporation for grant funding. The Corporation evaluates the application and makes funding decisions through the Corporation's grant review and selection process.

**Effects of Non-Disclosure:** Providing this information is voluntary; however, failure to provide the information would not allow the Corporation to assess the applicant's request for funding. Therefore it would not be possible to consider granting funds to the applicant.

**Privacy Act:** Information provided for this collection may be shared with federal, state, and local agencies for law enforcement purposes.

# TABLE OF CONTENTS

<b>Important Notice</b> .....	2
<b>APPLICATION INSTRUCTIONS: NEW AND RECOMPETING PROGRAMS</b> .....	4
<b>SELECTION PROCESS AND CRITERIA</b> .....	5
<b>Submitting Your Application in eGrants</b> .....	6
I. Applicant Info .....	6
II. Application Info .....	6
III. Narratives .....	7
IV. Evaluation Summary or Plan .....	16
V. Amendment Justification (N/A).....	17
VI. Performance Measures.....	17
VII. Documents .....	18
VIII. Budget.....	19
IX. Review, Authorize, and Submit .....	29
X. Survey on Ensuring Equal Opportunity for Applicants (Optional) .....	29
<b>APPLICATION INSTRUCTIONS: CONTINUATION REQUESTS</b> .....	30
<b>Tables</b>	
Table 1: Program Requirements in the AmeriCorps Regulations .....	5
Table 2: Basic Selection Criteria: Categories, Sub-Categories, and Respective Weights.....	5
Table 3: Match Requirements in the AmeriCorps Regulations .....	19
Table 4: Minimum, Maximum, and Maximum Federal Share of Living Allowance.....	25

## **Application Instructions NEW AND RECOMPETING PROGRAMS**

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The following application instructions are designed to serve as a model for state commissions as they draft their own instructions for new and re-competing applicants for state competitive and state Education Award Program (EAP) grants. **If you are an organization interested in applying for AmeriCorps state funding, please contact your commission. You will apply through the commission, using their instructions, rather than directly to the Corporation.**

**If you are a State, Territory, or Commonwealth without a commission, please use the instructions designed specifically for your use, “Application Instructions for States, Commonwealths, and Territories without Commissions,” available on the AmeriCorps web site [www.americorps.org](http://www.americorps.org).**

The deadline for commissions to submit their recommendations for State Competitive and State EAPs is **January 8, 2008**. All applications are due at **5:00 p.m. Eastern Time**. Applications are submitted using eGrants, the Corporation’s integrated, secure, web-based system for applications. Please see Application Instructions for Commissions for more information on how you submit your competitive and formula recommendations to the Corporation.

State competitive grants may be used to fund Professional Corps. Grantees receive Corporation funding to support program costs, and use other resources to support the living allowance and member support costs of the AmeriCorps members. Professional Corps programs place members as teachers, health care providers, police officers, childhood development staff, engineers, or other professionals to meet unmet needs in communities with an inadequate number of such professionals.

Professional Corps programs provide 100 percent of member support costs, including the living allowance, FICA, health insurance, and, depending on the state, workers’ compensation and unemployment insurance. Although Professional Corps programs pay 100% of health insurance costs, they must comply with the minimum standards for health care coverage listed in the Budget Instructions, or demonstrate that the coverage provided has a fair market value equal to or greater than the fair market value of a policy that provides the minimum value (45 CFR § 2522.250). **If you are applying for Professional Corps, you are not required to list funds in the Corporation column of Section II in the Budget Section in eGrants**

Use these instructions in conjunction with the *Notice of Federal Funding Availability* 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, and other information that changes year-to-year, for all AmeriCorps grant programs** The *Notice* can be found at [http://www.americorps.org/for\\_organizations/funding/nofa.asp](http://www.americorps.org/for_organizations/funding/nofa.asp). The full regulations are available online at [www.gpoaccess.gov/ecfr](http://www.gpoaccess.gov/ecfr); regulations added or revised in 2005 through rulemaking, including the selection criteria can also be found at <http://www.americorps.org/about/ac/rulemaking.asp>.

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.

## Selection Process and Criteria

In evaluating your application for funding, reviewers will assess your program design, organizational capability, and the program’s cost-effectiveness and budget adequacy. The weights assigned to each category and, if applicable, sub-category, are listed in the chart below. Reviewers will measure your application narrative against these criteria, and weight them accordingly.

In evaluating your application for funding, reviewers will assess your program design, organizational capability, and the program’s cost-effectiveness and budget adequacy. The weights assigned to each category and sub-category are listed in the chart below. Reviewers will measure your application narrative 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 and Weights
Program Design	50%	Rationale and Approach – 10%
		Member Outputs and Outcomes – 20%
		Community Outputs and Outcomes – 20%
Organizational Capability	25%	No sub-categories
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. Evaluation Summary or Plan
- V. Documents
- VI. Amendment Justification (Enter N/A)
- VII. Budget
- VIII. Review and Submit
- IX. Survey on Ensuring Equal Opportunity for Applicants (Optional)

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

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA (Commission AmeriCorps State FY 2008, AmeriCorps Territories FY 2008 (Northern Mariana Islands and US. Virgin Islands), Commission Education Awards Program 2008)
- Select your State
- Select your State Prime Application ID
- 

### I. Applicant Info

In eGrants, complete the Applicant Info Section, which can also be found in Additional Information, Section 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 or enter new.
- If you are a new program, enter your contact information into the fields that appear.
- If you are a currently funded program entering a new program for consideration, please contact your Program Officer as you will need to work directly with eGrants Help Desk staff.
- 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 all the forms that you need in the Additional Information. The SF 424 is in Section A of that document.**

In the Application Info Section enter:

- Areas affected by your program.
- Requested program start and end dates. Please do not request a program start date earlier than June 15.
- If you are delinquent on any federal debt.
- State Application Identifier: Use this field if you would like to enter a unique identifier for subapplicants.
- 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 suggested guidelines 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*. Focus on the special considerations and priorities that apply to your program.
- **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 three selection criteria presented below.
- **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.
- **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 the narrative, include activities for the entire three-year program period for which you are requesting funds. As you complete each section of the narrative, you must stay within the character limits specified in the table below. Please note that the Narratives Section includes a field for Amendment Justification. **This is not a required field; it is used to request amendments once a grant is awarded. Please enter N/A in this field.**

Narrative Item	Maximum Number of Characters (including spaces and punctuation)
A. Program Design (50%) 1) Rationale and Approach (10%) 2) Member Outputs and Outcomes (20%) 3) Community Outputs and Outcomes (20%)	In eGrants, enter text for A, B and C into the fields for Rationale and Approach, Member Outputs and Outcomes, Community Outputs and Outcomes, Organizational Capability, and Cost Effectiveness and Budget Adequacy. <b>You may not exceed 71,000 characters in total for Sections A, B, and C combined.</b>
B. Organizational Capability (25%)	
C. Cost Effectiveness and Budget Adequacy (25%) 1) Cost Effectiveness (15%) 2) Budget Adequacy (10%)	
<b>Total Maximum Number of Characters per Application</b>	<b>71,000</b>

## A. Program Design

Below, in ruled boxes, you will find the selection criteria from the AmeriCorps regulations, followed by guidance on how best to respond to the criteria.

### 1. Rationale and Approach

#### **§ 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.

#### **Compelling Community Need:**

- Describe the community need that you will address within the target community. How did you identify the need and where is it documented?
- **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.
- What will be the member's roles in these activities, and how do the member roles relate to addressing the need? Discuss your program structure including number of members, number of staff, 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 on page 23 for a chart that slot types, minimum hours served, and minimum and maximum living allowance.
- 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 § 2520.65 for a list of prohibited service activities.

#### **Measurable Outputs and Outcomes:**



- Describe the measurable outputs and outcomes you expect to achieve as a result of your activities.
- What systems will you use to track these outputs and outcomes?  
**Note:** You will develop your measurable outputs and outcomes in more detail, including how they will be measured, your targets for each year, and the data you will gather, if you are approved for funding.

**Plan for Self-Assessment and Improvement:**

- How will you track and evaluate your progress toward meeting and achieving your outputs and outcomes?
- 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? You can find a listing of Corporation-supported programs by state at [http://www.americorps.org/about/role\\_impact/state\\_profiles.asp](http://www.americorps.org/about/role_impact/state_profiles.asp).

**Potential for Replication:**

To what extent is your program designed to be replicated? What are your plans or strategies for replication?

**2. Member Outputs and Outcomes**

(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.

### **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 living allowance do you plan to provide if your members are full-time? If less than full-time, do you plan to provide a living allowance, and if so, how much?
- How will you assess member satisfaction? Describe your plan for providing other incentives to members including opportunities for skill-building, professional development, education, activities promoting esprit de corps, and member recognition. What are your strategies to ensure that members complete their term of service (retention)?
- **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, or a higher degree, or pass a proficiency test that the program has determined is effective in ensuring that members tutoring have the necessary skills to achieve program goals.

### **Member Development, Training and Supervision:**

- Describe in detail your plans 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 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 or 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

### **Current Grantees Only: Enrollment**

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**

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. 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.

### **3. Community Outputs and Outcomes**

(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.

### **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 C.F.R § 2520.35), explain the basis for your request in the Waiver Request Justification field, which is accessed through the Application Information Section in eGrants. If you are submitting an application in hard copy, explain the basis for your waiver request in the program narrative.

**Capacity Building:**

Describe how your program will enhance the capacity of your organization, service sites, and, as applicable, 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?

**B. Organizational Capability**

**§ 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.

**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. How will receiving an AmeriCorps grant add value to your existing service activities?
- **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 as articulated in 45 CFR § 2522.475, which comprise quality, innovation, sustainability, quality of leadership, past performance, community involvement, and the special considerations found in 45 CFR § 450? These include 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 background and experience of key staff members, or your plans to recruit, select, train, and support additional staff if necessary.

**Plan for Self-Assessment or Improvement:**

How does your organization conduct ongoing internal assessment and improvement of its 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.**

**C. Cost Effectiveness and Budget Adequacy**

**§ 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.

### **Cost Effectiveness**

#### **Corporation Cost per Member Service Year (MSY):**

- Your Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of member service years you are requesting in your grant. It does not include child care or the cost of the education award a member earns serving with your program.
- 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 the maximum, please justify.

#### **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.

**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 EAPs Only:** If you are an EAP applicant, describe the costs you expect to incur for this program 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. You will not be required to track or report on these expenditures. Reviewers will consider this information to assess the adequacy of your budget to support your program design.

**The Corporation cost per MSY and the extent to which a current EAP grantee is increasing its share of costs to meet or exceed programs goals will not be considered in assessing an EAP 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.**

### **IV. Evaluation Summary or Plan**

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, submit your report according to the instructions in Section VI., below. If you are competing for the first time, please enter N/A in this field since it pertains only to recompeting grantees.

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

- If you are a State commission, you must establish and enforce evaluation requirements for your State formula subgrantees, as you deem appropriate.
- If you are a State competitive or direct Corporation AmeriCorps 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 a State competitive or direct Corporation AmeriCorps grantee whose average annual Corporation program grant is less than \$500,000, or an Education Award Program grantee, you must conduct an internal 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.

### **V. Amendment Justification**

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



## VI. Performance Measures

The Corporation does not require state service commission applicants to provide performance measures for State Competitive grants unless and until the Corporation notifies the commission that the applicants have been selected for consideration for a grant. However, your state commission may require you to provide performance measures at the time that you submit your application for its consideration. **Follow the instructions provided by your state commission in this regard. If your commission does not require you to provide performance measures upon submission of your application, you must enter N/A in each field described below.**

### A. 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. See Additional Information for the list of Issue Areas and Service Categories.

### B. Performance Measures

Before you complete Section your Performance Measures, please review 45 CFR §§ 2522.500–2522.650. The Performance Measure worksheet in the Additional Information is provided as a tool to help you think through the development of your performance measures and assemble the information you will need to input into eGrants. You may find the Performance Measurement Toolkit, on the Corporation’s web site useful in developing your performance measures ([http://nationalservicerresources.org/resources/online\\_pubs/americorps/pmtoolkit.php](http://nationalservicerresources.org/resources/online_pubs/americorps/pmtoolkit.php)).

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 three different Result Types and Result Statements for one Performance Measurement Title.** The three Result Types are Output, Intermediate Outcome, and End 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 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.
- Then, Add **New Result** for the Intermediate Outcome, and fill out the pertinent fields.
- **Do not Add New Performance Measure in order to add an Intermediate or End Outcome for your aligned measure.**
- Finally, Add New Result for the End Outcome.
- Once you have aligned one set of measures, i.e., completed three Result Types for one Performance Measurement Title, you may continue to Add New Performance Measures as appropriate for your program design.

## VII. Documents

### A. Evaluation

Submit as described in C., below.

### B. Labor Union Concurrence

If a program applicant has employees represented by a local labor organization who are engaged in the same or substantially similar work as that which will be carried out by AmeriCorps members, the applicant must submit the written concurrence of the local labor organization with its application. If this applies to you, please select “Enter New,” name the new document “Labor Union Concurrence,” and enter status.

### C. Submission Instructions for Program Evaluations and Labor Union Concurrence

Send hard copy information to:

Corporation for National and Community Service  
Box [Name of Grant for Which You Are Competing]  
1201 New York Avenue NW  
Washington, DC 20525

Please use a courier service to send hard copy as U.S. Postal Service to government agencies often are delayed and sometimes damaged due to security measures. Attach a hard copy of the program’s SF424 facesheet to each document so that we know which application corresponds to each document. If you prefer, you may submit evaluations electronically to [acapplications@cns.gov](mailto:acapplications@cns.gov).

This information must be received at the Corporation by 5 p.m. ES/DST on the January 8, 2007.

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.

## VIII. Budget

### A. Overview of Key Statutory and Regulatory Budget Requirements

Before you complete the Budget Section, please review Sections §§ 2521.35–2521.90 of the AmeriCorps Regulations for match requirements, summarized below:

**Table 3: Match Requirements in the AmeriCorps Regulations**

<b>Competition</b>	<b>Match Requirement</b>
State and Territory Competitive; States, Territories and Commonwealths without Commissions;	Minimum grantee share is 33% of operating costs and 15% of member support costs. 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 EAP	Grantee pays all program costs over \$600 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.
- Your budget must meet certain minimum match requirements for operating and member support costs:
  - **Sections I & III:** You must match with cash or in-kind contributions at least 33% of the project's total Operating (Section I) plus Administrative (Section III) costs. The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
  - **Section II:** You must match at least 15% of all member costs (Section II) with non-federal cash. The matching sources may be state, local, private sector, or other non-federal funds in accordance with applicable AmeriCorps requirements. Other federal funds are not an acceptable source of the required 15% cash match for member costs, except for health care.
- In Sections I, II, and III of the budget, you should clearly and specifically 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. All acronyms should be defined the first time they are used to reference non-Corporation programs and sources.
- In addition to the limits on the Corporation and federal shares of funding for each budget section, grantees are required to meet an overall matching rate that increases over time. These matching requirements may be waived in limited circumstances. See 45 CFR §§ 2521.35–2521.90, for the regulatory match and waiver requirements. Additional Information, Section H includes resources to help you apply for these waivers.

*Note:* Most federal funds are not authorized to be used as match for another federal grant. While the Corporation's legislation may permit the use of non-Corporation federal funds as match for the grantee share of the budget for operating and administrative costs, the determining factor is the other federal agency. You must ensure that your use of another federal agency's funds as match for this national service program grant is permitted by the other agency.

**Tribal Entities:** In compliance with Executive Order 13175 (November 6, 2000), Consultation and Coordination with Indian Tribal Governments, the Corporation will handle requests for waiver of the match requirement or the volunteer leveraging requirement from Indian Tribes in an expedited manner.

### **For EAPs Only: Budget and Match Requirements**

EAP applicants may only request a fixed amount of funding per MSY. Therefore, you are not required to complete a detailed budget. Follow the instructions below to prepare your budget. Your budget worksheet is also below. Consult the most current *Notice* to determine the maximum amount of funding per MSY you may request. The matching requirements in 45 CFR §§ 2521.40– 2521.95 do not apply to EAP applicants.

### **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 as part of the Cost-Effectiveness and Budget Adequacy component of the selection criteria.

Follow the detailed budget instructions, below, to prepare your detailed budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets, which can be found in Additional Information, Sections D and E. 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.
- Your detailed budget narrative must provide a full explanation of the proposed costs including their purpose and the basis of your calculation.
- For the Staffing, Travel, and Evaluation line items, and wherever else it may increase clarity, present your calculations in the form of an equation, e.g., Two (2) staff traveling @ \$350/trip for 2 trips = \$1400; or, Salary \$60,000 @ 20% devoted to program = \$12,000.
- 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](http://www.whitehouse.gov/OMB/circulars).

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

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.

### **C. Applying for Alternative Match**

Please see 45 CFR §§ 2521.35–2521.90, for match and waiver requirements. You may only apply for the alternative match as part of your third year continuation application. If approved, you will base your budget in your recomplete application on the approved alternative match. The alternative match requirement will be in effect for the entire three year project period, if you are approved for funding.

If you are requesting the alternative match as specified in § 2521.60(b), then 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.

- 1. 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.

- 2. 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 Additional Information, Section H for the Table of Beale codes.
  - 3. 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 Additional Information, Section H 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.
- D. To Apply for a Statutory Match Waiver:**
- You must submit your request in separately via e-mail to the Corporation.
  - If you are requesting a waiver based on the lack of available financial resources at the local level, you must provide the information described in § 2521.70.
  - **State and State EAP:** Your state commission must approve your waiver request before it is forwarded to the Corporation.

## **Detailed Budget Instructions**

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*These instructions do not apply to applicants for State EAP grants.  
Please see page 27 for detailed budget instructions for State EAPs.*

### **Source of Match**

In the "Source of Match" field that appears at the beginning of Sections I, II, and III, 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). Be sure to define any non-Corporation 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 title and provide a brief 5 or 6 word position description, salary, and percentage of effort devoted to this award. Because the purpose of this grant is to enable and stimulate volunteer community service, the grantee may not include the value of direct community service performed by volunteers. However, the grantee may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, training of staff and AmeriCorps Programs.

## **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 or rate for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. Typically, holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but rather are absorbed into the personnel expenses (salary) budget line item. Uncommon or exceptionally high-cost benefits should be itemized.

### **C. 1. Staff Travel**

Describe the purpose for which program operating staff will travel. Provide a calculation to include 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. Only domestic travel is allowable; other travel is allowable only if specifically identified and approved as a condition of a grant award.

**We suggest that you include funds in this line item for travel for your staff and staff at your sites to attend Corporation-sponsored technical assistance meetings. There are 2-3 such opportunities per year, including opportunities for new grantee orientation, 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). Include items that do not meet this definition 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. Grantees may only charge the cost of member service gear, except for safety equipment, 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-federal funds.

## **F. Contractual and Consultant Services**

Include costs for consultants related to the project's operations, except evaluation consultants, who will be listed in Section H., below. Payments to individuals for consultant services under this grant may not exceed \$540 per day (excluding costs for indirect expenses, travel, supplies, etc.). The \$540 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, their contractual services, and provide the names of the organizations when available. Indicate the daily rate, number of days, and total cost. For any pro bono work by a contractor in combination with fee-based work, affirm that the vendor's normal fee schedule and market-based work warrant the in-kind value placed on the donated portion.

### **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 you did not budget under Section I A. Personnel Expenses, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. 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.

**Subtotal Section I.** The grantee share of Sections I plus III must be at least 33% of these operational costs.

**Section II. Member Costs**

Member Costs are identified as “Living Allowance” and “Member Support Costs.” **You must match at least 15% of this category, and this match must be cash.** If you match over 15%, you may use in-kind contributions. Your 15% minimum required match can be state, local, or private sector funds, except for health care, which may be covered 100% by non-Corporation federal funds. In addition, any match above the 15% minimum may be non-Corporation federal funds, subject to the other federal agency’s approval.

In the “Source of Match” box, enter the total amount of cash and in-kind match under columns for “Private,” “State and/or local,” and “Federal.” Then, for each amount entered, identify the source of the matching funds or in-kind contributions by entering text under “Sources.” Be sure to define any non-Corporation acronyms the first time they are used.

**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, 1<sup>st</sup> and 2<sup>nd</sup> 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 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, Maximum, and Maximum Federal Share of Living Allowance**

Term of Service	Minimum Number of Hours	Minimum Living Allowance	Maximum Living Allowance	MSY	Maximum CNCS/Federal Share of Living Allowance
Full-time	1700	\$11,400	\$22,800	1.000	\$9,690
One Year Half-Time	900	N/A	\$12,070	0.500	\$5,130



Two Year Half-Time	900	N/A	\$12,070	*0.250	\$5,130
Reduced Half-Time	675	N/A	\$9,050	0.375	\$3,848
Quarter-Time	450	N/A	\$6,035	0.250	\$2,565
Minimum-Time	300	N/A	\$4,025	0.200	\$1,710

**Notes:**

1. There is no requirement to pay a living allowance to less than full-time members.
  2. The amount of the maximum for less than full-time living allowance is rounded to the nearest dollar.
  3. The calculation for the maximum federal share for less than full-time members who do receive a living allowance is pro-rated based on 85% of the proportion of the minimum full-time required hours, e.g. One-year Half-time=900/1700 X \$11,400, or \$6,035. Maximum federal share is \$6,035 X .85 = \$5,130.
- \* For a two year half-time position, the living allowance can be split between two years, e.g. 0.250 in Year 1 and 0.250 in Year 2.

**B. Member Support Costs**

Consistent with the laws of your state, 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 your State Department of Labor or state commission 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 half-time members with Corporation funds. You may choose to provide health care benefits to half-time members from other sources (i.e., non-federal). Half-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 their state commission, legal counsel, or the applicable state agency.

**Subtotal Section II.** The grantee share of Section II must be at least 15%.

**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. 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 by statute to 5% of the total Corporation funds **actually expended** under this grant.

**State Commission 1% Fixed Amount Option.** Regardless of the method used to calculate administrative costs, state commissions may choose to set aside a portion of the Corporation share to use in administering its subgrantees. This amount must not exceed a one-fifth share of the maximum 5% Corporation share (i.e., allocating 1% as set aside for administering subgrantees and the remaining 4% for other administrative costs). When using this option, the subgrantee's portion must not exceed the remaining 4% portion of the maximum Corporation share. Both the commission and subgrantee portions of the Corporation share of administrative costs should be requested in the subgrantee's budget.

To allocate the subgrantee share of the amount: Multiply the sum of the Corporation share of Sections I and II by 4.21% (i.e. 0.0421). This is the maximum amount that the subgrantee can request as the Corporation share of administrative costs. Enter this amount as the Corporation share for Section III A or Section III B as appropriate, in the line item subgrantee share amount.

To allocate the Commission share of this amount: Multiply the sum of the Corporation shares of Sections I and II by 1.05% (i.e. 0.0105). This amount is the total the commission can retain to administer the subgrant(s). Enter this amount as the Corporation share for Section IIIA or Section IIIB as appropriate, line item commission share amount.

#### A. Corporation Fixed Percentage Method

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.

- a. 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. Enter this amount as the Corporation share for Section III A.
- b. Then multiply the total (both Corporation and grantee share) for of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.

c. Enter the sum of the Corporation and grantee shares under Total Amount.

## **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 under the Rate Claimed field.

a. 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.

b. 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.

c. 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.

### **Subtotal Section III.**

The grantee share of Sections I plus III must be at least 33%.

### **Increasing Grantee Overall Share of Total Budgeted Costs**

In addition to the limits on the Corporation and federal shares of funding for each budget section, 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 matches—15% (for Section II) and 33% (for Sections I and III)—are maintained. These matching requirements may be waived in limited circumstances. See 45 CFR §§ 2521.35–2521.95 for the specific regulatory match and waiver requirements.

## **Detailed Budget Instructions for Education Award Programs**

*These instructions apply only to applicants for State Education Award Program funding.*

### **Budget Section II. AmeriCorps Member Positions 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, per the following example:

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 <sup>st</sup> Year) (generally 450 hours)	(_____ members x 0.500)	= _____
_____ 2-Year Half-time (2 <sup>nd</sup> Year) (generally 450 hours)	(_____ members x 0.000)*	= _____
_____ Reduced half-time (675 hours)	(_____ members x 0.375)	= _____
_____ Quarter-time (450 hours)	(_____ members x 0.250)	= _____
_____ Minimum-time (300 hours)	(_____ members x 0.200)	= _____
<b>Total MSY</b>		_____

Total # of MSYs \_\_\_\_\_ x MSY amount (up to \$600) \_\_\_\_\_ = Total Grant Request \$ \_\_\_\_\_

*\* 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.*

### Fixed Award

Under “Calculation,” you will enter the calculation for your grant request. Applicants may request up to \$600 per member service year (MSY).

Display your calculation in the following format:

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	view	
	X \$600/MSY					
Subtotal		\$19,000	\$19,000	\$0		

## IX. 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 and
- Submit

Read the Authorization, Assurances, and Certifications carefully. Complete each section of the Assurances and Certifications. If you are submitting an application in hard copy, the Assurances and Certifications can be found in the Additional Information, Section C.

The person who authorizes the application must be the applicant's authorized representative. 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.

## X. Survey on Ensuring Equal Opportunity for Applicants

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 in-house 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.

There are two ways to complete the survey: (1) while preparing your application; and (2) after submitting your application.

- 1) To complete the survey while preparing your application, go to the eGrants Main Menu, click on Enter Survey on Ensuring Equal Opportunity, provide the 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.

If you are submitting a an application in hard copy, the survey forms and instructions are found in the Additional Information, Section G.

## **Application Instructions: CONTINUATION REQUESTS**

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The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a three-year grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and recompeting programs.

### **Continuation Expansions**

Based on our anticipated appropriation, and the expected volume of new and recompeting applications in 2008, the Corporation expects to approve very few requests for expansion within continuation requests in fiscal year 2008. Preference will be given to expansions that include low cost MSYs and expansions of programs demonstrating outcomes that have exceeded their goals.

For State grantees, the Corporation will consider cost per MSY for continuation expansions at the program level, rather than aggregated by state. Each state must still adhere to its maximum average cost per MSY of \$12,600.

For National Direct grantees the cost per MSY must remain at or below \$12,600. For Professional Corps grantees, the cost per MSY must remain at or below \$2,500 for continuations. The cost per MSY for EAP grantees must remain at or below \$600.

In addition, based on the number of new applications, we may support expansion requests that address the Corporation's strategic initiatives:

- Mobilizing more volunteers.
- Ensuring a brighter future for all of America's youth.
- Engaging students in communities.
- Harnessing baby boomers' experience.

**Continuation Budget Increase:** : In 2008, your continuation request may not include an increase for cost of living as it has in the past.

### **When to Submit Your Continuation Request:**

State commissions set the due dates for continuation requests. Please consult your state commission for your due date.

### **How to Submit Your Continuation Request:**

- Submit your continuation request in eGrants.
- To create your continuation request in eGrants, click **Continuation** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select

the grant you wish to continue. **Make sure you select the correct one.** The system will copy your most recently awarded application as a base to create your continuation application.

- Edit your continuation application as directed in the continuation request instructions below. When you have completed your edits, click the **SUBMIT** button.

Be sure you also review the *Notice* when preparing your request. If you have questions about the content of your continuation request, please contact your program officer. **If you experience problems using eGrants, contact the eGrants Help Desk at (888) 677-7849 or (202) 606-7506, or email at [egrantshelp@cns.gov](mailto:egrantshelp@cns.gov).**

## **What to Include in Your Continuation Request:**

### **I. SF424 Facesheet (Applicant Information and Application Information Section)**

Update the Applicant Information and Application Information Sections in eGrants if necessary.

### **II. Narrative (Narratives Section)**

Describe any changes you are proposing to your program in the Rationale and Approach, Community Outputs and Outcomes, Organizational Capability, and Cost-Effectiveness and Budget Adequacy, as appropriate.

#### **Enrollment**

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 in the Member Outputs and Outcomes field.

#### **Retention**

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. 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 in the Member Outputs and Outcomes field.

If you are not proposing changes to your program, enter N/A in each appropriate field. The maximum length of your narrative is 8,000 characters.

### **III. Performance Measures (Performance Measures Section)**

Your performance measures are copied from the information you entered after you received your grant into your continuation request. If you need to revise your performance measures, View/Edit the performance measures that copy over from your original application, or add new performance measures.

### **IV. Budget (Budget Section)**

Provide a detailed budget for the upcoming year. Incorporate any required Corporation increases, such as an increase to the member living allowance into your budget. Your budget from the previous year's application is copied into your continuation request so you can make

the necessary adjustments. Consult the *Notice*, or other documentation provided by the Corporation for any limitations on budget increases and for specific guidance on whether you may request additional funding for expansion.

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