



**STATE ADMINISTRATIVE FUNDS,
PROGRAM DEVELOPMENT ASSISTANCE
AND TRAINING FUNDS,
and
DISABILITY PLACEMENT FUNDS
APPLICATION INSTRUCTIONS**

STATE ADMINISTRATIVE FUNDS (ADMIN), PROGRAM DEVELOPMENT ASSISTANCE AND TRAINING (PDAT), AND DISABILITY PLACEMENT (DISABILITY) APPLICATION INSTRUCTIONS

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STATE ADMINISTRATIVE FUNDS, PROGRAM DEVELOPMENT AND TRAINING FUNDS, AND DISABILITY PLACEMENT FUNDS APPLICATION INSTRUCTIONS

I. Deadline

The deadline for State Administrative (Admin), Program Development and Training (PDAT), and Disability Placement (Disability) grants is November 1, 2006. We will consider an extension of deadline only for extenuating circumstances clearly beyond your control. Submit your request for an extension stating the rationale to Kristin McSwain, Director, AmeriCorps State/National via email (kmcswain@cns.gov) or letter submitted via courier service.

II. Using eGrants

To submit your application, access eGrants (www.americorps.gov/egrants), the Corporation's integrated, secure, web-based system for applications. The AmeriCorps Admin, PDAT and Disability applications each are accessed through a separate NOFA, by year, in eGrants. Be sure to select the correct NOFA when prompted.

If you are submitting for a second or third year of a three year grant, select the "Continuation" option when setting up your application. The current application will be a copy of the previous year's application and budget, which you can edit. In addition:

- We suggest you first prepare and save your application as a word processing document, then copy and paste the document into eGrants.
- **We strongly encourage you to create your eGrants account and begin your application at least three weeks prior to the final submission 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. Technical issues are more likely to be considered as a factor in allowing a late submission if you begin entering your application within this time frame.
- Use only UPPERCASE letters for all section headings and other information you would like to highlight in your narrative. Bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables will not copy into eGrants.
- Adhere to all the character limits indicated in the application instructions. Characters include all the letters, punctuation, and spaces in your document. Your word processing software can provide a character count.

III. Additional Information

A. State Commission and National Program Collaboration

The Corporation expects national service programs to collaborate at the local level. For example, you should provide support for AmeriCorps National operating sites in your state. Likewise, AmeriCorps National program parent organizations are required to communicate with commissions in the states where they operate.

As a state commission, you are expected to:

- Consider the schedules and needs of AmeriCorps National programs in your state when planning annual events and technical assistance activities. These include recipients of National Direct, National EAP, Professional Corps, National Planning, and Indian Tribes grants.
- Add the appropriate AmeriCorps National parent organizations and their operating sites in your state to your mailing list.
- Use inclusive language in announcements and other public documents so that National program staff can determine when activities and events are relevant to them.

National programs in your state are expected to communicate regularly with you, and to keep you informed of their progress. Specifically, they will:

- Consult with you in order to ensure that National programs in your state fit into the overall priorities included in your admin application.
- Provide you with a summary of National programs and member activities within your state.
- Notify you of new National operating sites in your state that have not been determined at the time of application, as soon as the sites are selected.
- Include your state commission on their mailing lists.
- Keep you informed of training and technical assistance needs of their operating sites.
- Participate whenever possible in events, training, and meetings and the development of your state service plan.
- Respond in a timely fashion to requests, invitations, and communications.

B. Provisions for Admin, PDAT, and Disability Funds

By accepting funds under any of these three grants, you agree to comply with the AmeriCorps Provisions that apply to these funds and all applicable federal statutes, regulations, and guidelines. You agree to administer the grant in accordance with your approved grant application and budget, supporting documents, and other representations made in support of the approved grant application.

All applicable Provisions of the grant including regulations and OMB circulars that are incorporated by reference shall apply to any grantee, sub-grantee, or other organization carrying out activities under this award. The OMB circulars are online at www.whitehouse.gov/OMB/circulars. The Provisions for Admin/PDAT/Disability funds can be found here: https://egrants.cns.gov/provisions/2006_AdminPDATDisability_Provisions.pdf.

STATE ADMINISTRATIVE FUNDS APPLICATION INSTRUCTIONS

Select the following NOFA: Commission Administrative Funds for the Current Year

I. Purpose of State Administrative Funds

State Administrative grant funds support the operation of state commissions and alternative administrative entities in implementing their duties as required by the National and Community Service Act of 1990.

A. Available Resources

We continue to allot administrative funds on a population-based formula. You will receive an allocation chart once each fiscal year appropriation is enacted. If you do not receive this chart before the administrative application is due, please use the prior fiscal year figures to complete your administrative budget.

B. Match Requirements and Budget Submission

Prepare a one-year budget based on your state's prior year allocation. As provided in the National and Community Service Act of 1990, (Section 126. [45 USC 12576]), costs you incur during and after the 5th year of operation require a 50 percent match.

II. Administrative Funds Application Instructions

A. Applicant Information (eGrants: Applicant & Application Sections)

This section contains contact information for the commission that eGrants will use to complete the SF424 face sheet for you. For "Project Director" please enter your Executive Director. Leave the box for "Program Initiative" blank. The "Estimated Funds Requested" box will be filled in for you after you complete the budget.

B. Narrative (eGrants: Narrative Section)

Executive Summary: An Executive Summary is not required. Type "N/A" in the text box.

Program Narrative: Please discuss or update your strategies or approaches for outreach to community and faith-based organizations and intermediaries that may be interested in operating an AmeriCorps program. If your narrative exceeds 32,000 characters, enter the remaining information in the "Program Narrative Continued" text box.

C. Budget (eGrants: Budget Section)

In eGrants, complete the detailed budget for the coming year. Complete the budget for funds you are requesting from the Corporation and for state/local and private funds. Indicate whether your state commission share is cash or in-kind and the sources that provide the match.

Enter match source information by clicking the section heading name (for example: Section I: Support Expenses.) For each line item provide a clearly stated explanation that shows how you calculated the cost, in an equation format wherever required for clarity.

Itemize and fully explain in the "Purpose/Calculation" field any equipment unit cost over \$5,000 and any single supply cost over \$1,000. In addition, you must clearly explain any and all costs in the "Other" line item. Make sure each line item appears in the appropriate cost category. After you enter your budget information into eGrants, generate your budget narrative and a summary budget. **Please note that a commissioner's time cannot be counted as match for the grant, unless the commissioner is donating professional and technical services outside his or her role as a commissioner. Examples of professional and technical services include accounting, consulting, training, and legal services.**

D. Required Documents (eGrants: Documents Section)

There are no required documents that need to be entered in this Section of eGrants. Please see F., below for instructions regarding one required document which you will submit to the Corporation via e-mail.

E. Assurances and Certifications (eGrants: Authorize and Submit Section)

eGrants requires that you review and verify your entire application before submitting. Read the Authorization, Assurances, and Certifications carefully. The self-certification is a requirement for all state commissions. By clicking the “I Agree” box for the certifications you assume responsibility for meeting the rules and requirements articulated in Corporation legislation, regulations, and provisions with respect to these grants. **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.**

F. List of Commissioners

Please create a separate word processing or spreadsheet document which includes information about each commissioner, based on the example below, and provide to your Program Officer via e-mail. The Corporation will use this information to determine state commission compliance with the state commission composition regulation.

Information	Example
Prefix, First, Middle, Last, Suffix	Ms. Jane Commissioner
Title (Commissioner, or Chair)	Commissioner
Daytime #	777-122-1234
Fax #	777-122-1234
Email	jcommissioner@cfound.org
Term Expiration Date and Voting Status (Voting, Non-Voting, Ex-Officio)	12/31/07 (Voting)
Organizational Affiliation (See examples below.) Community-based Agency, State Education Agency, Local Government, Local Labor Organization, Business, Youth, National Service Program, Education/Training, Older Adults in Service, Higher Education, Local Education Agency, Human Services Expert, Education Expert Environmental Expert, Public Safety Expert, Indian Tribes, Out of School Program, DVSA Program, State Agency	Community-based Agency
Street Address, City, State, ZIP	Community Foundation 12 My Street Name My Town, My State 12345

PROGRAM DEVELOPMENT ASSISTANCE AND TRAINING (PDAT) GUIDANCE AND APPLICATION INSTRUCTIONS

I. Purpose of PDAT Funds

States, Tribes, and U.S. Territories receive Program Development Assistance and Training (PDAT) funds for building capacity and infrastructure consistent with Administrative Standard Seven, *Implementing Training and Technical Assistance*, and the *Characteristics of a Successful Training and Technical Assistance Program*, (see attached.) PDAT funds are the principal resource available to commissions for enhancing and sustaining high quality AmeriCorps State and National Programs.

II. Available Resources

Each state commission is eligible for an annual allocation of Program Development Assistance and Training dollars, or PDAT allocation. We continue to allot PDAT funds on a population-based formula. You will receive an allocation chart once each fiscal year appropriation is enacted. If you do not receive this chart before the administrative application is due, please use the prior fiscal year figures to complete your administrative budget.

III. Allowable Use of PDAT Funds

The activities you propose must be consistent with these guidelines and with your commission's administrative plan. PDAT funds are the principal resource available to commissions for enhancing and sustaining high quality, effective AmeriCorps State and National programs. We expect commissions to maximize these funds as much as possible by using them to strengthen multiple, rather than individual AmeriCorps programs, program staff and members.

Corporation programs are expected to use a statewide, collaborative approach to training. To the extent allowed by funding provisions and to the extent available, you may use PDAT funds to strengthen infrastructure that supports collaboration and that uses statewide events as one of the primary vehicles for training across national service programs (Senior Corps, AmeriCorps, and Learn and Serve America).

Similarly, Senior Corps has indicated that cross-program events remain the preferred approach to training for Senior Corps grantees. As such, the current year Senior Corps grantee training guidance allows the use of Senior Corps funds, at the discretion of the Area Manager, to support cross-program training, and Senior Corps grantees may use grant funds to support travel, meals, registration fees, etc. in order to ensure their participation.

The Corporation State Director or designee is expected to work with the state commission and the State Education Agency to do joint planning and implementation of cross-program training events. Selected Corporation technical assistance providers will be available to support these cross-program events. Please review the current year Senior Corps Field Guidance, available from the Corporation State Office, in preparation for collaborating on cross-program training. The following activities are examples of appropriate uses for PDAT funds when conducted in the context of capacity building and infrastructure development:

- Leadership development, training, and technical assistance activities to enhance the effectiveness of AmeriCorps programs and program staff.

- Joint cross-program training events that include AmeriCorps and other national service programs.
- Statewide or regional events for member training when conducted collaboratively among multiple programs or organized by multiple states. Member/participant training for a single local program should be funded from sub-grantee budgets.
- Evaluation, performance measurement, and accountability activities for AmeriCorps programs.
- Travel costs for program staff to state-sponsored, cluster-wide, regional, national, and national provider training events.
- Travel costs for member/participant attendance at regional and national training events to increase member/participant effectiveness (such as service-learning and youth-service conferences and/or events in support of local capacity building).
- Cost-sharing with a national T/TA provider(s) as appropriate.
- Funding for up to 1.0 FTE (full-time equivalent) staff person, contractor, or consultant to conduct functions associated with Administrative Standard Seven and those consistent with the Characteristics of a Successful Training and Technical Assistance Program (see attached). Activities may include conducting needs assessments; planning, implementing and managing the state's T/TA effort; providing for on-site training and technical assistance; connecting programs to resources; identifying and developing local T/TA resources; and promoting peer exchanges.
- Travel by staff whose positions are funded through PDAT when such travel involves the performance of T/TA functions or to attend CNCS-sponsored training that strengthens the training function. (Administrative funds must be used for travel to conduct administrative functions, such as monitoring and compliance review.) When travel costs are shared, expenditures must be documented separately for financial control purposes.
- Preparation and implementation of joint cross-program training plans to the extent that such expenditures are consistent with other PDAT policies.
- Communications equipment and systems that link programs for T/TA purposes (for example, newsletters and Internet discussion groups). Administrative funds are to be used for communications equipment and systems for operational and monitoring activities. Sharing costs for systems that meet both needs is allowable with appropriate documentation for financial control purposes.
- Outreach and public education to potential grantees, sub-grantees, and sites to promote and strengthen the national service infrastructure in the state.

IV. PDAT Application Instructions

Select the following NOFA: PDAT for the Current Year

A. Applicant Information (eGrants: Applicant & Application Section)

This section contains contact information for the commission that eGrants will use to complete the SF424 face sheet for you. For "Project Director" please enter your Executive Director. Leave the box for "Program Initiative" blank. The "Estimated Funds Requested" box will be filled in for you after you complete the budget.

B. Narrative (eGrants: Narrative Section)

Executive Summary: An “Executive Summary” is not required. Type “N/A” in the box.

Program Narrative: The Corporation requires two major elements as part of your narrative:

1. Summary of Last Year’s PDAT (or Training and Technical Assistance Plan)

Accomplishments

(Character Limit: 32,000 characters) In the Summary of Accomplishments text box, describe your progress in the previous PDAT year. Include:

- a. Number of activities completed in accordance with last year’s PDAT plan, including learning objectives, types and numbers of national service participants (i.e. AC State, AC National, VISTA, Senior Corps, etc.), cost, effective practices gleaned, and lessons learned.
- b. Activities planned, but not conducted and/or completed and the reasons why.
- c. National providers you used.
- d. Results of evaluations of the year’s events and activities.

2. The PDAT or Training and Technical Assistance Plan for the upcoming Program Year

(Character Limit: 32,000 characters)

In the Program Narrative and Program Narrative Continued text boxes, describe your PDAT Plan Narrative. You may submit a *Joint Cross-Program Training Plan* (formerly known as the Unified State Training Plan) **or** a *PDAT Plan Narrative*. We do encourage you to consider developing a *Joint Cross-Program Training Plan* since there are inherent advantages of cross-program collaboration, there is a greater possibility of leveraging your resources, and you have relatively greater access to national training providers.

a. General Requirements

Whether you submit a Joint Cross-Program Training Plan or a PDAT Plan Narrative, you are required to submit the following in eGrants:

- A list of the most important needs and issues you plan to address in 2006 and a description of the process or methods you used to assess these needs. You are encouraged to explore use of *My Improvement Plan*, a new self-assessment tool available on the National Service Resource Center website: www.nationalservice.gov/resources. Please contact the NSRC at 1-800-438-4060 for further information and instructions.
- Your training and technical assistance (T/TA) goals for the year that will address the needs you have identified.
- A list of the training or technical assistance activities through which you plan to achieve your 2007 T/TA goals, their approximate dates, target audience, and proposed deliverer (e.g. local provider, national T/TA provider, peer, etc.).
- A description of the process you will use to assess the effectiveness of training or technical assistance activities you designed and implemented to meet program needs. How will you know you are meeting your objectives?
- A budget.

b. Joint Cross-Program Training Plan Requirements

The Office of Leadership Development and Training has developed tools that facilitate collaboration and joint cross-program training which are available for your use upon

request. State commissions may use PDAT funds, as allowable and available, to jointly plan and support cross-program training events and to support sub-grantee participation in support of AmeriCorps program objectives.

If you develop a Joint Cross-Program Training Plan, submit the items listed above in General Requirements. **However, the information you provide should describe joint rather than single program activities.** That is, a list of joint training needs; joint T/TA goals for the year; a joint training calendar indicating dates, target audience and proposed deliverer. This information should be entered in the Program Narrative box in eGrants

The Joint Training Plan budget which should separately show the funding sources (e.g., PDAT, VISTA training funds, Senior Corps training funds, Learn and Serve capacity-building funds, state funds, in-kind donations, etc.) that support each joint event, cannot be entered in eGrants and must be faxed or mailed to your Training Officer. We recommend that you use the Joint Budget template available from the Office of Leadership Development and Training to organize and submit this information; or other tools such as the Joint Training Plan matrix and a Joint Training Calendar. If you decide to use one of these templates, please submit a hard copy to your Training Officer.

c. PDAT Plan Narrative Requirements

If significant joint planning has not been conducted in your State or you plan to use your PDAT funds primarily to meet the needs of your AC State and National sub-grantees you may choose to submit a PDAT Plan Narrative. If you are submitting a PDAT Plan Narrative, submit the items listed above in General Requirements in the Program Narrative box in the eGrants application.

C. Budget (eGrants: Budget Section)

Use the instructions below to enter your budget information into eGrants. The system will use this information to generate a budget narrative and a summary budget.

Enter your budget information according to the budget categories below. Budget categories are listed under Section I. Support Expenses for Program Development Assistance and Training Program in the “Budget” section. The sub-sections are defined below:

- Project Personnel Expenses – Salary and/or consultant fee of the T/TA position
- Personnel Fringe Benefits – Benefits afforded to the position in A.
- Travel – Travel expenses to include transportation, per diem, and registration fees for training and technical assistance activities. Create a new line item to show **separately** the travel expenses for members, program staff, and staff whose position is paid through PDAT funds.
- Equipment – Include equipment that costs \$5,000 or more and is necessary for the functioning of the training and technical assistance program. If you use this equipment to also support the administrative operation of the commission, show the proportion of the cost that you attribute to the training and technical assistance program here and the balance in the administrative budget. Approval for such purchases is required.
- Supplies – Standard supplies for the operation of the training and technical assistance program. Include any related equipment that costs less than \$5,000 per unit.

- Contractual and Consultant Services – Trainers’ fees, cost of facilities, and meals provided in relation to training events. Note: The Corporation maximum allowable daily rate for consultants is \$540.
- Other Support Costs – Costs not described in previous categories including those related to newsletters. If you also use the newsletter to support the administrative operation of the commission, show the proportion of the costs that you attribute to the training and technical assistance program here and the balance in the administrative budget.
- The next subsection that appears on the screen does not apply to PDAT. Place a 0 (zero) in this box.

If you do a Joint Cross-Program Training Plan, transfer the PDAT budget column into the budget section in eGrants.

D. Required Documents (eGrants: Documents Section)

There are no required documents. However, if you would like to send needs assessment tools, agendas or other charts, type the names of the documents in the additional documents section, change the status to “sent,” and send hard copies to your Training Officer.

E. Assurances and Certifications (eGrants: Authorize and Submit Section)

eGrants requires that you review and verify your entire application before submitting. Read the Authorization, Assurances, and Certifications carefully. The self-certification is a requirement for all state commissions. By clicking the “I Agree” box for the certifications you assume responsibility for meeting the rules and requirements articulated in Corporation legislation, regulations, and provisions with respect to these grants. **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.**

DISABILITY PLACEMENT FUNDS GUIDANCE AND APPLICATION INSTRUCTIONS

I. Purpose of Disability Placement Funds

The Disability Placement Funds are for the placement, reasonable accommodation, and auxiliary services for members and potential members with disabilities, serving in AmeriCorps State and AmeriCorps National programs.

A. Access to Disability Funds

State commissions can provide disability funds to any AmeriCorps State or National program funded under subtitle C of Title I of the National and Community Service Act. This includes AmeriCorps State competitive, State formula, and National Direct, as well as Education Award Programs, Indian tribes and U.S. Territories.

B. Available Resources

We continue to allot Disability Placement funds on a population-based formula. You will receive an allocation chart once each fiscal year appropriation is enacted. If you do not receive

this chart before the administrative application is due, please use the prior fiscal year figures to complete your administrative budget.

If you do not submit a disability placement plan, the funds allocated to your state will be added to a supplemental pool. The allocation is sufficient for some states but may not be for others. If the allocation is not sufficient, you may submit a supplemental request. Please do not request any more funds than you need in your state to carry out your disability placement plan within the 12 month period.

Requests for supplemental disability funds (with separate justification and a separate budget) should be inserted into the Program Narrative or Program Narrative, Continued section of eGrants, and will be reviewed only after the initial awards of the state allocation amount are made. Supplemental awards for activities consistent with the allowable uses of disability funds are subject to the availability of funds.

II. Allowable Uses of Disability Funds

A. Reasonable Accommodation

Commissions may use placement funds to provide reasonable accommodation and auxiliary aids to members and potential members in circumstances including, but not limited to the following:

- Providing reasonable accommodations for AmeriCorps State and AmeriCorps National members.
- Purchasing reasonable accommodation and auxiliary aid equipment to be used by or loaned to AmeriCorps State and National programs to assist in the placement of AmeriCorps members with disabilities.
- Providing funds for AmeriCorps State or AmeriCorps National programs to purchase reasonable accommodation and auxiliary aid equipment to assist in the placement of AmeriCorps members with disabilities.

B. Other Allowable Uses

You also may use these funds to support the following activities when the activities are integrally related to increasing the placement of individuals with disabilities as members in AmeriCorps State and AmeriCorps National programs.

- Partner with disability organizations to develop action plans that result in increases in referrals, member applications, and member support strategies.
- Engage disability inclusion experts to review and provide feedback on existing recruitment, outreach, and programmatic materials on inclusion and accessibility.
- Provide funds to programs for the development of materials in alternative formats.
- Support the costs associated with the development of a statewide working group made up of representatives from the commission, State Office, University Center for Excellence in Disabilities, disability organizations, and self-advocacy groups to develop and implement plans to recruit and retain individuals with disabilities in service positions and to ensure positive experiences.
- Pay for a disability coordinator, disability inclusion expert consultant, or contractor (including a disability-related organization) to assist with outreach, recruitment, and training and technical assistance on disability inclusion issues including outreach, recruitment,

reasonable accommodation, and retention. The time apportioned to this cannot exceed 1.0 FTE.

- Travel by commission staff whose position is funded through the disability grant, AmeriCorps members, or members of state-wide disability inclusion working groups when such travel is integrally related to facilitating the placement, recruitment, and retention of individuals with disabilities in AmeriCorps State and National Direct programs, including attending CNCS-sponsored trainings that strengthen the commission's disability inclusion function.
- Sponsor training sessions for and with AmeriCorps State or National programs to educate program staff (and/or members) as to how they can increase and retain the participation of individuals with disabilities. We encourage you to access the services of the disability inclusion national T/TA provider as you plan and carry out these trainings.

When you or a sub-grantee use these funds to modify or enhance an activity or deliverable (e.g., training, brochure, or website) that is intended to achieve objectives outside the scope of these grant funds, you or the sub-grantee must prorate the costs accordingly. For example, if a training event has 10 modules, one of which falls within the purposes of the disability placement funds, the disability placement funds may be used to defray 10% of the total cost of the training event.

III. Non-Allowable Uses of Disability Funds

Commissions may **not** use these funds to support the following activities.

- Costs attributable to programs that are **not** funded under subtitle C of Title I of the National and Community Service Act such as Learn and Serve America, AmeriCorps VISTA or Senior Corps.
- Reasonable accommodation and auxiliary aids for program or commission staff or for commissioners or for community beneficiaries of programs.
- Making the commission's facilities accessible (unless doing so is integrally related to facilitating the placement of individuals with disabilities as members in AmeriCorps State and National programs).
- Training of members (unless this activity is integrally related to increasing the placement and participation of individuals with disabilities in AmeriCorps State and National programs).
- Research or evaluation line item in the budget (unless this activity is integrally related to increasing the placement and participation of individuals with disabilities in AmeriCorps State and National programs).

IV. Disability Application Instructions

Select the following NOFA: Commission Disability Funds For the Current Year

A. Applicant Information (eGrants: Applicant & Application Sections)

This section contains contact information for the commission that eGrants will use to complete the SF424 face sheet for you. For "Project Director" please enter your Executive Director. Leave the box for "Program Initiative" blank. The "Estimated Funds Requested" box will be filled in for you after you complete the budget.

B. Narrative for the Disability Placement Plan (eGrants: Narrative Section)

Executive Summary: An “Executive Summary” is not required. Type “N/A” in the box.

Program Narrative: Provide a narrative that includes the information requested below. Include any challenges you faced over the last year as you implemented your disability placement plan. In addition, provide the name of your designated Disability Coordinator. Even if you contract out most of your disability placement plan activities, you must name a commission staff person responsible for overseeing your disability initiative.

Please include the headings below as you respond to each section.

1. Summary of Accomplishments for the Previous Year’s Activities

(Character Limit: 32,000 characters) In the Summary of Accomplishments text box, describe the following:

- Training and technical assistance you provided AmeriCorps State and National Direct programs concerning outreach and recruitment of persons with disabilities, reasonable accommodations, and program responsibilities related to disability requirements. This includes specific activities, events, or site visits as well as technical assistance by phone.
- Specific outreach and recruitment events or activities you performed.
- Documented increase in the placement of people with disabilities in AmeriCorps programs. In order for us to understand the increase, please provide the number of self-identified people with disabilities who participated in AmeriCorps programs this past year and compare that to the number the year before.

Provide a summary of reasonable accommodation requests and their resolution. Include:

- Number of individuals that requested reasonable accommodations.
- Number of individuals who received reasonable accommodations and the type of reasonable accommodations you provided to individuals or programs.
- Amount you spent on these requests and the percentage of disability placement funds represented.

2. Plan for the Upcoming Year

(Character Limit: 32,000 characters) In the Program Narrative and Program Narrative, Continued text boxes, describe plans you have developed for each of the following:

- Increasing outreach to, recruitment of, and placement of persons with disabilities.
- Publicizing (promoting) the availability of reasonable accommodations, the process for requesting an accommodation, how you will secure accommodations, and the process for evaluating the effectiveness of accommodations.
- Identifying training needs related to disability inclusion and providing training and technical assistance to programs.
- Reviewing and modifying existing recruitment, outreach, and programmatic materials for accessibility.
- Partnering with disability organizations to develop and implement action plans to increase referrals and applications of people with disabilities to AmeriCorps Programs.
- Monitoring programs to ensure an appropriate level of outreach and recruitment of persons with disabilities, program accessibility, responsiveness to reasonable

accommodation requests, and retention of people with disabilities as AmeriCorps members.

C. Budget Narrative (eGrants: Budget Section)

Use the instructions below to enter your budget information into eGrants. The system will automatically generate the detailed budget (budget narrative) and a summary budget (the SF 424 budget form).

Complete the budget for funds you are requesting from the Corporation. For each line item provide a clearly stated explanation that shows how you calculated the cost, in an equation format where appropriate. For example, you should break down staff travel into distinct components and then prepare equations showing the number of anticipated trips, the number of travelers, and the estimated costs.

Itemize and fully explain in the Purpose/Calculation field any supply unit cost over \$1,000 and any equipment unit cost over \$5,000. In addition, you must clearly explain any and all costs in the “Other” line item.

Your detailed budget should specify how you will use disability placement funds for outreach and recruitment, placement, reasonable accommodation, and training and technical assistance for the coming year. Complete the line items in the budget narrative that are appropriate to your disability placement plan. **You may request no more than 1.0 FTE in your budget.** Please remember that staff time allocated to your disability initiative should be in proportion to the number of AmeriCorps State and AmeriCorps National operating sites you have in your state.

D. Required Documents (eGrants: Documents Section)

There are no required documents.

E. Assurances and Certifications (eGrants: Authorize and Submit Section)

eGrants requires that you review and verify your entire application before submitting. Read the Authorization, Assurances, and Certifications carefully. The self-certification is a requirement for all state commissions. By clicking the “I Agree” box for the certifications you assume responsibility for meeting the rules and requirements articulated in Corporation legislation, regulations, and provisions with respect to these grants. **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.**

CORPORATION REVIEW OF APPLICATIONS

Program, grant and training staff will review completed applications to determine technical assistance needs for state commissions. We will also review your budgets to ensure compliance with grant provisions and applicable federal laws and regulations.

CHARACTERISTICS OF SUCCESSFUL COMMISSION TRAINING AND TECHNICAL ASSISTANCE PROGRAMS

The following characteristics describe the elements of a successful training and technical assistance program and should be the design criteria for commission PDAT plans.

Adequately Resourced

- Has dedicated staff, contractor, or consultant time equal to .25 to 1.0 FTE depending on size of the portfolio of programs you are supporting. Personnel has appropriate background in adult education and training methodologies.
- Offers opportunities for professional development for dedicated training and technical assistance (T/TA) staff.
- Provides office space, equipment, and access to technology.
- Utilizes in-kind contributions/partnerships for materials, facilities, trainers etc.
- Accesses national CNCS T/TA resources.
- Develops and uses appropriate training materials and methodologies.

Systematic Needs Assessment Process

- Uses appropriate and various methodologies of assessing needs: formal and scheduled such as written survey, interview, focus groups, evaluations, process reports, and site visits; as well as informal and unscheduled, such as documented anecdotal information and on-going informal observation.
- Considers required competencies and characteristics of successful programs and identifies performance gaps.
- Includes a process for collecting and documenting the methodology and storing the data collection for reporting purposes.

Develop Training and Technical Assistance Plan

- Content of specific activities is based on an analysis of needs of programs and their staff.
- Involves pertinent parties i.e. state service partners, program/project, and site staff.
- Describes specific activities with planned follow-up.
- Identifies resources to implement the plan i.e. money, facilities, and trainers.
- Identifies potential dates and coordinates those dates around other activities.
- Develops on annual basis and builds one year to another.

Implement Training and Technical Assistance Plan

- T/TA activities include measurable learning objectives that address specific individual and program needs, including a series of activities if necessary.
- Utilizes appropriate methodologies, curriculum, and materials that adhere to adult education principles.
- Secures participation of those in greatest need of specific content areas.
- Identifies qualified facilitators for each content area.

- Ensures ADA compliance (e.g. physical access and reasonable accommodation).
- Utilizes local, state and national resources as appropriate.
- Makes and documents appropriate adaptations to the plan in response to changed circumstances.

Evaluation of Training and Technical Assistance Plan

- Establishes and follows a process to collect, analyze, and share feedback from participants, stakeholders, and partners.
- Considers evaluations in the development of subsequent training plans.
- Determines and analyzes any difference between planned and completed activities.
- Reviews the planned budget against actual expenditures.
- Identifies ways to measure effectiveness of training, linking program improvements to staff and/or member participation in specific training programs.