



David A. Paterson
Governor



State Commission on
National & Community Service

Susan K. Stern
Commission Chair



Gladys Carrión, Esq.
Commissioner

New York State Office of National and Community Service



2011 AmeriCorps*State and National Request for Proposals

GRANT PROCUREMENTS

*AmeriCorps*State and National Competitive
including
State Education Awards, Fixed-Cost Grants,
State Planning Grants*

APPLICATIONS DUE NOVEMBER 24, 2010

IF YOU ARE NOT USING THE EGRANTS ON-LINE APPLICATION SYSTEM, PAPER APPLICATIONS SHOULD BE ADDRESSED TO: Mark Walter, Executive Director NEW YORK STATE COMMISSION ON NATIONAL & COMMUNITY SERVICE, 52 Washington Street, North Building - Suite #338 Rensselaer, New York 12144-2796.

TIMETABLE OF KEY EVENTS:

See PART I, Sections One and Two of this RFP for further information.

<u>Event:</u>	<u>Date:</u>
Proposals Due	11/24/10
Online Technical Assistance Sessions	10/20/10 – 11/24/10
Submittal of Question Deadline	11/03/10
Posted Date of Answers	11/10/10
Awards Announced (Tentative)	06/01/11
Projected Contract Start Date	10/01/11

INQUIRIES:

From the issuance of this RFP until contractors are selected, all contacts with OCFS personnel, except as otherwise specified herein, concerning this RFP must be made through the OCFS Program Managers: (518) 473-8882. E-mail: americorsrfp@NewYorkersVolunteer.ny.gov

On-Line Bidder's List

The OCFS On-Line Bidder's List (OBL) is maintained electronically and can be found at <https://ocfsws.ocfs.state.ny.us/obl/>. If you wish to receive announcements of future OCFS procurement opportunities and be able to download solicitation documents you must register on the OBL. Questions and Answers will also be posted to the OBL. If you choose to register you will be prompted to provide certain demographic information about yourself and the organization or government agency you represent along with identifying the service categories which you are interested.

PART I – Background, Requirements, and Application Instructions

- Introduction
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- Purpose and Funding Availability
- Term of Contract
- Eligible Applicants
- General Program Requirements
- Proposal Submittal Process
- Selection Criteria
- Application Instructions
- Glossary of Contracting and AmeriCorps Terms

PART II – New York State Contract Policy Information and Required Contract Forms

- Contract Policy Information
- Application Check List
- Application Cover Page/ Appendix D Agreement
- Program Plan/Narrative Instructions/Outcomes/Performance Targets
- Budget Summary and Instructions (Program Specific Forms)
- Bidder Identification Form
- Non-Discrimination / Non-Sectarian Compliance Form
- Board of Directors Profile Form
- Affirmative Action / M/WBE Forms:
 - Subcontracting Utilization Form
 - Subcontractors and Suppliers Letter of Intent to Participate Form
 - Staffing Plan Form
- Vendor Responsibility Questionnaire
- Contract Developer, Contract Signatory, and Contract Claim Signatory Authorization Form and Instructions
- Additional Program Specific Forms as Required

PART III - Attachments

Attachment 1 State of New York Agreement
(Single Year and Simplified Renewal Contracts)

Attachment 2 Appendix A: Standard Clauses for All New York State Contracts

Attachment 3 Appendix A1: Standard Clauses for All OCFS Contracts
(Single Year and Simplified Renewal Contracts)

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PART I - BACKGROUND, REQUIREMENTS & APPLICATION INSTRUCTIONS

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Section One: BACKGROUND

1.1 Introduction

The New York State Commission on National and Community Service (Commission) is pleased to request applications for funding to support AmeriCorps*State programs that will engage individuals of all ages and backgrounds in service programs designed to improve lives, strengthen communities, and foster civic engagement.

The Commission is a diverse, non-partisan group comprised of representatives of business, labor, education, government and human service agencies. The Commission directs National Service Policy for the State and directly administers programs funded by the National Community Service Trust Act (1993) and Serve America Act (2009), including AmeriCorps*State and AmeriCorps Education Award Programs.

The New York State Office of National and Community Service (ONCS) – *New Yorkers Volunteer* - serves as the administrative arm of the State Commission. ONCS is physically housed in and provided financial, contractual, and legal support by the New York State Office of Children and Family Services (OCFS).

AmeriCorps grants are awarded to non-profit organizations, faith-based groups, schools, and local agencies that will operate solely in New York State to meet needs in education, health, the environment, economic opportunity, veterans, disaster services, and other critical areas. On April 21, 2009, President Barack Obama signed the Edward M. Kennedy Serve America Act (SAA). The SAA reauthorizes and expands national service programs administered by the Corporation for National & Community Service (Corporation), a federal agency created through the National and Community Service Trust Act of 1993. In accordance with this Act, AmeriCorps grant funding is distributed to Governor-appointed State Service Commissions to sub-grant to eligible applicants through a competitive application process.

1.2 Statewide Considerations

A. Please note the following highlights featured in our 2011-2012 Request for Proposals:

- In order to increase funding opportunities for New York State applicants through the Corporation's Competitive funding process, the Commission encourages all applicants to address one or more of the priorities identifies by the Corporation; Education, Healthy Futures, Clean Energy/Environment, Veterans, Opportunity, and Disaster Services.
- **To meet the Corporation's deadline for its 2011-2012 national competition, all applications must be submitted to ONCS by November 24, 2010 to be eligible for 2011 Competitive or Formula AmeriCorps funding.** The State Commission will conduct a peer review process to determine which applications will be submitted to the Corporation for Competitive funding consideration in January, 2011. The Commission will make Formula funding decisions within four weeks of the Corporation's announcement of Competitive awards.
- In order to align New York State's grant making process with that of the Corporation and maximize Competitive funding consideration, the Commission has aligned the Application Instructions with the Corporation's Application Instructions. The Commission

believes this will streamline the submission process for those applicants recommended to compete in the national competition.

- New and Re-Competing applicants should note the emphasis on sustainability; including an overall match schedule, selection criteria and range of allowable AmeriCorps member activities.
- The Commission is committed to providing the most current application information available to all eligible applicants and will rely primarily upon the *New Yorkers Volunteer* website (www.NewYorkersVolunteer.ny.gov) to keep applicants abreast of changes. The Commission strongly encourages applicants to monitor this website frequently throughout the application period for training and technical assistance resources, updates to application process, and other informational resources.
- A 2011 AmeriCorps RFP Technical Assistance video for potential applicants will be available for viewing at the *New Yorkers Volunteer* website (www.NewYorkersVolunteer.ny.gov) beginning October 20 – November 24, 2010. This 35-minute resource video is available on-demand. Individuals who are unable to access this resource may request a hard copy of the script, PowerPoint slides, and supporting materials discussed during the on-line session by calling the Commission State Office at 518-473-8882 or emailing americorpsrfp@NewYorkersVolunteer.ny.gov.
- The Corporation's Notice of Federal Funding Opportunity (NOFO) should be read together with the AmeriCorps Regulations 45 CFR Sections 2520 – 2550 and the Application Instructions in the New York State AmeriCorps RFP. **This Notice will be amended with additional detail on strategic objectives, national performance measures, and the federal review and selection process in October, 2010.**
- Part II of the RFP contains New York State contract policy information and required contract forms that pertain to a contract that you may enter pursuant to this RFP. Part III of the RFP contains attachments, including the standard New York State Agreement along with required appendices.
- This RFP provides the Commission with the opportunity to support eligible organizations throughout New York State that are using service and volunteering as strategies to address pressing community needs. If you have questions, please send an email to americorpsrfp@NewYorkersVolunteer.ny.gov.

B. Racial Equity and Cultural Competence

OCFS has launched the Racial Equity and Cultural Competence (RECC) Initiative. The RECC Initiative is examining the issue of overrepresentation of Black and Latino children and their families in the state's child welfare and juvenile justice systems. In addition, this initiative is examining the underrepresentation of Black and Latinos in various service delivery systems to identify how best to enhance outreach and preventive measures which support increased educational, physical and social well-being, and economic opportunities for children and adults OCFS has begun to engage our local partners in this effort.

OCFS views this request for proposals as an opportunity to heighten public awareness of the issue of disproportionality and to begin to promote policies and practices which gradually reduce it. Specific areas that every applicant and community are requested to consider in the design of their program and scope of services identified in their application for OCFS funding include, but are not limited to:

- Providing service strategies, approaches, and linguistic capacities which promote the delivery of services that are culturally competent and reflective of the population and community to be served;
- Collecting and analyzing data relevant to disproportionality and service provision;
- Strategically locating services within communities, to promote better access to service delivery in high need areas; and
- Promoting cross-agency dialogue and partnership regarding service planning to address disproportionality (including but not limited to: social services, mental health, health, education, housing, substance abuse, probation agencies, and community based providers).

1.3 Purpose and Funding Availability

A. Purpose

The purpose of AmeriCorps*State funding is to maximize the power of service and volunteering to improve lives in communities across the country. In the Edward M. Kennedy Serve America Act, Congress directed the Corporation to focus national service resources on unmet needs that service can impact, including improving education, energy conservation, the health of all Americans, and economic opportunity for economically vulnerable individuals; increasing service by and for veterans; and providing disaster services.

Applications submitted to the Commission for AmeriCorps funding are classified into one of the following categories:

- New Competitive – Applications submitted by an eligible organization that has not received AmeriCorps*State funding from the Commission in the last five years. The New Competitive category includes Professional Corps which is a program that recruits and places qualified participants to meet unmet human, educational, environmental, or public safety needs in communities with an inadequate number of such professionals.
- Re-Competing – Applications submitted by an eligible organization that (1) is completing a three-year AmeriCorps*State contract cycle and seeking a new, three-year grant, or (2) did not receive AmeriCorps*State funding in the previous year, but has operated an AmeriCorps*State grant in the last five years.
- Competitive Continuation - Applications submitted by an eligible organization that is currently managing an AmeriCorps*State grant moving from year one to year two or from year two to year three of their three-year contract cycle.
- Education Award Program (EAP) – Applications submitted by an eligible organization with a program model that includes most or all of the AmeriCorps*State program costs supported by sources other than the Corporation and whose members do not receive living stipends. These programs support education awards for members and help lower the state per full-time equivalent member cost. Applicants for EAP grants can apply for up to \$800 per member. The amount per full-time member requested will be a competitive factor in the Corporation’s selection process.
- Fixed-Cost Pilot – Applications submitted by an eligible organization with a fiscal model that uses a fixed dollar amount up to \$13,000 per full-time member. Fixed-Cost Pilot Grant applications can only be submitted by eligible applicants who are (1) classified as

New or Re-Competing, and (2) propose a program design that will enroll full-time members only.

- Planning Grants - The purpose of planning grants is to support the development of AmeriCorps programs so applicants are better prepared to compete for an AmeriCorps operating grant in the following grant cycle. Up to \$200,000 in the Formula pool is available for Planning Grants. Applicants can apply for a grant of up to \$50,000. Planning grants may not be used to support AmeriCorps members. AmeriCorps State and National Planning Grant applicants must not have previously received an AmeriCorps*State or National grant.

The Corporation is carrying out Congress's intent by targeting AmeriCorps*State and National funding in these six focus areas, and is developing strategic objectives for each. This Notice is also designed to align AmeriCorps funding with the overarching goals which are shaping the development of the Corporation's Strategic Plan. The Corporation intends to:

- direct the power of national service to solve a common set of national challenges, and expand opportunities to enable all Americans to enlist in community-based efforts that address national challenges;
- embrace innovative solutions that work; and
- build the enduring capacity of individuals, organizations and communities to effectively use service and volunteering to solve community problems.

AmeriCorps*State and National grants support the efforts of national and community-based non-profit organizations to recruit and deploy AmeriCorps members and the volunteers with whom they work to tackle unmet needs. AmeriCorps State and National grants will be awarded on a competitive basis to eligible organizations that identify a problem(s) and persuasively demonstrate how deploying AmeriCorps members and community volunteers will produce significant impact.

AmeriCorps members will be recruited, trained, supervised, and managed by the funded organization, and may receive a living allowance and other benefits while serving. Upon successful completion of their service, AmeriCorps members are eligible to receive a Segal Education Award from the National Service Trust. A community volunteer is an individual who donates his or her service to organizations funded by the Corporation, but who is not an AmeriCorps member.

B. 2011 AmeriCorps*State and National Funding Priorities

1. Focus Areas, Strategic Objectives, and National Performance Measures

In 2010, the Corporation awarded approximately 80 percent of its AmeriCorps*State and National competitive funds to organizations meeting needs in the five priority areas identified in the Edward M. Kennedy Serve America Act (*Education, Healthy Futures, Clean Energy/Environment, Veterans, and Opportunity*).

In 2011, the Corporation expects to award a similar percentage of available funding to programs working in the focus areas of *Education, Healthy Futures, Clean Energy/Environment, Veterans, Opportunity, and Disaster Services*. Within these focus areas; the Corporation will give additional priority to those applications that propose to meet the Corporation's strategic objectives. These strategic objectives will be included in the amended Notice, which will be issued in October following approval of the

Corporation's strategic plan. Additional information on the Corporation's strategic plan can be found here: http://www.nationalservice.gov/about/focus_areas/index.asp. In 2011, the Corporation will implement the second year of the National Performance Measures Pilot. National performance measures allow the Corporation to demonstrate the aggregated impact of AmeriCorps programs. While use of national performance measures remains optional in 2011, New and Re-Competing applicants are strongly encouraged to use them in planning programming.

2. New Applicants

The Corporation anticipates that at least 15 percent of the funds described in the NOFO will support applicants that have not received an AmeriCorps State or National operational grant in the last five years. Applicants that have received only a state or territory commission formula operational grant within the last five years will be considered new for purposes of this 15 percent target.

3. Encore Programs

An encore service program involves a significant number of participants age 55 or older and employs the skills and experience that such participants offer in the design and implementation of the program.

The Corporation anticipates that at least 10 percent of the financial assistance and approved national service positions provided through these grants will be awarded to eligible entities proposing to carry out encore service programs unless the Corporation does not receive a sufficient number of applications of adequate quality to justify making that percentage available to those eligible entities.

4. Special Consideration

Additional programs and program models that may receive special consideration in the selection process are described in the AmeriCorps Regulations at 45 CFR §§ 2522.450 and 2522.470 and reflected in the selection factors described the amended Notice.

- There is no maximum funding amount that can be requested by an applicant through the 2011 AmeriCorps RFP.
- The New York State Office for Children and Family Services reserves the right to place a monetary cap on the funding amount made in each contract award.

1.4 Term of New York State Contract

Successful programs will be given a 15-month contract, anticipated to start on October 1, 2011 and end on December 31, 2012, with two additional contract periods based upon availability of funding and satisfactory contract performance. Some programs may have an earlier start date.

1.5 Eligible Applicants

The following organizations are eligible to apply to the Commission for funding through this RFP: Private not-for-profit corporations, public agencies, local governments, educational institutions, labor organizations, not-for-profit and community-based organizations including but not limited to secular and faith-based, operating solely in New York State; partnerships or consortia consisting of the foregoing. Applicants that have never received funding through the New York State Commission on National and Community Service or AmeriCorps are encouraged to apply for funding under this notice.

Section Two: GENERAL REQUIREMENTS

2.1 General Program Requirements

1. New and Re-Competing applicants must submit a summary of their evaluation efforts or plan to date, or a copy of any evaluation that has been completed, as part of their application for funding.
2. Applications must be collaborative in nature and not duplicate or compete with other programs in the applicant's respective community. Applications with more than one partner must define the lead agency and its responsibilities as well as the responsibilities of each of the partner agencies. Addenda from partners and other support information cannot be attached. All support must be demonstrated within your program narrative.
3. The Commission requires one copy of the applicant's most current A-133 audit, or certified financial statements or reports if not subject to A-133 audit requirements.
4. All applications must request no fewer than 10 Member Service Years (MSY). One MSY is equivalent to 1700 service hours. Please provide details describing the level of administration and supervision that will be provided.
5. The Commission recommends that programs with at least 20 MSYs should have a full-time equivalent AmeriCorps Program Director.
6. AmeriCorps members may: Perform direct service activities, and engage in other activities that build the organizational and financial capacity of nonprofit organizations and communities, including volunteer recruitment and certain fundraising activities. Generally, grantees must include volunteer recruitment in their program design unless unfeasible. AmeriCorps members may engage in fundraising directly in support of service activities for up to 10% of their term of service.
7. The Corporation defines an individual AmeriCorps program's cost per Member Service Year (MSY) as the budgeted grant costs divided by the number of MSYs awarded in the grant (excluding child care costs and the AmeriCorps Education Award). The Commission is allowing 2011-12 AmeriCorps applicants to apply for up to \$16,000 per Member Service Year (MSY). However, the Corporation requires that the maximum average cost per MSY for a State Commission's full portfolio of funded AmeriCorps programs be no more than \$13,000 for the 2011-2012 program year. The average cost per MSY for a State Commission's full portfolio of funded programs is determined by using the budgeted grant costs for all the AmeriCorps programs in the Commission's portfolio, divided by the total number of MSYs in the Commission's portfolio. As a result, the Commission reserves the right to make adjustments to individual program requests in order to meet the Corporation's requirement.
8. All applications not selected for Competitive funding, are considered for Formula funding by the Commission. Formula funding for State Commissions is limited.
9. Potential applicants must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number as part of its complete application. The DUNS number is a universal identifier and helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number will not replace the Employer Identification

Number (EIN). DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or online at <http://www.dnb.com>.

10. The Office of Management and Budget recently added new regulations to 2 CFR Part 25 requiring all applicants for federal funds as well as existing grantees to also maintain current registrations with the Central Contractor Registration (CCR), the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. Register online at <http://www.ccr.gov>. Before you begin, you must have a DUNS number.
11. For an AmeriCorps program that is Re-Competing or Continuing, and has previously received an AmeriCorps grant, in addition to the application, the Commission may review and consider any information or records the applicant submitted to the Corporation, or that the Corporation has in its system of records, in connection with its previous grant including but not limited to progress reports, site visit reports, financial status reports, audits, timeliness of past reporting
12. The Commission may consider geographic, demographic, economic, and/or programmatic factors addressed by an application to maximize AmeriCorps resources and address the diverse needs of the State.
13. The Commission may limit the number of awards given to any one agency and fund only Re-Competing or Continuation programs, based on availability of funds.
14. The Corporation has issued a regulation requiring grantees to conduct and document Criminal History Checks on AmeriCorps*State and National, including Educational Award Program participants. Grantees must comply with the federal regulation and all applicable state and federal policies for implementation of the regulation. The following link provides information on National Service Criminal History Checks: http://www.nationalservice.org/for_organizations/manage/history_checks.asp.
15. Applicants are required to have reliable access to electronic mail and the Internet as part of their grant. Communications and reporting requirements are frequently completed through the Internet and electronic mail. Applicants without access to computers and additional hardware and software may budget for these items in their grant application.

2.2 Proposal Submittal Process

eGrants Application Submission

SEE “REQUIRED PAPER ATTACHMENTS” SECTION BELOW

Although paper applications will be accepted, applicants should make every effort to submit their proposal electronically utilizing the Corporation’s web-based application system, eGrants, which can be found here: <http://www.cns.gov/egrants/index.asp>. Detailed instructions on how to create an eGrants account and prepare your AmeriCorps application can be found in the applicable Applications Instructions section of this RFP.

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

APPLICATIONS MUST BE SUBMITTED BY 5:00 PM ON NOVEMBER 24, 2010.

Components of the AmeriCorps Application in the eGrants system consist of the following. Please make sure to complete each component.

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Performance Measures
- V. Documents
- VI. Budget
- VII. Review, Authorize, and Submit (for submission by eGrants only)
- VIII. Survey on Ensuring Equal Opportunity for Applicants (Optional)
- IX. Federal Requirements, Appendix A-3. PART 3: Section 3.10 of this RFP. A copy of Appendix A3 must be returned with the bidder's proposal.

NOTE: If a technical issue with the eGrants system does not allow your application to be submitted by 5:00 PM on November 24, 2010 applicants must contact the eGrants Help Desk by phone at 888-677-7849 or email egrantshelp@cns.gov prior to the application due date to explain your technical issue and secure an eGrants Help Desk ticket number.

The following materials must be sent by overnight carrier and arrive at ONCS (not post-marked) no later than 5:00 PM on November 24, 2010: (1) Your eGrants Help Desk ticket number and a brief paragraph explaining the technical issues that prevented you from submitting your application in eGrants by the due date; (2) A complete paper application including all eGrants Sections and Mandatory Paper Attachments; and (3) A disk or CD-Rom with an exact duplicate of the paper application in the mail package. If both proposals are not an exact duplicate the application will not be reviewed or funded.

Please make sure your overnight carrier stamps the package with the date and time it was sent. Hard copy applications must arrive no later November 24, 2010 at the following address:

Mark Walter, Executive Director
NEW YORK STATE COMMISSION ON NATIONAL & COMMUNITY SERVICE
52 Washington Street
North Building - Suite #338
Rensselaer, New York 12144-2796

Paper Application Submission

If you do not plan to submit your application electronically, you must call (518) 473-8882 or send an email to: americorpsrfrp@NewYorkersVolunteer.ny.gov to request a paper copy of the application template and worksheets. All requirements described herein also apply to hard copy applications.

The paper application must be typed and double-spaced in Times New Roman, 12-point font size with one-inch margins. Please adhere to the character limits listed in the application instructions and number the pages. Portions of the narratives that exceed the limits will not be reviewed. Submit one unbound, single-sided original paper application. The electronic version on disk or CD-ROM must be an exact duplicate of the paper original. If there are differences between the paper application and the diskette or CD-ROM, we will use the diskette or CD-ROM version.

REQUIRED PAPER ATTACHMENTS

THE FOLLOWING PAPER ATTACHMENTS MUST BE RECEIVED BY 5:00 PM ON NOVEMBER 24, 2010, TO BE CONSIDERED COMPLETE. If the paper attachments are not received by the due date, the application may be deemed ineligible for review and funding.

- I. Vendor Responsibility Questionnaire (*Part 2: Section 2.8*)
- II. A-133 Audit or Certified Financial Statements.
- III. Completed SF-424 Application For Federal Assistance Face Sheet (*Part 2: Section 2.2*)
- IV. Application Cover Page/Appendix D Agreement (*See Part II: Required Forms*)
- V. Completed Bidder Identification Form (*Part 2: Section 2.3*)
- VI. Completed Board of Directors Profile-Not-For-Profit Corporations (*Part 2: Section 2.6*)
- VII. Completed Subcontracting Utilization Form (*Part 2: Section 2.7*)
- VIII. Completed M/WBE Subcontractors and Suppliers Letter of Intent to Participate (*Part 2: Section 2.7*)
- IX. Completed Staffing Plan Form (*Part 2: Section 2.7*)
- X. Completed Non-Discrimination/Non-Sectarian Compliance (*Part 2: Section 2.5*)
- XI. Completed Developer, Contract Signatory and Claim Signatory Authorization Form (*Part 2: Section 2.9*)

All paper attachments listed above must be received by 5:00 pm on November 24, 2010. Paper attachments should be completed and mailed to:

Mark Walter, Executive Director

NEW YORK STATE COMMISSION ON NATIONAL & COMMUNITY SERVICE
52 Washington Street
North Building - Suite #338
Rensselaer, New York 12144

The acceptance of late or incomplete submissions will be at the sole discretion of OCFS.

2.3 Selection Criteria

In addition to complying with all instructions outlined in this RFP, all AmeriCorps funding proposals must also meet the following requirements upon submission to be considered complete and to be accepted for review and funding consideration:

- Applications must request a minimum of 10 Member Service Years (MSY) AmeriCorps positions (except in special Education Award Program circumstances).
- Application must display a definite community need and explain thoroughly how the proposed AmeriCorps program will address that need.
- Applications must be submitted by an eligible entity (*Part 1: Section 1.5*)
- Applications must be signed by an authorized signatory of the agency (electronically in eGrants).
- Applications must be submitted in eGrants by 5:00 PM on November 24, 2010, or submitted in hard copy by the same date/time (*Part 1: Section 2.2*)

All AmeriCorps proposals will be reviewed and scored by an independent Review Team using the following criteria:

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

In accord with 45 CFR Parts 2510, 2520, 2521, etc. AmeriCorps National Service Program; Final Rule State Commission Rankings of Competitive Applications (§ 2522.465), State Commissions applying for State competitive funding must review, score and prioritize the applications submitted to the Corporation for National and Community Service in rank order based on their relative quality.

AmeriCorps proposals are reviewed and funded based on the merit of the written proposal alone. No attachments, written communications, or material submitted outside of what is required by this RFP will be reviewed or taken into consideration. Under no circumstance will the Commission fund an applicant that receives a score deemed unacceptable in the grant making process.

All applications must be submitted through the Corporation's electronic grants management system (eGrants) or by mail as hardcopy by the due date stated in this RFP. No application will be opened or reviewed prior to the application due date. At that time, applications will be opened and reviewed for completeness of required documents outlined in this RFP. Those applications that are considered complete are then logged into the ONCS electronic database. Applications that do not meet the mandatory requirements specified in the RFP will not receive any further evaluation.

Prior to the submission deadline for applications, independent reviewers are identified and trained to participate in the application review process. The scoring tools are explained and each reviewer is asked to sign a Conflict of Interest form for each application they read. Each application is reviewed by three independent reviewers. Scores are recorded and averaged. If there is a disparity of 15 points or more between any of the three peer reviewer scores, two additional reviews will be conducted by reviewers and the five total scores will be averaged. Once this process is complete, all scores are final. Applicant scores and pertinent information are then entered on a chart that is rank ordered by average score, from the highest scoring applications to the lowest. Thereafter, that ordered is never altered.

Competitive Recommendations/Funding

All applications and the completed scoring chart are submitted to the Commission for its review and determination which proposals will be submitted for Competitive funding consideration. This approved portfolio of applications is sent via the electronic eGrants system to the Corporation to compete with the strongest applications submitted by other State Commissions for Competitive funding.

The Corporation conducts its own review process for the applications it receives from all the states to select applications for Competitive funding.

Formula Recommendations/Funding

All applications that were not sent to the Corporation for Competitive funding consideration and all applications that were sent but did not receive a Competitive award are then considered for Formula funding. Formula funding charts are then created and applicants are included on the charts removing only the proposals and scores of applicants that were funded Competitively. The same individual score and rank order originally determined is kept.

Formula funding for states is finite and limited. After reviewing all proposal scores and determining how best to maximize Formula dollars while complying with State Procurement Law, a portfolio of programs is identified for funding. The Formula Recommendations are then submitted via eGrants to the Corporation.

For All Applications

- A 2011 AmeriCorps*State RFP Technical Assistance video for potential applicants will be available for viewing at the *New Yorkers Volunteer* website (www.NewYorkersVolunteer.ny.gov) beginning the day this RFP is released through November 24, 2010. This 35-minute resource video is available on-demand. Individuals who are unable to access this resource may request a hard copy of the script, PowerPoint slides, and supporting materials discussed during the on-line session by calling the Commission State Office at 518-473-8882 or emailing americpsrftp@NewYorkersVolunteer.ny.gov.
- In the event of a tie between two or more proposals being considered for Formula funding, the Commission will break the tie by funding the proposal with the highest percentage of local match at the same level each of the higher scoring proposals receives, or any lesser amount with a minimum award of 80% of requested funding. In the event that funding is not available to award the high local match applicant in the tie scenario at least 80% of their requested amount,

the Commission will move to the proposal in the tie with the next highest local matching level. This process will be continued until one applicant in the tie scenario can be awarded a minimum of 80% of their requested amount; but not more than the percentage of requested funding being awarded to all higher scoring proposals.

In the event of a tie between two or more applicants that submit the same local match level, the Commission reserves the right to fund the proposal requesting the lesser total amount, under the condition that the award is at least 80% of that applicant's requested amount.

If available funding does not exist to award any of the proposals in the tie scenario with at least 80% of their requested funding, none of the proposals in the tie will be funded and the Commission will increase the percentage being awarded to all higher scoring proposals equally until the maximum amount of Formula funding available has been exhausted.

- A program's past performance as well as other factors outlined in the AmeriCorps National Service Program; Final Rule, Section 2522.40 may be used as a consideration by the Corporation in Competitive funding decisions.
- The Commission seeks to fund a statewide portfolio covering all geographic regions of New York State which includes both rural and urban communities.
- In evaluating applications for funding, the Corporation may consider program location, primary service or issue area of application in evaluating applications for innovation, geographic, demographic, and programmatic diversity across AmeriCorps programs nationally, while seeking to include projects in rural, high poverty, and economically distressed areas.
- Applicants eligible for Formula funding may be subject to a cap based on the total amount requested, and the availability of Formula funds.
- \$200,000 will be set aside in the Formula Funding pool for Planning Grants. In the case that the Commission does not receive eligible Planning Grant applications, or the eligible proposals do not request \$200,000, the remaining balance of the \$200,000 Planning Grant allocation will revert back to the Formula funding pool for Operating grant application consideration.
- The Commission will utilize ten regions to determine geographic distribution. The Commission will seek to allocate a minimum of 10 MSYs per region. All AmeriCorps members proposed in this region will count towards meeting this requirement, including those placed by single region, multi-region, and statewide programs.

These ten regions are organized as follows:

Region 1 - Albany, Schenectady, Rensselaer, Saratoga, Greene, Columbia, Washington, Warren, and Essex counties

Region 2 - Hamilton, Herkimer, Fulton, Madison, Montgomery, Oneida, St. Lawrence, Jefferson, Lewis, Franklin, and Clinton counties.

Region 3 - Cayuga, Cortland, Onondaga, Oswego, Seneca and Tompkins counties.

Region 4 - Monroe, Ontario, Livingston, Orleans, Genesee, Wyoming and Wayne counties.

Region 5 – Cattaraugus, Chautauqua, Erie and Niagara counties.

Region 6 - Allegany, Chemung, Schuyler, Steuben, and Yates counties.

Region 7 - Westchester, Ulster, Rockland, Putnam, Orange, and Dutchess counties

Region 8 – Broome, Chenango, Delaware, Otsego, Schoharie, Sullivan, and Tioga counties.

Region 9 – Nassau and Suffolk counties.

Region 10 - Bronx, Manhattan, Queens, Kings, and Richmond counties.

The Commission will fund the highest scoring applicant in each of the ten regions defined in this RFP that receive an average score of 85% or higher. In the event that the highest scoring proposal in any one region is funded through Competitive funding, this qualification will have been met and there is no requirement that additional Formula funding be awarded for geographic equality. Statewide or Multi-Regional programs either based in a region or with members serving in that region are not taken into account when determining regional diversity.

Section Three: APPLICATION INSTRUCTIONS (NEW & RE-COMPETE PROPOSALS)

New and Re-Competing Applicants

Please use the following application instructions if you are a New or Re-Competing applicant applying for one of the following grants: State Competitive including Professional Corps, State Education Award Programs (EAP), or Fixed-Cost Pilot Grants.

Use these instructions in conjunction with the *Notice of Federal Funding Opportunity (NOFO)* for the year in which you are applying, and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. The *NOFA* includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY), and other information that changes year-to-year for all AmeriCorps grant programs.

The AmeriCorps regulations include the selection criteria used to select applications for funding and other pertinent information (see *Table 1, below*). The *NOFO* can be found at http://www.americorps.org/for_organizations/funding/nofa.asp. The full regulations are available online at www.gpoaccess.gov/ecfr.

Table 1: 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 *NOFO*, and the RFP 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. RFP Application Instructions.

If you do not plan to submit your application electronically, you must call (518) 473-8882 or email to request a hard copy application from americorpsrfp@NewYorkersVolunteer.ny.gov.

Your hard copy application must be received no later than November 24, 2010 at the following address:

Mark Walter, Executive Director
STATE COMMISSION ON NATIONAL & COMMUNITY SERVICE
52 Washington Street
North Building, Suite #338
Rensselaer, New York 12144-2796

All requirements described herein also apply to hard copy applications. The paper application must be typed and double-spaced in Times New Roman, 12-point font size with one-inch margins. Please adhere to the character limits listed in the application instructions and number the pages. Portions of the narratives that exceed the limits will not be reviewed. Submit one unbound, single-sided original paper application. The electronic version on disk or CD-ROM must be an exact duplicate of the paper

original. If there are differences between the paper application and the diskette or CD-ROM, we will use the diskette or CD-ROM version.

The acceptance of late or incomplete submissions will be at the sole discretion of OCFS.

Submitting Your Application in eGrants

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

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

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA: AmeriCorps State and National FY 2011 (New), OR
AmeriCorps National Professional Corps FY 2011 (New), OR
AmeriCorps Indian Tribes FY 2011 (New). OR
AmeriCorps State Fixed-Amount 2011 (New) NOFA.

Applicants applying for a State Education Award Program or the Fixed-Cost Pilot Grant must select the AmeriCorps State Fixed-Amount 2011 NOFA and select "New" under proposal type.

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

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

3.1 Applicant Info (1)

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

- In the Program Info Section, select **Continuation/Renewal** if you are continuing (starting Year Two or Year Three of your AmeriCorps grant). Also select **Continuation/Renewal** if you are Re-Competing (if you have just completed a three-year funding cycle). Select **New** only if you are applying for the first time or have not received AmeriCorps funding in the past five (5) years.
- If you are applying for the first time, enter your contact information into the fields that appear.
- Select a primary Program Model and a secondary Program Model, if appropriate.
- Then select characteristics that fit your project under Program Design, Program Location, and Program Focus. Enter or select a Program Director and Program Website URL.

3.2 Applicant Info (2)

Information entered in the Applicant Info (1 & 2) and Budget sections will populate the SF 424 Application Cover Page. **If you are submitting your application in hard copy, you will find the Application Cover Page in Part 2: Section 2 of this RFP.**

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two letter state abbreviation with a comma. For city or county information, please follow each with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. You may not request a program start date earlier than June 15. First-time grantees should not expect to start until late summer or early fall. The project period is three years.
- If you are delinquent on any federal debt.
- State Application Identifier: Enter N/A.
- State Single Point of Contact: This is pre-filled as “No, this is not applicable.”
- If you plan to request a waiver of the volunteer leveraging requirement please select “Request a waiver” at the bottom of the screen. A pop-up screen will appear. Select a waiver type and enter your volunteer leveraging waiver request justification in the narrative field in 2,000 characters or less.
- If you plan to request the alternative match schedule, you must submit your request as described at least 60 days prior to the application deadline.
- For “Project Director” please enter the name of the Executive Director or other authorizing executive who will certify the grant.
- Leave the box for “Program Initiative” blank.
- The “Estimated Funds Requested” box will be populated automatically after you complete the budget.

3.3 Narratives

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

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the NOFO.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don’t make assumptions.** Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.

- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections according to the criteria.

In eGrants, you will enter text for Section A: Rationale and Approach; Section B: Organizational Capacity; Section C: Cost Effectiveness and Budget Adequacy; and Section D: Evaluation Plan. **You may not exceed 50,000 characters in these six sections combined, about 25 double-spaced pages. The character count includes spaces and punctuation.**

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

Application reviewers will assess your application against the selection criteria. The bullets that follow the criteria are recommendations on how to best respond to the criteria. To best respond to the criteria, we suggest that you include a brief discussion of each bullet as it pertains to your application.

A. Selection Criteria

Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem.

1. Program Design (50%)

In assessing Program Design, reviewers will examine the degree to which the applicant clearly describes and convincingly links four major elements: (1) the problem(s) identified; (2) the solution that will be carried out by AmeriCorps members and community volunteers; (3) ways in which AmeriCorps members are particularly well-suited to deliver the solution; and (4) the anticipated outcomes. Specifically, reviewers will assess the extent to which the applicant:

- Provides persuasive evidence that the identified problem exists in the targeted community(ies).
- Demonstrates that individuals recruited and selected to be AmeriCorps members will:
 - Have the appropriate backgrounds, qualifications and skills to succeed;
 - Receive orientation, training, and supervision to ensure impact in the community, and the necessary support to have a high-quality service experience.
- Makes the case that engaging AmeriCorps members is a highly effective means of solving the identified community problem.
- Describes how the activities in which AmeriCorps members and volunteers will engage will have a measurable impact on the identified community problem.

If a new applicant is already working on the problem identified in the application, the applicant should describe efforts and impact to date and describe how the proposed use of AmeriCorps members will add value, i.e., be more effective than what is currently being implemented, or enhance existing efforts.

In meeting the criteria, please include your response to the following:

a. Problem

Describe the problem(s) you will be working on. Why did you choose this problem? Provide documentation of the extent/severity of the problem in the target community. Describe the target community. Why did you select this population to be served?

b. Solution: AmeriCorps Member Roles and Responsibilities

Why are you proposing to use AmeriCorps to solve the identified problem? What will members do? How many members are you requesting? What types of slots (service terms) are needed for these members? If you are requesting different slot types, explain how the different slot types align with your program design and activities.

c. AmeriCorps Member Selection, Training, and Supervision

Describe your plans for recruiting members for your program. Describe how the applicants selected for your program will reflect a diverse member corps. Describe how members will be included from the local communities to be served by your program.

Describe your plan for orienting members to AmeriCorps, the community they are serving, their placement site, and to the service they will perform. Describe how you will ensure that training provided to members will prepare members to perform all the activities they will engage in during their term of service. Describe, as necessary, the ongoing training provided to members throughout their terms. What are the anticipated training topics and the timeline for member training? 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

Describe your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms. Who will supervise the AmeriCorps members? Describe how supervisors are selected and trained. Describe how your program provides training, oversight, and support to supervisors.

d. Outcome: Performance Measures

What is the overall change you want to see by the end of the three-year grant cycle? How will you measure impact? How will you report on this on an annual basis? How did you determine your performance measure targets?

e. Volunteer Generation

Describe how the proposed program will recruit volunteers to expand the reach/impact in the community. How will volunteers help meet the identified community needs? What will be the role(s) of volunteers? What role will AmeriCorps members have in volunteer recruitment and management? If you are requesting a waiver of the requirement to recruit or support volunteers (see 45 CFR § 2520.35), explain the basis for your request in this section.

f. Partnerships and Collaboration

Who are your community stakeholders and partners? How are they involved in planning and implementing the proposed program?

g. 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.

h. Multi-Site Programs Only

Identify your proposed member service sites (if known). Describe your process for selecting operating and service sites and ensuring they have adequate programmatic and financial capabilities to succeed.

How will your site selection process incorporate the criteria required by the AmeriCorps regulations 45 CFR §2522.475 (quality, innovation, sustainability, quality of leadership, past performance, community involvement), and the special considerations found in 45 CFR §2522.450 (program models, program activities and programs supporting distressed communities)? What are your current or previous programmatic and funding relationships with the sites?

i. Tutoring Programs Only

If you are proposing to operate a tutoring program, describe how your process complies with AmeriCorps requirements for member tutoring qualifications. Members who tutor must have a high school diploma, and successfully complete high-quality, research-based pre- and in-service training for tutors. This requirement does not apply to a member enrolled in a secondary school who is providing tutoring through a structured, school-managed cross-grade tutoring program.

Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency and with state academic content standards [section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)], 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.

j. 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. Enrollment rate is calculated by dividing regular slots filled plus refill slots filled by regular slots awarded.

Retention: If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement. While we recognize retention rates may vary among equally effective programs depending on the program model, we expect grantees to pursue the highest retention rate possible. Retention rate is calculated by dividing the number of members exited with award (full or partial award) by the number of members enrolled.

2. Organizational Capability (25%)

Reviewers will assess the extent to which:

- The organization has the experience, staffing, and management structure to plan, implement and evaluate the proposed program.
- The organization has secured, or describes an effective plan for securing, the financial and in-kind resources necessary to support program implementation and to demonstrate community stakeholder support
- Current or previous AmeriCorps grantees filled the member positions they were awarded and retained the AmeriCorps members they enrolled.
- The organization has a well-developed plan for expanding on its success through expansion or assuring adaptation of its program model by other organizations.

In meeting the criteria, please include your response to the following:

a. Organizational Background

Identify the primary and secondary contacts for the grant application. Describe your organization's prior experience administering AmeriCorps grants or other federal funds. Describe your organization's

experience raising funds to support service activities and initiatives. Please list all sources of organizational funding in this section, and what percent the proposed project represents in your budget. If you have received support from CNCS during the last five years, please specify what type of support you received. What percentage of your total funding comes from CNCS?

If you already operate an AmeriCorps program, describe how is integrated and supported within your organization. Include information explaining your organization's management structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.

b. Staffing

Who will staff the AmeriCorps program and what is their specific role? What is their relevant experience? If positions are currently vacant, please describe the desired qualifications for each open position. What are your plans for: providing financial and programmatic orientation; training and technical assistance; and monitoring for compliance to your program and service sites?

c. 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; and 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.

3. Cost Effectiveness and Budget Adequacy (25%)

For cost-reimbursement grants, reviewers will assess the extent to which:

- The budget is clear, reasonable, cost-effective, and in alignment with the program narrative.
- The requested funds do not exceed the maximum cost per Member Service Year (MSY), or for existing programs, have not increased over previous years.

For Education Award Program and Fixed-Cost Grant Applicants, reviewers will assess:

- The amount requested per member. Fixed-amount applicants are encouraged to request less than the full maximum amount allowed per MSY. The amount requested is a competitive factor in the selection process.
- The applicant's understanding of total program cost and capacity to raise additional resources beyond the fixed-amount.

a. Cost Effectiveness

The Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of MSYs you are requesting in your grant. It does not include child care or the cost of the education award. One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The Corporation cost per MSY will be automatically calculated once you enter your budget in eGrants.

The maximum cost per MSY allowable in the 2011 AmeriCorps NOFA is \$16,000. Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. If you request above the maximum, please justify. This is rarely approved.

Demonstrate how your program has or will obtain diverse non-federal resources for program implementation. Indicate how much funding your program needs from non-Corporation sources to

support the project. Indicate the non-Corporation resource commitments (in-kind and cash) that you have obtained to date and the sources of these funds. Indicate what additional commitments you plan to secure, and how you will secure them.

b. Current Grantees Only:

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 funds.

c. Special Circumstances

In applying the cost-effectiveness criteria, the Corporation will take into account the following circumstances of individual programs: program age, or the extent to which your program brings on new sites; 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; whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and 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.

d. Budget Adequacy

Unless you are applying for an EAP or Full-time Fixed-amount grant, discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and desired outputs and outcomes.

e. EAPs and Fixed-Cost Grant Applicants Only

The extent to which a current grantee is increasing its share of costs will not be considered in assessing a fixed-amount application. However, all other indicators described under Cost Effectiveness and Budget Adequacy apply and the section will be weighted 25% of the total application. Fixed-amount applicants are encouraged to request less than the full maximum amount allowed per MSY. The amount requested is a competitive factor in the selection process.

Discuss how you will raise the resources you will need to manage and operate an AmeriCorps program and identify the total amount you have budgeted to operate the program, both the CNCS share and grantee share. Keep in mind that full-time AmeriCorps program costs include expenditures for the AmeriCorps living allowance, health care and criminal history checks. Education Award Programs are not required to pay living allowances or cover health care for less-than-full-time members, but must conduct criminal history checks. You will not be required to track or report on your expenditures. However, you must demonstrate that you have planned for total costs. Reviewers will assess the adequacy of your plan to secure resources to support your program design.

f. Evaluation Summary or Plan

If you are competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to Re-Competing grantees. If you are R-Competing for AmeriCorps funds for the first time you must submit a summary of your evaluation efforts or plan to date in the Evaluation Summary or Plan field in eGrants. If you are Re-Competing for the second time, you must submit your evaluation report according to the instructions in V. D., below. An evaluation report may be submitted in place of an evaluation plan.

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

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

A formula program that re-applies and is submitted as a competitive application will be considered a re-competing application, if it satisfies the Corporation's definition of "same project," below. If your project satisfies the definition, you will be required to submit an evaluation plan, summary, or evaluation report when you re-compete. If your project does not satisfy the definition, it will be considered new and will not be required to submit an evaluation plan, summary, or completed evaluation.

Two projects will be considered the same if they:

- address the same issue areas;
- address the same priorities;
- address the same objectives;
- serve the same target communities and population;
- utilize the same sites; and
- use the same program staff and members.

g. Amendment Justification

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

h. Clarification Information

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

i. Continuation Update

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

3.4 Performance Measures

ALL APPLICANTS MUST COMPLETE STEPS 1-6 BELOW.

Then, if you are:

- Entering applicant-determined performance measures, follow steps 7A-17A.
- Opting in to the National Performance Measures, follow steps 7B-17B.

For more information about Performance Measures go to:

<http://www.nationalserviceresources.org/star/ac>

For more information about the National Performance Measures Pilot go to:

<http://www.nationalserviceresources.org/national-performance-measures/home>

For assistance with eGrants call the eGrants Helpdesk at 888-677-7849.

AmeriCorps Performance Measures

To begin entering performance measures, from your eGrants grant application page select Performance Measures.

Step 1: Select Serve America Act (SAA) Characteristics

To begin, click one or more boxes in the “SAA Characteristics”.

Step 2: Select Serve America Act Focus Areas

Select the Focus Area in which your primary service activity fits. If your primary service activity does not fit into a Focus Area, select “Other” and skip to **Step 5**. You may select multiple Focus Areas to represent significant areas of AmeriCorps member activity. Do not include multiple Focus Areas to describe the same activity. Select the Focus Area that best describes the activity.

Step 3: Choose whether to Opt-in to National Performance Measures

Although eGrants will allow you to select all of your Priority Areas at once, we suggest starting with one Priority Area that represents your primary activity and then repeating **Step 2 – Step 6** for additional Priority Areas if applicable.

NOTE: APPLICANTS THAT OPT TO USE THE NATIONAL PERFORMANCE MEASUREMENTS WILL BE GIVEN PRIORITY CONSIDERATION BY THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE. SEE THE 2011 NOFO FOR SPECIFIC DETAILS.

When you select a Priority Area, eGrants automatically pre-populates “No, I will not be using a national performance measure related to this Priority.”

- Leave this selection as “No” if you do not want to participate in the National Performance Measures for that Priority Area.
- Change the selection to “Yes, I will be using a national performance measures related to this Priority,” if you want to opt-in to the National Performance Measures for that Priority Area.

You may consult the “Detailed Background Information on National Performance Measures” in the Notice of Funding Opportunities (NOFO) or the relevant resource packets (<http://www.nationalserviceresources.org/national-performance-measures/home>) before making your participation decision.

If you selected “Other” as your Priority Area, you will skip this step as there are no National Performance Measures for “Other.”

Step 4: Complete the MSY Chart(s)

- For each Priority Area selected, complete a Member Service Years (MSY) Chart. If the only Priority Area you selected is “Other”, skip to Step 5.
- Click the “view/edit MSY Slots” orange link. There are two sets of numbers to enter in each MSY Chart. First, for each slot type, enter the number of members that will be providing service in that Priority Area.
- Second, enter the percent of time that members of each slot type will spend on activities in that Priority Area. Use whole numbers to represent the percent. Do not use a % or a decimal. eGrants will calculate the total MSYs for each slot type, then aggregate the MSYs for the entire chart in the “Total MSYs Devoted to Priority” field at the bottom of the chart.

- Note that MSYs in each Priority Area should be mutually exclusive. Do not double count MSYs. The total MSYs across all Priority Areas selected should not exceed the total MSYs requested in the budget.

Step 5: Add an Issue Area

Click on the “add a service category” link and then click “go.” You will use this link to select the Issue Areas and Service Categories that best represent the need your activities are meeting and the strategies you are using to meet them.

The Issue Area will be a drop down menu. The Issue Area you select will determine the Service Category options in the next step.

Step 6: Add a Service Category

Select your Primary Service Category from the pop-up menu. The Service Category you select will determine the Indicator drop-down options in later steps.

If this is the first or only Service Category you select, eGrants will automatically check “Primary” to indicate this is your primary activity. To select more than one Service Category, simply click the “add a service category” link. Only one Service Category can be indicated as the primary, and one as the secondary. You may add additional service categories if appropriate for your program design.

Step 7: Add a performance measure

Follow detailed instructions for adding Performance Measures Steps 7A—17A or 7B—17B in Attachment D. You must create at least one aligned set of Performance Measures representing your Primary Service Activity, which is achieved through either applicant-determined performance measures or National Performance Measures.

If you have opted-in to National Performance Measures, you will see the links for both “add a performance measure” and “add a national performance measure.” If you have not opted-in to National Performance Measures, you will only see the link for “add a performance measure.”

- Follow the instructions **7A – 17A** for each aligned set of applicant-determined measures you need to create.
- Follow the instructions for **7B – 17B** for each aligned set of national performance measures you need to create.

Applicant-Determined Performance Measures

Step 7A: Add a Performance Measure

Follow the instructions for **7A – 17A** for each applicant-determined performance measure you will create. Begin by creating the Performance Measure Output and then repeat steps 12A-17A to create an aligned Intermediate Outcome.

Step 8A: Add Performance Measurement Title

Give this performance measure a title—usually 3-4 words that describe the activity— and enter it in the text box.

Step 9A: Select a Service Category

Service Category is a drop-down menu of choices based on your earlier identification of Service Categories; select one and continue.

Step 10A: Describe Strategies to Achieve Result

Briefly describe how you will achieve this result. Keep statements to one or two paragraphs with a maximum of 4,000 characters.

Step 11A: Select a Result Type

You will need to select the Result Type that you intend to track for this activity – output or intermediate outcome – and click “Add New Results Section.” You should begin each aligned measure with the selection of an Output Measure.

Step 12A: Write a Result Statement

Enter 1-2 sentences stating the expected Result.

Step 13A: Select an Indicator

Select an Indicator from the drop- down menu. If the options provided do not include the Indicator you are measuring, select “other” and describe the Indicator in the text box that will appear.

Step 14A: Write a Target Description

In 250 characters or less, include a description of the target. Be sure to include how you determine what is counted in this target. For example: 100 parents will attend the eight-week parenting skills/drop-out prevention class.

Step 15A: Select a Target Number or Percent

Write a number in the Target box from your target statement— and indicate whether it is a whole number or percent—for example, of how many things or services will be created or provided. Output targets often use a number (#) rather than a percent. If you included a number in your Target Description, this number in the Target Number or Percent field and the number in the Target Description should match.

Step 16A: Identify your Instruments

Describe the Instruments that will be used to measure your output/outcome in 250 characters or less. These are specific tools to collect information such as a behavior checklist, tally sheet, attitude questionnaire, or interview protocol.

Step 17A: Write a Performance Measure Statement

Provide the expected result and target combined into one or two sentences in 1,000 characters or less.

Once you have completed the output performance measurement information, do the same for your intermediate outcome and/or additional measures, if necessary. Begin by identifying the Result Type as “intermediate outcome” and complete Steps 12A through 17A again. If you would like to enter an “end outcome”, you may do so by completing Steps 12A through 17A again. End outcomes are not required.

National Performance Measures

Follow the instructions for **7B –17B** for each aligned set of National Performance Measures you need to create. You will use these instructions to complete measures if you have opted in to National Performance Measures for any Priority Area.

- If you select the Education Priority Area and opt-in to National Performance Measures, you are only allowed to select National Performance Measures. You are not allowed to add any additional, applicant-determined measures.
- If you select the Healthy Futures, Economic Opportunity, Clean Energy or Veterans Priority Areas, you will enter your National Performance Measures. If you choose, you may add additional, applicant-determined Measures after you enter the National Performance Measures.

Step 7B: Add a National Performance Measure

First select the Priority Area. Only those Priority Areas that were checked as participating in the National Performance Measures will be displayed.

Step 8B: Add a Performance Measurement Title

Give this performance measure a title — usually 3-4 words that describe the activity — and enter it in the text box.

Step 9B: Select a Service Category

Service Category is a drop-down menu of choices based on your earlier identification of Service Categories; select one and continue.

Step 10B: Describe Strategies to Achieve Result

Briefly describe how you will achieve this result. Keep statements to one or two paragraphs with a maximum of 500 characters.

Step 11B: Select a Result Type

You will need to select the Result Type that you intend to track for this activity – output or intermediate outcome– and click “Add New Results Section.” You should begin each aligned measure with the selection of an Output Measure.

Step 12B: Select the Indicator

This is where you select your National Performance Measure. There is a drop-down list containing the National Performance Measures for the Priority Areas that you have selected.

Once you select your first National Performance Measure, eGrants will provide onscreen instructions about other National Performance Measures you must use in conjunction with this measure or if you need to add an applicant-determined intermediate outcome. *If you need to add an applicant-determined intermediate outcome measure, you will select “other” from the pop-up list.*

Step 13B: Write Result Statement

Enter 1-2 sentences stating the expected result.

Step 14B Write a Target Description

In 250 characters or less, include a description of the target. Be sure to include how you determine what is counted in this target. For example: 100 parents will attend the eight-week parenting skills/drop-out prevention class.

Step 15B: Select a Target Number

Write the number in the Target box from your target description. You are only allowed to use a number.

Step 16B: Identify your Instruments

Describe the Instruments that will be used to measure your output/outcome in 250 characters or less. These are specific tools to collect information such as a behavior checklist, tally sheet, attitude questionnaire, or interview protocol. Check for guidance on appropriate instruments posted at the National Performance Measures resource page: <http://nationalserviceresources.org/national-performance-measures/home>.

Step 17B: Write a Performance Measures Statement

Provide the expected result and target combined into one or two sentences (1,000 characters or less).

Step 18B: Create Aligned Measure

Now that you have completed the output performance measurement information, do the same for your intermediate outcome. Begin by identifying the Result Type, and then complete Steps 12B to 17B again.

Once you complete entering an aligned measure as defined by the National Performance Measure, you will return to Step 7 and create any other aligned measures to report member activities in Priority Areas or other areas of service either by:

- **Following Steps 7A – 17A for an applicant-determined measure; OR**
- **Following Steps 7B – 17B for an aligned National Performance Measure.**

3.5 Documents

In addition to your application submitted in eGrants, you are required to provide your evaluation, labor union concurrence (if necessary – see B., below) and a federally approved indirect cost agreement (if budgeted by multi-state applicants and Tribes only), in hard copy or e-mail, as part of your application. After you have submitted the documents, change their status in eGrants from the default “Not Sent” to the applicable status (“Sent” “Not Applicable” or “Already on File at CNCS”).

A. Evaluation

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

B. Labor Union Concurrence

If a program applicant:

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

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

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

C. Federally Approved Indirect Cost Agreement

National and Indian Tribes applicants that include a federally-approved indirect cost rate amount in their budget must submit the approved indirect cost rate agreement to the Office of Grants Management at the same time they submit their application.

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

Please submit national evaluations, labor union concurrence, and indirect cost rates electronically to: americorpsrfp@NewYorkersVolunteer.ny.gov. **This information must be received by ONCS by 5:00 p.m. November 24, 2010.**

Hard copies of these documents may be mailed with a copy of your application’s completed SF-424 Face Sheet to:

Mark Walter, Executive Director
 STATE COMMISSION ON NATIONAL & COMMUNITY SERVICE
 52 Washington Street
 North Building - Suite #338
 Rensselaer, New York 12144

3.6 Budget Instructions

For Fixed-Cost Grants, including EAPs: Use the Budget Instructions for Fixed-Cost applicants and the budget worksheet in Part 2: Section 2 of the RFP to prepare your budget.

A. Match Requirements

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

Table 2: Match Requirements in the AmeriCorps Regulations

Competition	Match Requirement
State and National Competitive including Professional Corps, States and Territories without Commissions, Indian Tribes	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.
State and National EAP Fixed-Cost Grants	There are no specific match requirements for fixed-cost grants. Grantees pay all program costs over \$800 per MSY provided by the Corporation.
Professional Corps Fixed-Cost Grants	There are no specific match requirements for fixed-cost grants. Grantees pay all program costs over the \$2,000 per MSY provided by the Corporation.
Full-time Fixed-Cost Grants	There are no specific match requirements for fixed-cost grants. Grantees pay all program costs over the \$13,000 per MSY provided by the Corporation

- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are re-competing, please see the match schedule below (45 CFR 2521.40-2521.95).
- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- In Section III of the budget, identify each match source separately. Include dollar amounts for cash match from private, state and local and federal funds, the source type, and amounts of in-kind support. Define all acronyms the first time they are used.

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

NOTE: The Corporation's legislation permits the use of non-Corporation federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to the Corporation. The Federal Financial Report (FFR) will be used to collect the federal match data. If a grantee uses federal funds as match, they will be required to report the sources and amounts on the FFR.

B. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions below to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in Attachments B and C. The Budget Checklist in Attachment A is a resource for you to ensure your budget is complete.

eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter. Once you have entered your budget information in eGrants you will be asked to validate your budget and eGrants will check your submission for errors.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

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

- A-21 - Cost Principles for Educational Institutions, 2 CFR 220
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR 225
- A-122 - Cost Principles for Non Profit Organizations, 2 CFR 240

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 expending over \$500,000 in federal funds, as required in OMB Circular A-133.

Detailed Budget Instructions

These instructions do not apply to EAP and Full-time Fixed-Cost grants. Please see Part 1: Section 3.7 for detailed budget instructions for Fixed-Cost grants.

Section I. Program Operating Costs

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

A. Personnel Expenses

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

B. Personnel Fringe Benefits

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

C. 1. Staff Travel

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

We expect all applicants to include funds in this line item for travel for staff and site staff to attend Corporation-sponsored technical assistance meetings. There are two to three such opportunities per year, including opportunities for financial training, the Annual Grantee Meeting in Washington D.C. in the fall, and the National Conference on Service and Volunteering at various locations in the summer.

For example: Two staff members will attend the 2011 National Conference on Service and Volunteering in New Orleans.

2 staff X \$750 airfare + \$50 ground transportation + (1 day) X \$400 lodging + \$35 per diem = \$2,470 for national conference.

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside

their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies

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

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. Payments to individuals for consultant services under this grant should not exceed \$750 per day (excluding costs for travel, supplies, etc.). The \$750 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate, number of days, and total cost for consultants you are proposing to use and their contractual services. Daily rates over the maximum amount should be justified in the narrative.

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 maximum daily rate limit of \$750.

G. 2. Member Training

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

H. Evaluation

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

I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

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

Section II. Member Costs

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

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time, 1st and 2nd Years of 2-year half-time) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation’s share (CNCS Share) and grantee match (Grantee Share).

The minimum and maximum living allowance amounts are provided below in Table 3.

Table 3: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	\$12,100	\$24,200
One-year Half-time	900	n/a	\$12,800
Two-year Half-time	900	n/a	\$12,800
Reduced Half-time	675	n/a	\$9,600
Quarter-time	450	n/a	\$6,400
Minimum-time	300	n/a	\$4,300

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

B. Member Support Costs

Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA for Members.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. If exempted, please note in the narrative and provide documentation with application. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker's Compensation.** Some states require worker's compensation for AmeriCorps members. You must check with State Departments of Labor or State Commissions where members serve to determine if you are required to pay worker's compensation and at what level. If you are not required to pay worker's compensation, you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or accidents.
- **Health Care.** You must offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to less-than-full-time members with Corporation funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal). Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. The Corporation will not pay for dependent coverage.
- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. You may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting State Commissions, legal counsel, or the applicable state agencies.

Section III. Administrative/Indirect Costs

Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122.

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

Applicants can choose to use one of two methods to calculate allowable administrative costs – a Corporation fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, the Corporation's share of administrative costs is limited to 5% of the total Corporation funds **actually expended** under this grant.

A. Corporation Fixed Percentage Method

Five Percent Fixed Administrative Costs Option

The Corporation fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the

Corporation Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the Corporation funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the Corporation share for Section III: Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The 5% maximum is calculated by multiplying the sum of the Corporation's share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the Corporation share for Section III A.
2. To determine the Grantee share for Section III: Then multiply the total (both Corporation and grantee share) of Sections I and II by 10% (.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of the Corporation and grantee shares under Total Amount.

B. Federally Approved Indirect Cost Rate Method

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

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine the Corporation share: Multiply the sum of the Corporation funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the Corporation share of indirect costs.
3. To determine the Grantee share: Subtract the amount calculated in step b (the Corporation administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

Section IV. Increasing Grantee Overall Share of Total Budgeted Costs

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

Special Circumstances for an Alternative Match Schedule: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

A. Rural County: In determining whether a program is rural, the Corporation will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment I for the Table of Beale codes.

B. Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics. See Attachment I 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.
- The areas served by the program lack basic infrastructure such as water or electricity.

C. 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 request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule. You must submit your request to the alternative schedule at least 60 days before the AmeriCorps application is due. The Corporation will review your request and notify you within 30 days if you qualify for the alternative schedule and provide instructions for entering your budget into eGrants under the Alternative Match Schedule.

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

D. Instructions for the Alternative Match Schedule: Programs operating in one state must send their requests to the State Commission for review and approval. The Commission will then forward the approved request to the Corporation for consideration.

Submit e-mail applications least 30 days prior to the application deadline to americorpsrfp@NewYorkersVolunteer.ny.gov.

E-mail subject line: AmeriCorps Alternative Match Request

Send your request in memo format. You must respond to each question below. Please include both the question and your response in your request.

1. Basis of Request

- a. Identify the basis for your request as either a rural county or a severely economically distressed community as described above.
- b. Describe where your program operates and include the address of the legal applicant.

2. Rural Counties

- c. Describe the economic conditions.
- d. Confirm that your county has a Beale code of 6, 7, 8, or 9.

3. Economically Distressed Counties:

- e. Provide your level of county per-capita income and poverty and unemployment levels.
- f. Demonstrate that the income levels are above or below the national averages. Identify the data source(s) used to make your determination.
- g. Provide any other statistics you deem relevant to demonstrate your county is economically distressed.

4. Program Location: If you believe the location of your program should not be based on the address of the legal applicant, describe your justification for requesting an alternative location(s).

5. Other: Provide any other justification and information for your request that is not presented in the responses to the above.

3.7 Budget Instructions for Fixed-Cost Applicants

These instructions apply only to applicants for fixed-cost grants, including education award programs (EAPs).

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

Budget Section II. AmeriCorps Member Positions

A. Budget Section II: Fixed-amount Grants

Enter the number of full-time positions you are requesting under the column labeled without (w/o) living allowance. You may not request less than full-time positions under this competition. Under “calculation” you will enter the calculation for your grant request. **Leave all other columns blank.**

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

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

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

B. Section II: Education Award Program (EAP) Applications

Member Positions

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

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

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

Member Positions	Calculation	MSY
_____ Full-time (1700 hours)	(_____ members x 1.000)	=
_____ 1-Year Half-time (900 hours)	(_____ members x 0.500)	=
_____ 2-Year Half-time (1 st Year) (generally 450 hours)	(_____ members x 0.500)	=
_____ 2-Year Half-time (2 nd Year)* (generally 450 hours)	(_____ members x 0.000)*	=
_____ Reduced half-time (675 hours)	(_____ members x 0.3810)	=
_____ Quarter-time (450 hours)	(_____ members x 0.2646)	=
_____ Minimum-time (300 hours)	(_____ members x 0.2117)	=
	Total MSY	

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

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

Display your calculation in the following format:

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

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

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

3.8 Review, Authorize, and Submit

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

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

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

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

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."

3.9 Survey on Ensuring Equal Opportunity for Applicants (Optional)

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

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

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

1. To complete the survey while preparing your application, go to the Main Menu, select Enter Survey on Ensuring Equal Opportunity, provide requested information and submit.

2. If you submit your grant application without completing the survey, a pop-up box will appear and ask you if you would like to complete the survey. You may select Yes, No, or Remind Me Later. If you select Remind Me Later, you will be asked to fill in the survey next time you attempt to submit an application to the Corporation for National and Community Service.

Section 4: APPLICATION INSTRUCTIONS (CONTINUATION GRANT PROPOSALS)

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 or has not received an AmeriCorps grant in the past five (5) years, you must apply using the application instructions for New and Re-Competing programs (Part 1: Section 3 of this RFP).
- If you are applying for a Fixed-Cost grant for year two or three of the three-year grant cycle you need to submit a new application; you cannot continue your existing three-year project period. The State Commission reserves the right to consider your continuation request if your fixed-amount application is not funded.

When to Submit Your Continuation Request:

The date for the submission of continuation requests is **5:00 p.m. November 24, 2010**.

How to Submit Your Continuation Request:

- Submit your continuation request in eGrants.
- To create your continuation request in eGrants, click **Continuation/Renewal** 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. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, click the **SUBMIT** button.

Be sure you also review the *NOFA* when preparing your request. If you have questions about the content of your continuation request, please contact your Program Administrator at the Commission State Office at 518-473-8882. 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.

What to Include in Your Continuation Request:

4.1 Applicant Info and Application Info

Update the Applicant Info and Application Info Sections in eGrants if necessary. Note in the Continuation Changes field that you have updated the Applicant Info or Application Info Section(s).

4.2 Narrative (Narratives Section)

Your original application will appear in the narrative sections Rationale and Approach, Community Outputs and Outcomes, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate.

Do not enter continuation changes in the original narrative fields. If you are not proposing changes to your continuation request, simply leave your original narrative as it is, and enter No Changes in the Continuation Changes field.

If you have changes in any of these areas, please document them in the Continuation Changes field in eGrants. Clearly differentiate Year 2 and Year 3 continuation changes by using headings that label these as such. Continuation changes may include, but are not limited to:

- New site locations;
- Justification for expansion to new sites, including the need that will be met in expansion communities, activities of expansion members, and organizational capacity to support the expansion;
- An explanation of any changes in the budget;
- Justification for any increase in requested cost per MSY; and
- Plans for improving enrollment, retention, or other compliance issues.

If you are requesting to conduct new activities or additional MSYs, these also need to be reflected in the budget and the performance measures.

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 Continuation Changes field.

Retention

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 Continuation Changes field. 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.

4.3 Performance Measures (Performance Measures Section)

Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures, View/Edit the performance measures that copy over from your original application, or add new performance measures. Note in the Continuation Changes field that you have updated your performance measures.

4.4 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. Justify any increases not required by the Corporation. Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. The Corporation expects that the Cost per MSY for continuation applicants will decrease or remain the same. Any increase in Cost per MSY must be justified in the Continuation Changes field.

Source of Match

In the "Source of Match" field that appears at the end of Budget 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) **for your entire match**. Define any acronyms the first time they are used.

4.5 Increasing Grantee Overall Share of Total Budgeted Costs

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

Section 5: APPLICATION INSTRUCTIONS (PLANNING GRANT PROPOSALS)

Planning Grant Applicants

Please use the following application instructions if you are applying for an AmeriCorps*State Planning Grant.

Use these instructions in conjunction with the *Notice of Funds Available (NOFA)* or *Notice of Federal Funding Opportunity (NOFO)* Funding Opportunity Title: AmeriCorps State and National and Indian Tribes Planning Grants, for the year in which you are applying, and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. **The NOFA 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. The full regulations are available online at www.gpoaccess.gov/ecfr.

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.

If you do not plan to submit your application electronically, you must call (518) 473-8882 or email to request a hard copy application from americorpsrfp@NewYorkersVolunteer.ny.gov.

Your hard copy application must be received no later 5:00 PM NOVEMBER 24, 2010 at the following address:

Mark Walter, Executive Director
NEW YORK STATE COMMISSION ON NATIONAL & COMMUNITY SERVICE
52 Washington Street
North Building - Suite 338
Rensselaer, New York 12144-2796

All requirements described herein also apply to hard copy applications. The paper application must be typed and double-spaced in Times New Roman, 12-point font size with one-inch margins. Please adhere to the character limits listed in the application instructions and number the pages. Portions of the narratives that exceed the limits will not be reviewed. Submit one unbound, single-sided original paper application. The electronic version on disk or CD-ROM must be an exact duplicate of the paper original. If there are differences between the paper application and the diskette or CD-ROM, we will use the diskette or CD-ROM version.

The acceptance of late or incomplete submissions will be at the sole discretion of OCFS.

Submitting Your Application in eGrants

Applicants need to establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting “Don’t have an eGrants account? Create an account.”

Please note, State Commissions submit Planning Grants as part of their competitive submission, under their Competitive State Prime.

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

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select the appropriate eGrants NOFA: Indian Tribes Planning New or State and National Planning New.

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

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Performance Measures (Not Applicable)
- V. Documents
- VI. Budget
- VII. Review, Authorize, and Submit
- VIII. Survey on Ensuring Equal Opportunity for Applicants (Optional)

5.1 Applicant Info

- In eGrants, complete the Applicant Info Section (Attachment B). This section is particularly important for data collection and evaluation. Please take the time to reflect your proposed program activities accurately in this section.
- In the Program Info Section enter “New.”
- Enter your contact information into the fields that appear.
- Select a primary Program Model and a secondary Program Model, if appropriate.
- Then select characteristics that fit your project under Program Design, Program Location, and Program Focus. Enter or select a Program Director and Program Website URL.

5.2 Applicant Info (2)

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Face Sheet. **If you are submitting your application in hard copy, you will find the SF 424 Part 2: Section 2 of this RFP.**

In the Application Info Section enter:

- Areas affected by your proposed program.
- Requested project period start and end dates. If awarded, your CNCS Program Officer will work with you to finalize your project start date. The project period and the budget period are one year.
- If you are delinquent on any federal debt.
- State Application Identifier: Enter N/A.
- State Single Point of Contact: This is pre-filled as “No, this is not applicable.”

- For “Project Director” please enter the Executive Director or other authorizing executive who will certify the grant.
- Leave the box for “Program Initiative” blank.
- The “Estimated Funds Requested” box will be populated automatically after you complete the budget.

5.3 Narratives

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

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you plan to solve should not be described as the lack of the program you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don’t make assumptions.** Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.**

In eGrants, you will enter text for Section A: Rationale and Approach, Section D: Organizational Capacity; and Section E: Cost Effectiveness and Budget Adequacy. Please enter “NA” for Section B: Member Outputs and Outcomes and Section C: Community Outputs and Outcomes.

Your narrative can not exceed 20,000 characters (approximately 10 pages), single spaced in a font no smaller than 12 point Times Roman, with one inch margins. The character count includes all letters, punctuation, and spaces in a document.

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

A. Rationale and Approach

Describe why you are applying for a planning grant and what you hope to achieve during the one year planning period. Include the problem you plan to solve with your AmeriCorps program and documentation of the need. Describe what AmeriCorps members will be doing to meet the need and the target communities you will serve. Provide a detailed description of your planning process and a timeline for planning activities.

Describe how you will use the planning period to develop your capacity to effectively manage an AmeriCorps program including:

- Establishing systems and processes for sound programmatic and fiscal oversight.
- Creating a process for selecting operating and service sites (if applicable) that will ensure the most appropriate and capable organizations are selected.
- Planning orientation and training for operating and service sites (if applicable).
- Planning orientation and training for AmeriCorps members.
- Ensuring you have the ability to provide or secure effective technical assistance (if applicable).

B. Member Outcomes and Outputs

Enter N/A.

C. Community Outputs and Outcomes

Enter N/A.

D. Organizational Capability

Provide a brief history of your organization including the year it was established and your funding history with the Corporation, if applicable. Describe your ability to successfully plan an AmeriCorps program.

Unless your organization is brand new, describe your record of accomplishment. Discuss your prior experience in the proposed area of programming and other examples of your organization's leadership in the community. Describe your organization's management and staff structure and the role the board of directors, administrators, and staff will play in the planning process.

Special Circumstances

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

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

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

E. Cost Effectiveness and Budget Adequacy

Describe your plans to develop a cost-effective program including how you will develop diverse non-federal resources that will support your program implementation and sustainability. Discuss the adequacy of your budget to support the planning process including your match. Describe how you will secure any additional commitments you need for the planning grant.

F. Evaluation Summary or Plan

Enter N/A. Evaluations and evaluation plans are not required for planning grants.

G. Amendment Justification

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

H. Clarification Information

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

I. Continuation Update

Enter N/A for Planning Grants.

5.4 Performance Measures

AmeriCorps Performance Measures

Detailed Performance Measure Instructions will be provided in the amended *Notice*. One performance measure is required of Planning Grants, as indicated in the Performance Measure worksheet, attached. The Serve America Act Characteristics, Serve America Act Priorities, and Issue Areas and Service Categories in the Performance Measures section of the application are required.

Step 1: Select Serve America Act (SAA) Characteristics.

To begin, click one or more boxes in the "SAA Characteristics."

Step 2: Select Serve America Act Priorities

Select the Priority Area in which your primary service activity fits. If your primary service activity does not fit into a Priority Area, select "Other" and skip to **Step 5**. You may select multiple Priority Areas to represent significant areas of planned AmeriCorps member activity. Do not include multiple priority areas to describe the same activity. Select the priority area that best describes the activity.

Step 3: Select Issue Areas and Service Categories

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

5.5 Documents

In addition to your application submitted in eGrants, you must provide your federally approved indirect cost rate agreement, if using this agreement to cover administrative costs (see Budget Section III. Administrative/Indirect Costs below). Please submit Indirect Cost Rates electronically to americpsrpf@NewYorkersVolunteer.ny.gov. **This information must be received by ONCS (not post-marked) by 5:00 p.m. on November 24, 2010.**

Or, you may send hard copy of your federally approved indirect cost rate agreement with a copy of your application's completed SF-424 Face Sheet to:

Mark Walter, Executive Director
STATE COMMISSION ON NATIONAL & COMMUNITY SERVICE
52 Washington Street
North Building – Suite #338
Rensselaer, New York 12144

5.6 Budget Instructions for Planning Grant Applicants

A. Overview of Key Budget Requirements

Program requirements, including requirements on match are located in the AmeriCorps regulations, modified by appropriations language, and summarized below. Administrative costs must not exceed 5% of the total Corporation funds requested.

- You must match with cash or in-kind contributions at least 24% of the project's total budget.
- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- Identify the source and total dollar amount of cash match from private, state and local and federal funds, the source type, and total amounts of in-kind support. Define all acronyms the first time they are used.

Note: The Corporation's legislation permits the use of non-Corporation federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to the Corporation. The Federal Financial Report (FFR) will be used to collect the federal match data. If a grantee uses federal funds as match, they will be required to report the sources and amounts on the FFR.

B. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions below to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheet in Attachment F. The Budget Checklist in Attachment G is a resource for you to ensure your budget is complete.

Please note that Attachments F and G include all budget line items for operating grants. The instructions below include details on which of these line items pertain to Planning Grants.

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 an itemized explanation of proposed costs, including their purpose.
- Present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

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

- A-21 - Cost Principles for Educational Institutions, 2 CFR 220
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR 225
- A-122 - Cost Principles for Non Profit Organizations, 2 CFR 240

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 expending over \$500,000 in federal funds, as required in OMB Circular A-133.

C. Detailed Budget Instructions

Section I. Program Operating Costs

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

A. Personnel Expenses

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

B. Personnel Fringe Benefits

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

C. 1. Staff Travel

Describe the purpose for which program staff members will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of

the organization for mileage, daily per diem, and similar supporting information. The standard mileage reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in budget narrative. Only domestic travel is allowable.

We expect applicants to include funds in this line item for travel for staff and site staff to attend Corporation-sponsored technical assistance meetings. There are two to three such opportunities per year, including opportunities for new grantee orientation, the Annual Grantee Meeting, Financial Training, and the National Conference on Service and Volunteering.

For example: two staff members will attend the National Conference on Service and Volunteering.
2 staff X \$750 airfare + \$50 ground transportation + \$400 lodging + \$35 per diem = \$2,470 for national conference.

C. 2. Member Travel

N/A.

D. Equipment

N/A.

E. Supplies

Include the amount of funds to purchase consumable supplies and materials that cost under \$5,000 per unit. Items over \$5,000 are considered equipment and are not allowed as a budget cost for planning grants. You must individually list any single item costing \$1,000 or more.

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training consultants, who will be listed in Sections G., below. Payments to individuals for consultant services under this grant may not exceed \$750 per day (excluding costs for indirect expenses, travel, supplies, etc.). The \$750 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate, number of days, and total cost for consultants you are proposing to use and their contractual services. \

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills needed 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 maximum daily rate limit of \$750.

G. 2. Member Training

N/A.

H. Evaluation

N/A.

I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for any employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share).

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.

Section II. Member Costs

All Member Costs are N/A.

A. Sub-grant Administrative Cost Allocation

For cost-reimbursement grants, the Corporation's regulations limit the portion of federal grant funds that can support administrative (indirect) costs to 5%.

B. Federally Approved Indirect Cost Rate Method

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

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the Corporation and grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine the Corporation share: Multiply the sum of the Corporation funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the Corporation share of indirect costs.
3. To determine the Grantee share: Subtract the amount calculated in step 2 (the Corporation administrative share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

Section IV. Match

Source of Match

In the "Source of Match" field that appears at the end of Budget 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) **for your entire match**. Define any acronyms the first time they are used.

5.7 Review, Authorize, and Submit

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

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

Authorization, Assurances and Certifications

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

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

Note: Anyone within your organization that will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."

5.8 Survey on Ensuring Equal Opportunity for Applicants (Optional)

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

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

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

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

ATTACHMENT A: Budget Worksheet (eGrants Budget Section)

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

B. Personnel Fringe Benefits

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C.1. Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C. 2. Member Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

D. Equipment

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

E. Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

G.1. Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

G.2. Member Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

H. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

I. Other Program Operating Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section I:	Total Amount	CNCS Share	Grantee Share

Section II. Member Costs

A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
1st Year of 2-Year Half Time						
2 nd Year of 2-Year Half Time						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
Totals						

B. Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section II:	Total Amount	CNCS Share	Grantee Share
Subtotal Sections I + II:			

Source of Match

Source(s), Type, Amount, Intended Purpose				
	Private	State and/or Local	Federal	Sources
In-kind	\$	\$	\$.
Cash	\$	\$	\$	
Total	\$	\$	\$	

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage Method

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

B. Federally Approved Indirect Cost Rate Method

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share

Total Sections I + II + III:	Total Amount	CNCS Share	Grantee Share

Budget Total: Validate this budget Required Match Percentages:	Total Amount	CNCS Share	Grantee Share

ATTACHMENT B: Budget Worksheet for Fixed-Cost Grants (eGrants Budget Section)

If you are applying for a Fixed-Cost grant, complete only the full-time fields in this Table. Education Award Program applicants may complete other than full-time fields.

Member Positions

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	Grantee Share	MSY	Cost/MSY
Program Grant Request							
Subtotal							
2-Year Half Time (1 st Year)							
2-Year Half Time (2 nd Year)							
Reduced Half Time (675 hrs)							
Quarter Time (450 hrs)							
Minimum Time (300 hrs)							
Subtotal							

ATTACHMENT C: Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements.

In Compliance?	Section I. Program Operating Costs
Yes ___ No ___	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
Yes ___ No ___	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.
Yes ___ No ___	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes ___ No ___	All positions in the budget are fully described in the narrative?
Yes ___ No ___	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes ___ No ___	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes ___ No ___	The purpose for all staff and member travel is clearly identified?
Yes ___ No ___	You have budgeted funds for staff travel to CNCS sponsored meetings in the budget narrative under Staff Travel?
Yes ___ No ___	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
Yes ___ No ___	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes ___ No ___	All single equipment items over \$5000 per unit are specifically listed?
Yes ___ No ___	Justification/explanation of equipment items is included in the budget narrative?
Yes ___ No ___	All single supply items over \$1000 per unit are specifically listed?
Yes ___ No ___	You only charged to the federal share of the budget member service gear, with the exception of safety equipment, that includes the AmeriCorps logo?
Yes ___ No ___	Are all consultant services budgeted below the maximum federal daily rate of \$750/day? Is the daily rate noted in all sections of the budget narrative where consultants are proposed?
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you provided budgeted costs for background checks of members and grant-funded staff that are in covered positions per 45 CFR 2522.205?
Yes ___ No ___	Are all items in the budget narrative itemized and the purpose of the funds justified?

In Compliance?	Section II. Member Costs
Yes ___ No ___	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance as indicated in the chart in the budget instructions. Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.
Yes ___ No ___	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes ___ No ___	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance.
Yes ___ No ___	Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Check with your local State Department of Labor or State Commission to determine whether or not you are required to pay worker's compensation and at what level (i.e., rate). If you are not required to pay worker's compensation, you need to provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage).
Yes ___ No ___	Health care is provided for full-time AmeriCorps members only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.

In Compliance?	Section III. Administrative/Indirect Costs
Yes ___ No ___	Applicant has chosen Option A – Corporation fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes ___ No ___	Applicant has chosen Option A – Corporation fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes ___ No ___	Applicant has chosen Option B – federally approved indirect cost rate method and documentation submitted to CNCS? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.
Yes ___ No ___	Applicant has chosen Option B – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?

In Compliance?	Match
Yes ___ No ___	Is the overall match being met at the required level, based on the year of funding?
Yes ___ No ___	For all matching funds, the source(s) [private, state and local, and federal], the type of contribution (cash or in-kind), and the amount (or an estimate) of match, are clearly identified in the narrative and in the Source of Match fields in eGrants?

Section Six: GLOSSARY OF CONTRACTING TERMS & AMERICORPS TERMS

GLOSSARY OF CONTRACTING TERMS

Fiscal Documentation: Documentation necessary for payment.

Legal Documents: Legally required application/contract components.

Organizational Qualifications: The organizational characteristics and capacity (i.e. agency mission, past accomplishments/experience in serving the target population or in providing similar services to a different population, experience in collaborating with community agencies needed for program success, key people, fiscal capability) that are likely to result in successful performance target attainment.

Baseline Estimate: The projected status of the target population without the proposed intervention. A baseline is the best estimate, using prior program experience, collected data, or research results, of what would happen to the target population without the program's intervention and its benefits. Projection should be numerical (# or %). A baseline estimate is required for each performance target.

Outcomes: The desired benefits or changes for the target population following their interaction with a program. These are the expected results or program intervention. Outcomes may relate to knowledge, skills, attitudes, behaviors or condition. Either the investor or provider may set them. (They are broader, more general than performance targets. They do not require numerical projection). In some instances the outcome may be a system change rather than an individual behavior change.

Performance Targets: Performance targets are the *measurable* verifiable improvements in the condition or behavior of program recipients that the provider expects to achieve **by the end of the contract period**. Targets are quantifiable and verifiable indicators of program performance. They contribute to the attainment of the desired outcomes for the target population. Attainment of several performance targets may be needed to indicate the achievement of a single outcome. Must include a description of the methods that will be used to verify target achievement.

Milestones: *Measurable interim* changes in the condition or behavior of the target population used to track whether the program is on course to achieve its performance targets. These are critical points of change or target population achievement that must occur to progress towards the performance targets. Must include a description of the methods that will be used to verify milestone achievement.

Program Budget: Definition of program expenditures and funding sources.

Program Description: Detailed explanation of the means (service model, plan or approach) the provider will use to achieve its performance targets and outcomes. This should include a description of the program's core features (i.e. the kinds of services provided, their intensity and duration, the essential elements, theoretical approach, delivery strategies, involvement of target population in planning, etc.).

Project Work plan: Steps to implement program -- Most relevant to new applicants or start-up.

Staffing Pattern: Identification of staff assigned to a program, whether or not paid through OCFS funds.

Target Population: The specific group of people (individuals, families, community members or certain instances, specified personnel or entity) that are the focus of change and who will directly interact with

the program. In certain instances where the desired outcome is systemic change, the agency as a whole may be considered the target population.

Verification: Statement of methods used to verify performance target and milestone attainment and/or submission of actual documentation.

Vendor Responsibility: Compliance with New York State Finance Law and guideline provisions related to vendor integrity providing reasonable assurance that the potential contractee has the capacity to perform the requirement of the contract. This includes authority to do business in the State, capacity and performance in addition to aforementioned integrity.

Vision: OCFS Program Area statement of ideal end-state sought for a population (e.g. prevention of child abuse and neglect).

GLOSSARY OF AMERICORPS TERMS

For purposes of this Grant the following definitions apply:

Act means the National and Community Service Act of 1990, as amended (42 U.S.C. 12501 et seq.)

Administrative Costs are expenses associated with the overall administration of a Program, and are defined in the General Provisions, in the Administrative Costs section.

AmeriCorps National Service Network means AmeriCorps State, AmeriCorps*National, AmeriCorps*Tribes and Territories, Volunteers in Service to America (VISTA), and National Civilian Community Corps (NCCC) Programs taken together as programs dedicated to national service. VISTA is authorized under the Domestic Volunteer Service Act (42U.S.C. 4950 et seq.). NCCC is authorized under the National and Community Service Act (42 U.S.C. 12611 et seq.).

Approved National Service Position means a national service position for which the Corporation has approved the provision of a national service education award as one of the benefits to be provided for successful service in the position.

Corporation means the Corporation for National and Community Service established under section 191 of the Act (42 U.S.C. 12651).

Community beneficiaries refer to those persons who receive services or benefits from a program, but are not AmeriCorps members or staff.

Continuation programs are currently in their first or second year of operation within a three-year grant cycle.

Education Award means an award provided to a member who has successfully completed a required term of service in an approved national service position and who otherwise meets the eligibility criteria in the Act. An education award may be used: (1) to repay qualified student loans, as defined in the Act; (2) toward educational expenses at a Title IV Institution of Higher Education; and (3) toward expenses incurred in participating in school-to-work programs approved by the Secretaries of Labor and Education.

End-outcome indicators specify changes that have occurred in the lives of the community beneficiaries and/or members that are significant and lasting. These are actual impacts, benefits or changes for participants during or after a program.

Evaluation uses scientifically-based research methods to systematically investigate, on a periodic basis, the effectiveness of AmeriCorps Programs by comparing the observed program outcomes with what would have happened in the absence of the program.

Faith-based organizations include:

- Religious congregations (church, mosque, synagogue, temple, etc.);
- Organizations, programs, or projects operated or sponsored by a religious congregation;
- Nonprofit organizations that clearly show by their mission statements, policies, and/or practices that they are religiously motivated or religiously guided institutions;
- Organizations that, when asked, designate themselves as a faith-based or religious organization; or
- Collaborations of organizations lead by an organization from the previously described categories, or of which half or more of the members are from the previously described categories.

Geographic Program Classifications

- Local Program – An AmeriCorps program that has members serving at a single location or at sub-sites that are all located in one (1) county.
- Multi-region Program – An AmeriCorps program that has members serving at sub-sites in more than one region but less than five (5) regions.
- Multi-county Program - An AmeriCorps program that has members serving at sub-sites in multiple counties; but all within the same region.
- Statewide Program – An AmeriCorps program that has members serving at sub-sites in five (5) or more regions.

Grantee for the purposes of this agreement, means the direct recipient of this Grant. The term sub-Grantee shall be substituted for the term Grantee where appropriate. The Grantee is also responsible for ensuring that Sub-Grantees or other organizations carrying out activities under this award comply with these provisions, including regulations and OMB circulars incorporated by reference. The Grantee is legally accountable to the Corporation for the use of Grant funds and is bound by the provisions of the Grant.

Indian Tribe means a federally-recognized Indian tribe, band, nation, or other recognized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. An Indian tribe also includes any tribal organization controlled, sanctioned, or chartered by one of the entities described above.

Intermediate-outcome indicators specify changes that have occurred in the lives of community beneficiaries and/or members, but are not necessarily a lasting benefit for them. They are observable and measurable indications of whether or not a program is making progress.

Member means an individual:

- a. Who is enrolled in an approved national service position;
- b. Who is a U.S. citizen, U.S. national or lawful permanent resident alien of the United States;
- c. Who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled

- i. in a full-time, year-round youth corps Program or full-time summer Program as defined in the Act (42 U.S.C. 12572 (a) (2)), in which case he or she must be between the ages of 16 and 25, inclusive, or
 - ii. in a Program for economically disadvantaged youth as defined in the Act (42 U.S.C. 12572 (a)(9)), in which case he or she must be between the ages of 16 and 24, inclusive; and
- d. Has a high school diploma or an equivalency certificate (or agrees to obtain a high school diploma or its equivalent before using an education award) and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. 1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent.

Member Service Year (MSY) is synonymous with the term FTE, meaning “full-time equivalent.” MSY stands for “Member Service Year.” Because the terminology of an FTE is familiar to most organizations when talking about employees, the Corporation uses the MSY terminology as a reminder that AmeriCorps members are NOT employees. For the purposes of this grant, however, FTE and MSY are the same thing in concept. The term member service year, or MSY, more accurately describes units of AmeriCorps service than FTE, which is commonly associated with budgeting for employee payroll. The Corporation for National and Community Service changed the terminology to avoid any misimpression that AmeriCorps members are Federal employees. One MSY is equivalent to 1700 service hours.

National Service Trust is the account established in the U.S. Department of the Treasury under the Act (42 U.S.C. 12601) for the purpose of holding and making payments of education awards and other education benefits to AmeriCorps members.

OMB refers to the Executive Office of the President Office of Management and Budget.

Out-Of-School Youth means youth age 16 and older who have either dropped out or otherwise have no permanent affiliation with a secondary school. This definition does not include individuals who are in between school years and fully intend to return to school in the fall.

Output indicators are the amounts or units of service that members or volunteers have completed, or the number of community beneficiaries the program has served. Output indicators do not provide information on benefits or other changes in the lives of members and/or community beneficiaries.

Parent Organization means a grantee that is responsible for implementing and managing a National Direct AmeriCorps Program.

Performance Measures are indicators intended to help a grantee measure the results of an AmeriCorps program’s activities on community beneficiaries and participants. Performance measures are based on outputs, intermediate outcomes, and end outcomes.

Program means a national service Program, described in the Act (42 U.S.C. 12572(a)),

Project means an activity or set of activities carried out under a Program that results in a specific, identifiable community service or improvement:

- a. That otherwise would not have been made with existing funds; and
- b. That does not duplicate the routine services or functions of the organization to which the members are assigned.

Project Sponsor means an organization or other entity that has been selected to provide a national service position for a member.

Re-Competing programs are programs that have completed three years of funding and are required to re-compete rather than participate in the streamlined continuation application process. If a program is currently in the final year of its AmeriCorps grant cycle it must apply for funding using the application instructions for new and re-competing programs.

Service Recipient means a community beneficiary who receives a service or benefit from the service of AmeriCorps members.

State Commission means the Commission on National and Community Service established by a state pursuant to the Act (42 U.S.C. 12638), including an authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties prescribed by 45 C.F.R. 2550.80.

Sub-Grantee refers to an organization receiving AmeriCorps Grant funds from a Grantee of the Corporation.