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Governor



State Commission on
National & Community Service
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Commissioner

New York State Office of National and Community Service



2012 AmeriCorps State Request for Proposals

GRANT PROCUREMENT

*AmeriCorps*State Operating Grant, State Education Award Only Grant, Fixed-Cost Grant*

APPLICATIONS DUE DECEMBER 7, 2011

PART I

Background, Requirements, and Application Instructions

IF YOU ARE NOT USING THE EGRANTS ON-LINE APPLICATION SYSTEM, PAPER APPLICATIONS SHOULD BE ADDRESSED TO:

Mark J. 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

<u>Event:</u>	<u>Date:</u>
Proposals Due	12/7/11
Online Technical Assistance Sessions	11/15/11 – 12/7/11
Submittal of Question Deadline	11/17/11
Posted Date of Answers to Frequently Asked Questions	11/18/11
Competitive Awards Announced (Tentative)	06/01/12
Formula Awards Announced (Tentative)	07/01/12
Projected Contract Start Date	10/01/12

Inquiries

From the issuance of this RFP until awards are made, all contact with Office of National & Community Service personnel, except as otherwise specified herein, concerning this RFP must be made through Stefanie Perez, AmeriCorps Program Administrator at the Office of National & Community Service by phone: (518) 473-8882 or e-mail: americorsrpf@NewYorkersVolunteer.ny.gov.

On-Line Bidder's List

The Office of Children & Family Services (OCFS) On-Line Bidder's List (OBL) is maintained electronically and can be found at <http://apps.ocfs.ny.gov/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 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
- Purpose and Funding Availability
- Statewide Considerations
- Term of Contract
- Eligible Applicants
- General Program Requirements
- Application Submittal Process
- Selection Criteria
- Application Instructions
- Glossary of Contracting and AmeriCorps Program Terms

PART II – Required Application Forms

- Application Check List
- SF-424 Application for Federal Assistance Face Sheet
- Bidder Identification Form
- Non-Discrimination/Non-Sectarian Compliance
- Board of Directors Profile-Not-For-Profit Corporations
- Subcontracting Utilization Form
- M/WBE Subcontractors and Suppliers Letter of Intent to Participate Form
- Staffing Plan Form
- Vendor Responsibility Questionnaire
- Developer, Contract Signatory and Claim Signatory Authorization Form
- Most Recent A-133 Audit or Certified Financial Statements

PART III - New York State Contract Policy Information & Attachments

- Contract Policy Information
- Attachment 1: State of New York Agreement (Multi-Year Contracts)
- Attachment 2: Appendix A - Standard Clauses for All New York State Contracts
- Attachment 3: Appendix A1 - Standard Clauses for All OCFS Contracts (August 2011) (Multi-Year Contracts)
- Attachment 4: Appendix A3 - Federal Assurances and Certifications
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PART IV – National Performance Measures Supplemental Material

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 Operating, Education Award, Fixed-Cost, and Planning Grant 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 Funding Available and Purpose

A. Funding Available

The actual level of funding will be subject to the availability of annual Congressional appropriations, which have not yet been made. In awarding funds, Continuation applications are considered first, followed by Re-Competing and New proposals. In the 2011 AmeriCorps State & National Federal Notice of Funding Opportunity \$349 million was available to award to eligible applicants through the Competitive funding processes. Once again, the State Commission anticipates that this AmeriCorps grant competition will be highly competitive.

B. Purpose

The purpose of the Corporation for National & Community Service and State Service Commissions 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 in areas where service can make a major impact, including education, energy conservation, health, economic opportunity for economically vulnerable individuals, increasing service by and for veterans, and providing disaster services.

To carry out Congress's intent, AmeriCorps funding is targeting six focus areas. In accordance with the Edward M. Kennedy Serve America Act, the Corporation and State Service Commissions seek to:

- Direct the power of national service to solve a common set of challenges.
- Expand opportunities for all Americans to serve.
- Build the enduring capacity of individuals, organizations and communities to effectively use service and volunteering to solve community problems.
- Embrace innovative solutions that work.

In alignment with the Serve America Act, this AmeriCorps State and National (AmeriCorps) *Notice of Federal Funding Opportunity* will focus AmeriCorps grantmaking in six Focus Areas identified by the Act:

1. Disaster Services:

Grants will help individuals and communities prepare, respond, recover, and mitigate disasters and increase community resiliency. Grant activities will:

- increase the preparedness of individuals,
- increase individuals' readiness to respond,
- help individuals recover from disasters,
- help individuals mitigate disasters.

2. Economic Opportunity:

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people. Grant activities will help economically disadvantaged people to:

- have improved access to services and benefits aimed at contributing to their enhanced financial literacy,
- transition into or remain in safe, healthy, affordable housing,
- have improved employability leading to increased success in becoming employed.

3. Education:

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged people, especially children. CNCS is particularly interested in program designs that support youth engagement and service-learning as strategies to achieve high educational outcomes. Grant activities will improve:

- school readiness for economically disadvantaged young children,
- educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools,
- the preparation for and prospects of success in post-secondary education institutions for economically disadvantaged students.

4. Environmental Stewardship:

Grants will provide direct services that contribute to increased energy and water efficiency, renewable energy use, or improving at-risk ecosystems, and support increased citizen behavioral change leading to increased efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and economically disadvantaged communities. Grant activities will:

- decrease energy and water consumption,
- improve at-risk ecosystems,
- increase behavioral changes that lead directly to decreased energy and water consumption or improve at-risk ecosystems,
- increase green training opportunities that may lead to decreased energy and water consumption or improve at-risk ecosystems.

5. Healthy Futures:

Grants will meet health needs within communities including access to care, aging in place, and addressing childhood obesity. Grant activities will:

- increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible,
- increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity,
- improve access to primary and preventive health care for communities served by CNCS-supported programs (access to health care).

6. Veterans and Military Families:

Grants will positively impact the quality of life of veterans and improve military family strength. Grant activities will increase:

- the number of veterans and military service members and their families served by CNCS-supported programs,
- the number of veterans and military family members engaged in service provision through CNCS-supported programs.

These Focus Areas are further detailed in the Corporation's strategic plan which can be found at the following link: http://www.nationalservice.gov/about/focus_areas/index.asp.

Application/Grant Types

Applications submitted to the State Commission for AmeriCorps funding are classified as follows:

Application/Grant Type	Description
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 Only 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-Amount Program	Applications submitted by an eligible organization with a fiscal model that uses a fixed dollar amount up to \$13,000 per The New York State Commission has deemed that only AmeriCorps grantees that have successfully managed an AmeriCorps Operating grant for a three year cycle may apply for a Fixed-Amount Grant. New applicants with no prior experience managing an AmeriCorps Program and Continuation Grantees applying for year two or year three funding are not eligible to apply for a Fixed-Amount Grant.

AmeriCorps 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 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.

1.3 Statewide Considerations

Please note the following highlights of the 2012 AmeriCorps Request for Proposals:

- To meet the Corporation's deadline for its 2012 national competition, all applications must be submitted to the State Commission Office by 5:00 PM EST December 7, 2011 to be eligible for 2012 Competitive, Formula or Education Award Only funding.
- 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 2012 AmeriCorps RFP Technical Assistance video for potential applicants will be available for viewing at the *New Yorkers Volunteer* website (www.NewYorkersVolunteer.ny.gov). This 20-minute resource video is available on-demand. Individuals who are unable to access this resource via the internet may request a hard copy of the script, PowerPoint slides, and supporting materials presented during the on-line session by calling ONCS at 518-473-8882 or emailing americorsrfp@NewYorkersVolunteer.ny.gov.
- There is no maximum funding amount that can be requested by an applicant through the 2012 AmeriCorps RFP. However, the State Commission reserves the right to place a monetary cap on the funding amount made in each contract award.
- The Corporation anticipates that at least 15 percent of the funds described in the Federal *Notice* will support applicants that have not received a Competitive AmeriCorps State or National Operating grant from the Corporation in the last five years. Applicants that have received a Formula Operating grant from a State Commission within the last five years will be considered New for purposes of this 15 percent target.
- Congress set a goal that 10 percent of AmeriCorps funding should support encore service programs that engage a significant number of participants age 55 or older. The Corporation seeks to meet that 10 percent target through the Competitive funding portion of this competition and encourages encore programs to apply.

1.4 2012 AmeriCorps Funding Priorities

In the 2012 competition the Corporation and State Commissions expect to invest a significant amount of available funding to programs working in the six Focus Areas of Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families.

The Corporation will target grant-making in the Education and Disaster Services Focus Areas for greater impact and increase its investment in the Veterans and Military Families Focus Area. To meet these goals, priority funding consideration will be given to the following, in descending order of preference:

Description of Application Focus Area Priority	
Tier 1	Programs that select Priority Measures in Education, Veterans and Military Families, and Disaster Services (NOTE: Applicants and grantees that have programs that fit these Priority Measures are required to utilize these Measures. These measures can be found in Part IV of this RFP).
Tier 2	Programs that select Priority Measures in Economic Opportunity, Environmental Stewardship, Healthy Futures and Capacity Building. (NOTE: Applicants and grantees that have programs that fit these Priority Measures are required to utilize these Measures. These measures can be found in Part IV of this RFP).
Tier 3	Programs that select Pilot Measures.
Tier 4	Programs in the Focus Areas with self-nominated measures.
Tier 5	Programs outside the Focus Areas with self-nominated measures.

Continuation requests for expansion will receive priority consideration and preference in the same manner.

Applicants proposing programs that receive priority consideration are not guaranteed funding. The Corporation will pursue a balanced portfolio across the Focus Areas, and other considerations outlined in Part I: Section 3.3 (B) of this RFP. Furthermore, programs must demonstrate significant program focus, design, and impact to receive priority consideration.

Capacity Building

In addition to the six Focus Areas described above, grants also will provide support for capacity building activities provided by national service participants. As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better and sustained *direct services*. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Examples of capacity building activities include:

- Recruiting and/or managing community volunteers.
- Implementing effective volunteer management practices.
- Completing community assessments that identify goals and recommendations.
- Developing new systems and business processes (technology, performance management, training, etc.) or enhancing existing systems and business processes.

National Performance Measures

In 2012, the Corporation will implement the third year of the National Performance Measures Pilot. National Performance Measures allow the Corporation to demonstrate the aggregated impact of all AmeriCorps programs. This year, we have focused and refined the Measures and aligned them with our Strategic Plan. This refinement process included adding a few new Measures to fill data gaps.

National Performance Measures are split into two groups: Priority Measures and Pilot Measures.

- Priority Measures are a subset of the original National Performance Measures Pilot with the addition of capacity building measures.
- Pilot Measures are the remaining measures from the National Performance Measures Pilot with the addition of capacity building measures not included in the Priority Measures.

New and Re-Competing applicants are strongly encouraged to utilize the National Performance Measures because funding priority will be given to these applicants.

1.5 Racial Equity and Cultural Competence

The State Office of Children and Family Services (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).

1.6 Term of New York State Contract

Successful programs will be given a 39-month contract with a start date no earlier than July 1, 2012 and an end date no later than December 31, 2015. Terms and conditions of a multi-year contract may be found in the New York State Standard Agreement and Appendix A-1 in Section Three of this RFP.

1.7 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 or Corporation are encouraged to apply for funding in this RFP.

1.8 General Program Requirements

1. 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.
2. The State Commission recommends that successful applicants with at least 20 MSYs budget for and place a full-time equivalent AmeriCorps Program Director within their agency.
3. 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.
4. The State Commission 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 AmeriCorps Education Awards). 2012 New and Re-Competing AmeriCorps applicants may apply for up to \$13,300 per Member Service Year (MSY).
5. All applications not selected for Competitive AmeriCorps funding will be considered for Formula AmeriCorps funding by the State Commission. Formula funding for State Commissions is limited and awarded to State Commissions by the Corporation based on a population-based formula.
6. 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>.
7. 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.

8. In addition to considering the peer review application score for Re-Competing or Continuation applicants only, the State Commission may review and consider any information or records the applicant submitted to the State Commission Office, or that the State Commission Office has in its system of records, in connection with its previous grant including but not limited to Progress Reports, Expenditure Reports, Program Monitoring Tools, Audits, quality and timeliness of reporting, compliance with member or program policies.
9. The State 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.
10. The State Commission may limit the number of awards given to any one agency and may only fund Re-Competing or Continuation programs, based on availability of funds.
11. 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.
12. 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.
13. 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 the applicant's program narrative.

Section Two: Application Submittal & Funding Considerations

2.1 Application Submittal Process

A. eGrants Electronic Application Submission

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 EST ON December 7, 2011.**

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

eGrants Application Components	Reference Section of RFP
Applicant Info (1)	Part I: Section 3.1
Applicant Info (2)	Part I: Section 3.2
Narratives	Part I: Section 3.3
Performance Measures	Part I: Section 3.4
Documents	Part I: Section 3.5
Budget Instructions: Operating Grant Applicants Only	Part I: Section 3.6
Budget Instructions: Fixed-Amount Grant Applicants and Education Award Only Grant Applicants	Part I: Section 3.7
Review, Authorize, and Submit	Part I: Section 3.8
Survey on Ensuring Equal Opportunity for Applicants (Optional)	Part I: Section 3.9

eGrants Technical Issues

If a technical issue with the eGrants system does not allow an applicant's proposal to be submitted by 5:00 PM EST on December 7, 2011 the applicant 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 the technical issue and secure an eGrants Help Desk ticket number.

The following materials must be sent by overnight carrier and arrive at the State Commission Office (not post-marked) no later than 5:00 PM EST on December 7, 2011: (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 Application Components and Required Application Forms; and (3) An electronic version of the application on diskette, flash drive, or CD-ROM. The electronic version must be an exact duplicate of the paper original. If there are differences between the paper application and the electronic version submitted, the State Commission will use the electronic version as the official submission.

Please make sure your overnight carrier stamps the package with the date and time it was sent. Hard copy applications must arrive no later than 5:00 PM EST on December 7, 2011 at the following address:

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

B. Paper Application Submission

Although proposals submitted in hard copy 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 at the following link: <http://www.cns.gov/egrants/index.asp>. Detailed instructions on how to create an eGrants User

Account and prepare an AmeriCorps application can be found in Part I: Section 3 of this RFP for New and Re-Compete applicants and Part I: Section 4 for Continuation applicants.

All RFP requirements described herein also apply to hard copy applications. Paper application must be typed and double-spaced in Times New Roman, 12-point font size with one-inch margins and may not exceed 26 double-spaced pages for the Narratives, including the Executive Summary and Cover Page. Reviewers will not consider material submitted over the page limit. Print out your application prior to final submission to confirm it is not over the 26 page limit. This limit does not include the budget and performance measures.

Applicants not submitting their proposal through the eGrants system and electing to submit via paper must: (1) Submit one unbound, single-sided original paper application; and (2) Submit the electronic version of the application on diskette, flash drive, or CD-ROM. The electronic version must be an exact duplicate of the paper original. If there are differences between the paper application and the electronic version submitted, the State Commission will use the electronic version as the official submission.

If you plan to submit your application in hard copy, you must notify the State Commission Office by calling (518) 473-8882 or send an email to: americorsrpf@NewYorkersVolunteer.ny.gov to request a paper copy of the 2012 AmeriCorps Application template and worksheets.

Hard copy application submissions to the 2012 AmeriCorps RFP with the electronic copy and all Required Application Forms identified in Part I: Section 2.2 (C) must be received no later than 5:00 PM EST on December 7, 2011 at the following address:

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

C. Required Application Forms

The following Required Application Forms must be received by 5:00 PM EST on December 7, 2011 for an application to be considered complete and eligible for funding consideration. Required Application Forms must be submitted by all applicants regardless of the format by which the application components are submitted (electronically/eGrants or paper application submission) and are in addition to the Application Components submitted via eGrants identified in Part I: Section 2.2 (A).

Required Application Forms	Reference Section of RFP
Required Application Forms Check List	Part II: Section 1.1
SF-424 Application For Federal Assistance Instructions & Face Sheet	Part II: Section 1.2
Bidder Identification Form	Part II: Section 1.3
Non-Discrimination/Non-Sectarian Compliance Form	Part II: Section 1.4
Board of Directors Profile Instructions & Profile Form / Not-For-Profit Corporations	Part II: Section 1.5
M/WBE Subcontractors and Suppliers Letter of Intent to Participate Form	Part II: Section 1.6
Subcontracting Utilization Form	Part II: Section 1.7
Staffing Plan Form	Part II: Section 1.8
Vendor Responsibility Questionnaire	Part II: Section 1.9
Developer, Contract Signatory & Claim Signatory Authorization Form	Part II: Section 1.10
Most Recent A-133 Audit or Certified Financial Statements	<i>Submitted by applicant</i>

Required Application Forms should be completed and mailed to:

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

2.2 Selection Criteria

All AmeriCorps proposals will be reviewed and scored by a panel of independent peer reviewers 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 as a result of the Peer Review process.

Applicants are strongly encouraged to submit their proposal through the Corporation's electronic grants management system (eGrants) which can be found at the following link: <https://egrants.cns.gov/espan/main/login.jsp>. See Part I: Section 3: *Establishing an eGrants Account* for specific guidance on setting up a User Account. If this method of submission is not possible, the Commission will accept paper applications submitted in accord with Part I: Section 2.1 (B) of this RFP.

No application will be opened or reviewed prior to the application due date. Immediately following the application due date, all proposals will be opened and reviewed for completeness of: (1) Application Components; and (2) Required Application Forms as outlined in this RFP. Those applications that are considered complete will then be logged into an electronic database. Applications that do not meet the mandatory requirements specified in the RFP may be considered incomplete and not receive further evaluation.

Prior to the submission deadline for applications, independent reviewers will be identified and trained to participate in the proposal review process using the approved Application Review Tool. Each reviewer will sign a Conflict of Interest form for each application read. Each application will be reviewed by three independent reviewers. Scores

will be recorded and averaged. If there is a disparity of more than 15 points between any of the three initial peer reviewer scores, two additional reviews will be conducted two new peer reviewers and the five total scores will be averaged. Once this process is complete, all raw scores will be considered final. Applicant scores and pertinent information will be charted and rank ordered by average score, from the highest scoring applications to the lowest for review by the members of the State Commission.

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 be submitted in eGrants by 5:00 PM EST on December 7, 2011, or received at the State Commission Office in hard copy by the same date/time (Part I: Section 2.1);
- Applications must request a minimum of 10 Member Service Years (MSY) AmeriCorps positions (except in special Education Award Applicant circumstances);
- Applications 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 I: Section 1.7);
- Applications must be signed by an authorized signatory of the agency (electronically in eGrants);
- 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;
- 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.
- 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	Counties within the Region
Capital District	Albany, Schenectady, Rensselaer, Saratoga, Greene, Columbia, Washington, Warren
North Country	Hamilton, St. Lawrence, Jefferson, Lewis, Franklin, Essex, Clinton
Mohawk Valley	Oneida, Herkimer, Fulton, Montgomery, Otsego, Schoharie
Central New York	Cayuga, Cortland, Onondaga, Oswego, Madison
Finger Lakes	Monroe, Ontario, Livingston, Orleans, Genesee, Wyoming, Seneca, Yates, Wayne
Western New York	Cattaraugus, Chautauqua, Allegany, Erie, Niagara
Southern Tier	Chemung, Chenango, Schuyler, Steuben, Tompkins, Tioga, Broome, Delaware
Mid-Hudson	Sullivan, Westchester, Ulster, Rockland, Putnam, Orange, Dutchess
Long Island	Nassau, Suffolk
New York City	Bronx, New York, Queens, Kings, Richmond

The State 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 the Corporation's Competitive process, this qualification will have been met and there is no requirement that the State Commission use additional Formula funding to achieve further geographic equality. Statewide or Multi-Regional Programs with a home office/application address within a region or with members serving in that region are not taken into account when determining regional diversity.

Application Score Tie-Breaking Process

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.

Competitive Recommendations/Funding

All applications and the completed scoring chart are submitted to the State Commission for review and to determine which proposals will be submitted to the Corporation for Competitive funding consideration. Once the Commission determines this portfolio of applications based on peer review score and other factors identified in this RFP, those proposals are 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 of the applications it receives from all State Commissions to determine which proposals will be awarded 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 by the State Commission. Formula funding charts are reviewed by the State Commission and include all original applications submitted in response to this RFP, removing only those proposals and scores of applications that were funded Competitively. The same individual score and rank order originally determined by the State Commission's peer review process is kept.

Formula funding for states is finite and limited. Continuation applications are given priority funding consideration. 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.

Training & Technical Assistance

A 2012 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 November 15, 2011 through December 7, 2011. This 20-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 americpsrpf@NewYorkersVolunteer.ny.gov.

Applicant Feedback

The following information pertaining to this competition for New and Re-Competing applications that are submitted by the State Commission to the Corporation for Competitive funding consideration will be published on the Corporation website at (<http://nationalservice.gov/about/open/grants.asp>), within a period not to exceed 90 business days after all grants are awarded:

- Blank external review template.
- List of all compliant applications submitted.
- Executive summaries of all compliant applications prepared by the applicants as part of the application.
- Copies of the SF424 and Program Narrative submitted by applicants for successful applicants.
- Summary of external reviewer's comments for successful applications.

Applications not deemed eligible for Competitive funding consideration by the State Commission as the result of the Application Review Process results defined in this section will be considered for Formula funding. Applicants not awarded Formula funding as the result of the State Commission's Application Review Process may request a feedback conference call with the State Commission within a period not to exceed 90 days after the announcement of Formula grant awards. Requests for an application feedback conference call after this date will not be granted.

Section Three: Application Instructions (New or Re-Competing Applicants)

New or Re-Competing Applicants

Applications must be submitted in eGrants by 5:00 PM EST on December 7, 2011 or received by the State Commission Office in hard copy by the same date/time. The acceptance of late or incomplete submissions will be at the sole discretion of the State Commission.

Applicants are advised to use the following application instructions in conjunction with the 2012 AmeriCorps Notice of Federal Funds Available (NOFA), and the AmeriCorps Regulations, 45 CFR §§ 2520–2550.

The AmeriCorps regulations include the selection criteria used to select applications for funding and other pertinent information. The NOFA can be found at http://www.americorps.org/for_organizations/funding/nofa.asp. The full regulations are available online at www.gpoaccess.gov/ecfr.

Requirements in the AmeriCorps Regulations

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

If there is any inconsistency between the AmeriCorps Regulations, the *Notice*, and the Application Instructions, the order of precedence is as follows:

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

Establishing an eGrants Account

1. Access the following link to begin setting up your eGrants User Account: <https://egrants.cns.gov/espan/main/login.jsp> and select: "Don't have an eGrants account? Create an account."
2. Select: "Create a Grantee Account"
3. Select: "This is my first time. I want to create a new account with eGrants"
4. Follow the instructions to enter the required information to establish your eGrants User Account.
5. From the eGrants Main Screen, select: "Start a new Grant Application"
6. Select a Program Area (AmeriCorps)
7. Select one of the following Notices of Funding Available (NOFA) which your agency is applying to:
 - Commission AmeriCorps State FY 2012
 - Commission AmeriCorps State Fixed Amount Grants FY 2012
 - Commission Competitive Education Awards Program FY 2012
 - AmeriCorps Indian Tribes FY 2012 (New)

If you are from an Indian Tribe and are applying for a Fixed-Amount Grant, please use the AmeriCorps National Fixed-Amount Grants eGrants NOFA.

AmeriCorps Application Components

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

AmeriCorps Application Components (eGrants)		Reference Section of RFP
Applicant Info (1)		Part I: Section 3.1
Applicant Info (2)		Part II: Section 3.2
Application Narratives		Part II: Section 3.3
Performance Measures		Part II: Section 3.4
Documents		Part II: Section 3.5
Budget Instructions	Operating Grant Applicants Only	Part II: Section 3.6
	Fixed-Amount Grant Applicants and Education Award Only Grant Applicants	Part II: Section 3.7
Review, Authorize, and Submit		Part II: Section 3.8
Survey on Ensuring Equal Opportunity for Applicants (Optional)		Part II: Section 3.9

**When submitting a proposal using the eGrants system, applicants will only be able to see and submit one budget that may differ depending on the type of program funding requested (i.e.: Operating, Fixed-Amount/Education Award Only). Please be sure to use the appropriate Budget Instructions in Part II: Section 3.6 for Operating Grant applications and Section 3.7 for Fixed-Amount/Education Award Only applications.*

3.1 Applicant Info (1)

Information entered in the Applicant Info (1), Applicant Info (2), and Budget sections in eGrants will populate the SF 424 Face Sheet. **If you are submitting your application in hard copy, you will find a template of the SF 424 in Part II of this RFP.**

- Select **Continuation/Renewal** if you are re-competing (if you are in year three of a competitive three-year funding cycle). Select **New** only if you are applying for the first time, have received formula funding only in the past, or are a former grantee (non-formula).
- Enter, or update your contact information in the fields that appear. The contact person needs to be the person who can answer questions about the application.
- Enter or select a Program Director and Program Website URL.

3.2 Applicant Info (2)

In the Applicant Info (2) Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. 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.
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation as described in Section V.D.
- 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 in the Budget Section, below, at least 60 days prior to the application deadline.
- For "Project Director" please enter the project director or other person to contact on matters related to the application.
- 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 *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 described should not be defined as the lack of the solution you propose.
- **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 State Commission or 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 by criterion.

In eGrants, you will enter text for

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

You may not exceed 26 double-spaced pages for the Narratives, including the Executive Summary and Cover Page, as the pages print out from eGrants. **Reviewers will not consider material submitted over the page limit, even if eGrants allows you to enter and submit text over the limit.** From the Review and Submit page, print out your application prior to final submission to ensure it is not over the 26 page limit. This limit does not include the budget and performance measures.

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

External and staff 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 if it pertains to your application.

A. Executive Summary

Please provide a one-paragraph executive summary of your proposed program. This summary must be one-half page or less. The summary should include who, what, where, when, and why:

- Who will be serving? Who will be served?
- What will the AmeriCorps members do?
- Where will the activity take place?
- When does the project begin and end?

- What is the expected outcome(s) of the project?

You may fill in the blanks in the following template to complete your Executive Summary.

[Number of] AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] to [what the members will be doing] in [where they will be working]. At the end of the [duration of project] period, [anticipated outcome of project]. This project will focus on the CNCS focus area of [Focus Area(s)]. The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match].

The Corporation will post these summaries on www.nationalservice.gov in the interest of transparency and Open Government.

B. Selection Criteria

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

1. Rationale and Approach/Program Design (50 percent)

In assessing Rationale and Approach/ Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members are particularly well-suited to solving the identified community needs.

Specifically, reviewers will assess the extent to which the applicant:

- Provides persuasive evidence that the identified needs exist in the targeted community(ies). **(5 points)**
- Describes the ways in which AmeriCorps members are a highly effective means to solving the identified community needs, including the unique value added by AmeriCorps. **(15 points)**
- Describes how the interventions the AmeriCorps members and volunteers are or will be engaged in are both evidence-based and will have a measurable community impact. The intervention is evidence-based if programs can demonstrate community impact and solve community problems through an evidence based approach (e.g. performance data, research, theory of change). **(15 points)**
- Describes the program components that enable the AmeriCorps members to have powerful service experiences that increase community impact and lead to continued civic participation and connectivity with other AmeriCorps and national service participants. **(10 points)**
- Convincingly links four major elements: (1) the need(s) identified, (2) the intervention that will be carried out by AmeriCorps members and community volunteers, (3) the ways in which AmeriCorps members are particularly well-suited to deliver the intervention, and (4) the anticipated outcomes. **(5 points)**

Re-competing grantees must describe their efforts and impact to date, and provide persuasive evidence that they should continue to be funded. If a new applicant is already working to meet the community need identified in the application, the applicant should 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. Include what the applicant's efforts and impact have been to date.

In discussing how you will meet the criteria, please include your response to the following:

a. Need

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

b. Value Added: AmeriCorps Member Roles and Responsibilities

What will members do? Give examples of specific proposed member activities. Why are the members a highly effective means to solve the identified community need? What is the added value of the AmeriCorps members' service? 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. Evidence-Based

Describe how the interventions the AmeriCorps members and volunteers will be engaged in are both evidence-based and will have a measurable community impact.

d. Member Experience

Describe the program components that enable the AmeriCorps members to have powerful service experiences that increase community impact and lead to continued civic participation and connectivity with other AmeriCorps and national service participants. Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service which will result in a quality member experience and promote a lifelong ethic of service and civic responsibility. Describe how your program will ensure that members are aware they are AmeriCorps members and identify as such to community members, partners, and the general public. Describe how you will connect your members with each other, with other AmeriCorps members and national service participants in the local communities in which they serve, with other AmeriCorps and national service participants in the state, and nationally. How will your program foster a sense of connection and identity with the AmeriCorps brand?

e. Overall Picture

How does your program design link: (1) the need(s) identified, (2) the intervention that will be carried out by AmeriCorps members and community volunteers, (3) the ways in which AmeriCorps members are particularly well-suited to deliver the intervention, and (4) the anticipated outcomes?

f. AmeriCorps Member Selection, Training, and Supervision

Describe your plans for recruiting members for your program. Describe how members will be included from the local communities to be served by your program. If you will be recruiting and engaging traditionally underrepresented populations, please describe the organization's history with working with those populations or how it will ensure success if this is a new population being recruited. Underrepresented populations may include new Americans, low-income individuals, rural residents, older Americans, veterans, members of faith-based organizations, communities of color, Native Americans and people with disabilities.

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? How and when will you ensure that members are aware of prohibited activities? What, if any, program design and/or member or staff training changes will be made to ensure a positive member experience for underrepresented populations?

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.

g. Outcome: Performance Measures

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

Current Grantees Only: What impact has your program had? How successful have you been in tackling the identified problem?

h. 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 and what will be their role(s)? 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), enter the rationale in the waiver justification field.

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.

2. Organizational Capability (25 percent)

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.
- The organization has the ability and structure to ensure its and its sub-grantees and/or service locations' compliance with AmeriCorps rules and regulations including prohibited activities.
- Multi-state applicants have consulted with state and territory service commissions to ensure non-duplication and coordination of CNCS resources.
- Current or previous AmeriCorps grantees filled the member positions they were awarded and retained the AmeriCorps members they enrolled or have provided an explanation for less than 100% enrollment and retention.
- Current or previous AmeriCorps grantees have met performance targets and demonstrated compliance with grant terms and conditions.

In discussing how you will meet the criteria, please include your response to the following:

a. Organizational Background and Staffing

Provide the organization's mission and a brief history. 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 AmeriCorps 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?

Explain your organization's management structure and how the board of directors (if applicable), administrators, and staff members will support your program.

If you already operate an AmeriCorps program, describe how it is integrated and supported within your organization. Provide evidence that you have managed the program well, have performed satisfactorily, and have a record of compliance and responsiveness.

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 program and service sites for compliance?

b. 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.

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

c. Compliance and Accountability

How will your organization ensure compliance with AmeriCorps rules and regulations at the grantee, sub-grantee, and service site locations (if applicable)? How will your organization prevent and detect compliance issues in general and specifically as it relates to prohibited activities? How will your organization hold itself, sub-grantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified?

Current & Former Grantees Only

d. Enrollment & Retention

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 as slots filled plus refill slots filled divided by 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 as the number of members exited with award (full or partial award) divided by the number of members enrolled.

e. Performance Targets and Demonstrated Compliance

Performance Targets: Describe your performance against objectives during your last full year of program operation. If you did not meet performance targets, provide an explanation and describe your plan for improvement.

Demonstrated Compliance: Describe any compliance issues and areas of weakness/risk identified during your last full year of program operation at your organization, your sub-grantees, service sites (if applicable). If you, your sub-grantees, and service sites (if applicable) had compliance or areas of weakness/risk identified, provide an explanation and describe the corrective action taken and your plan for improvement.

Multi-Site Applicants Only

f. Operating Sites and Member Service Sites

Identify your proposed operating sites and member service sites. 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? If member service sites are not yet known, describe your timeline for selecting service sites.

g. Special Circumstances

In applying the organizational capability criteria, 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. In considering applications, CNCS shall ensure the equitable treatment of applicants from urban areas, applicants from rural areas, applicants of diverse sizes (as measured by the number of participants served), applicants from States, and applicants from national nonprofit organizations.

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.

3. Cost Effectiveness and Budget Adequacy (25 percent)

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. The amount requested is a competitive factor in the selection process.

For Education Award Only and Full-Time Fixed-Amount Grant Applications, reviewers will assess:

- The applicant's demonstrated understanding of total program cost and capacity to raise the additional resources beyond the fixed-amount provided by CNCS.
- 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.

a. Cost Effectiveness

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

The maximum allowable cost per MSY is published each year in the *Notice*. Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. If you request above the maximum, please justify. This is rarely approved.

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

Cost per MSY: Re-Competing grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost. This applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs associated with the grant.

c. Special Circumstances

In applying the cost-effectiveness criteria, CNCS may take into account the following circumstances of individual programs: program age, the extent to which your program expands to 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.

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.

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. Please explain how the cost of criminal history checks and FBI checks, if applicable, are covered if they are not included in the budget.

Education Award Only Applicants, Fixed-Amount Applicants & Professional Corps Fixed Amount 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.

Discuss how you will raise the additional resources you will need to manage and operate an AmeriCorps program. Identify the total amount you have budgeted to operate the program, including the fixed amount from the CNCS and grantee share and how your program determined that amount. Keep in mind that full-time AmeriCorps program costs include expenditures for the AmeriCorps living allowance, healthcare, 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.

C. 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 Re-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 a subsequent time, you must submit your evaluation report according to the instructions in Part I: Section 3.5 (E) 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 CNCS 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 CNCS for competitive funds as required in §2522.730 of this subpart.
- If you are State and National grantee whose average annual CNCS 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 CNCS for competitive funds as required in §2522.730 of this subpart.

A formula program will be considered a Re-Competing application, if it satisfies the CNCS definition of "same project," below, and has been funded in formula for at least one three-year cycle. If your project satisfies the definition of same project, and you have completed one three-year cycle, you will be required to submit an evaluation plan, summary, or evaluation report when you Re-Compete for the first time. 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.
- Use the same program staff and members.

D. Amendment Justification

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

E. Clarification Information

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

F. Continuation Changes

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

3.4 Performance Measures

1. All applicants **must** submit Performance Measures with their application.
2. Applicants may elect to submit National Performance Measures and/or Applicant Determined Performance Measurements with their proposal.
3. More information about Applicant Determined Performance Measures can be found at the following on-line resource link: <http://www.nationalserviceresources.org/star/ac>.
4. More information about National Performance Measures can be found at the following on-line resource link: <http://www.nationalserviceresources.org/national-performance-measures/home>.
5. Applicants that opt to use the National Performance Measurements will be given **priority funding consideration** by the Corporation for National and Community Service.
6. Applicants that select performance measures from Tier 1, 2, 3 will be given **priority funding consideration** by the Corporation for National and Community Service.
7. **Applicants are strongly encouraged to reference Part I: Section 6.1 of this RFP when preparing their Performance Measures.**

AmeriCorps Performance Measures

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

All applicants must complete Steps 1-6. Then, if you are:

- Entering applicant-determined performance measures, follow steps 7A-18A.
- Opting in to the National Performance Measures, follow steps 7B-17B.

Step 1: Select Characteristics.

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

Step 2: Select 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 Focus Areas at once, we suggest starting with one Focus Area that represents your primary activity and then repeating **Step 2 – Step 6** for additional Focus Areas if applicable.

When you select a Focus Area, eGrants automatically pre-populates the selection “No” in response to the question “Will you be using a national performance measure related to this Focus Area?”

- Leave this selection as “No” if you do not want to participate in the National Performance Measures for that Focus Area.
- Change the selection to “Yes” if you want to opt-in to the National Performance Measures for that Focus Area.

You may consult the “National Performance Measures Instructions” 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 only Focus Area, you will skip this step as there are no National Performance Measures for “Other”.

Step 4: Complete the MSY Chart(s)

For each Focus Area selected, complete a Member Service Years (MSY) Chart. 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 Focus Area.

Second, enter the percent of time that members of each slot type will spend on activities in that Focus 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 Focus Area should be mutually exclusive. Do not double count MSYs. The total MSYs across all Focus Areas selected should not exceed the total MSYs requested in the budget.

Step 5: 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 per Focus Area. You may add additional service categories if appropriate for your program design.

Step 6: Add a Performance Measure

You must create at least one aligned set of Performance Measures representing your Primary Service Activity, which is achieved through either National Performance Measures or applicant-determined performance measures.

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

Choose Applicant-Determined Performance Measures or National Performance Measures

- 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 Instruction

Step 7A: Add a Performance Measure

Follow the instructions for 7A – 18A for each applicant-determined performance measure you will create. Begin by creating the Performance Measure Output and then repeat steps 13A-18A to create an aligned Intermediate Outcome.

Step 8A: Select a Focus Area

The Focus Area drop-down box will consist of all the focus areas that were initially select in the main Focus Area section.

Step 9A: 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 10A: 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 by pressing the “go” button

Step 11A: 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 12A: 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 13A: Write a Result Statement

Enter 1-2 sentences stating the expected Result.

Step 14A: 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. If this is the case, the applicant should make a note in the performance measures section of the Rationale and Approach narrative and should identify the numbers and titles of the pilot measures the applicant intends to opt into as well as the targets and instruments for the for these indicators. Applicants will have an opportunity to enter these measures in eGrants during the clarification process.

Step 15A: 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 16A: 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 17A: 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 18A: 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 13A through 18A again. If you would like to enter an “end outcome”, you may do so by completing Steps 13A through 18A again. End outcomes are not required.

National Performance Measures Instruction

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 Focus Area. Please refer to National Performance Measures Instructions for complete instructions for aligning measures.

- If you select the Education Focus 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, Environmental Stewardship or Veterans Focus 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 Focus Area. Only those Focus 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. Continue by pressing the “go” button.

Step 9B: 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 10B: 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 11B: 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 Focus 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 12B: Write Result Statement

Enter 1-2 sentences stating the expected result.

Step 13B: 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 14B: Select a Target Number

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

Step 15B: 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 16B: Write a Performance Measures Statement

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

Step 17B: 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 11B to 16B 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 Focus Areas or other areas of service either by:

- Following Steps 7A – 18A for an applicant-determined measure; or
- Following Steps 7B – 17B for an aligned National Performance Measure.

3.5 Documents

In addition to the application submitted in eGrants and the Required Application Documents found in Part II of this RFP, all applicants are required to provide their evaluation and labor union concurrence (if necessary – see (B) below). 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 or evaluation plan as described in (C) above and the submission method explained in (E) below. Select Evaluation and select “Sent” once you have submitted a completed evaluation plan or report. If an evaluation is required, you must submit a copy at the time of application even if you think CNCS may already have it on file.

B. Labor Union Concurrence

- 1) If a program applicant:
 - a) Proposes to serve as the placement site for AmeriCorps members; and
 - b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
 - c) Those employees are represented by a local labor organization, then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.
- 2) If a program applicant:
 - a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
 - i) AmeriCorps members won't be placed in positions that were recently occupied by paid staff
 - ii) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or

discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

For the purposes of this section, "program applicant" includes any applicant to 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 either 1) or 2) above applies to you, please select "Enter New," name the new document 1) "Labor Union Concurrence," or 2) "Displacement Assurance" and select "Sent."

C. Submission Instructions for Evaluation/Evaluation Plan or Labor Union Concurrence

Please submit the required documents to americorpsRFP@NewYorkersVolunteer.ny.gov. This information must be received at the State Commission Office by 5:00 PM EST on December 7, 2011.

Applicants may send hard copy information to:
 Mark J. Walter, Executive Director
 STATE COMMISSION ON NATIONAL & COMMUNITY SERVICE
 52 Washington Street
 North Building, Suite #338
 Rensselaer, New York 12144-2796

D. Delinquent on Federal Debt

Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation.

3.6 Budget Instructions (Operating Grant Applicants Only)

Fixed-Amount Grant Applicants and Education Award Only Grant Applicants must use the Budget Instructions for Fixed-Amount Applicants in Part I: Section 3.6 to prepare their budget.

Match Requirements

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

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-Amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over \$800 per MSY provided by CNCS.
Professional Corps Fixed-Amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the \$2,000 per MSY provided by CNCS.
Full-time Fixed-Amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the \$13,000 per MSY provided by CNCS

- 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 45 CFR 2521.40-2521.95 for the match schedule.

- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- In Section III of the budget, enter a brief description of the source of match. Identify each match source separately. Include dollar amount, the match classification (cash, in-kind, or Not Available) and the source type (Private, State/Local, Federal, Other or Not Available). Define all acronyms the first time they are used.

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

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.

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

As you prepare your budget:

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

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

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

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

eGrants Budget Section

Section I. Program Operating Costs

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

A. Personnel Expenses

Under "Position/Title Description," list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person's role listed in the budget must be described in the application narrative and

each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

B. Personnel Fringe Benefits

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

C-1. Staff Travel

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

All applicants must include funds in this line item for staff and site staff to travel to New York State Commission or CNCS-sponsored technical assistance meetings, trainings or events. There are two to three such opportunities per year.

Please itemize the costs. For example: Two staff members will attend the Annual Grantee Meeting in Washington, DC.
2 staff X \$750 airfare + \$50 ground transportation + (1 day) X \$400 lodging + \$35 per diem = \$2,470 for Annual Grantee Meeting.

C-2. Member Travel

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

D. Equipment

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

E. Supplies

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 organization's indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
- Multi-state applicants: Indicate the number of subgrants and the average amount of subgrants. Indicate any match that you will require of your subgrants under the "grantee share" column in this category. Subgranted funds may only cover costs allowable under federal and AmeriCorps regulations and provisions.

Section II. Member Costs

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

A. Living Allowance

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

The minimum and maximum living allowance amounts are provided below.

Minimum and Maximum Living Allowance

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

Section III. Administrative/Indirect Costs

Definitions

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

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

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

A. CNCS-Fixed Percentage Method

Five Percent Fixed Administrative Costs Option

The Corporation-fixed percentage rate method allows applicants to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If applicants choose the Corporation-fixed percentage rate method (Section IIIA in eGrants), they 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 maximum 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 factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.
2. To determine the Grantee share for Section III: Multiply the total (both Corporation and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of the CNCS and grantee shares under Total Amount.

B. Federally Approved Indirect Cost Rate

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

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

Source of Match

In the "Source of Match" field that appears at the end of Budget Section 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.

3.7 Budget Instructions (Fixed-Amount Grant Applicants and Education Award Only Grant Applicants)

These instructions apply only to Fixed-Amount Grant Applicants and Education Award Only Grant Applicants. Fixed-Amount Grant Applicants and Education Award Only Grant Applicants may only request a fixed amount of funding per MSY. Therefore,

Fixed-Amount Applicants are not required to complete a detailed budget. In addition, the matching requirements in 45 CFR §§ 2521.40– 2521.95 do not apply to Fixed-Amount or Education Award Only Grant Applicants. Fixed-Amount applicants, except for EAP applicants, must include only full-time members.

Budget Section II: AmeriCorps Member Positions

A. Budget Section II: AmeriCorps Member Positions for Full-Time 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 unless you are applying for an Education Award Program.

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: AmeriCorps Member Positions for Education Award Only Grants

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. The MSY 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)*	(_____ members x 0.000)*	= _____
_____ Reduced half-time (675 hours)	(_____ members x 0.3809524)	= _____
_____ Quarter-time (450 hours)	(_____ members x 0.26455027)	= _____
_____ Minimum-time (300 hours)	(_____ members x 0.21164022)	= _____
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 \$ _____
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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	Delete
Program Grant Request	47.5 MSY x \$800/MSY	\$38,000	\$38,000	\$0		
Subtotal		\$38,000	\$38,000	\$0		

3.8 Review, Authorize, and Submit

eGrants requires that applicants review and verify their entire application before submitting, by completing the following steps in eGrants:

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

Read the federal Authorization, Assurances, and Certifications carefully (Part III: Attachment 4 of this RFP). 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.

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

Section 4: Application Instructions (Continuation Grant Proposals)

4.1 Continuation Applications

The following instructions for submitting a Continuation request apply only to programs that are currently in their first or second year of operation within a three-year grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for New and Re-Competing Applicants (See Part 1, Section 3: *Application Instructions (New or Re-Competing Applicants)*). In addition, if you are in year two or three of a cost-reimbursement grant three-year cycle you need to submit a new application to participate in the fixed-amount pilot; you cannot continue your existing three-year project period and switch from cost-reimbursement to fixed-amount. CNCS reserves the right to consider your continuation request if your fixed-amount application is not funded.

Additional funding is contingent upon satisfactory performance, a grantee's demonstrated capacity to manage a grant and comply with grant requirements, and availability of Congressional appropriations. CNCS reserves the right to adjust the amount of an additional grant award in subsequent years, or elect not to continue funding, based on these bases.

When to Submit Your Continuation Application:

The date for the submission of Continuation Applications is **December 7, 2011 at 5:00 PM EST**.

How to Submit Your Continuation Request:

- Submit your Continuation Application 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. 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 *Notice* when preparing your request. If you have questions about the content of your continuation request, please contact your AmeriCorps Program Administrator at the State Commission 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:

A. Applicant 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).

B. Narrative

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

1. **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.
2. **If you have changes in any of these areas, document them in the Continuation Changes field**

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.

- 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.
 - Any changes in the budget.
 - Any increase in requested cost per MSY. This applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs set by the Corporation.
3. **Plans for improving enrollment, retention, or other compliance issues**
- 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.
 - 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.
 - If you are requesting to conduct new activities or additional MSYs, these also need to be reflected in the budget and the performance measures.
4. **The page limit for the Continuation Changes field is 6 pages, as the pages print out from eGrants.**

4.2 Performance Measures

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. To revise 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.

4.3 Budget Instructions

Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required CNCS increases, such as an increase to the member living allowance into your budget. Justify any increases not required by CNCS. CNCS 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 Section 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.

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 Five: Glossary of Contracting & AmeriCorps Program 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 PROGRAM TERMS

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.