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Governor



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New York State
Office of National and Community Service



2013 State AmeriCorps Request for Proposals

*State AmeriCorps Cost Reimbursement, Education Award Only, & Fixed-Cost
Competitive Grant Procurement*

APPLICATIONS DUE
5:00 PM EST JANUARY 7, 2013

PART I
Background, General Requirements, and Application Instructions

Electronic Applications must be submitted using eGrants, the Corporation for National and Community Service on-line grants management system. Electronic submission is the preferred submission method, although the submission method (electronic or hard copy) will not affect scoring of the proposal. If submitting electronically, bidders must also be sure to submit hard copy signed originals of the required forms outlined in Part I: Section 2.1, which must be received by the Office of National & Community Service no later than 5:00 pm EST on January 7, 2013. Proposal submissions will not be complete until the required hard copy forms (with original signatures) are received. Reference *Section 2.1 Application Submittal Process* for more detailed electronic submission information and requirements.

Applicants not submitting their proposal through the eGrants on-line application system, must address & mail their paper application to: Mark J. Walter, Executive Director - New York State Office of National & Community Service, 52 Washington Street, North Building - Suite #338 Rensselaer, New York 12144-2796. If submitting a hard copy application, three (3) complete copies of the proposal, and (1) one set of the required hard copy forms (with original signatures) outlined in Section 2.1 must be submitted with original signatures, and received no later than 5:00 pm EST on January 7, 2013. Reference *Section 2.1: Application Submittal Process* for more detailed hard copy submission information and requirements

Timetable of Key Events

<u>Event</u>	<u>Date</u>
Proposals Due	01/07/13
Online Technical Assistance Slide Presentation Available	12/03/12 – 01/07/13
Submittal of Question Deadline	12/14/12
Posted Date of Answers to Frequently Asked Questions	12/18/12
Competitive Awards Announced (Tentative)	06/14/13
Formula Awards Announced (Tentative)	07/05/13
Projected Contract Start Date	10/01/13

Inquiries

From the issuance of this Request for Proposals (RFP) until awards are made, all contact with the State Office of National & Community Service, except as otherwise specified herein, concerning this RFP must be made through Stefanie Perez, AmeriCorps Program Administrator, by e-mail: americorpsRFP@NewYorkersVolunteer.ny.gov or land mail addressed to: New York State Office of National & Community Service, 52 Washington Street, North Building - Suite #338 Rensselaer, New York 12144-2796. All inquiries should be submitted in writing, and will be responded to in writing.

On-Line Bidder's List

The State On-Line Bidder's List (OBL) is maintained electronically and can be found at <https://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 and the organization or government agency you represent along with identifying the service categories which you are interested.

NOTE: Throughout this document the terms "proposal" and "application" are used interchangeably.



PART I – Background, General Requirements, and Application Instructions

- Background & General Requirements
- Application Submittal & Selection Criteria
- Application Instructions
- Governor and Mayor Initiative
- Glossary of Contracting and AmeriCorps Program Terms

PART II – Required Application Forms

- Required Application Forms Check List
- Application Cover Page/Appendix D Agreement
- SF-424 Application for Federal Assistance Instructions & Face Sheet
- Bidder Identification Form
- Non-Discrimination/Non-Sectarian Compliance Form
- Board of Directors Profile Instructions & Profile Form (Not-for-Profit Corporations)
- M/WBE Subcontracting/Suppliers Utilization Form
- M/WBE Subcontractors and Suppliers Letter of Intent to Participate Form
- M/WBE Quarterly Report Form
- M/WBE Request for Waiver Form
- M/WBE Equal Employment Opportunity (EEO) Policy Statement
- Staffing Plan Form
- Vendor Responsibility Questionnaire
- Contract Management System (CMS) 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 (Simplified-Renewal Contracts)
- Attachment 2: Appendix A - Standard Clauses for All New York State Contracts
- Attachment 3: Appendix A1 - Standard Clauses for All OCFS Contracts (August 2011) (Simplified-Renewal Contracts)
- Attachment 4: Appendix A3 - Federal Assurances and Certifications
- Attachment 5: Appendix C - Payment and Reporting Terms and Conditions (Revised July, 2010)
- Attachment 6: Appendix MWBE

PART IV – National Performance Measures Supplemental Material

- Attachment 1: National Center for Education Statistics (NCES) School ID
- Attachment 2: Tier 1-3 National Performance Measures
- Attachment 3: National Performance Measures: Definitions, Suggestions regarding Data Collection & Additional Notes



Part I – Background, General Requirements, and Application Instructions

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Section One: Background & General Requirements

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 who are appointed by the Governor. 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 (NCS) serves as the administrative arm of the Commission. NCS is physically housed in and provided financial, contractual, and legal support by the New York State Office of Children and Family Services (OCFS).

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 (CNCS), 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.

AmeriCorps State grants are awarded to public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); Indian Tribes; labor organizations; partnerships and consortia; and intermediaries that will operate solely in New York State and focus on one or more of the six focus areas identified by the SAA. These focus areas are: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, Veterans and Military Families.

In order to maximize the impact of the public investment in national service, applications will be funded which demonstrate community impact and solve community problems using an evidence-based or evidence-informed approach (e.g. performance data, research, theory of change).

1.2 Funding Available & Purpose

The actual level of funding will be subject to the availability of annual Congressional appropriations which have not yet been made. In awarding funds, the Commission and CNCS consider continuation applicants first, followed by new and re-competing applicants. In the 2012 AmeriCorps State & National Federal Notice of Funding Opportunity, \$214.6 million was available to award to eligible applicants through the Competitive funding processes. An additional \$116 million in Formula funding was awarded to Governor-appointed state service commissions to be sub-granted to organizations in their states to support additional AmeriCorps members. The Commission anticipates that the 2013 AmeriCorps grant competition will be highly competitive.

AmeriCorps grants are awarded to eligible organizations engaged in evidence-based or evidence-informed (e.g. performance data, research, theory of change) interventions that use AmeriCorps members to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members receive a Segal AmeriCorps Education Award from the National Service Trust.

For nearly two decades, the Commission and the federal CNCS has invested in community solutions -- working hand in hand with local partners to improve lives, expand economic opportunity, and engage millions of Americans in



solving problems in their communities. With the unique structure as a public-private partnership and cost-effective model of engaging citizens and leveraging outside resources, national service offers a quadruple bottom line return on investment: benefiting the recipients of service and those who serve, as well as local communities and our nation.

Through all its programs, the Commission and CNCS expand economic opportunity – helping Americans acquire the skills, education, and training they need for productive employment. By helping more Americans graduate, pursue higher education, and find work, national service provides immediate and long term benefits, by expanding individual opportunity, building family stability, and creating more sustainable, resilient communities.

Through AmeriCorps and other programs, the Commission and CNCS bring vital leadership, resources, and coordination to some of the most pressing challenges facing our state and nation: educating students for jobs of the 21st century, supporting individuals, families, and neighborhoods on the road to economic recovery; addressing the needs of military families and a new generation of veterans returning from war; helping communities rebuild after natural disasters; strengthening energy efficiency and improving at-risk ecosystems; and providing healthy futures.

The Commission and CNCS believe that all Americans should have opportunities to participate in national service, including those communities that have been traditionally underrepresented in national service programming, such as rural residents, veterans and military families, Native Americans, and “At-Risk Youth,” the one in six young people (ages 16-24) who are disconnected from school or work. The Commission and CNCS recognize that service can create powerful pathways to education and employment for these populations, transforming their communities and creating broad economic benefit for the country.

1.3 AmeriCorps Grant Award & Application Types

State AmeriCorps applications submitted to the Commission for funding can be awarded on a cost reimbursement or fixed amount basis.

AmeriCorps Grant Award Types	
Grant Award Type	Description
Cost Reimbursement Grants	Cost reimbursement grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members. These grants are awarded to organizations operating in a single state or in more than one state.
Stipended Full-time Fixed Amount Grants (Non-EAP)	<p>Stipended full-time fixed amount grants are available for programs that enroll full-time members only. The grants provide a fixed amount per MSY. Programs can access all of the funds provided if they recruit and retain the members supported under the grant based on the MSY level awarded. Organizations use their own or other resources to cover the remaining cost of the program. Programs are not required to submit budgets or financial reports and there is no match requirement. However, CNCS provides only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program.</p> <p>Stipended fixed-amount grants are only available to re-competing programs. Second and third-year continuation applicants with cost reimbursement grants must submit a new application if they are interested in applying for a fixed amount grant.</p> <p>Stipended fixed amount applicants in the Education Focus Area will be required to select either a Priority Education Measure or Complementary Program Measure. Applicants proposing non-Education programs may select from Tiers 1-5. All performance measures will be negotiated prior to grant selection and award. Approved applicants must agree to participate in any relevant evaluations conducted by CNCS.</p>



Education Award Fixed Amount Grants	Programs apply for a small fixed amount per MSY and use their own resources to cover all other costs. Programs are not required to pay a living allowance to less-than-fulltime members and can access funds under the grant based on enrolling the full complement of members supported under the grant. As with stipended fixed amount grants, there are no match or financial reporting requirements. Unlike full-time fixed-amount grants, EAPs may enroll less-than-full-time members in addition to full-time members.
Professional Corps Fixed Amount Grants	Programs apply for a fixed amount per MSY and enroll only full-time members. Programs can access all of the funds awarded if they recruit and retain all of their members. Professional Corps member salaries are paid entirely by the organizations with which the members serve and are not included in the budget. As with stipended fixed amount grants, there are no match or financial reporting requirements.

AmeriCorps Application Types	
Application Type	Description
New	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.
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.

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 that utilize volunteer resources to achieve their mission, but who is not an AmeriCorps member.

1.4 2013 AmeriCorps Funding Priorities

In the FY 2013 AmeriCorps competition, the Commission and CNCS seek to prioritize the investment of national service resources in economic opportunity, education, veterans and military families, and disaster services. The Commission and CNCS will continue to focus on national service programs that improve academic outcomes for children, youth, and young adults. This focus reflects the extensive experience and past success of national service programs in education, and aligns with the efforts of the Department of Education. In addition, the Commission and CNCS seek to increase its investment in programs that serve veterans and military families or engage veterans and military families in service. The Commission and CNCS will also focus investment in programs that increase community resiliency through disaster preparation, response, recovery, and mitigation. The Commission and CNCS will focus investment in programs that increase economic opportunities for community and AmeriCorps members.

The following chart illustrates the six focus areas identified by the Serve America Act (SAA). This RFP will provide grant funding to applicants who respond to one or more of the six focus areas identified by the Act.



Serve America Act Focus Areas

Disaster Services

Grant activities will:

- Increase the preparedness of individuals.
- Improve individuals' readiness to respond.
- Help individuals recover from disasters.
- Help individuals mitigate disasters.

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.

Education

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged individuals, especially children. CNCS is particularly interested in program designs that support youth engagement and service-learning as strategies to achieve improved academic 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 & prospects of success in post-secondary education institutions for economically disadvantaged students.

Environmental Stewardship

Grants will provide support for direct services that contribute to increased energy and water efficiency, renewable energy use, or improving at-risk ecosystems. In addition, grants will support increased citizen behavioral change leading to increased efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and 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 improved at-risk ecosystems.
- Increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

In addition, the Administration is exploring ways to provide service, training, education, and employment opportunities for young Americans through protecting, restoring and enhancing public and tribal lands. CNCS is exploring potential programs along the lines of a "21st century Civilian Service Corps" that can facilitate conservation service work on public lands and encourage a new generation of natural resource managers and environmental scientists, particularly in low income and disadvantaged communities.

Healthy Futures:

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

- Improve access to primary and preventive health care for communities served by CNCS-supported programs.
- 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.

Veterans & 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 through CNCS-supported programs.



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* in CNCS' six focus areas. 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.

Encore Programs

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. CNCS seeks to meet that 10 percent target in this competition and encourages encore programs to apply.

National Performance Measures

The Serve America Act emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS' five-year Strategic Plan establishes an ambitious set of objectives that support the mission and goals to implement the SAA. These strategic goals guided the development of sixteen agency-wide Priority Measures. National Performance Measures allow CNCS to demonstrate aggregated impact of all its national service programs, including AmeriCorps State and National. They are divided in two categories: Priority Measures and Complementary Program Measures. For more information, please refer to the National Performance Measure Instructions. These Focus Areas are detailed in the Corporation's Strategic Plan at: http://www.nationalservice.gov/about/focus_areas/index.asp.

Applicants proposing programs that receive priority consideration are not guaranteed funding. Programs must demonstrate significant program focus, design, and impact to receive priority consideration. CNCS will give priority consideration to applicants in the following Tiers, in descending order of preference:

Description of Application Focus Area Priority Tiers
PRIORITY TIER 1 (HIGHEST)
Applicants that select: <ul style="list-style-type: none">• Complementary Program Measures in Economic Opportunity (Programs that select O12, O14, O15, O17 must also select an additional Priority or Complementary Program Measure from Tier 1, 2, or 3 that measures community impact), or• Priority Measures in Education and serve in schools that received awards under the School Improvement Grants (SIG) program and are implementing one of the SIG school intervention models and/or Priority Schools identified by a State Education Agency (SEA) that has received approval from the Department of Education of its request for Elementary and Secondary Education Act (ESEA) flexibility, or• Priority Measures in Veterans and Military Families, or• Priority Measures in Disaster Services• Governor & Mayor Initiative
NOTE: Applicants that fit these Priority or Complementary Program Measures are required to use these measures. These measures can be found in Part IV of this RFP. Applicants whose members will be serving in schools that received awards under the School Improvement Grants (SIG) program and are implementing one of the SIG school intervention models and/or Priority Schools identified by a State Educational Agency (SEA) that has received approval from the Department of Education of its request for Elementary and Secondary Education Act (ESEA) flexibility must check the box on the Performance Measure tab in eGrants "SIG/Priority Schools" to be considered for Tier 1. The "NCES School ID" will need to be entered in the service location information at the time the members are enrolled. (Applicants should see Part IV: <i>National Performance Measures Supplemental Material</i> of this RFP to find their NCES School ID, if applicable)



PRIORITY TIER 2
<p>Applicants that select Priority Measures in:</p> <ul style="list-style-type: none"> • Education that are not serving in schools that received awards under the School Improvement Grants (SIG) program and are implementing one of the SIG school intervention models and/or Priority Schools identified by a State educational agency (SEA) that has received approval from the Department of Education of its request for Elementary and Secondary Education Act (ESEA) flexibility, or • Environmental Stewardship, or • Healthy Futures, or • Capacity Building. <p>NOTE: Applicants that fit these Priority Measures are required to use these measures. These measures can be found in Part IV of this RFP</p>
PRIORITY TIER 3
<p>Applicants that select:</p> <ul style="list-style-type: none"> • Complementary Program Measures. These measures can be found in Part IV of this RFP
PRIORITY TIER 4
<p>Applicants that select:</p> <ul style="list-style-type: none"> • A Focus Areas with self-nominated measures.
PRIORITY TIER 5 (LOWEST)
<p>Programs outside the Focus Areas with self-nominated measures.</p>

1.5 Statewide Considerations

Please note the following highlights of the 2013 State AmeriCorps Request for Proposals:

- To meet the Corporation's deadline for its 2012 national competition, all applications must be submitted to the Commission State Office by 5:00 pm EST January 7, 2013.
- The Commission is committed to providing the most current application information available and will rely primarily on the *New Yorkers Volunteer* website (www.NewYorkersVolunteer.ny.gov) to keep applicants abreast of changes. Applicants are strongly encouraged to monitor this website frequently for training and technical assistance resources, updates to the application process, and other information.
- A 2013 State AmeriCorps Technical Assistance slide presentation will be available for potential applicants to view at the *New Yorkers Volunteer* website (www.NewYorkersVolunteer.ny.gov). This slide presentation will be available on-demand from December 3, 2012 – January 7, 2013. Individuals who are unable to access this resource may request a hard copy of the presentation materials by calling the State Commission Office at 518-473-8882 or emailing americorpsRFP@NewYorkersVolunteer.ny.gov.
- There is no maximum amount that an applicant may request through the 2013 State AmeriCorps RFP. However, the Commission reserves the right to place a monetary cap on any contract awarded.
- CNCS will be piloting the Governor and Mayor Initiative and it will be given priority consideration in Tier 1. CNCS sets as a goal that 10% of the available funds for this year's grant competition will support this initiative. CNCS will accept one application per state that is submitted by the Commission. **NOTE: Only the Office of the Governor from each state may submit an application under the Governor and Mayor initiative. Individual Mayor's Offices and nonprofit organizations may not apply under this initiative. The Governor's proposal must demonstrate a collaborative effort supported by one Mayor in his or her state and a minimum of two nonprofits. Applications from other entities will not be reviewed.**



1.6 Term of New York State Contract

For the purposes of the grant the contract term shall be no more than thirty-nine months consisting of three fifteen month contract periods that are programmatically and fiscally independent. The fifteen month contract periods allow the contractor a covered period to recruit members and remain compliant with federal regulations which provide full-time AmeriCorps members up to twelve months to complete their term of service. The start date for each fifteen month contract period may be adjusted should a revised scope and approved program plan deem it operationally justified. Expenses incurred in a fifteen month contract period may only be reimbursed with funds granted for that same fifteen month contract period. Contracts start dates should be October 1, 2013 or after and the contract end date may not be after December 31, 2014. Applicants proposing a contract start date before October 1, 2013 must receive written approval from the State Commission.

1.7 Eligible Applicants

AmeriCorps State grants are awarded to public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); Indian Tribes; labor organizations; partnerships and consortia; and intermediaries that will operate solely in New York State and focus on one or more of the six focus areas identified by the SAA. These focus areas are: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, Veterans and Military Families.

Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this *Notice*. Pursuant to the Lobbying Disclosure Action of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply.

Current AmeriCorps grantees may apply for assistance. Receiving funding previously from the Commission, CNCS, or another Federal agency is not a prerequisite to applying under this RFP.

New applicant organizations with an Executive Director, Chief Operating Officer, or equivalent position, serving as Board Chairperson may not apply for a State AmeriCorps grant. Re-competing and Continuation applicants must work with NCS to make necessary changes to comply with this requirement primary to contract approval. The primary function of a Board of Directors is to oversee the agency's senior executive official. Having one person serve in this dual capacity weakens the supervisory function of the Board, creates high potential for conflicts of interest, and reduces the integrity of the agency's fiscal and operational controls. See *Part II: Board of Directors Profile Form (Not-For-Profit Corporations)* in this RFP.

New Applicants

The Commission and CNCS encourage organizations that have never received funding from either agency to apply for the AmeriCorps grants described in this RFP. New organizations should submit applications with the understanding that the general practice is to award no more than 50 member slots for new grantees.

1.8 Standard Operating Requirements

1. All applications must request no fewer than 10 Member Service Years (MSY). One MSY is equivalent to 1700 service hours.
2. The Commission recommends that successful applicants with at least 20 MSYs budget for and place one 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. 2013 New and Re-Competing AmeriCorps applicants may apply for up to \$13,300 per Member Service Year (MSY). The Commission defines an individual AmeriCorps Program's Cost per Member Service Year (MSY) as



- the budgeted grant costs for one year divided by the number of MSYs awarded for one year (excluding child care costs and AmeriCorps Education Awards).
5. Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. All applicants must be registered with the Systems for Award Management (SAM). DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <https://www.sam.gov/portal/public/SAM/>. The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, registering at least 30 days in advance of the application due date is suggested. Expedited DUNS numbers may be obtained by following instructions found here: <http://smallbusiness.dnb.com/establish-your-business/12334338-1.html>. SAM is combining federal procurement system and the catalog of Federal Domestic Assistance into one new system. SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to www.SAM.gov. In addition to the Application Review Process 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.
 6. The 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.
 7. The Corporation has issued a regulation requiring grantees to conduct and document Criminal History Checks on AmeriCorps Cost Reimbursement, Educational Award Only, and Fixed-Cost grant participants. Grantees must comply with the federal regulation and all applicable state and federal policies for implementation of the regulation. Applicants are strongly encouraged to visit the following link to view the regulation and other important information related to National Service Criminal History Checks: <http://www.nationalserviceresources.org/national-service-criminal-history-check-resources>.
 8. 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.
 9. Agencies are not allowed to submit multiple applications that are duplicative in purpose. Applications will be considered the same if they: (1) address the same issue areas; (2) address the same priorities; (3) address the same objectives; (4) serve the same target communities and population; utilize the same sites; and use the same program staff and members.
 10. SEC. 121. [42 U.S.C. 12571] determines that State Commissions may retain or recoup up to 1% of the 5% of the annual federal amount that each AmeriCorps grantee includes in the Administrative/Indirect Costs Section of their AmeriCorps Budget. *The State Administration Fee does not retain or recoup up to 1% of the entire award amount, but only applies to Section III of the AmeriCorps Budget.* See Section 3.6 and 3.7 (as applicable to your application type) for more information.

1.9 Executive Order Number 38 – Limits on State-Funded Administrative Costs & Executive Compensation

On January 18, 2012 Governor Andrew M. Cuomo issued Executive Order Number 38 "Limits on State-Funded Administrative Costs & Executive Compensation," which requires that State agencies establish limits on State reimbursement of administrative and executive compensation costs for contracts and programs that provide direct services to clients. Contracts, payment requests and reporting must comply with this Executive Order and any regulations established pursuant to that Executive Order. The Executive Order can be found at the following website address: <https://www.governor.ny.gov/executiveorder/38>



Section Two: Application Submittal & Funding Considerations

2.1 Application Submittal Process

A. eGrants Electronic Application Submission

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.

The Commission and CNCS strongly recommend that applicants create their eGrants account and begin their application in an off-line word processing document at least three weeks before the deadline. Applicants should begin copying and pasting their application into eGrants no later than ten days before the deadline. This will allow 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 January 7, 2013.**

Each of the following components of the State AmeriCorps Application can be found in the eGrants system and must be completed.

eGrants Application Components	
eGrants Application Component	Reference Section of State 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 & Education Award Only 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

Applicants submitting electronically through the eGrants system must also submit all Required Application Forms in hard copy with original signatures where necessary. See Part C of this section for a detailed listing of Required Forms and the mailing address where they must be received no later than 5:00 pm EST on January 7, 2013.

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 January 7, 2013 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 January 7, 2013: (1) The eGrants Help Desk ticket number and a brief paragraph explaining the technical issues that prevented submission of your application in eGrants by the due date; (2) A complete paper copy of the agency's 2013 State AmeriCorps Application including all eGrants Application Components and Required Application Forms; and (3) An electronic version of the application on 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 Office will use the electronic version as the official submission.



The overnight carrier must stamp the application package with the date and time it was sent. Hard copy applications must arrive no later than 5:00 pm EST on January 7, 2013 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

Applicants should make every effort to submit their proposal electronically utilizing the Corporation's web-based application system, although proposals submitted in hard copy will be accepted.

Page Limits

- Applicants who are: (1) Applying for the first time; (2) Have only received formula funding in the past; **OR** (3) Are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago may not exceed **26 double-spaced pages** for the Narratives, including the Executive Summary and Cover Page, as the pages print out from eGrants. This limit does not include the budget and performance measures or required supplementary materials (e.g. letters of commitment).
- Applicants who are: (1) Re-competing (in year three of a competitive three-year funding cycle and applying for a new three-year grant); **OR** (2) Not a current grantee that has received a competitive AmeriCorps grant in the past five years may not exceed **27 double-spaced pages** for the Narratives, including the Executive Summary and Cover Page, as the pages print out from eGrants. This limit does not include the budget and performance measures.

Reviewers will not consider submitted material that is over the page limit, even if eGrants allows you to enter and submit text over the limit. Therefore, the Commission and CNCS recommend that applicants print out your application from the Review and Submit page prior to final submission to ensure it is not over the page limit.

Do not submit supplemental materials such as videos, DVDs, brochures, letters of support, or any other item not requested in this RFP. Neither the Commission nor CNCS will review or return them.

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 aforementioned page limits. 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: americorpsRFP@NewYorkersVolunteer.ny.gov to request a paper copy of the 2013 AmeriCorps Application template and worksheets.

C. Required Application Forms

The following Required Application Forms must be received by 5:00 pm EST on January 7, 2013 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 2.1 (A).

Required Application Forms	
Application Form	Reference Section of RFP
Required Application Forms Check List	Part II: Section 1.1
Application Cover Page/Appendix D Agreement	Part II: Section 1.2
SF-424 Application For Federal Assistance Instructions & Face Sheet	Part II: Section 1.3
Bidder Identification Form	Part II: Section 1.4
Non-Discrimination/Non-Sectarian Compliance Form	Part II: Section 1.5
Board of Directors Profile Instructions & Profile Form (Not-For-Profit Corporations)	Part II: Section 1.6
M/WBE Subcontracting/Suppliers Utilization Form	Part II: Section 1.7
M/WBE Subcontractors and Suppliers Letter of Intent to Participate Form	Part II: Section 1.8
MWBE Quarterly Report Form	Part II: Section 1.9
MWBE Request Waiver Form	Part II: Section 1.10
MWBE Equal Employment Opportunity (EEO) Policy Statement	Part II: Section 1.11
Staffing Plan Form	Part II: Section 1.12
Vendor Responsibility Questionnaire	Part II: Section 1.13
Contract Management System (CMS) Authorization Form	Part II: Section 1.14
Most Recent A-133 Audit or Certified Financial Statements	<i>Submitted by applicant</i>

2.2 Selection Criteria

All AmeriCorps proposals submitted to the State Commission Office and received by 5:00 pm EST on January 7, 2013 in response to the 2013 State AmeriCorps RFP, and that complies with Part 1: Section 2.1 of this RFP will be included in the State AmeriCorps Application Review Process. During the Application Review Process, three independent reviewers will read each proposal. Reviewers may, but are not restricted to be, representative of the following populations: Members of the New York State Commission; Staff of the State Commission Office, Staff of other State agencies not directly involved with the administration of AmeriCorps programs; Staff of non-profit agencies or faith-based organizations with a working knowledge of non-profit management and/or national service programming and who do not represent an organization that is applying to the 2013 AmeriCorps RFP; Professors or Graduate level students in social work or similar schools of study from public or private higher education institutions.

No application will be opened or reviewed prior to the application due date regardless of submission type (electronic or paper). 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.

Competitive Selection & Funding Process

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.



Applicant scores will be charted and rank-ordered by average score, from the highest scoring application to the lowest. All applications and the completed scoring chart are presented 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 the portfolio of applications that are deemed excellent based on the application review score, those proposals are submitted to the Corporation via the electronic eGrants system. Applications submitted to the Corporation by the NY Commission compete with the strongest applications submitted by other State Commissions and multi-state applicant organizations for Competitive funding. The Corporation conducts its own review process of the applications it receives to determine which proposals will be awarded Competitive funding.

Formula Selection & Funding Process

When the Corporation announces which State Commission and multi-state applications were selected to receive funding through the national competitive process, 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 Commission. Formula funding charts are reviewed by the State Commission and include all original applications submitted in response to the State AmeriCorps RFP, removing only those proposals and scores of applications that were funded through the Competitive process. 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 only funding those applications in rank-order, a portfolio of programs is identified for Formula funding. The Formula Recommendations are then submitted via eGrants to the Corporation.

Depending on formula funding availability, the Commission may choose to only fund currently operating AmeriCorps programs and not fund any new applications. The Commission reserves the right to negotiate funding levels for those New or Re-Competing applicants being considered for formula funding to allow New York State to maximize its formula allocation.

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 Application Review process.

Formula 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.



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 January 7, 2013, 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.

State Regional Diversity Priority Process

The State Commission seeks to fund quality proposals that are geographically diverse and will implement the following process in an attempt to have at least one AmeriCorps program operating as either a New or Renewal grantee in each of the ten regions defined in the RFP. During the Formula funding process, the Commission will give priority funding consideration to all Continuation applicants before awarding any available funding to a New or Re-competing applicant. If a New, Re-Competing, or Continuation applicant has been selected for funding through the Competitive process, or if a Continuation applicant has been selected for funding through the Formula process in each of the ten regions, the Commission will recognize geographic diversity.

In the event that after Competitive funding decisions have been made for New, Re-Competing, and Continuation applicants, and after Formula funding decisions have been made for Continuation applicants, one or more regions do not have an applicant from that region funded, the Commission will use Formula dollars to fund the highest scoring New or Re-competing application in each of those regions. To confirm that only quality proposals are funded, the highest scoring applicant from any region without a successful applicant must receive an average score of 85% or higher through the Application Review Process.

Once this stage of the Formula funding process is complete, the Commission will use any remaining Formula dollars to award to the highest scoring New or Re-Competing applicant, and continue down the list of proposals in order of their Application Review Process score until all Formula funds have been exhausted.

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.



New York State AmeriCorps Regions of Service	
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, Schuylar, 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

Continuation Application Review

All Continuation applications will be reviewed by State Commission Office staff using the 2013 State AmeriCorps Continuation Review Tool to determine if a Continuation Applicant should receive funding to support program operations in Year-2 or Year-3 of their three year AmeriCorps grant. This tool will assign a determination of *Continue Funding* or *Discontinue Funding* and will not assign a numeric score as is the case with New or Re-competing applicants.

Training & Technical Assistance

A 2013 State AmeriCorps RFP Technical Assistance slide presentation will be available for potential applicants to view at the *New Yorkers Volunteer* website (www.NewYorkersVolunteer.ny.gov) beginning December 3, 2012 through January 7, 2013. This resource is available on-demand. Individuals who are unable to access this resource may request a hard copy of the presentation slides and supporting materials by calling the Commission State Office at 518-473-8882 or emailing americorpsRFP@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 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 after this date will not be granted.

Supplemental Formula Selection & Funding Process

In the event that CNCS identifies funding that was awarded but unexpended by AmeriCorps programs who concluded the third year of their 3-year grant during the 2011-12 program year, it may allow State Commissions to apply for AmeriCorps Supplemental Formula funding. If available, Supplemental Formula will be reallocated using a population-



based formula after AmeriCorps Competitive and Formula announcements have been made. The amount of supplemental funding varies from year-to-year (if any is available). State Commissions are given approximately ten business days from when Supplemental Formula funds are announced by CNCS to identify applicants they intend to fund and notify CNCS. To qualify for Supplemental Formula funding, State Commissions must request the full allocation and any unexpended funds from prior years; demonstrate the capacity to use the supplemental funds effectively through grants to local contractors; and be free of outstanding compliance or audit issues that would preclude an award of additional funds.

Supplemental Formula funding is awarded for one year; not for the 3-year period traditionally awarded to AmeriCorps grantees. Due to the limited start-up and operational period, the Commission will award Supplemental funding to eligible organizations who applied to this RFP and who operated an AmeriCorps program during the 2012-13 program year but were not selected for funding through the 2013-14 Competitive or Formula processes. These applicants must be able to demonstrate to the Commission that they have retained the infrastructure, staffing, reporting systems, and compliance monitoring procedures to immediately implement one year of the AmeriCorps program they proposed in response to this RFP and meet the target objectives in the 15-month contract period.

If each of the priority areas of education, environmental stewardship, disaster services, veterans & military families, healthy futures, or capacity building is not represented by at least one of the New, Re-competing or Continuation applicants who are funded through the Competitive or Formula processes in this RFP, the Commission will fund the highest scoring proposal in each unrepresented priority area. The highest scoring applicant in each unrepresented priority area must receive a minimum score of 85% in the application review process to be funded. Once an applicant representing each priority area has been funded, the Commission will use remaining Supplemental funds to award a grant to those eligible respondents to this RFP starting with the highest scoring Re-competing proposal of those applicants who did not receive a Competitive or Formula grant and which scored a 90% or better in the State's Application Review process. These applicants will be funded until all Supplemental Formula funds have been allocated.



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 January 7, 2013 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 Commission. Applicants are advised to use this RFP and the AmeriCorps Regulations, 45 CFR §§ 2520–2550 (www.gpoaccess.gov/ecfr) when preparing their proposal. If there is any inconsistency between this RFP and the AmeriCorps Regulations, the AmeriCorps Regulations 45 CFR §§ 2520–2550 take precedence.

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

Submitting Your Application in eGrants

Establishing an eGrants Account

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

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

1. Start a new Grant Application
2. Select a Program Area (AmeriCorps)
3. Select a NOFA:
 - Commission AmeriCorps State FY 2013
 - Commission AmeriCorps State Fixed Amount Grants FY 2013
 - Commission Competitive Education Awards Program FY 2013

AmeriCorps Application Components

Applicants must complete each of the following components of the AmeriCorps Application in the eGrants system.

eGrants Application Components	
eGrants Application Component	Reference Section of State 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 & Education Award Only 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



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 funding requested (i.e.: Cost Reimbursement, Fixed-Amount/Education Award Only). Please be sure to use the appropriate Budget Instructions in *Part I: Section 3.6* for Cost Reimbursement Grant Applications and *Part I: Section 3.7* for Fixed-Cost/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.**

- If you are re-competing (in year three of a competitive three-year funding cycle and applying for a new three-year grant), select Continuation/Renewal
- If you are not a current grantee, but have received a competitive AmeriCorps grant in the past five years, select **Continuation/Renewal**
- If you are applying for an AmeriCorps grant for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select **New**
- Enter, or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

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/No if you are delinquent on any federal debt. If yes, send explanation as described in Part IV.
- State Application Identifier: Enter N/A.
- The Application is Subject to Review by State Executive Order 12372 Process: 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.
- 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 Narratives 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.

- **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.
- **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.

Page Limitations

- Applicants who are: (1) Applying for the first time; (2) Have only received formula funding in the past; **OR** (3) Are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago may not exceed **26 double-spaced pages** for the Narratives, including the Executive Summary and Cover Page, as the pages print out from eGrants. This limit does not include the budget and performance measures or required supplementary materials (e.g. letters of commitment).
- Applicants who are: (1) Re-competing (in year three of a competitive three-year funding cycle and applying for a new three-year grant); **OR** (2) Not a current grantee that has received a competitive AmeriCorps grant in the past five years may not exceed **27 double-spaced pages** for the Narratives, including the Executive Summary and Cover Page, as the pages print out from eGrants. This limit does not include the budget and performance measures.

NOTE:

- Reviewers will not consider submitted material that is over the page limit, even if eGrants allows you to enter and submit text over the limit. Therefore, the Commission and CNCS recommend that applicants print out your application from the Review and Submit page prior to final submission to ensure it's not over the page limit.
- Do not submit supplemental materials such as videos, DVDs, brochures, letters of support, or any other item not requested in this RFP. Neither the Commission nor CNCS will review or return them.
- 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.

In eGrants, applicants will enter text for the following fields:

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

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.**

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in this RFP, 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?
- What is the CNCS investment? What is the match amount?

Applicants may fill in the blanks in the following template to complete an 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 applicant must clearly describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. We urge your organization to submit a high quality application following the guidance in this RFP. The quality of your application will be the most important factor in determining whether your organization will receive funding. Applications will be assessed as follows:

Application Assessment Criteria		
Category	%	Sub-Categories
Part A: Rationale & Approach/ Program Design	50%	Need (7 points)
		Members as Highly Effective Means to Solve Community Problems (10 points)
		Evidence-Based/Evidence-Informed & Measurable Community Impact (10 points)
		Member Recruitment (5 points)
		Member Training (5 points)
		Member Supervision (5 points)
		Member Experience (3 points)
		Volunteer Generation (3 points)
		Organizational Commitment to AmeriCorps Identification (2 points)
Part B: Organizational Capability	25%	Organizational Background and Staffing (8 points)
		Sustainability (6 points)
		Compliance and Accountability (11 points)
Part C: Cost-Effectiveness & Budget Adequacy	25%	Cost-Effectiveness (13 points)
		Budget Adequacy (12 points)



1. Rationale & 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 problem. Reviewers will consider the extent to which:

- Re-competing grantees describe their efforts and impact to date, and provide persuasive evidence they should continue to be funded.
- New applicants already working to meet the community need identified in the application have described how the proposed use of AmeriCorps members will be more effective than what is currently being implemented or enhance existing efforts.

In assessing how you will meet the criteria, reviewers will consider the quality of your response to the following:

a. Need (7 points)

Provide persuasive evidence that the identified needs exist in the targeted community(ies). Describe the community problem(s) you will be working on. Provide documentation of the extent/severity of the need in the target community. Describe the target community including whether it is economically disadvantaged. Explain why did you selected this population to be served?

b. AmeriCorps Members as Highly Effective Means to Solve Community Problems. (10 points)

What will members do? Give examples of specific proposed member activities. What will the organization accomplish that it would not otherwise accomplish through existing staff and/or volunteers? How many AmeriCorps 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/Evidence-Informed and Measurable Community Impact (10 points)

Describe how the interventions the AmeriCorps members and volunteers are engaged in are both evidence-based or evidence-informed and will have a measurable community impact. Explain the impact of the AmeriCorps investment. The intervention is evidence-based if programs can demonstrate community impact and solve community problems through an evidence-based approach (e.g. based on research or backed by statistically significant evaluation findings). The intervention is evidence-informed if programs can demonstrate community impact and solve community problems through an evidence-informed approach (e.g. internal performance data, theory of change based on research).

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

FOR CURRENT GRANTEES AND FORMER GRANTEES ONLY

You should not respond to this shaded section if you are a New applicant

Describe your performance against objectives during your last full year of program operation. What impact has your program had? How successful have you been in solving the identified problem? If you did not meet performance targets, provide an explanation and describe your plan for improvement. What performance measure data has been collected?

d. Member Recruitment (5 points)

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. Describe how your organization will be recruiting and engaging traditionally underrepresented populations as well as your history with working with those populations or how you will ensure success if this is a new population being recruited. Underrepresented populations may include new Americans, low-income individuals, and youth from disadvantaged backgrounds (sometimes also referred to as "at-risk youth"), rural residents, older Americans, veterans, people of color, Native Americans and people with disabilities.



e. **Member Training (5 points)**

Describe your plan for orienting members to AmeriCorps, the community they are serving, their placement site, and the service they will perform. Describe what skills the member will acquire during their term of service. 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 and generated volunteers are aware of and are adhering to the rules regarding prohibited activities?

f. **Member Supervision (5 points)**

Describe your plan for supervising members, and how the plan 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.

TUTORING PROGRAMS ONLY

Only respond to this shaded section if your program meets the federal qualifications of a Tutoring Program (20 U.S.C. 6311).

If you are proposing to operate a tutoring program, describe how your program 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 (See 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.

g. **Member Experience (3 points)**

Describe the program components that enable the AmeriCorps members to have meaningful service experiences that produce 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. 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, and with other AmeriCorps and national service participants in the state, and/or nationally. How will your program foster a sense of connection with the AmeriCorps identity?

h. **Volunteer Generation (3 points)**

Describe how the proposed program will recruit volunteers to expand the reach/impact of the program 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? How will your program ensure that volunteers will not be recruited for or engaged in prohibited or unallowable activities? If volunteer generation is not possible due to your program design, please request a waiver of the requirement to recruit or support volunteers (see 45 CFR § 2520.35), enter the rationale in the waiver justification field. Your program will not be penalized for its inability to recruit or support volunteers.



i. **Organizational Commitment to AmeriCorps Identification (2 points)**

Describe your organizational commitment to branding national service. How will your program ensure that it and any subgrantees and/or affiliates and/or service locations will use the AmeriCorps name on websites, service gear and public materials such as stationery, application forms, recruitment brochures, on-line position posting, or other recruitment strategies, orientation materials, member curriculum, signs, banners, press releases and publications related to their AmeriCorps program?

2. **Organizational Capability (25 percent)**

Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing, sustainability, compliance and accountability, enrollment and retention (for current and former grantees). Reviewers will consider the quality of your response to the following:

a. **Organizational Background and Staffing (8 points)**

Provide the organization's mission and a brief history. Describe how the organization has the experience, staffing, and management structure to plan and implement the proposed program. 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 and training and technical assistance to staff? Describe the organization's capacity to provide training and skills development for members. Describe the organization's capacity to complete an evaluation or provide support to an external evaluator. Describe your organization's prior experience administering AmeriCorps grants or other federal funds. Describe your organization's management structure and how the board of directors (if applicable), administrators, and staff members will support your program.

FOR CURRENT GRANTEEES ONLY

If you are a New or Re-competing applicant you do not need to respond to this shaded section.

Describe how your AmeriCorps program 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.

b. **Sustainability (6 points)**

Describe how the organization has secured, or describe an effective plan for securing, the financial and in-kind resources necessary to support program implementation and to demonstrate community stakeholder support. Describe your organization's experience raising funds to support service activities and initiatives.

How will that contribute to long-term sustainability?

Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the grant period. 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? How will their involvement contribute to long-term sustainability?

c. **Compliance and Accountability (11 points)**

What are your plans for monitoring program and service sites for compliance? Describe how the organization has the ability and structure to ensure its and its subgrantees and/or service site locations' compliance with AmeriCorps rules and regulations including those related to prohibited activities. How will your organization ensure compliance with AmeriCorps rules and regulations at the grantee, subgrantee, 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, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified?

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 meaningful representation of applicants from urban areas, applicants from rural areas, applicants of diverse sizes (as measured by the number of participants served), applicants from States, applicants from multi-state programs, and faith- and community-based 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.

FOR CURRENT GRANTEES AND FORMER GRANTEES ONLY

If you are a New applicant you do not need to respond to this shaded section.

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

Enrollment: If you enrolled less than 100% of the 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.

3. Cost Effectiveness and Budget Adequacy (25 percent)

In assessing how you will meet the criteria, reviewers will consider the quality of your response to the following:

For Cost-Reimbursement Grants:

a. Cost Effectiveness (13 points)

Explain how the budget is cost effective. Explain how 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.

The cost per MSY will be automatically calculated once you enter your budget in eGrants. 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.

Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. Having a low cost per member is a competitive advantage. New applicants that submit with a low cost per MSY and Re-competing applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. If you request above the maximum, you must justify your request. Please note that such requests are rarely approved.



All Re-competing grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost including why this increase could not be covered by grantee share. **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.**

Please list all sources of organizational funding 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 operational budget does your proposed funding request from CNCS represent?

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

Discuss how your program is a cost effective approach for addressing the community need(s) identified in your application. Consider the total costs and benefits of the program and, to the extent possible, document the costs and benefits. Compare the cost effectiveness of the program with the costs and benefits of alternative models or approaches (if available), and demonstrate how your program model is most cost effective. For further information on cost effectiveness analysis, see OMB's "Circular No. A-94 Revised" (http://www.whitehouse.gov/omb/circulars_a094). Programs will be evaluated based upon their ability to maximize their return on investment; applicants with a program design that achieves equal results at a lower cost will be advantaged over programs that achieve similar results at a higher cost.

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 cost effectiveness.

For Current Grantees Only

If you are a New or Re-Competing applicant you do not need to respond to this shaded section.

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.

b. Budget Adequacy (12 points)

Explain how the budget is clear, reasonable, and in alignment with the program narrative. 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.



For Education Award & Other Fixed-Amount Applicants Only

If you are applying for a Cost-Reimbursement (or Operating) grant you do not need to respond to this shaded section.

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 it 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 beyond the fixed amount. 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. 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.

Discuss how your program is a cost effective approach for addressing the community need(s) identified in your application. Consider the total costs and benefits of the program and, to the extent possible, document the costs and benefits. Compare the cost effectiveness of the program. Programs will be evaluated based upon their ability to maximize their return on investment; applicants with a program design that achieves equal results at a lower cost will be advantaged over programs that achieve similar results at a higher cost.

Continuation Expansion Requests

Requests for continuation expansions will be assessed using the same Tier priorities as the new and re-complete applications and whether the applicant has lowered its cost per MSY.

3.4 Performance Measures

1. All applicants **must** submit Performance Measures with their application.
2. More information about National Performance Measures can be found at the following on-line resource link: <http://www.nationalserviceresources.org/national-performance-measures/home>.
3. A tutorial designed to guide applicants through the process of entering performance measures in the eGrants system is available online here: <http://learning.nationalserviceresources.org/mod/resource/view.php?id=3064>
4. Applicants that opt to use the National Performance Measurements will be given priority funding consideration by the Corporation for National and Community Service.
5. Applicants that select performance measures from higher Priority Tiers will be given priority funding consideration by the Corporation for National and Community Service.

About the Performance Measures Module

- In the performance measures module, you will:
- Provide information about your program's connection to CNCS focus areas and objectives.
- Show MSY and slot allocations.
- Create one or more aligned performance measure.
- Set targets and describe data collection plans for your performance measures.

Home Page

1. To start the module, click the "Begin" button on the Home Page.
2. As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.
3. Once you have started the module, clicking "Continue Working" will return you to the tab you were on when you last closed the module.



4. To edit the interventions, objectives, MSYs, and slot allocations for your application, click the "Edit Objectives/MSYs/Slots" button.
5. After you have created at least one aligned performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the "Edit" button. To delete a measure, click "Delete." To create a new performance measure, click the "Add New Performance Measure" button.

Objectives Tab

1. An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective.
2. First click on a focus area. Then click on an objective and select all interventions that are part of your program design. Interventions are the activities that members and volunteers will carry out to address the problem(s) identified in the application. Select "other" if one of your program's interventions does not appear on the list. Repeat these actions for each of your program's focus areas. Select "other" for your focus area and/or objective if your program activities do not fall within one of the CNCS focus areas or objectives.
3. Choose your program's primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure that contains your primary intervention.
4. You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

MSYs/Slots Tab

1. On this tab, you will enter information about the allocation of MSYs and slots across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.
2. Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated.
3. As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%.
4. The total number of MSYs in the chart must equal the number of MSYs in your budget (+/- 1 MSY).
5. In the slots column, enter the number of members that will be assigned to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members' slots to all applicable objectives.
6. For example, if one member works on both school readiness and K-12 success, allocate one slot to each of these objectives. It is acceptable for slots in this table to exceed total slots requested in the application due to double counting members' service across multiple objectives.

Performance Measure Tab

1. This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure.
2. You must create at least one aligned performance measure that includes your primary intervention. You may create additional aligned performance measures.
3. To create an aligned performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab.
4. Provide a short, descriptive title for your performance measure.
5. Briefly describe the problem your program will address in this performance measure.
6. Select the intervention(s) to be delivered by members and member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that



will lead to the outcomes of this aligned performance measure. If you selected “other” as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click “add user intervention” and enter a one or two word description of the intervention.

7. Select output(s) for your aligned performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance
8. Measures, you may create an applicant-determined output by clicking “Add User Output.”
9. Select outcome(s). If you have selected a National Performance Measures output with a corresponding National Performance Measures outcome, these outcomes will be available to select. If you have not selected a National Performance Measures output, or if there is no corresponding outcome, create an applicant-determined outcome by clicking “Add User Outcome.”
10. For Capacity Building National Performance Measures, you may select optional end outcomes. Complete the corresponding drop-down box for any end outcome selected.
11. Enter the number of MSYs and slots your program will allocate to achieving the outcomes you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Slots tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Slots may be double-counted across performance measures, but MSYs may not.
12. Click “next” to proceed to the data collection tab. Later you can return to this tab to create additional aligned performance measures.

Data Collection Tab

1. On this tab, you will provide additional information about your interventions, instruments and plan for data collection.
2. Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected.
3. Expand each output and outcome and enter data collection information.
4. Select the data collection method you will use to measure the output or outcome.
5. Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable.
6. Enter the target number for your output or outcome. Targets must be numbers, not percents.
7. For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the population you intend to count (children, miles, etc.). Do not enter percents or member hours as units of measure.
8. After entering data collection information for all outputs and outcomes, click “Mark Complete.” You will return to the Performance Measure tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click “Next.”

Summary Tab

1. The summary tab shows all of the information you have entered in the module.
2. To print a summary of all performance measures, click “Print PDF for all Performance Measures.”
3. To print one performance measure, expand the measure and click “Print This Measure.”
4. Click “Edit Performance Measure” to return to the Performance Measure tab.
5. Click “Edit Data Collection” to return to the Data Collection tab.
6. “Click Validate Performance Measures” to validate this module prior to submitting your application.

3.5 Documents

In addition to the proposal submitted in eGrants and the Required Application Documents listed in Section 2.1 (C) of this RFP, applicants may be required to submit a completed program evaluation and/or documentation of Labor Union



Concurrence (See below). After these documents, as applicable, have been submitted, 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) 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.

If either 1 or 2 above applies to your application/agency:

- a. Please select "Enter New";
- b. Name the new document (1) "Labor Union Concurrence" or (2) "Displacement Assurance"; and
- c. 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 January 7, 2013.

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: Cost Reimbursement Applicants Only**

These instructions apply only to Cost Reimbursement Grant Applicants. Fixed-Amount Grant Applicants and Education Award Only Grant Applicants must use the Budget Instructions in Part I: Section 3.7 of this RFP 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.

Match Requirements	
Application Type	Requirement
Cost Reimbursement Grants	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.
Education Award Fixed-Amount Grants	There are no 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 match requirements for fixed-amount grants. Grantees pay all program costs over the \$2,000 per MSY provided by CNCS.
Stipended Fulltime Fixed-Amount Grants (Non-EAP)	There are no match requirements for fixed-amount grants. Grantees pay all program costs over the \$13,000/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.

Non-CNCS Federal Match Reporting Requirements

The CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Applicants must discuss their intention to use federal funds to match. In addition, Section 121(e)(5) of the National Community Service Act also requires grantees who use non-CNCS federal funds as match for an AmeriCorps grant to report the amount and source of these funds to the Commission and the Corporation on an annual basis.

NCS requires applicant agency's to this RFP who will use non-CNCS federal funds to meet the regulatory match must: (1) ensure the requirements of both grants can be met; (2) complete and submit the necessary report(s) to NCS that indicate the amount and source of non-CNCS federal resources used as match; and (3) obtain written approval from the non-CNCS federal agency on agency letterhead which confirms their consent and submit a copy to NCS prior to contract approval. Non-CNCS federal funds that will be used as match but are not identified until after the State AmeriCorps contract is in place commit to points one and two above, and must provide NCS with written approval from the non-CNCS federal agency before an Expenditure Report that includes this match type will be approved.

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 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 budget \$2,000 in the Staff Travel line item for staff to travel to New York State Commission or CNCS-sponsored technical assistance meetings, trainings or events. There are multiple opportunities offered each year from which grantees may choose to attend. Please itemize the costs for this and all budget sections.

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 budgeted daily rates should be at considerably lower levels. Indicate the daily rate, number of days, and total cost for consultants you propose to use and their contractual services. Daily rates over the maximum amount must 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, all employees, or other individuals who receive a salary, education award, living allowance, 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.

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. Member 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 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. Maximum Cost per Member Service Year (MSY)

Maximum Costs per MSY are set forth in the table below. CNCS considers comparative costs per MSY in making funding decisions. New applicants that submit with a low cost per MSY and re-competing applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the



value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

Continuation and 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/MSY is less than the maximum.

New and Re-competing State Commission sub-grantees/applicants will be held to the maximum cost per MSY for their grant type. This does not affect continuation programs currently funded at a higher cost per MSY.

Maximum Cost Per Member Service Year (MSY)	
Grant Program	Maximum per MSY
Cost Reimbursement	\$13,300
Professional Corps (Cost Reimbursement)	\$2,500
Professional Corps Fixed-Amount Grant	\$2,000
Education Award Fixed-Amount Grant	\$800
Stipended Full-Time Fixed-Amount Grant (Non-EAP)	\$13,000

C. Member Support Costs

Consistent with New York State laws, applicants must budget for and 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.** AmeriCorps members serving in New York State must be covered under Workers Compensation insurance. In order to contract with OCFS, the agency funded must have coverage through a current policy in order to be determined responsible. New York State Workers’ Compensation Law requires that employers obtain workers’ compensation insurance with an insurance carrier authorized by the New York State Workers’ Compensation Board.
- **Health.** Grantees operating in New York State must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Grantees may not pay health care benefits to less-than-full-time members with CNCS funds. A grantee agency 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. In the 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.** Unemployment coverage may not be budgeted for or paid to AmeriCorps members serving in New York State. Applicants also may not charge the cost of unemployment insurance taxes to the grant.

Section III. Administrative/Indirect Costs

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.



SEC. 121. [42 U.S.C. 12571] determines that State Commissions may retain or recoup up to 1% of the 5% of the annual federal amount that each AmeriCorps grantee includes in the Administrative/Indirect Costs Section of their AmeriCorps Budget. *The State Administration Fee does not retain or recoup up to 1% of the entire award amount, but only applies to Section III of the AmeriCorps Budget.*

State Commission Administration Fee

A State Administration Fee of ½ of 1% of the eligible 5% in federal Administrative/Indirect Costs Section that AmeriCorps applicants may apply for will be retained or recouped from grantees of this RFP. This Administration Fee is being required in response to the decision by CNCS to eliminate direct funding that was previously awarded annually to State Commissions for the purpose of conducting mandatory Program Development and Training (PDAT) activity. Funding retained by the Commission through the State Administration Fee will be used to continue to provide Program Development and Training resources to all AmeriCorps and National Service grantees operating in New York State.

All applicants must budget for the State Administration Fee even if they do not elect to claim their full share of administrative expenses. Carefully review the budget instructions in this section to ensure the Commission share is calculated correctly. The Commission share must be in the CNCS (federal) share of costs. It cannot be in the grantee share. The grantee share in this section may not exceed 10% of total direct costs.

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 (5% Fixed Administrative Costs Option)

The CNCS-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. As allowed by CNCS, the Commission may retain up to 20% of the federal share of administrative costs. *(See Item C below in this Section of the RFP)*
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.
4. To calculate the State Administration Fee, within Section III of the budget, one-tenth (10%) of the federal dollars budgeted for administrative costs are allocated to the Commission's share and nine-tenths (90%) of the federal dollars budgeted for administrative costs are allocated to the program's share. Because programs budget the 5% administrative maximum by multiplying the Corporation's share of Section I and Section II costs by the factor 0.0526, the allocation between commission and program shares would be calculated as follows:

$$([\text{Section I CNCS Share}] + [\text{Section II CNCS Share}] \times 0.0526) \times (0.10) = \text{Commission Share}$$

$$([\text{Section I CNCS Share}] + [\text{Section II CNCS Share}] \times 0.0526) \times (0.90) = \text{Applicant Share}$$



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 (4% grantee share + 1% Commission share). 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. As allowed by CNCS, the Commission will retain or recoup one-tenth (10%) of the federal dollars budgeted for administrative costs. Applicants must note the percentage or amount in the text. There is no separate line item to show this calculation.
4. 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 & Education Award Only Grant Applicants

These instructions apply only to Fixed-Amount Grant Applicants and Education Award Only Grant Applicants. Cost Reimbursement Grant Applicants must use the Budget Instructions in Part I: Section 3.6 of this RFP to prepare their budget.

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. Fixed-Amount Grant Applicants and Education Award Only Grant Applicants are not required to budget for the State Administration Fee as they do not complete a traditional line-item budget with Administrative /Indirect Costs

Section I: Program Operating Costs

Fixed-Amount Grant Applicants and Education Award Only Grant Applicants are not eligible to apply for funding categories in this section so it should be left blank.

Section II: AmeriCorps Member Positions

A. AmeriCorps Member Positions for 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. 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 Service Year (MSY) Calculation Chart		
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
Program Grant Request	47.5 MSY x \$800/MSY	\$38,000	\$38,000	\$0
Subtotal		\$38,000	\$38,000	\$0

Section III: Administrative /Indirect Costs

Fixed-Amount Grant Applicants and Education Award Only Grant Applicants are not eligible to apply for Administrative /Indirect Costs so this section should be left blank.



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: (1) Review; (2) Authorize; (3) Assurances; (4) Certifications; (5) Verify; (6) Submit.

Read the federal Authorization, Assurances, and Certifications carefully (Part III 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 CNCS.



Section Four: Application Instructions (Continuation Applicants)

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.

Continuation 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. The Commission and CNCS reserve the right to adjust the amount of an additional grant award in subsequent years, or elect not to continue funding, on these bases.

Staff of the State Commission Office will utilize the Continuation Application Review Tool when determining if a Continuation Applicant should receive funding to support program operations in Year-2 or Year-3 of their three year AmeriCorps grant. This tool will assign a determination of *Continue Funding* or *Discontinue Funding* and will not assign a numeric score as is the case with New or Re-competing applicants.

When to Submit Your Continuation Application:

The date for the submission of Continuation Applications is **January 7, 2013 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. **Be sure you 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.

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 printed out from eGrants.

4.2 Performance Measures

Applicants must check the relevant boxes in the Performance Measure tab in eGrants.

Grant Characteristics:

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above
- Geographic Focus – Rural
- Geographic Focus – Urban
- Encore Program
- Faith- and community-based organizations
- Governor and Mayor Initiative (*See Part I: Section IV for eligibility*)
- SIG/Priority Schools

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.



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. You may also select “Capacity Building” if this is a significant area of member activity. 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:

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.

Applicants must consult “National Performance Measures Instructions” to determine which performance measures are appropriate for their program: http://www.americorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=91.

Applicants may also find resources at this link to be helpful: <http://www.nationalserviceresources.org/national-performance-measures/home>.

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. If you have selected Capacity Building or Other, complete an MSY Chart for these selections as well. 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. (For example, for 100 percent, type “100.”) 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 category should be mutually exclusive. Do not double count MSYs. The total MSYs across all Focus Areas, Capacity Building, and Other should not exceed the total MSYs requested in the budget.

Step 5: Add a Service Category

For each Focus Area selected above, as well as Capacity Building and Other, you must select a Primary Service Category. Click the “Add a Service Category” orange link. Select your Focus Area from the drop-down menu and click “Go.”



Select your Service Category from the options provided in 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 should be indicated as the primary per Focus Area. You may add additional service categories if appropriate for your program design. Additional service categories may be labeled as “Secondary.”

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. An aligned measure includes an output and an outcome.

If you have opted-in to National Performance Measures, you will see the links for both “add a national performance measure” and “add an applicant 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 National Performance Measures or Applicant-Performance Measures or

- 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 Performance Measures

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 selected in the main Focus Area section.

Step 9A Add Performance Measure 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 the intervention that will lead to the outcome you are proposing. Keep statements to one or two paragraphs with a maximum of 500 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 output or outcome.



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.

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 the number from your target statement in the Target box and indicate whether it is a whole number or percent

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

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 Disaster Services, Economic Opportunity, Environmental Stewardship, Healthy Futures, or Veterans Focus Areas, or Capacity Building, and opt-in to National Performance Measures, 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

Click the “add a national performance measures” orange link. Then 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 the intervention that will lead to the outcome you are proposing. 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 output or outcome.

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

After completing 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.

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: Governor and Mayor Initiative

Through this State RFP, CNCS is piloting the Governor and Mayor Initiative and it will be given priority consideration in Tier 1 (See Part 1: Section 1.5 of this RFP). CNCS has set a goal that 10% of the available funds for this year's grant competition will support this initiative. CNCS will accept one application per state that is submitted by the Commission on behalf of their Governor.

The application must address a pressing challenge the Governor wishes to solve in her or his state. A Governor must apply with one Mayor in his or her state and a minimum of two nonprofits. In conjunction with the Mayor, the Governor will be responsible for identifying and selecting those nonprofits that are best able to achieve a demonstrated positive impact on the problem.

If an application is submitted by the Office of the Governor in response to the Governor and Mayor Initiative, the application may not be scored through the Application Review Process defined in Part I: Section 2.2 of this RFP. If an application is submitted, the Commission may recognize it as a priority of the State and may advance the proposal to CNCS for Competitive funding consideration. If the application submitted in response to the Governor and Mayor Initiative is not funded through the Competitive process, the State Commission may elect to use Formula dollars awarded by CNCS to fund this proposal.

NOTE: Only the Office of the Governor may submit an application under the Governor and Mayor Initiative. The Governor's proposal must demonstrate a collaborative effort that is supported by one Mayor in his or her state and a minimum of two nonprofits. Individual Mayor's Offices and nonprofit organizations may not apply under this initiative. Applications from other entities will be deemed unresponsive.

5.1 Application Instructions

When preparing the proposal in response to the Governor and Mayor Initiative, the applicant must follow all guidance and application instructions in this RFP for 'New' applicants. The application must follow the Application Submission Process outlined in Part 1: Section 2.1 and the Application Instructions (New and Re-compete Applicants) in Part 1: Section 3 of this RFP.

In addition to following the guidance in these sections to submit a complete application in eGrants (See Section 3: *eGrants Application Components*) and all Required Application Forms in hard copy (see Section 2.1-C), the application should include letters of commitment from the partnering non-profit entities, Mayor and the Governor.

1. **The non-profit partner letter** should demonstrate commitment to the partnership that will seek to address the identified need, and describe the unique resources the organization brings to the partnership.
2. **The Mayor letter** should demonstrate commitment to the partnership that will seek to address the identified need.
3. **The Governor letter** should demonstrate commitment to the partnership that will seek to address the identified need and describe the process used to select the Mayor and non-profit partners.

The Required Application Forms and letters of commitment must arrive no later than 5:00 pm EST on January 7, 2013 at the following address for the application to be considered complete and eligible for funding consideration:

New York State Commission on National & Community Service
Mark J. Walter, Executive Director
52 Washington Street
North Building - Suite #338
Rensselaer, New York 12144-2796



The applicant narrative should include all required information in Part 1: Section 3.3 of this RFP and should also include a narrative which describes how several nonprofits working together, with the Governor's office serving as a convener, will effectively deploy AmeriCorps members for a collective impact.

For example, a Governor and a Mayor in his/her state could conclude the most pressing challenge facing the state is its high school graduation rate. Together, they could decide to focus on the elementary, junior high, and senior high schools in the Mayor's town. The Governor and/or Mayor would submit one application describing:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (State, locality, and nonprofit entities).
- The proposed theory of change and program model. If the program model has not yet been fully developed, this should outline the approach that the consortium will take to ensure that implementation can begin within 90 days of grant award.
- How they will utilize an identified consortium of four nonprofits that are well positioned to impact outcomes for those three schools using their theory of change. For example, nonprofit A operates an AmeriCorps program whose members are focused on increasing literacy gains. Nonprofit B operates an AmeriCorps program whose members are focused on school readiness. Nonprofit C operates an AmeriCorps program whose members are focused on increased food security. Nonprofit D operates an AmeriCorps program whose members recruit community volunteers.

In geographic locations where other city, state, and place-based initiatives are under way, CNCS encourages Governors and Mayors to partner with these public/private partnerships supported by non-profits, faith-based and community organizations, the private sector, local and state elected leadership, as well as city or neighborhood focused federal initiatives. Programs that operate in the summer and engage middle school youth in building skills would be an appropriate program design for this Initiative.

5.2 **Performance Measures for the Governor and Mayor Initiative Proposal**

The applicant should check the "Governor and Mayor Initiative" box in the Performance Measure tab.

5.3 **Budget Instructions for the Governor and Mayor Initiative Proposal**

The applicant should follow the Budget Instructions in Part 1: Section 3.6 or 3.7 of this RFP (depending on the type of application) to prepare and submit their budget. This proposal will be 'New' so the applicant should complete their budget as such.



Section Six: 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 – AmeriCorps program with members serving at a single site or at sub-sites that are all located in one county.
- Multi-Region Program – AmeriCorps program with members serving at sub-sites in more than one but less than five regions.
- Multi-County Program - AmeriCorps program with members serving at sub-sites in multiple counties within the same region.
- Statewide Program – AmeriCorps program with members serving at sub-sites in each of the ten 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.

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.

