



Title	2012-13 AmeriCorps*State Competitive / Formula Grants	
Funding Authority	CFDA # 94.006	
OMB Control #	3045-0047 Expiration Date 2/29/2012	
Funding Purpose	Support AmeriCorps national service programs that engage citizens in service to their local communities	
Type of Award (s)	Cost Reimbursement	
Project Amount(s)	Up to \$13,300 per AmeriCorps Member Service Year (MSY)	
Individual Award Parameters	Anticipated 14 AmeriCorps State Competitive / Formula grant programs of no less than 5 to approximately 50 MSYs each	
Funding Period	Program funding is for a one-year period between July 2012 and December 2013	
Match Requirements	Overall minimum match of 24 percent, based on number of previous years of CNCS funding; match sources can be cash and/or in kind	
Eligible Applicants	Local nonprofits, faith-based organizations, state and local governments, and educational institutions	
Time Burden	The time required to complete this collection of information is estimated to average 40 hours.	
Notice of Intent to Apply	Applicants are asked to submit a Notice of Intent to Apply form. This is <u>not mandatory</u> but will notify commission of applicant interest.	
Proposal Submission	ALL Proposals must be submitted in eGrants by November 23, 2011 11:59 pm Central Time (NO facsimiles or emails will be accepted)	
Timeline	LSC Review Completed; negotiation period begins	12/16/11
	Final Application Due Date	01/13/12
	Competitive Applications due to CNCS	01/18/12
	Anticipated Notification of Competitively funded programs by CNCS	05/31/12
	Formula Phase of process begins	06/00/12
	Anticipated Notification of approved formula grants	07/00/12



IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service's (the Corporation's) online grant application system, eGrants. All Corporation funding announcements are posted on their website www.cns.gov and at www.grants.gov.

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

Time Burden: The time required to complete this collection of information is estimated to average 40 hours per applicant.

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

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

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

Application Resources

Please use the following application instructions if you are a new or reapplying applicant applying for State and National Competitive including Professional Corps. Use these instructions in conjunction with the Notice of Federal Funds Available or Notice of Federal Funding Opportunity (Notice) for the year in which you are applying, and the AmeriCorps Regulations, 45 CFR §§ 2520-2550. The Notice can be found at www.volunteerlouisiana.gov .

The AmeriCorps regulations include the selection criteria used to select applications for funding and other pertinent information (Table 1).

Table 1: Requirements in the AmeriCorps Regulations

Table with 2 columns: Requirements and Selection, Citation in the AmeriCorps Regulations. Rows include Member Service Activities, Prohibited Activities, Tutoring Programs, Matching Funds, Member Benefits, Calculating Cost Per Member Service Year, Performance Measures, Evaluation, and Selection Criteria and Selection Process.

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

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



NARRATIVE

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

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

In eGrants, you will enter text for

- Executive Summary
- Rationale and Approach
- Organizational Capacity
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

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

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



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

A. Executive Summary

Please provide a one-paragraph executive summary of your proposed program. This summary must be one-half page or less. The summary should include who, what, where, when, and why: Who will be serving? Who will be served? What will the AmeriCorps members do? Where will the activity take place? When does the project begin and end? What is the expected outcome(s) of the project?

You may fill in the blanks in the following template to complete your executive summary.

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

Both the Louisiana Serve Commission and CNCS will post these summaries on www.volunteerloisiana.gov and www.nationalservice.gov in the interest of transparency and Open Government.

Selection Criteria

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

1. Program Design. (50 percent)

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

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

- Provides persuasive evidence that the identified needs exist in the targeted community(ies). (5 points)
- Describes the ways in which AmeriCorps members are a highly effective means to solving the identified community needs, including the unique value added by AmeriCorps. (15 points)
- Describes how the interventions the AmeriCorps members and volunteers are or will be engaged in are both evidence-based and will have a measurable community impact. The intervention is evidence-based if programs can demonstrate community impact and solve community problems through an evidence based approach (e.g. performance data, research, theory of change). (15 points)
- Describes the program components that enable the AmeriCorps members to have powerful service experiences that increase community impact and lead to continued



civic participation and connectivity with other AmeriCorps and national service participants. (10 points)

- Convincingly links four major elements: (1) the need(s) identified, (2) the intervention that will be carried out by AmeriCorps members and community volunteers, (3) the ways in which AmeriCorps members are particularly well-suited to deliver the intervention, and (4) the anticipated outcomes. (5 points)

Recompeting grantees must describe their efforts and impact to date, and provide persuasive evidence that they should continue to be funded. If a new applicant is already working to meet the community need identified in the application, the applicant should describe how the proposed use of AmeriCorps members will add value, i.e., be more effective than what is currently being implemented, or enhance existing efforts. Include what the applicant's efforts and impact have been to date.

In discussing how you will meet the criteria, please respond to the following:

a. Need

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

b. Value Added: AmeriCorps Member Roles and Responsibilities

What will members do? Give examples of specific proposed member activities. Why are the members a highly effective means to solve the identified community need? What will members do? How many members are you requesting? What types of slots (service terms) are needed for these members? If you are requesting different slot types, explain how the different slot types align with your program design and activities. Please note: *The Louisiana Serve Commission/Volunteer Louisiana will only consider applications for review if they include a minimum of the equivalent of 5 MSYs.*

c. Evidence-Based

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

d. Member Experience

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



national service participants in the state, and nationally. How will your program foster a sense of connection and identity with the AmeriCorps brand?

e. Overall Picture

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

f. AmeriCorps Member Selection, Training, and Supervision

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

Describe your plan for orienting members to AmeriCorps, the community they are serving, their placement site, and to the service they will perform. Describe how you will ensure that training provided to members will prepare members to perform all the activities they will engage in during their term of service. Describe, as necessary, the ongoing training provided to members throughout their terms. Provide a general timeline. Required trainings include:

1. Project specific training
2. CPR/First Aid
3. Diversity Appreciation
4. Citizenship
5. Disability Awareness and Sensitivity
6. Conflict Resolution
7. Life after AmeriCorps

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

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



g. Outcome: Performance Measures

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

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

h. Volunteer Generation

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

i. Tutoring Programs Only

If you are proposing to operate a tutoring program, describe how your process complies with AmeriCorps requirements for member tutoring qualifications. Members who tutor must have a high school diploma, and successfully complete high-quality, research-based pre- and in-service training for tutors. This requirement does not apply to a member enrolled in a secondary school who is providing tutoring through a structured, school-managed cross-grade tutoring program. Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency and with state academic content standards [section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)], includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre-service and in-service training consistent with the activities the member will perform.

2. Organizational Capability (25 percent)

Section Summary: Reviewers will assess the extent to which:

- The organization has the experience, staffing, and management structure to plan, implement and evaluate the proposed program
- The organization has secured, or describes an effective plan for securing, the financial and in-kind resources necessary to support program implementation and to demonstrate community stakeholder support
- The organization has the ability and structure to ensure its and its subgrantees and/or service locations' compliance with AmeriCorps rules and regulations including prohibited activities
- Multi-state applicants have consulted with state and territory service commissions to ensure non-duplication and coordination of Corporation resources
- Current or previous AmeriCorps grantees filled the member positions they were awarded and retained the AmeriCorps members they enrolled or have provided an explanation for less than 100 percent enrollment and retention
- Current or previous AmeriCorps grantees have met performance targets and demonstrated



compliance with grant terms and conditions

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

a. Organizational Background

Provide the organization's mission and a brief history. Identify the primary and secondary contacts for the grant application. Describe your organization's prior experience administering AmeriCorps grants or other federal funds. Describe your organization's experience raising funds to support service activities and initiatives. Please list all sources of organizational funding in this section, and what percent the proposed project represents in your budget. If you have received support from CNCS during the last five years, please specify what type of support you received. What percentage of your total funding comes from CNCS?

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

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

b. Sustainability

Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how your community relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.

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

c. Compliance and Accountability

How will your organization ensure compliance with AmeriCorps rules and regulations at the grantee, 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?



d. Current Grantees Only

Enrollment: If you enrolled less than 100 percent of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement. Enrollment rate is calculated by dividing regular slots filled plus refill slots filled by regular slots awarded.

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

f. Performance Targets and Demonstrated Compliance

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

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

g. Multi-Site Programs Only

Identify your proposed member service sites (if known). Describe your process for selecting service sites and ensuring they have adequate programmatic and financial capabilities. How will your site selection process incorporate the criteria required by the AmeriCorps regulations 45 CFR §2522.475 (quality, innovation, sustainability, quality of leadership, past performance, community involvement), and the special considerations found in 45 CFR §2522.450 (program models, program activities and programs supporting distressed communities)? What are your current or previous programmatic and funding relationships with the sites?

h. Special Circumstances

In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations: The age of your organization and its rate of growth; and whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources. In considering applications, the Louisiana Serve Commission shall ensure the equitable treatment of applicants from urban areas, applicants from rural areas, applicants of diverse sizes (as measured by the number of participants served), applicants from States, and applicants from national nonprofit organizations.



3. Cost Effectiveness and Budget Adequacy (25 percent)

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

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

a. Cost Effectiveness

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

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

Demonstrate how your program has or will obtain diverse non-federal resources for program implementation. Indicate how much funding your program needs from non-Corporation sources to support the project. Indicate the non-Corporation resource commitments (in-kind and cash) that you have obtained to date and the sources of these funds. Indicate what additional commitments you plan to secure, and how you will secure them.

b. Current Grantees Only:

Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in federal funds.

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

c. Special Circumstances

In applying the cost-effectiveness criteria, the Corporation will take into account the following circumstances of individual programs: program age, or the extent to which your program brings on new sites; whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources; whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.



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

d. Budget Adequacy

Please 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.

4. Evaluation Summary & Plan

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

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

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

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

Two projects will be considered the same if they:

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



AMENDMENT JUSTIFICATION, CLARIFICATION INFORMATION & CONTINUATION UPDATES

Enter N/A in each field. These fields will be used if you are awarded a grant.

PERFORMANCE MEASURES

Detailed Performance Measure Instructions and Resources are provided on the Resources section of the AmeriCorps tab on www.volunteerloisiana.gov .

For more information about Performance Measures go to:

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

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

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

DOCUMENTS

In addition to your application submitted in eGrants, you are required to provide your evaluation, labor union concurrence (Document can be found in the Resources section on www.volunteerloisiana.gov) and a federally approved indirect cost agreement (if budgeted by multi-state applicants and Tribes only), in hard copy or e-mail, as part of your application. After you have submitted the documents, change their status in eGrants from the default "Not Sent" to the applicable status ("Sent," "Not Applicable," or "Already on File at CNCS").

A. Evaluation

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

B. Labor Union Concurrence

1) If a program applicant:

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

2) If a program applicant:

- a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor



organization, then the applicant must submit a written description of how it will ensure that:

- i) AmeriCorps members won't be placed in positions that were recently occupied by paid staff
- ii) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

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

If either 1 or 2 applies to you, please select "Enter New," name the new document "Labor Union Concurrence," and select "Sent."

C. Federally Approved Indirect Cost Agreement

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

D. Delinquent on Federal Debt

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

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

Please submit national evaluations, labor union concurrence, and indirect cost rates electronically to americorpsnational@cns.gov for multi-state or Indian Tribes applications submitted directly to the Corporation and to americorpsapplications@cns.gov for applications submitted to State Commissions. This information must be received at the Corporation by 5 p.m. Eastern Time on the deadline. State applicants should submit state evaluations and labor union concurrence to their state commissions and to the Corporation.

Or, you may send hard copy information to:

Corporation for National and Community Service
ATT: AmeriCorps State and National
1201 New York Avenue NW
Washington, DC 20525

Please use an alternative service to the U.S. Postal Service to send hard copy. U.S. Postal Service deliveries to government agencies often are delayed and sometimes damaged due to security measures. Attach a hard copy of the program's SF424 facesheet to each document so that we know which application corresponds to each document.



BUDGET INSTRUCTIONS

Match Requirements

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

Table 2: Match Requirements in the AmeriCorps Regulations

Competition	Match Requirement
State and National Competitive including Professional Corps	Minimum grantee share is 24 percent of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50 percent by the tenth year of funding and any year thereafter.

- If you are applying for the first time, you must match with cash or in-kind contributions at least 24 percent 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, identify each match source separately. Include dollar amounts for cash match from private, state and local and federal funds, the source type, and amounts of in-kind support. Define all acronyms the first time they are used.

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

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 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.

Detailed Budget Instructions

Follow the detailed budget instructions below to prepare your budget. The Budget Checklist in the Resource section will ensure your budget is complete.

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

Section I. Program Operating Costs

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

A. Personnel Expenses

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

B. Personnel Fringe Benefits

Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30 percent, 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. Travel

(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 state mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

We expect all applicants to include funds in this line item for travel for staff and site staff to attend Corporation-sponsored technical assistance meetings. There are two to three such opportunities per year, including the Financial Management Institute and the Annual Grantee Meeting in Washington D.C. in the fall.

For example: Two staff members will attend the Annual Grantee meeting in DC

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

(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 *Supplies* below. Purchases of equipment are limited to 10 percent of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies

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



F. Contractual and Consultant Services

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

G. Training

(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.

(2) Member Training

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

H. Evaluation

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

I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share).
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the



budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

- Multi state applicants: indicate the number of subgrants and the average amounts of the subgrants. Indicate any match that you will require of your subgrants under the “grantee share” column in this category. Subgranted funds may only cover costs allowable under federal and AmeriCorps regulations and Provisions.

Section II. Member Costs

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

A. Living Allowance

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

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

Table 3. Minimum and Maximum Living Allowance

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

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

B. Member Support Costs

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

- **FICA for Members.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. If exempted, please note in the narrative and provide documentation with application. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65 percent of the total amount of the living allowance.
- **Worker’s Compensation.** Some states require worker’s compensation for AmeriCorps members. You must check with State Departments of Labor or State



Commissions where members serve to determine if you are required to pay worker's compensation and at what level. If you are not required to pay worker's compensation, you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or accidents.

- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to less-than-full-time members with Corporation funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal), but the cost cannot be included in the budget. Less-than-fulltime members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. The Corporation will not pay for dependent coverage.
- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. You may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting State Commissions, legal counsel, or the applicable state agencies.

Section III. Administrative/Indirect Costs

Definitions:

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

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

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

A. Corporation Fixed Percentage Method

(Five Percent Fixed Administrative Costs Option)

The Corporation fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the Corporation Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5 percent of the total of the Corporation funds expended. In order to charge this fixed 5 percent, the grantee match for administrative costs may not exceed 10 percent of all direct cost expenditures.



- (1) To determine the Corporation share for Section III: Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The 5 percent maximum is calculated by multiplying the sum of the Corporation's share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the Corporation share for Section III A.
- (2) To determine the Grantee share for Section III: Then multiply the total (both Corporation and grantee share) of Sections I and II by 10 percent (0.10) and enter this amount as the grantee share for Section III A.
- (3) Enter the sum of the Corporation and grantee shares under Total Amount.

State Commission 1 percent Administration FEE.

As the Volunteer Louisiana requires a 1.05 percent fee, applicants must choose option A. for the documentation of the fee, even if they have a federally approved indirect cost rate. If applicable, the federally approved indirect cost rate may be budgeted under the Corporation Fixed Percentage (option B) not to exceed a reimbursement rate of 4.21 percent. To calculate these fractional shares, within Section III of the subgrant budget, one-fifth (20 percent) of the federal dollars budgeted for administrative costs is allocated to the commission's share and four-fifths (80 percent) of the federal dollars budgeted for administrative costs are allocated to the program's share. The allocation between commission and program shares would be calculated as follows:

$$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.20) = \text{Commission Share}$$
$$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.80) = \text{Subgrantee Share}$$

B. Federally Approved Indirect Cost Rate Method

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

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



- (3) To determine the Grantee share: Subtract the amount calculated in Step B (the Corporation administrative share) from the amount calculated in Step A (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

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 percent 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.

REVIEW, AUTHORIZE, AND SUBMIT

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

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

Read the Authorization, Assurances, and Certifications carefully (Resources section). **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."



CONTINUATION REQUESTS

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

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

When to Submit Your Continuation Request:

The date for the submission of continuation requests is **November 23, 2011 by 11:59pm Central Time**.

How to Submit Your Continuation Request:

- 1) Submit your continuation request in eGrants.
- 2) To create your continuation request in eGrants, click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- 3) Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, click the **SUBMIT** button.

Be sure you also review the *Notice* when preparing your request. If you have questions about the content of your continuation request, please contact Stephanie Trahan, AmeriCorps Program Officer at strahan@crt.la.gov or (225) 342-3333. **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:

I. Applicant Info and Application Info

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

II. Narrative (Narratives Section)

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



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

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

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

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

Enrollment

If you enrolled less than 100 percent of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Continuation Changes field.

Retention

If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Continuation Changes field. We recognize retention rates may vary among equally effective programs depending on the program model. We expect grantees to pursue the highest retention rate possible.

III. Performance Measures (Performance Measures Section)

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

IV. Budget (Budget Section)

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



Corporation expects that the Cost per MSY for continuation applicants will decrease or remain the same. Any increase in Cost per MSY must be justified in the Continuation Changes field.

Source of Match

In the “Source of Match” field that appears at the end of Budget Sections I, II, and III, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other or Not Available) **for your entire match**. Define any acronyms the first time they are used.

V. 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 percent 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.