

Ohio Community Service Council

**Notice of Funding Opportunity & Application
Instructions for AmeriCorps*State PY 2008**

***Ohio AmeriCorps Planning Grants
Submission Deadline: April 18, 2008***

Information Session

March 5, 2008

1PM – 4PM

Ohio Community Service Council

Main Conference Room

51 North High Street, #800

Columbus, Ohio 43215

RSVP by 2/29/08 to ingyr.coleman@ocsc.state.oh.us

**Ohio Community Service Council
REQUEST FOR PROPOSAL**

Below is the Notice of Funding Opportunity (NOFO) from the Corporation for National and Community Service that has been edited to accommodate the timelines specific to Ohio. It outlines the purpose and source of AmeriCorps State and National funding for federal fiscal year 2007, AmeriCorps national service priority areas, types of grant programs available, and Catalog of Federal Regulation citations related to AmeriCorps program management requirements.

**NOTICE OF FEDERAL FUNDING OPPORTUNITY
OVERVIEW**

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: AmeriCorps State and National Grants FY 2008
Announcement Type: Initial announcement
CFDA Number: 94.006

Applications Due to OCSC April 18, 2008

Funding Opportunity Description: Subject to the availability of appropriations for fiscal year 2008, the Corporation for National and Community Service (the Corporation) announces the anticipated availability of approximately \$21,288,000 to award new and re-competing AmeriCorps State and National grants. The grants in AmeriCorps State are: State Competitive, Territories Competitive, States without Commissions, and State Education Award Program (EAP). The grants in AmeriCorps National are: National EAP, National Direct, National Professional Corps, National Planning, and Indian Tribes.

2008 Estimated Funding Available Subject to Appropriations

State Competitive	\$10,557,000
Territories Competitive	1,243,000
States without Commissions	200,000
State and National Education Award Programs	1,972,000
National Direct including Professional Corps and Planning	6,908,000
Indian Tribes	408,000
Total	\$21,288,000

The Corporation's mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. In the FY 2008 competition, we will give special consideration to projects that address one or a combination of four strategic initiatives, listed below, that meet critical needs of our nation, achieve national service goals, and address community problems.

- 1. Mobilizing more volunteers.**
- 2. Ensuring a brighter future for all of America's youth.**
- 3. Engaging students in communities.**
- 4. Harnessing Baby Boomers' experience.**

FULL TEXT OF ANNOUNCEMENT

This *Notice of Federal Funding Opportunity (Notice)* should be read together with the AmeriCorps regulations 45 CFR Sections 2520 – 2550, which can be found here http://www.americorps.gov/for_organizations/manage/index.asp and application instructions for the program to which you are applying which can be found here http://www.americorps.gov/for_organizations/funding/nofa.asp.

I. FUNDING OPPORTUNITY DESCRIPTION

A. To Which Program Should I Apply ?

If your organization works in just one state, please contact your state commission, which can be found here: <http://www.nationalservice.org/about/contact/statecommission.asp>. You will apply to them. If your organization works in more than one state, you are eligible to apply for a national grant. If your organization is an institution of higher education, you may apply for EAP funds through your state commission, or directly to the Corporation. If you are an Indian Tribe you may apply through your state commission, or directly to the Corporation. See Table 4 for more information on eligibility.

If you are submitting a request for continuation in 2008, please see the Application Instructions, which include information for continuation applications, found here: http://www.americorps.gov/for_organizations/funding/nofa.asp.

B. Funding Program Description

For more than a decade, the Corporation for National and Community Service—through its Senior Corps, AmeriCorps, and Learn and Serve programs—has mobilized a new generation of engaged citizens. This year, more than 1.8 million individuals of all ages and backgrounds will serve through these programs. They will help thousands of national and community nonprofit organizations, faith-based groups, schools, and local agencies meet local needs in education, the environment, public safety, homeland security, and other critical areas.

AmeriCorps grants are generally awarded to eligible organizations to recruit, train, and manage AmeriCorps members who address community needs. An AmeriCorps member is an individual who is enrolled in an approved national service position and engages in community service. Members may receive a living allowance while serving. Upon successful completion of their service members receive an education award from the National Service Trust.

Roughly three quarters of all AmeriCorps grant funding goes to Governor-appointed state service commissions, which award subgrants to nonprofit organizations in their states. These organizations recruit AmeriCorps members to respond to local needs. The Corporation distributes most of the remainder of the grant funding directly to organizations operating in more than one state.

In 2008, the Corporation will support 2,600 new quarter-time AmeriCorps membership opportunities. These member positions are designed for organizations interested in attracting skilled volunteers to the Gulf Coast for rebuilding activities, and for organizations that want to engage members in summer of service activities with youth from disadvantaged circumstances. However, programs may apply for these AmeriCorps positions to address other unmet needs.

The Corporation will also give special consideration to projects that address one or a combination of four strategic initiatives:

1. Mobilizing more volunteers. The Corporation will invest in organizations that can effectively recruit, train, manage, and use volunteers who will ultimately have an impact on the success of their program. We will increase the capacity of faith-based and other community organizations to mobilize volunteers in communities to meet critical needs. We plan to support organizations that develop strong partnerships and collaborations with volunteer centers or other volunteer connector organizations in their service areas.

2. Ensuring a brighter future for all of America's youth. The Corporation will invest in organizations that provide caring adults as mentors for youth from disadvantaged circumstances, and opportunities for young people from disadvantaged circumstances to serve their communities. We plan to support organizations that recruit these youth to serve in National Service programs and support them during their term of service. We also plan to support mentoring efforts, particularly those targeting children of prisoners.

3. Engaging students in communities. The Corporation will invest in organizations that implement effective strategies for connecting their school, faculty, staff, and administration with their communities through service and volunteering. We plan to support K-12 and higher education institutions that effectively incorporate service-learning into their curricula, and increase the number of college students engaged in community service and service-learning. We will also help colleges and universities expand support for student service.

4. Harnessing Baby Boomers' experience. The Corporation will invest in programs that plan to capture the talents, skills, energy, and experience of Baby Boomers to meet local and national needs. We plan to improve the capacity of nonprofits to attract and retain Boomer volunteers via targeted training and technical assistance.

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

The Corporation reserves the right to re-focus program dollars in the event of disaster or other compelling need. Additional programs and program models that may receive special consideration in the selection process are described in the AmeriCorps regulation Section 2522.450. You are encouraged to integrate the priorities and initiatives into your program design, where they logically align with your organizational mission and objectives.

C. Authority

These funds will be available under authority of the National and Community Service Act of 1990 (42 U.S.C. §§12571-12595).

II. Award Information

A. Project/Award Period

The Corporation generally makes grant awards for three years, with funding in annual increments. Grantees will be eligible for continuation funding in the second and third year contingent on the availability of appropriations, compliance, and satisfactory performance.

AmeriCorps members may not begin service until the Corporation issues a grant award. A program may not certify any hours a member performs prior to the award being issued.

B. Cost per Member Service Year (MSY)

The Corporation determines the maximum cost per MSY on an annual basis. An applicant calculates cost per MSY and the Corporation uses this number to compare costs of programs. The cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of MSYs requested in the grant. One MSY is the equivalent of a full-time term of service. The cost per MSY does not include child care or the value of the education award. The maximum average cost per MSY across all subgrants in a state is \$12,600. The maximum cost per MSY for National Direct and Indian Tribes is \$12,600. The maximum cost per MSY for State and National EAPs is \$600. The maximum cost per MSY for new and re-competing Professional Corps is \$2,500. Planning grants cannot exceed \$50,000.

C. Enrollment

We expect grantees to enroll the full number of members included in their grant award. Enrollment rates will have a direct bearing on the number of slots and the size of awards we approve in the continuation and re-compete processes. ***OCSC expects grantees to enroll the full number of members (100% enrollment) included in their grant award. Enrollment rates will have a direct bearing on the number of slots and the size of awards we approve in the continuation and re-compete processes.***

D. Retention

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 rates will have a direct bearing on the number of slots and the size of awards we approve in the continuation and re-compete processes. ***Although OCSC recognizes retention rates may vary among effective programs depending on the program model being implemented, we expect grantees to vigorously pursue the highest retention rates attainable by their program model. 90% is considered a reasonable rate of retention. Where necessary, a target retention rate will be negotiated. If your enrollment and retention rates are below these levels, provide an explanation and describe your plans for improving these rates in your current application.***

E. Education Awards

After successfully completing a term of service, an AmeriCorps member is eligible to receive an education award from the National Service Trust. The member may use the education award to pay for current educational expenses at qualified institutions of higher education, or to repay qualified student loans. The award currently is \$4,725 for a year of full-time service, with correspondingly lesser awards for part-time and reduced part-time service. A member has up to seven years after his or her term of service has ended to use the award.

Table 1: Term of Service and Education Award

Term of Service	Minimum # of Hours	Education Award
Full Time	1700	\$4,725
One-Year Half Time	900	\$2,362
Two-Year Half Time	900	\$2,362
Reduced Half Time	675	\$1,800
Quarter Time	450	\$1,250
Minimum Time	300	\$1,000

III. Eligibility Information

A. Eligible Applicants

The Corporation wants to ensure that all eligible organizations are able to compete on an equal basis for federal financial assistance. Eligibility requirements are presented in Table 4, below. Eligible applicants that have never received funding from the Corporation or AmeriCorps are encouraged to apply for the grants described in this *Notice*.

B. Match Requirements

Program requirements, including requirements on match, are located in the AmeriCorps regulations and summarized below.

Table 2: Match Requirements in the AmeriCorps Regulations

Competition	Match Requirement
State Competitive, Territories Competitive, States without Commissions, National Direct, Indian Tribes	Minimum grantee share is 33% of operating costs and 15% of member support costs. Overall grantee share of total program costs increases gradually to 50% by the tenth year of funding and any year thereafter.
State EAP and National EAP	Grantee pays all program costs over \$600 per MSY provided by the Corporation.
Professional Corps	Minimum grantee share is 33% of operating costs only. Grantee pays all member support. Overall grantee share of total program costs increases gradually to 50% by the tenth year of funding and any year thereafter.
National Planning Grants	Minimum grantee share is 33% of operating costs only. No members are associated with these grants, so member costs do not apply.

C. Living Allowance

You must provide full-time members with a living allowance that is between \$11,400 (minimum) and \$22,800 (maximum) except as noted in Section D., below. You are not required to provide living allowances for members serving less than full time, *but if you do, see Table 3 for suggested amounts.*

The federal share (including Corporation and any other federal funds) may support up to 85% of the minimum living allowance.

Table 3: 2008 AmeriCorps Maximum Federal Share of Living Allowance

Term of Service	Minimum Number of Hours	Minimum Living Allowance	Maximum Living Allowance	MSY	Maximum CNCS/Federal Share of Living Allowance	Match Share of Minimum Living Allowance
Full-time	1700	\$11,400	\$22,800	1.000	\$9,690	\$1,710
One Year Half-Time	900	\$6,035	\$12,070	0.500	\$5,130	\$905
Reduced Half-Time	675	\$4,527	\$9,050	0.375	\$3,848	\$679
Quarter-Time	450	\$3,018	\$6,035	0.250	\$2,565	\$453
Minimum-Time	300	\$2,012	\$4,025	0.200	\$1,710	\$302

Notes:

1. There is no requirement to pay a living allowance to less than full-time members, hence there is no minimum, *but if you do, these are the suggested amounts.*
2. The amount of the maximum for less than full-time living allowance is rounded to the nearest dollar.
3. The calculation for the maximum federal share for less than full-time members who do receive a living allowance is pro-rated based on 85% of the proportion of the minimum full-time required hours, e.g One Year Half-time = $900/1700 \times \$11,400$, or \$6,035. Maximum federal share is $\$6,035 \times .85 = \$5,130$.

D. Living Allowance Exceptions

Prior to September 21, 1993: If your service program existed prior to the National and Community Service Trust Act of 1993 (enacted September 21, 1993), the law does not require you to provide a living allowance. If you choose to offer a living allowance, you are exempt from the minimum requirement of \$11,400 but not the maximum requirement of \$22,800. If the living allowance you provide is less than the minimum, the federal share (including Corporation and any other federal funds) may support up to 85% of the living allowance you provide.

Education Award Program Grantees: If you are an EAP grantee, you are not required to provide a living allowance, but if you do, it must comply with the maximum requirements set forth in the Living Allowance section above.

Professional Corps Grantees: Full-time National Professional Corps members must receive a living allowance or salary, which must meet the minimum, but may exceed the maximum set for other AmeriCorps programs, unless the Professional Corps members are supported by State Formula funds, in which case the living allowance or salary may not exceed the maximum.

E. Other Eligibility Requirements

Lobbying: Any 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, serve as a host site for member placements, or act in any type of supervisory role in AmeriCorps programs.

Current Grantees: An organization that currently operates a Corporation-funded program or is applying for other Corporation funding is an eligible applicant.

Multiple Submissions : The same project cannot be funded by multiple AmeriCorps grants. If you have more than one application pending before the Corporation for the same project, you must state this fact in each application. You will be required to withdraw all but one if two or more are approved for funding.

Table 4: Description, Eligibility, Cost per MSY, and Living Allowance Requirements for New and Recompeting Programs

Grant Program	Description	Eligible Organizations	Cost per MSY	Living Allowance Requirements
State Competitive and Territories Competitive	These grants are awarded to organizations that are nominated to participate in a nationwide competition by Governor-appointed state commissions. Grantees receive funds for the members' living allowance and program costs.	Public or private nonprofit organizations, including labor organizations; faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); Indian Tribes; or partnership or consortia are eligible. Intermediaries are encouraged to apply.	\$12,600 average cost per MSY across all programs in a state (including Formula, Competitive, EAP, and Planning Grants). Maximum cost per MSY for an individual program is \$16,000.	Full-time members must receive a living allowance between \$11,400 and \$22,800. A living allowance is not required for less than full-time members.
States without Commissions	Non-profit applicants within states, territories, and commonwealths without state commissions apply directly to the Corporation. Grantees receive funds for the members' living allowance and program costs.	Same as State Competitive except program must be located in a state, territory, or commonwealth that does not have an approved state commission or alternative administrative entity. Applicant applies directly to the Corporation. State or territory government entities are not eligible to apply.	\$16,000 maximum cost per MSY.	Same as State Competitive.
State Education Award Program (EAP)	These grants are awarded to organizations that are nominated to participate in a nationwide competition by Governor-appointed state commissions. Grantees receive a small administrative grant and use their own or other resources for the members' living allowance and program costs.	Same as State Competitive except institutions for higher education and state education agencies may choose to apply for EAP funding either through their state commission or directly to the Corporation, even if the proposed program will operate in just one state.	\$600 maximum cost per MSY.	Not required to pay a living allowance, but if the grantee does, it must comply with the maximum requirement as for State Competitive, above.
National Education Award Program	Grantees receive a small administrative grant but use their own or other resources for the members' living allowance and program costs.	Same as State Competitive. Applicant applies directly to the Corporation.	\$600 maximum cost per MSY.	Same as State EAP.
National Direct	The Corporation awards these grants to organizations that operate their AmeriCorps program in more than one state. Grantees receive funds for the members' living allowance and program costs.	Same as State and Territory Competitive. Applicant applies directly to the Corporation.	\$12,600 maximum cost per MSY.	Same as State Competitive.

Grant Program	Description	Eligible Organizations	Cost per MSY	Living Allowance Requirements
National Professional Corps	These grants are awarded to organizations that operate AmeriCorps projects in more than one state. Professional Corps programs place members as teachers, health care providers, police officers, engineers, or other professionals in communities with an inadequate number of such professionals. Grantees receive Corporation funding for program costs, and use their own or other resources to pay the members' living allowance and additional member costs.	Same as State Competitive. Applicant applies directly to the Corporation. Professional Corps programs may also apply through State Competitive competitions. An applicant may also apply for up to \$50,000 to support start-up costs for a new program.	\$2,500 maximum cost per MSY.	Full-time members must receive a living allowance or salary, which may exceed the maximum set for other AmeriCorps grant programs, paid from non-Corporation funds.
National Planning Grants	The Corporation awards these grants directly to organizations to assist them in developing an AmeriCorps program. They must not have received a multi-state AmeriCorps grant in the past.	Same as State Competitive. These grants do not include AmeriCorps members. Program must operate in more than one state. Applicant applies directly to the Corporation for a maximum of \$50,000.	Not applicable	Not applicable.
Indian Tribes	The Corporation sets aside one percent (1%) of grant funds to support programs operated by American Indian Tribes. Grantees receive funds for the members' living allowance and program costs.	Must be an Indian Tribe, defined as a federally recognized Indian Tribe, band, nation, or other organized 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. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above. Applicant applies directly to the Corporation.	\$12,600 maximum cost per MSY.	Same as State Competitive.

IV. Application and Submission Information

A. Submission of Application Package

To submit your AmeriCorps State*Formula application, access eGrants <http://www.nationalservice.gov/egrants/>, the Corporation's integrated, secure, web-based system for applications.

Application instructions are available at http://www.americorps.gov/for_organizations/funding/nofa.asp or by contacting the your state commission if you are interested in the State grant program.

For National grants, if you aren't able to access the application instructions on the Internet, or if you have other questions, please call (202) 606-7508 or send an e-mail to americorpsnational@cns.gov.

B. Content and Form of Application Submission

Notice of Intent to Apply: In order to help us gauge the number of applications we are likely to receive, please send an e-mail 60 days prior to the deadline to americorpsnational@cns.gov, for National applicants, or americorpsapplications@cns.gov for state commissions. National applicants should state the competition for which you will be applying. State commissions are encouraged to include an estimate of the number of programs you will be submitting to the state formula competition.

Although submission of the notice of intent to apply is not mandatory, your e-mail will help the Corporation to plan more efficiently for review. In your e-mail, include the name of your organization, address, contact person, and phone number. Or, you may mail a letter of intent to the address on page 10.

Universal Identifier: Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is an identifier that helps the federal government improve statistical reports on federal grants and cooperative agreements. **The DUNS number does not replace your Employer Identification Number.**

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at www.dnb.com. The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, **we suggest registering at least 30 days in advance of the application due date.** Expedited DUNS numbers may be obtained by telephone at a cost of \$99 by calling the DUNS number request line. **Applications without DUNS numbers or with invalid DUNS numbers are subject to potential rejection.**

Using eGrants:

- ?? We suggest you first prepare and save your application as a word processing document, then copy and paste the document into eGrants.
- ?? **We strongly encourage you to create your eGrants account and begin your application at least three weeks prior to the final submission deadline and begin pasting your application into eGrants no later than ten days before the deadline.** This will allow you time to address technical issues prior to the deadline. Technical issues are more likely to be considered as a factor in allowing a late submission if you begin entering your application within this time frame.
- ?? Use only UPPERCASE letters for all section headings and other information you would like to highlight in your narrative. Bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables will not copy into eGrants.
- ?? Adhere to all the character limits indicated in the application instructions. Characters include all the letters, punctuation, and spaces in your document.

In addition to completing an online application, applicants must submit, in hard copy, all attachments specified in the application instructions and the AmeriCorps regulations. Please include a copy of the SF-424 Facesheet with your attachments for identification purposes. Hard copy attachments must be postmarked by 5:00 p.m. Eastern Time on the day of the deadline. **Do not submit any other supplementary materials such as videos, brochures, letters of support, or any other item not requested in the application instructions. We will not review or return them.** Submit required attachments to:

Ohio Community Service Council
51 North High Street, #800
Columbus, Ohio 43215

Technical Difficulties with eGrants: Contact the eGrants Help Desk at 202-606-7506 or e-mail egrantshelp@cns.gov immediately if a problem arises while you are creating your account, preparing, or submitting your application. If you think you may be unable to submit your application by the deadline due to technical issues, contact the eGrants Help Desk prior to the 5:00 p.m. Eastern Time deadline to explain your technical issue and get a ticket number. If your issue is not resolved within the next 24 hours, you will be asked to submit a hard copy application according to the directions below.

If you are unable to access eGrants at all, please submit a hard copy application and a copy of your application on disk or CD. Submit these items via overnight carrier (non-U.S. Postal Service because of security-related delays in receiving mail from the U.S. Postal Service) or hand delivery to the address above. Your hard copy application must be postmarked no later than 5:00 p.m. Eastern Time on January 8, 2008. Please make sure your overnight carrier stamps the package with the date and time it was sent.

The paper application must be typed and double-spaced in Times New Roman, 12-point font size with one-inch margins. Please adhere to the character limits listed in the application instructions and number the pages. Submit one unbound, single-sided

original paper application. The electronic version on disk or CD must be an exact duplicate of the paper original and will be used to copy and paste your application information into eGrants. If there are differences between the paper application and the disk or CD, we will use the disk or CD version.

In the event of prolonged unavailability of the eGrants system on the date of submission, the Corporation reserves the right to extend the eGrants submissions deadline. A notice will be placed in eGrants and on <http://www.americorps.gov> with the extended deadline.

C. Submission Dates and Times

The deadline for submissions is 5:00 p.m. Eastern Time on April 18, 2008. Applications submitted by fax or e-mail will not be accepted.

D. Funding Restrictions

Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21, A-122, A-87 or FAR 31.2 at www.whitehouse.gov/OMB/circulars/.

E. Other Submission Requirements

Equal Opportunity Survey: Applicants are asked to complete the Survey on Ensuring Equal Opportunity for Applicants. You may complete the survey in eGrants while preparing your application for submission or contact the Corporation (Section VII., below) to obtain a copy.

V. Application Review Information

A. Selection Criteria

Selection criteria include the initiatives and priorities described in this *Notice* and the AmeriCorps regulations, 45 CFR §§2522.420-448.

B. Review and Selection Process

Information on the review and selection process is located in the AmeriCorps regulations 45 CFR §§2522.400-2522.475. Section 2522.450 addresses types of programs or program models that may receive special consideration in the selection process. Section 2522.455 addresses additional priorities to those described in this *Notice*. Section 2522.470 addresses other factors or information the Corporation may consider in making final funding decisions.

VI. Award Administration Information

A. Anticipated Announcement and Award

In 2008 the Corporation plans to award grants immediately following the grant selection announcement. Corporation program officers may call applicants to seek clarification, resolve questions and issues, negotiate performance measures, and request revised budgets as part of the pre-award review process. Failure to respond to requests for information in a timely fashion may result in the removal of applications from consideration.

B. Administrative and National Policy Requirements

The AmeriCorps regulations and other specific conditions are incorporated in the Notice of Grant Award (NGA). The NGA incorporates the approved application as part of a binding commitment under the grant.

C. Reporting

Grantees are required to supply annual performance and bi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations.

VII. Agency Contacts

This *Notice* is available at

http://www.americorps.gov/for_organizations/funding/nofa.asp. The TTY number is 202-606-3472. For further information or for a printed copy of this *Notice*, call (202) 606-5000. You may also call your state commission if you have questions about the State grant program, and (202) 606-7508 if you have questions about the National grant program. Or send an e-mail to americorpsapplications@cns.gov for the State grant program and to americorpsnational@cns.gov for the National grant program.

VIII. Additional Information

Technical Assistance: AmeriCorps National hosts a series of technical assistance calls to answer applicant questions about National Direct, National Professional Corps, National Planning, National EAP, and Indian Tribes funding opportunities. Applicants are strongly encouraged to participate in the technical assistance calls. The call schedule will be posted at http://www.americorps.gov/for_organizations/funding/nofa.asp.

Disclaimer: Publication of this announcement does not obligate the Corporation to award any specific number of grants or to obligate the entire amount of funds available, or any part thereof, for grants under the AmeriCorps State and National Program.



2008 AmeriCorps State

APPLICATION INSTRUCTIONS

for

Programs

Deadline: April 18, 2008

OMB Control #: 3045-0047
Expiration Date: 4/30/2009

IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service's (hereinafter the Corporation) online grant application system, eGrants. The eGrants system is designed to serve the Corporation's applicants and grantees. All Corporation funding announcements are posted on our web site 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 24 hours per applicant, including the time to review instructions; search existing data resources; gather the data needed; and complete and review the information collection.

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. Therefore it would 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.

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NEW AND RECOMPETING PROGRAMS

The deadline for applicants to submit their proposals for State Formula consideration is **April 18, 2008**. All applications are due at **5:00 p.m. Eastern Time**. Applications are submitted using eGrants, the Corporation’s integrated, secure, web-based system for applications. Please see Application Instructions for Commissions for more information on how you submit your competitive and formula recommendations to the Corporation.

Use these instructions in conjunction with the *Notice of Federal Funding Availability* 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 includes deadlines, eligibility requirements, submission requirements, and other information that changes year-to-year, for all AmeriCorps grant programs.** The *Notice* can be found at http://www.americorps.org/for_organizations/funding/nofa.asp. The full regulations are available online at www.gpoaccess.gov/ecfr; regulations added or revised in 2005 through rulemaking, including the selection criteria can also be found at <http://www.americorps.org/about/ac/rulemaking.asp>.

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

Table 1: Program Requirements in the AmeriCorps Regulations

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

If there is any inconsistency between the AmeriCorps regulations, the *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.

Selection Process and Criteria

In evaluating your application for funding, reviewers will assess your program design, organizational capability, and the program’s cost-effectiveness and budget adequacy. The weights assigned to each category and, if applicable, sub-category, are listed in the chart below. Reviewers will measure your application narrative against these criteria, and weight them accordingly.

Please see the AmeriCorps Regulations, 45 CFR §§ 2522.420–2522.448, for additional detail regarding these criteria and what reviewers will assess in each category.

Table 2: Basic Selection Criteria: Categories, Sub-Categories, and Respective Weights

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

Section 2522.450 of the AmeriCorps regulations addresses types of programs or program models that may receive special consideration in the selection process. Section 2522.455 addresses how you can find out about additional priorities governing the selection process. Section 2522.470 addresses other factors or information the Corporation may consider in making final decisions.

Submitting Your Application in eGrants

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

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Evaluation Summary or Plan
- V. Documents
- VI. Amendment Justification (Enter N/A)
- VII. Budget
- VIII. Review and Submit
- IX. Survey on Ensuring Equal Opportunity for Applicants (Optional)

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

- ?? Start a new Grant Application
- ?? Select a Program Area (AmeriCorps)
- ?? Select a NOFA: *Commission AmeriCorps State FY 2008*
- ?? Select your State: *Ohio*
- ?? Select your State Prime Application ID: *08AC080213*

I. Applicant Info

In eGrants, complete the Applicant Info Section, which can also be found in Additional Information, Section B. This section is particularly important for Corporation data collection and evaluation. Please take the time to reflect your program activities accurately in this section.

- ?? In the Program Info Section select existing program or enter new.
- ?? If you are a new program, enter your contact information into the fields that appear.
- ?? If you are a currently funded program entering a new program for consideration, please contact your Program Officer as you will need to work directly with eGrants Help Desk staff.
- ?? Select a primary Program Model, and a secondary Program Model, if appropriate.
- ?? Then select characteristics that fit your project under Program Design, Program Location, and Program Focus. Enter or select a Program Director and Program Website url.

II. Application Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. **If you are submitting your application in hard copy, you will find all the forms that you need in the Additional Information. The SF 424 is in Section A of that document.**

In the Application Info Section enter:

- ?? Areas affected by your program.
- ?? Requested program start and end dates. Please do not request a program start date earlier than June 15.
- ?? If you are delinquent on any federal debt.
- ?? State Application Identifier: Use this field if you would like to enter a unique identifier for subapplicants.
- ?? If you plan to request a waiver of the volunteer leveraging or match requirements.

III. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general suggested guidelines 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 program description to fit each strategic initiative, special consideration, and priority articulated in the regulations or the *Notice*. Focus on the special considerations and priorities that apply to your program.
- ?? **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 three selection criteria presented below.
- ?? **Don't make assumptions.** Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your program, your partners, or your beneficiaries.
- ?? **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

In the narrative, include activities for the entire three-year program period for which you are requesting funds. As you complete each section of the narrative, you must stay within the character limits specified in the table below. Please note that the Narratives Section includes a field for Amendment Justification. **This is not a required field; it is used to request amendments once a grant is awarded. Please enter N/A in this field.**

Narrative Item	Maximum Number of Characters (including spaces and punctuation)
A. Program Design (50%) <ul style="list-style-type: none"> 1) Rationale and Approach (10%) 2) Member Outputs and Outcomes (20%) 3) Community Outputs and Outcomes (20%) 	71,000 characters for Sections C, D, and E combined Important Note: In eGrants, enter text for C, D and E into the fields for Rationale and Approach, Member Outputs and Outcomes, Community Outputs and Outcomes, Organizational Capability, and Cost Effectiveness and Budget Adequacy. Each of these fields has a 32,000 character limit. This allows for some flexibility in how you split your narrative between these fields. You may not exceed 71,000 characters in total for Sections C, D and E combined.
B. Organizational Capability (25%)	
C. Cost Effectiveness and Budget Adequacy (25%) <ul style="list-style-type: none"> 1) Cost Effectiveness (15%) 2) Budget Adequacy (10%) 	
Total Maximum Number of Characters per Application	71,000

A. Program Design

Below, in ruled boxes, you will find the selection criteria from the AmeriCorps regulations, followed by guidance on how best to respond to the criteria.

1. Rationale and Approach

§ 2522. 425 What does the Corporation consider in assessing Program Design? (50%)

In determining the quality of your proposal's program design, the Corporation considers your rationale and approach for the proposed program, member outputs and outcomes, and community outputs and outcomes.

(a) *Rationale and approach (10%)*. In evaluating your rationale and approach, the Corporation considers the following criteria:

- (1) Whether your proposal describes and adequately documents a compelling need within the target community, including a description of how you identified the need;
- (2) Whether your proposal includes well-designed activities that address the compelling need, with ambitious performance measures, and a plan or system for continuous program self-assessment and improvement;
- (3) Whether your proposal describes well-defined roles for participants that are aligned with the identified needs and that lead to measurable outputs and outcomes; and
- (4) The extent to which your proposed program or project:
 - (i) Effectively involves the target community in planning and implementation;
 - (ii) Builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation; and
 - (iii) Is designed to be replicated.

Compelling Community Need:

- ?? Describe the community need that you will address within the target community. How did you identify the need and where is it documented?
- ?? **If your program will operate at multiple sites**, demonstrate a need in each community you propose to serve.

Description of Activities and Member Roles:

- ?? Describe the activities you propose to address the need.
- ?? What will be the member's roles in these activities, and how do the member roles relate to addressing the need? Discuss your program structure including number of members, number of staff, where members will serve (for example, at the applicant organization or at local service sites). How do the types of member slots you are requesting (for example, full-time, half-time, quarter-time, etc.) align with the program design and activities? See Budget Instructions on page 23 for a chart that slot types, minimum hours served, and minimum and maximum living allowance.
- ?? How will your plan for member development, training, and supervision contribute to achieving your desired outcomes?
- ?? How will you ensure that members comply with rules on prohibited service activities? See 45 CFR § 2520.65 for a list of prohibited service activities.

Measurable Outputs and Outcomes:

- ?? Describe the measurable outputs and outcomes you expect to achieve as a result of your activities.
- ?? What systems will you use to track these outputs and outcomes?

Note: You will develop your measurable outputs and outcomes in more detail, including how they will be measured, your targets for each year, and the data you will gather, if you are approved for funding.

Plan for Self-Assessment and Improvement:

- ?? How will you track and evaluate your progress toward meeting and achieving your outputs and outcomes?
- ?? What are your plans for continuous program improvement? How will you identify strengths and weaknesses, resolve problems, and gather feedback from and provide feedback to members, service sites, and partners.

Community Involvement:

- ?? Describe how you involved the target community (or target communities) in identifying the needs and activities. Which community partners and stakeholders were involved? What roles did they play, and what were their responsibilities in the planning process?
- ?? Explain how you will continue to engage your community partners and stakeholders throughout the three year program period. What will be their ongoing roles and responsibilities?

Relationship to other National and Community Service Programs:

How will your program build on (without duplicating), or reflect collaboration with, other national and community service programs supported by the Corporation? You can find a listing of Corporation-supported programs by state at http://www.americorps.org/about/role_impact/state_profiles.asp.

Potential for Replication:

To what extent is your program designed to be replicated? What are your plans or strategies for replication?

2. Member Outputs and Outcomes

(b) *Member outputs and outcomes (20%)*. In evaluating how your proposal addresses member outputs and outcomes, the Corporation considers the extent to which your proposal or program:

- (1) Includes effective and feasible plans for, or evidence of, recruiting, managing, and rewarding diverse members, including those from the target community, and demonstrating member satisfaction;
- (2) If you are a current grantee, has succeeded in meeting reasonable member enrollment and retention targets in prior grant periods, as determined by the Corporation;
- (3) Includes effective and feasible plans for, or evidence of, developing, training, and supervising members;
- (4) Demonstrates well-designed training or service activities that promote and sustain post-service, an ethic of service and civic responsibility, including structured opportunities for members to reflect on and learn from their service; and
- (5) If you are a current grantee, has met well-defined, performance measures regarding AmeriCorps members, including any applicable national performance measures, and including outputs and outcomes.

Member Recruitment and Support:

- ?? Describe your plans for recruiting members for your program. What criteria will you use to select your members, including specific qualifications, characteristics, or backgrounds? What are your plans to ensure that your corps is diverse and includes members from the communities to be served?
- ?? What living allowance do you plan to provide if your members are full-time? If less than full-time, do you plan to provide a living allowance, and if so, how much?
- ?? How will you assess member satisfaction? Describe your plan for providing other incentives to members including opportunities for skill-building, professional development, education, activities promoting esprit de corps, and member recognition. What are your strategies to ensure that members complete their term of service (retention)?
- ?? **Tutoring programs only:**
Describe how your strategy for recruiting and selecting members complies with AmeriCorps requirements for member tutoring qualifications. Members who tutor must have a high school diploma, or a higher degree, or pass a proficiency test that the program has determined is effective in ensuring that members tutoring have the necessary skills to achieve program goals.

Member Development, Training and Supervision:

- ?? Describe in detail your plans for orienting members to AmeriCorps, the community, their placement site, and to the service they will perform.
- ?? How do you plan to train members to perform all the activities they will engage in and, as necessary, provide them with ongoing training throughout their terms? What is the timeline for this training? Identify the training curricula and materials you will use.
- ?? Describe your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms.
- ?? **Tutoring programs only:**
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 or with state academic content standards, 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.

Ethic of Service and Civic Responsibility:

Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility

Current Grantees Only: Enrollment

If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement.

Current Grantees Only: Retention

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 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.

3. Community Outputs and Outcomes

(c) *Community outputs and outcomes (20%)*. In evaluating whether your proposal adequately addresses community outputs and outcomes, the Corporation considers the extent to which your proposal or program:

(1) Is successful in meeting targeted, compelling community needs, or if you are a current grantee, the extent to which your program has met its well-defined, community-based performance measures, including any applicable national performance measures, and including outputs and outcomes, in previous grant cycles, and is continually expanding and increasing its reach and impact in the community;

(2) Has an impact in the community that is sustainable beyond the presence of Federal support (For example, if one of your projects is to revitalize a local park, you would meet this criterion by showing that after you have completed your revitalization project, the community will continue its upkeep on its own);

(3) Generates and supports volunteers to expand the reach of your program in the community; and

(4) Enhances capacity-building of other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations.

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.

Volunteer Recruitment and Support:

?? Describe how your program will use volunteers to expand the reach of the program in the community. How will you recruit, support, and recognize volunteers? Identify how many volunteers you expect to recruit and the number of hours of service they will provide, in total and on average. Will these volunteers be episodic (committing to one-time or occasional events) or ongoing (committing to a regular, ongoing role in the program)? If selected for funding, you will be expected to report on your actual volunteer recruitment levels.

?? Describe the role that members will play in your volunteer recruitment and support efforts.

?? **If you are requesting a waiver of the requirement to recruit or support volunteers** (see 45 C.F.R § 2520.35), explain the basis for your request in the Waiver Request Justification field, which is accessed through the Application

Information Section in eGrants. If you are submitting an application in hard copy, explain the basis for your waiver request in the program narrative. *OCSC is not accepting any request of waiver for the requirement to recruit or support volunteers.*

Capacity Building:

Describe how your program will enhance the capacity of your organization, service sites, and, as applicable, other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations. What roles will members play in your capacity-building activities?

B. Organizational Capability

§ 2522.430 How does the Corporation assess my organizational capability? (25%)

- (a) In evaluating your organizational capability, the Corporation considers the following:
 - (1) The extent to which your organization has a sound structure including:
 - (i) The ability to provide sound programmatic and fiscal oversight;
 - (ii) Well-defined roles for your board of directors, administrators, and staff;
 - (iii) A well-designed plan or systems for organizational (as opposed to program) self-assessment and continuous improvement; and
 - (iv) The ability to provide or secure effective technical assistance.
 - (2) Whether your organization has a sound record of accomplishment as an organization, including the extent to which you:
 - (i) Generate and support diverse volunteers who increase your organization's capacity;
 - (ii) Demonstrate leadership within the organization and the community served; and
 - (iii) If you are an existing grantee, you have secured the matching resources as reflected in your prior grant awards;
 - (3) The extent to which you are securing community support that recurs, expands in scope, or increases in amount, and is more diverse, as evidenced by—
 - (i) Collaborations that increase the quality and reach of service and include well-defined roles for faith-based and other community organizations;
 - (ii) Local financial and in-kind contributions; and
 - (iii) Supporters who represent a wide range of community stakeholders.
- (b) In applying the criteria in paragraph (a) of this section to each proposal, the Corporation may take into account the following circumstances of individual organizations:
 - (1) The age of your organization and its rate of growth; and
 - (2) 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.

Sound Organizational Structure

Ability to Provide Sound Programmatic and Fiscal Oversight:

?? Provide a brief history of your organization. What year was your organization established? Describe your organization's experience in the proposed areas of activity and your experience operating and overseeing a program comparable to the one proposed. Include specific examples of your prior accomplishments and outcomes. Describe your capacity to manage a federal grant and to provide on

site monitoring of the financial and other systems required to administer an AmeriCorps grant. How will receiving an AmeriCorps grant add value to your existing service activities?

?? If you are proposing a multi-site program:

- Explain how you are able to support and oversee service sites.
- 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 as articulated in 45 CFR § 2522.475, which comprise quality, innovation, sustainability, quality of leadership, past performance, community involvement, and the special considerations found in 45 CFR § 450? These include program models, program activities, and programs supporting distressed communities.
- What are your current or previous programmatic and funding relationships with the sites?
- Describe your plans for monitoring site compliance with fiscal and programmatic requirements.
- How will you develop connections among the sites through common program elements or activities to ensure that your overall mission and vision for the AmeriCorps program is maintained at each site?

Board of Directors, Administrators, and Staff:

- ?? Describe your organization's management and staff structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.
- ?? Identify the key program and fiscal positions responsible for your proposed program. Describe the background and experience of key staff members, or your plans to recruit, select, train, and support additional staff if necessary.

Plan for Self-Assessment or Improvement:

How does your organization conduct ongoing internal assessment and improvement of its systems, structure, staffing, and other capacities to ensure that it remains sound and well managed?

Plan for Effective Technical Assistance:

- ?? How do you plan to provide or secure any needed financial and programmatic technical assistance for your program, and if applicable, your service sites? What are your plans for providing financial and programmatic orientation, and training and technical assistance to your program and service sites?
- ?? Explain how you will identify and respond to your programs' and, if applicable, your service sites' ongoing training and technical assistance needs.

Sound Record of Accomplishment as an Organization

Volunteer Generation and Support:

Describe how your organization recruits and supports a diverse group of volunteers to increase your own organizational capacity.

Organizational and Community Leadership:

Provide examples of how you have demonstrated leadership as an organization and in the community you serve. For example, describe awards received by the organization or individuals within the organization, public positions of leadership such as staff serving on other community boards, or participation in community events, task forces, and other community activities.

Current Grantees Only: Success in Securing Match Resources

Describe your successes and challenges in securing match resources during your current three-year grant cycle and, if applicable, during the period of previous awards.

Success in Securing Community Support

Collaboration:

Describe any collaborations you have developed that increase the quality and reach of services you provide. What roles have community organizations, including faith-based organizations, played in these collaborations?

Local Financial and In-kind Contributions:

Discuss examples of how local contributions have continued over time, expanded in scope, increased in amount, or become more diverse.

Wide Range of Community Stakeholders:

Describe community stakeholders in your organization. How has non-financial support from your community stakeholders continued over time, expanded in scope, increased in amount, or become more diverse?

Special Circumstances:

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

?? The age of your organization and its rate of growth.

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

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

C. Cost Effectiveness and Budget Adequacy

§ 2522.435 How does the Corporation evaluate the cost-effectiveness and budget adequacy of my program? (25%)

- (a) In evaluating the cost-effectiveness (15%) and budget adequacy (10%) of your proposed program, the Corporation considers the following:
- (1) Whether your program is cost-effective based on:
 - (i) Your program's proposed Corporation cost per MSY, as defined in §2522.485; and
 - (ii) Other indicators of cost-effectiveness, such as:
 - (A) The extent to which your program demonstrates diverse non-Federal resources for program implementation and sustainability;
 - (B) If you are a current grantee, the extent to which you are increasing your share of costs to meet or exceed program goals; or
 - (C) If you are a current grantee, the extent to which you are proposing deeper impact or broader reach without a commensurate increase in Federal costs; and
 - (2) Whether your budget is adequate to support your program design.
- (b) In applying the cost-effectiveness criteria in paragraph (a) of this section, the Corporation will take into account the following circumstances of individual programs:
- (1) Program age, or the extent to which your program brings on new sites;
 - (2) 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;
 - (3) Whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and
 - (4) 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.
- (c) The indicators in paragraphs (a)(1)(i) and (a)(1)(ii)(B) of this section do not apply to Education Award Program applicants.

Cost Effectiveness

Corporation Cost per Member Service Year (MSY):

- ?? Your Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of member service years you are requesting in your grant. It does not include child care or the cost of the education award a member earns serving with your program.
- ?? 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 the maximum, please justify.

Diverse Non-Federal Support:

?? Demonstrate how your program has or will obtain diverse non-federal resources for program implementation and sustainability.

?? Include a discussion of the non-Corporation resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. In the budget, you must list the sources of your match funds.

Current Grantees Only: Decreased Reliance on Federal Support. 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 costs.

Budget Adequacy

Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and is linked to your desired outputs and outcomes.

IV. Evaluation Summary or Plan

If you are recompeting for AmeriCorps funds for the first time since the AmeriCorps rule took effect (July, 2005), you must submit a summary of your evaluation efforts or plan to date, or a copy of any evaluation that has been completed, as part of your application for funding. Submit your summary or plan in the Evaluation Summary or Plan Narrative Field in eGrants. If you are recompeting for the first time, and have completed an evaluation report, submit your report according to the instructions in Section VI., below. If you are competing for the first time, please enter N/A in this field since it pertains only to recompeting grantees.

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

- ?? If you are a State commission, you must establish and enforce evaluation requirements for your State formula subgrantees, as you deem appropriate.
- ?? If you are a State competitive or direct Corporation AmeriCorps 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 independent 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 a State competitive or direct Corporation AmeriCorps grantee whose average annual Corporation program grant is less than \$500,000, or an Education Award Program grantee, you must conduct an internal 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. ***OCSC requires ALL Ohio AmeriCorps programs to conduct at least one EXTERNAL evaluation in a 3-year grant cycle.***

V. Amendment Justification

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

VI. Performance Measures

The Corporation does not require state service commission applicants to provide performance measures for State Competitive grants unless and until the Corporation notifies the commission that the applicants have been selected for consideration for a grant. However, your state commission may require you to provide performance measures at the time that you submit your application for its consideration. **Follow the instructions provided by your state commission in this regard. If your commission does not require you to provide performance measures upon submission of your application, you must enter N/A in each field described below.**

OCSC is not requiring applicants to submit performance measures upon submission of your application-enter N/A as directed above. Performance measures will be addressed individually following grant awards and negotiations.

A. Service Categories

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

B. Performance Measures

Before you complete Section your Performance Measures, please review 45 CFR §§ 2522.500– 2522.650. The Performance Measure worksheet in the Additional Information is provided as a tool to help you think through the development of your performance measures and assemble the information you will need to input into eGrants. You may find the Performance Measurement Toolkit, on the Corporation’s web site useful in developing your performance measures
http://nationalservicerresources.org/resources/online_pubs/americorps/pmtoolkit.php.

You are required to align at least one set of performance measures in your primary service category. **In eGrants, you will align the measures by entering three different Result Types and Result Statements for one Performance Measurement Title.** The three Result Types are Output, Intermediate Outcome, and End Outcome.

In order to align a set of performance measures in eGrants:

- ?? First select Add Performance Measure in eGrants.
- ?? Enter the Title, the Measure Category, and the Service Category from the pull down menus.
- ?? Enter Needs and Activities, and Result Type.

- ?? For the Output Result Type, enter a Result Statement, Indicators, Targets, Number or Percentage, Instruments, and Performance Measure Statement.
- ?? Then, Add **New Result** for the Intermediate Outcome, and fill out the pertinent fields.
- ?? **Do not Add New Performance Measure in order to add an Intermediate or End Outcome for your aligned measure.**
- ?? Finally, Add New Result for the End Outcome.
- ?? Once you have aligned one set of measures, i.e., completed three Result Types for one Performance Measurement Title, you may continue to Add New Performance Measures as appropriate for your program design.

VII. Documents

A. Evaluation

Submit as described in C., below.

B. Labor Union Concurrence

If a program applicant has employees represented by a local labor organization who are engaged in the same or substantially similar work as that which will be carried out by AmeriCorps members, the applicant must submit the written concurrence of the local labor organization with its application. If this applies to you, please select “Enter New,” name the new document “Labor Union Concurrence,” and enter status.

C. Submission Instructions for Program Evaluations and Labor Union Concurrence

Send hard copy information to:

Corporation for National and Community Service
Box [Name of Grant for Which You Are Competing]
1201 New York Avenue NW
Washington, DC 20525

Please use a courier service to send hard copy as U.S. Postal Service 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. If you prefer, you may submit evaluations electronically to acapplications@cns.gov.

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”). In the event of difficulties submitting an application in eGrants, please see the *Notice* for instructions.

VIII. Budget

A. Overview of Key Statutory and Regulatory Budget Requirements

Before you complete the Budget Section, please review Sections §§ 2521.35–2521.90 of the AmeriCorps Regulations for match requirements, summarized below:

Table 3: Match Requirements in the AmeriCorps Regulations

Competition	Match Requirement
State and Territory Competitive; States, Territories and Commonwealths without Commissions;	Minimum grantee share is 33% of operating costs and 15% of member support costs. 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.

- ?? Equipment costs must not exceed 10% of the total Corporation share.
- ?? Administrative costs must not exceed 5% of the total Corporation funds requested.
- ?? Your budget must meet certain minimum match requirements for operating and member support costs:
 - **Sections I & III:** You must match with cash or in-kind contributions at least 33% of the project's total Operating (Section I) plus Administrative (Section III) costs. The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
 - **Section II:** You must match at least 15% of all member costs (Section II) with non-federal cash. The matching sources may be state, local, private sector, or other non-federal funds in accordance with applicable AmeriCorps requirements. Other federal funds are not an acceptable source of the required 15% cash match for member costs, except for health care.
- ?? In Sections I, II, and III of the budget, you should clearly and specifically identify the source and total dollar amount of cash match from private, state and local and federal funds, and the source and total amounts of in-kind support. All acronyms should be defined the first time they are used to reference non-Corporation programs and sources.
- ?? In addition to the limits on the Corporation and federal shares of funding for each budget section, grantees are required to meet an overall matching rate that increases over time. These matching requirements may be waived in limited circumstances. See 45 CFR §§ 2521.35–2521.90, for the regulatory match and waiver requirements. Additional Information, Section H includes resources to help you apply for these waivers.

Note: Most federal funds are not authorized to be used as match for another federal grant. While the Corporation's legislation may permit the use of non-Corporation federal funds as match for the grantee share of the budget for operating and administrative costs, the determining factor is the other federal agency. You must ensure that your use of another federal agency's funds as match for this national service program grant is permitted by the other agency.

Tribal Entities: In compliance with Executive Order 13175 (November 6, 2000), Consultation and Coordination with Indian Tribal Governments, the Corporation will handle requests for waiver of the match requirement or the volunteer leveraging requirement from Indian Tribes in an expedited manner.

B. Preparing Your Budget

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

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

As you prepare your budget:

- ?? All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- ?? Your detailed budget narrative must provide a full explanation of the proposed costs including their purpose and the basis of your calculation.
- ?? For the Staffing, Travel, and Evaluation line items, and wherever else it may increase clarity, present your calculations in the form of an equation, e.g., Two (2) staff traveling @ \$350/trip for 2 trips = \$1400; or, Salary \$60,000 @ 20% devoted to program = \$12,000.
- ?? 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
- ?? A-87 - Cost Principles for State, Local, and Indian Tribal Governments
- ?? A-122 - Cost Principles for Non Profit Organizations

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

C. Applying for Alternative Match

Please see 45 CFR §§ 2521.35–2521.90, for match and waiver requirements. You may only apply for the alternative match as part of your third year continuation application. If approved, you will base your budget in your recompetitve application on the approved

alternative match. The alternative match requirement will be in effect for the entire three year project period, if you are approved for funding.

If you are requesting the alternative match as specified in § 2521.60(b), then you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below. Also describe the efforts you have taken to raise the resources needed to meet the matching requirements.

- 1. Program Location:** Except when approved otherwise, the Corporation will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your waiver request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.
 - 2. Rural County:** In determining whether a program is rural, the Corporation will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Additional Information, Section H for the Table of Beale codes.
 - 3. Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics. See Additional Information, Section H for a list of website addresses where this publicly available information can be found.
 - ?? The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
 - ?? The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
 - ?? The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- ?? **State and State EAP:** Your state commission must approve your waiver request before it is forwarded to the Corporation.

D. To Apply for a Statutory Match Waiver:

- ?? You must submit your request in separately via e-mail to the Corporation.
- ?? If you are requesting a waiver based on the lack of available financial resources at the local level, you must provide the information described in § 2521.70.
- ?? **State and State EAP:** Your state commission must approve your waiver request before it is forwarded to the Corporation.

Detailed Budget Instructions

Source of Match

In the “Source of Match” field that appears at the beginning of 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). Be sure to define any non-Corporation acronyms the first time they are used.

Section I. Program Operating Costs

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

A. Personnel Expenses

Under “Position/Title Description,” list each staff position title **and provide a brief 5 or 6 word position description**, salary, and percentage of effort devoted to this award.

Because the purpose of this grant is to enable and stimulate volunteer community service, the grantee may not include the value of direct community service performed by volunteers. However, the grantee may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, training of staff and AmeriCorps Programs. ***Remember to account for anticipated salary increases for staff 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 or rate for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. Typically, holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but rather are absorbed into the personnel expenses (salary) budget line item. Uncommon or exceptionally high-cost benefits should be itemized.

C. 1. Staff Travel

Describe the purpose for which program operating staff will travel. Provide a calculation to include 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. Only domestic travel is allowable; other travel is allowable only if specifically identified and approved as a condition of a grant award.

We suggest that you include funds in this line item for travel for your staff and staff at your sites to attend Corporation-sponsored technical assistance meetings. There are 2-3 such opportunities per year, including opportunities for new grantee

orientation, financial training, and the National Conference on Service and Volunteering.

Ohio AmeriCorps programs must also include:

- ?? *Transportation costs to Columbus for one (1) Statewide Training/Kick Off Event.*
- ?? *Costs for at least one (1) staff person to attend the Forging New Links conference in Columbus, April 2008. Costs may include lodging and non-conference related meals, plus Registration (est. \$200) and mileage.*
- ?? *Cost of travel to Columbus for four (4) State sponsored directors' meetings or staff development trainings.*
- ?? *\$1,000 for Corporation-sponsored technical assistance meetings.*

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include 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.

Ohio AmeriCorps programs must also include:

- ?? *Transportation costs to Columbus for one (1) Statewide Training/Kick Off Event.*
- ?? *Transportation costs for at least one (1) ICC member to attend four (4) ICC meetings in the Columbus area.*
- ?? *Transportation costs and non-conference related meals for second year members attending the Forging New Links conference in Columbus, April 2008, if applicable.*

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). Include items that do not meet this definition in **E. Supplies** below. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Grantees may only charge the cost of member service gear, except for safety equipment, 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-federal funds.

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except evaluation consultants, who will be listed in Section H., below. Payments to individuals for consultant services under this grant may not exceed \$540 per day (excluding costs for indirect expenses, travel, supplies, etc.). The \$540 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate for consultants you are proposing to use, their contractual services, and provide the names of the organizations when available. Indicate the daily rate, number of days, and total cost. For any pro bono work by a contractor in combination with fee-based work, affirm that the vendor's normal fee schedule and market-based work warrant the in-kind value placed on the donated portion.

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 daily rate limit.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring, CPR, or ecosystems and the environment. 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 you did not budget under Section I A. Personnel Expenses, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. 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:

- ?? Background checks of members and grant-funded staff who have recurring access to vulnerable populations, i.e., children, the elderly, disabled, etc.
- ?? Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. For national office space, rental may be unallowable; check relevant OMB Circulars. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.

- ?? Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool.
- ?? 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.

Subtotal Section I. The grantee share of Sections I plus III must be at least 33% of these operational costs.

Section II. Member Costs

Member Costs are identified as “Living Allowance” and “Member Support Costs.” **You must match at least 15% of this category, and this match must be cash.** If you match over 15%, you may use in-kind contributions. Your 15% minimum required match can be state, local, or private sector funds, except for health care, which may be covered 100% by non-Corporation federal funds. In addition, any match above the 15% minimum may be non-Corporation federal funds, subject to the other federal agency’s approval. *Note: Ohio programs are required to have a minimum of 8 MSYs.*

In the “Source of Match” box, enter the total amount of cash and in-kind match under columns for “Private,” “State and/or local,” and “Federal.” Then, for each amount entered, identify the source of the matching funds or in-kind contributions by entering text under “Sources.” Be sure to define any non-Corporation acronyms the first time they are used.

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time, 1st and 2nd Years of 2-year half-time) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation’s share (CNCS Share) and grantee match (Grantee Share). *Note: Ohio does not allow 2-year half-time members.*

Members – Enter the total number of members you are requesting in each category. Enter the amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

Table 4: Minimum, Maximum, and Maximum Federal Share of Living Allowance

Term of Service	Minimum Number of Hours	Minimum Living Allowance	Maximum Living Allowance	MSY	Maximum CNCS/Federal Share of Living Allowance	Match Share of Minimum Living Allowance
Full-time	1700	\$11,400	\$22,800	1.000	\$9,690	\$1,710
One Year Half-Time	900	\$6,035	\$12,070	0.500	\$5,130	\$905
Reduced Half-Time	675	\$4,527	\$9,050	0.375	\$3,848	\$679

Quarter-Time	450	\$3,018	\$6,035	0.250	\$2,565	\$453
Minimum-Time	300	\$2,012	\$4,025	0.200	\$1,710	\$302

Notes:

1. There is no requirement to pay a living allowance to less than full-time members, *but if you do, these are the suggested amounts.*
2. The amount of the maximum for less than full-time living allowance is rounded to the nearest dollar.
3. The calculation for the maximum federal share for less than full-time members who do receive a living allowance is pro-rated based on 85% of the proportion of the minimum full-time required hours, e.g. One-year Half-time=900/1700 X \$11,400, or \$6,035. Maximum federal share is \$6,035 X .85 = \$5,130.

B. Member Support Costs

Consistent with the laws of your state, you must provide members with the benefits described below.

- ?? **FICA for Members.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. 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.** *The State of Ohio requires Worker’s Compensation coverage for AmeriCorps members.* Some states require worker’s compensation for AmeriCorps members. You must check with your State Department of Labor or state commission 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 incidents.
- ?? **Health Care.** You must offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to half-time members with Corporation funds. You may choose to provide health care benefits to half-time members from other sources (i.e., non-federal). Half-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. The Corporation will not pay for dependent coverage.
- ?? **Unemployment Insurance and Other Member Support Costs.** *The State of Ohio requires unemployment coverage for AmeriCorps members.* 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 their state commission, legal counsel, or the applicable state agency.

Subtotal Section II. The grantee share of Section II must be at least 15%.

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. 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 by statute to 5% of the total Corporation funds **actually expended** under this grant.

State Commission 1% Fixed Amount Option. Council Administration (APPLIES TO ALL OHIO PROGRAMS). Regardless of the method used to calculate administrative costs, *one percent (1%) must be included within the Corporation share of Administrative Costs to be used by the Council for expenses related to grant administration. A separate line (Commission Fixed Amount) is provided on the budget form for this amount.*

This amount must not exceed a one-fifth share of the maximum 5% Corporation share (i.e., allocating 1% as set aside for administering subgrantees and the remaining 4% for other administrative costs). When using this option, the subgrantee's portion must not exceed the remaining 4% portion of the maximum Corporation share. Both the commission and subgrantee portions of the Corporation share of administrative costs should be requested in the subgrantee's budget.

To allocate the subgrantee share of the amount: Multiply the sum of the Corporation share of Sections I and II by 4.21% (i.e. 0.0421). This is the maximum amount that the subgrantee can request as the Corporation share of administrative costs. Enter this amount as the Corporation share for Section III A or Section III B as appropriate, in the line item subgrantee share amount.

To allocate the Commission share of this amount: Multiply the sum of the Corporation shares of Sections I and II by 1.05% (i.e. 0.0105). This amount is the total the commission can retain to administer the subgrant(s). Enter this amount as the Corporation share for Section IIIA or Section IIIB as appropriate, line item commission share amount.

A. Corporation Fixed Percentage Method

The Corporation fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the Corporation Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a

fixed 5% of the total of the Corporation funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

- a. 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. Enter this amount as the Corporation share for Section III A (*see above calculation of Council Administration*).
- b. Then multiply the total (both Corporation and grantee share) of Sections I and II by 10% (0.1111).
- c. Subtract the amount calculated in Step a from the amount calculated in Step b. Enter this amount as the grantee share for Section III A.

B. Federally Approved Indirect Cost Rate Method

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

- a. 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.
- b. 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 (*see above calculation of Council Administration*).
- c. 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.

Subtotal Section III.

The grantee share of Sections I plus III must be at least 33%.

Increasing Grantee Overall Share of Total Budgeted Costs

In addition to the limits on the Corporation and federal shares of funding for each budget section, 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 matches—15% (for Section II) and 33% (for Sections I and III)—are maintained. These matching requirements may be waived in limited circumstances. See 45 CFR §§ 2521.35–2521.95 for the specific regulatory match and waiver requirements.

IX. 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 and
- ?? Submit

Read the Authorization, Assurances, and Certifications carefully. Complete each section of the Assurances and Certifications. If you are submitting an application in hard copy, the Assurances and Certifications can be found in the Additional Information, Section C.

The person who authorizes the application must be the applicant's authorized representative. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to make sure 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.

X. Survey on Ensuring Equal Opportunity for Applicants

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-house for a summary report. Information provided on

your form will not be released and will not be considered in any way in making funding decisions.

There are two ways to complete the survey: (1) while preparing your application; and (2) after submitting your application.

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

If you are submitting a an application in hard copy, the survey forms and instructions are found in the Additional Information, Section G.