

2020-2021

**Volunteer NH Notice of Funding Opportunity
AmeriCorps State Formula Program Grants**



IMPORTANT DUE DATES

Friday, January 31– Optional information and Q & A call for interested new applicants at **2pm**.

- RSVP to emily@volunteernh.org by Wednesday January 29.

Thursday, February 6 – Required Documents due to Volunteer NH by 5pm: These documents must be submitted, or on file before submission of “Intent to Apply”

- AmeriCorps Readiness Self-Assessment (if applicable – see “New Applicants” section on page 6)
 - Link: <https://forms.gle/jmkR1xMfjgCojSXZ8>
- Financial Management Survey (if applicable – see “New Applicants” section on page 6)
 - Link: <https://www.nationalservice.gov/node/108566>
 - Submit to andrea@volunteernh.org

Wednesday, February 19– AmeriCorps Program Grant Writing and Budget Training 2pm-4 pm at the Volunteer NH Office (**REQUIRED for new applicants**)

- RSVP to Emily@volunteernh.org no later than **Monday, February 17**.

Wednesday, March 4- Intent to Apply due by **5 pm (including continuation requests)**

- Link: <https://forms.gle/ah44LLzRXZmjStF7A>
- VNH will only accept an Intent to apply if we have received and approved your AmeriCorps Readiness Self-Assessment and your completed Financial Management Survey
- Currently funded programs wishing to apply as a continuation please see Continuation Section on p.5

Wednesday, April 1 – Applications (and required supplemental documents, please see page 7) due in eGrants by 5pm

Friday, May 1 –Feedback delivered to applicants as denial or approval of the application for submission to Formula competition with or without clarifications.

Friday, May 8 – Final Applications due in eGrants by 5pm.

*****Volunteer NH expects all applicants to abide by the stated timeline without exception. Volunteer NH reserves the right to declare any applicant that does not meet any of the aforementioned deadlines ineligible for funding. Applying to this NOFO does not guarantee funding from Volunteer NH or the Corporation for National and Community Service*****

****All questions should be sent to Andrea@volunteernh.org****

Note: This notice is for AmeriCorps New Hampshire Formula Grant Programs. These grants are awarded to organizations to operate an AmeriCorps program that will place AmeriCorps members in service in New Hampshire.

Prerequisite: Only Legal Applicants that have prior experience with AmeriCorps (i.e. have run an AmeriCorps program or who have been awarded a planning grant through Volunteer NH) and who have satisfactorily submitted the required documents are eligible to apply to this Notice

AmeriCorps in NH

AmeriCorps provides support to nonprofits, faith-based and community organizations, and public agencies committed to meeting critical needs in education, disaster services, economic opportunity, healthy futures, veterans and military families and environmental stewardship. AmeriCorps is a federal program overseen by the Corporation for National and Community Service (CNCS). The mission of CNCS is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

AmeriCorps grants are awarded to eligible organizations (see *Eligible Applicants* section) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

Volunteer NH is a nonprofit organization with a mission to promote the tradition of service in New Hampshire. Building on that strong volunteer spirit, we support and sponsor national service initiatives and provide training, recognition, and a central site for volunteers and volunteer programs to help them strengthen their communities. Volunteer NH administers AmeriCorps State Programs for New Hampshire and is the designated State Commission for CNCS.

Organizations that propose to operate in only one state must apply through the Governor-appointed State Commission (Volunteer NH). **Applicants who wish to operate in more than one state are not eligible to apply to this Notice and should apply directly to CNCS as a National Direct program.** Volunteer NH administers its own selection process and submits the applications it selects to compete for funding directly to CNCS. Single-State applicants must contact Volunteer NH to learn about processes and deadlines. A Single-State application from a State or Territory with a Commission that is submitted directly to CNCS by the applicant rather than the Commission will be considered noncompliant and will not be reviewed

Publication of this Announcement of Federal Funding Opportunity (Notice) does not obligate Volunteer NH to award any specific number of grants or to obligate the entire amount of funding available.

Applicants to the State Formula Notice of Funding Opportunity (NOFO) must comply with **Volunteer NH 2020 NOFO, Application Instructions, and Performance Measure Instructions.** Volunteer NH supports service categories which will serve as CNCS funding priority areas for the grant process as well as our own state-specific focus areas. The areas and goals associated with each are as follows:

CNCS Focus Areas

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families

Volunteer NH Funding Priorities

Volunteer NH seeks to prioritize the investment of national service resources in the following areas:

- **Economic Opportunity** – affordable housing, workforce development, transportation & food insecurity
- **Education** - after-school programming, access to higher education and training, emotional support, and environmental stewardship learning
- **Healthy Futures** – Substance Misuse and Mental Health

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes, and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

National Performance Measures

CNCS expects organizations to use National Performance Measures as part of their comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the Performance Measure Instructions located on the CNCS website. All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. Additional performance measures, including output-only National Performance Measures, may also be included if desired; however, all performance measures must be consistent with the program's Theory of Change and represent significant program activities. VNH and CNCS do not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. VNH and CNCS value the quality of performance measures over the quantity of performance measures.

VNH and CNCS expect applicants to use National Performance Measures as part of their comprehensive performance management strategy if the National Performance Measures are part of the applicant's theory of change. Applicants should use both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions.

Program Authority

CNCS's legal authority to award these grants is found in the National and Community Service Act of 1990, as amended, (NCSA) (42 U.S.C. 12501 et seq.)

Federal Award Information

Project/Award Period

Unless otherwise specified, the **Formula Grant covers a one-year project period** contingent on CNCS appropriated funds.

The project start date may not occur prior to the date CNCS awards the grant. VNH generally requests that applicants not have a program that begins before **September 1**. However, applicants may request a different start date. AmeriCorps members **may not** enroll prior to the start date of the award. AmeriCorps members **may not** begin service prior to the beginning of the member enrollment period as designated in the grant award. A program **may not** certify any hours a member performs prior to the beginning of the member enrollment period

Continuation Applications:

Currently funded Formula programs may request to apply as a continuation rather than a recompetit grant. Continuation funding is not guaranteed.

Currently funded Formula programs wishing to apply as a Continuation must submit a request to Volunteer NH **with their Intent to Apply** with the following information:

- Program Name
- Current Program Year Enrollment Rate
- Current Program Year Retention Rate
- Whether you are proposing any of the following:
 - Changes in Operating Sites
 - Significant Changes in Program Scope or Design
 - Changes to Performance Measures
 - Significant Changes to Monitoring Structures or Staffing
 - Budget revisions (other than required changes)

Volunteer NH will review the request. Factors considered in award continuation may include -but are not limited to - satisfactory performance, demonstrated capacity to manage the grant, compliance with the grant requirements, match requirements, and agency priorities.

If Volunteer NH determines that a currently running Formula program may apply as a Continuation, the applicant must carryover their application, update the budget to reflect any required changes to items such as minimum living allowance and cost per MSY, and note any other changes in the “Continuation” section of their application.

Applicants may only apply as a Continuation for up to two consecutive years at a time. After an applicant successfully applies as a continuation for the second time, the applicant will be required to apply as a recompetit in the next Formula funding competition. Additionally, the applicant is encouraged to apply in the next available Competitive application process.

Continuations may request increases to their budget, but they are not guaranteed.

Eligibility Information

As per Volunteer NH policy, only Legal Applicants that comply with the below regulations AND that also have prior experience with AmeriCorps (i.e. have run an AmeriCorps program) and/or have received a Planning Grant through VNH, are eligible to apply to this Notice.

The following Non-Federal entities (as defined in 2 C.F.R. §200.69) who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 C.F.R. §200.54)

- Institutions of higher education (2 C. F.R. §200.54)
- Local governments (2 C.F.R. §200.64)
- Nonprofit organizations (2 C.F.R. §200.70)
- States (2 C.F.R. §200.90)

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

Intent to Apply

New applicants are **REQUIRED** to submit their Intent to Apply to Volunteer NH for AmeriCorps funding; continuations for existing programs are not required to.

The Intent to Apply link can be found here: <https://forms.gle/ah44LLzRXZmjStF7A>. Failure to submit a Notice of Intent to Apply for New applications will render an applicant ineligible to apply.

New Applicants

To be considered for Formula Program funding, a Legal Applicant Organization must **either** have successfully administered an AmeriCorps State grant or Planning Grant through Volunteer NH for at least one year, **or** the Legal Applicant Organization must have successfully administered an AmeriCorps State or National grant from another state and be willing to grant Volunteer NH access to any requested compliance and reporting documentation. Additionally, the Legal Applicant Organization must meet all eligibility criteria as outlined in the **Eligibility Information** section of this Notice.

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Full Time Fixed Amount grants. Existing subgrantees /operating sites of Fixed Amount and Cost Reimbursement grantees who can demonstrate a successful history and current capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and therefore can apply for Fixed Amount grants. See **Mandatory Supplemental Guidance** on the CNCS website for more information.

New applicants that meet the criteria in this section are required to complete the **AmeriCorps Readiness Self-Assessment**. In addition, New applicants are required to submit the **Financial Management Survey** before submission their Intent to Apply. Applicants that have already submitted both documents within the past year (or are currently funded programs) that certify no change has taken place are not required to resubmit these documents. Volunteer NH considers both the AmeriCorps Readiness Self-Assessment and Financial Management Survey when determining applicant eligibility. Having had an AmeriCorps Planning Grant with Volunteer NH does not automatically deem an applicant eligible for AmeriCorps State Program funding.

Minimum Organizational Capacity

Volunteer NH will typically require that all applicant organizations have **Independently Audited or Reviewed Financial Statements** or a **Single Audit** (if applicable). The applicant organization will also certify that they have experience in managing state and/or federal grant funds.

All applications MUST abide by the following:

- **Programmatic Requirements:**
 - **Submission of Additional Documents.** The following documents should be submitted (as required by your applicant type):

Document	Required for:	Send To:	When Required:	Notes:
Financial Management Survey	All applicants (with exceptions – please see the above New Applicants section)	andrea@volunteernh.org	Before submission of Intent to Apply	Link to access Financial Management Survey: https://www.nationalservice.gov/node/108566
AmeriCorps Readiness Self-Assessment	All applicants (with exceptions – please see the New Applicants section)	N/A – This document is a Google Form	Before submission of Intent to Apply	Link to access the Assessment: https://forms.gle/jmkR1xMfjgCojSXZ8
Evaluation Briefs, Reports, studies	All Applicants	andrea@volunteernh.org	With submission of application	Refer to Evidence Base section/Mandatory Supplemental Guidance for more information.
Labor Union Concurrence	All applicants (if applicable)	andrea@volunteernh.org	With submission of application	
Federal Debt Delinquency	All applicants (if applicable)	andrea@volunteernh.org	With submission of application	
Federally approved Indirect Cost Agreement Letter	All applicants (if applicable)	andrea@volunteernh.org	With submission of application	
Letters of Support for Consortium Members	Rural Intermediary applicants (new and recompet)	andrea@volunteernh.org	With submission of application	

Applicants can email Andrea@volunteernh.org with any questions about which documents should be submitted.

- **Program Size**
 - All applicants must request a **minimum of 10 members**. AmeriCorps programs should be large enough to make a significant difference in communities. Volunteer NH reserves the rate to set a maximum amount of members for a program.

- **Budgetary Requirements:**
 - **Statewide Member Training Conference**
 - Programs must include \$60 per member for attendance to the Annual Governor’s Conference on Volunteerism under “member training” in the Budget Section.

 - **Program Staff Training Conference**
 - Programs are expected to budget \$150 per appropriate staff member to attend a National Service Program Staff Training Conference under “staff training” in the Budget Section

 - **Administrative Costs**
 - Volunteer NH will elect to retain a share of the 5% of federal funds allocated to administrative costs available to programs. Volunteer NH will retain 2% from all subrecipients, computed from each month’s periodic expense report (PER). Please consult the 2020 Application Instructions for more information and instructions.

 - **Maximum Cost Per Member Service Year (MSYs)**
 - For individual Formula cost reimbursement programs as well as full-time fixed amount grants, the maximum cost per MSY is **\$20,000**. For Education Award Only Programs the maximum cost per MSY is **\$800**. Volunteer NH reserves the right to require programs to decrease their cost/MSY in order to be submitted for funding. (Please review the 2020 CNCS NOFO for more information)
 - Please note that the maximum cost per MSY in the competitive NOFO is \$15,479. VNH highly recommends developing a budget that is closer to the competitive maximum

 - **Minimum Living Allowance**
 - For full-time (1700 hour) members, the minimum living allowance is **\$14,279** and the maximum amount is \$28,558. Please review the 2020 CNCS NOFO for more information regarding living allowances.

 - **Criminal History Check Requirements**

- Programs must budget at least \$81 + the estimated cost of the state of residence check per covered individual (staff and members) on the CNCS share of the budget. Note in the calculation description if the budget is reduced for staff/members previously checked in a prior budget period.

Type of Applicants

Single-State Applicants

Organizations that propose to operate in only one state must apply through the Governor-appointed State or Territory Commissions (Volunteer NH).

Additional Resources

The information in the document is based upon CNCS' 2020 Competitive NOFO, which can be found on the "AmeriCorps State and National Grants FY 2020" page on the CNCS website (<https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2020/ameri-corps-state-and-national-grants-fy-2020>)

Application and Submission Information

This Notice should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the Mandatory Supplemental Guidance, Application Instructions, and the National Performance Measure Instructions which are incorporated by reference. These documents can be found on the CNCS website. The full Regulations are available online at www.ecfr.gov .

Content and Form of Application Submission

a. Application Content

In CNCS's web-based management system, applicants will enter the following components of a complete application:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the system
- Narratives
 - Executive Summary
 - Program Design
 - Organizational Capability
 - Cost Effectiveness and Budget Adequacy
 - Evaluation Plan (if applicable)
- Logic Model
- Standard Form 424 Budget
- Performance Measures
- Authorization, Assurances, and Certification

Page Limits

There are **two page limits** that must be adhered to: **Narrative and Logic Model.**

1. Narrative

Applications **must not exceed 10 pages for the Narratives.**

In determining whether an application complies with page limits, Volunteer NH will count the following for the narrative:

- SF-424 Facesheet
- The application's Executive Summary
- Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.

Volunteer NH will consider the number of pages only as they print out from the "Review" tab in CNCS's web-based grant management system (where you will see the "View/Print your application" heading) when determining compliance for page limits. Volunteer NH will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. VNH strongly encourages applicants to print out the application from the "Review" tab prior to submission to check that the application does not exceed the page limit.

The application page limit **does not include** the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

2. Logic Model

The Logic Model **may not exceed three pages** when printed with the application from the "Review" tab in CNCS's web-based management system.

Please note the length of a document in word processing software may be different than what will print out in the CNCS's web-based system. Reviewers will not consider any submitted material that exceeds the page limits in the printed report, also, note that the system will not prevent an applicant from entering text that will exceed page limitations. This applies to both the application page limit and the Logic Model page limit.

Dun and Bradstreet University Numbering System (DUNS) Number & System for Award Management (SAM)

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an 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: DUNS Request Service. CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants must register with the SAM at www.sam.gov and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. CNCS

suggests finalizing a new registration or renewing an existing one at least three weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to CNCS.

Applicants who do not comply with these requirements may be ineligible to receive or maintain an award.

Submission Dates and Times

a. Notification of Intent to Apply

All Applicants (except for continuations) are **required to submit** Intent to Apply to Volunteer NH for AmeriCorps funding. The link to the Online Intent to Apply can be found on page 1. Failure to submit a Notice of Intent to Apply will render an applicant ineligible to apply.

Application Submission Deadline

All applications received after the submission deadline published in the Notice are presumed to be non-compliant. Please Contact Volunteer NH if there are any anticipated (or non-anticipated) problems BEFORE the application is due.

For more information, please contact Volunteer NH Senior Program Officer Andrea Johnston at andrea@volunteernh.org.

Funding Restrictions

a. Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share.

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$14,279	\$28,558
Three Quarter Time	1,200	N/A	\$20,159
Halftime	900	N/A	\$15,119
Reduced Half-time	675	N/A	\$11,339
Quarter-Time	450	N/A	\$7,559

Minimum-Time	300	N/A	\$5,040
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b. Maximum Cost per MSY

Applications cannot have a cost per MSY greater than \$20,000 (**Please note that the maximum cost per MSY in the competitive NOFO is \$15,479. VNH highly recommends developing a budget that is closer to the competitive maximum**).

Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award. CNCS will provide the updated Education Award amounts at the time of grant award.

Cost Sharing or Matching

A first-time successful applicant is required to match at **24 percent** for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR §2521.60 and below.

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

Administrative/Indirect Costs

Application budgets may include administrative/indirect costs. Based on qualifying factors, applicants will either use a federally approved indirect cost rate, a 5/10 percent fixed option, a 10 percent de Minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 CFR § 200.413. States, local governments and Indian Tribes may use approved indirect cost allocation plans. All methods must be applied consistently across federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent de Minimis rate must enter that information in the Organization section in the CNCS’s web-based management system. However, under section 121(d) of the NCSA and CNCS’s regulations at 45 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

Electronic Application Submission in CNCS’s web-based management system

Applicants must submit applications electronically via CNCS’s web-based system. CNCS recommends that applicants create an account and begin the application at least three weeks before the deadline. Applicants should draft the application as a word processing document, then copy and

paste the text into the appropriate field no later than ten days before the deadline. The applicant's authorized representative must be the person who submits the application. The authorized representative must be using CNCS's web-based management system under his or her own account in order to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Submission of Additional Documents

Applicants are required to submit the following documentation detailed on page 7.

Application Review Information

Criteria

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. CNCS urges applicants to submit high quality applications that carefully follow the guidance in this Notice and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

Executive Summary (Required - 0 percent):

Please fill in the blanks of these sentences to complete the Executive Summary. **Do not deviate from the template below.**

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the CNCS focus area(s) of [Focus Area(s)].* The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

*If the program is not operating in a CNCS focus area, omit this sentence.

Program Design (50%)

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value.

Note: please use the section titles below marked with an **asterisk (*)** as a header within your narrative in eGrants.

1. Theory of Change and Logic Model (24 points)*

The Theory of Change shall address:

- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Locations or sites in which members will provide services
 - Number of AmeriCorps members who will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
 - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
 - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted.) If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The logic model is a visual representation of the applicant's theory of change. Programs may include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. The applicant's performance measures should be consistent with the program's theory of change and should represent significant program activities.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

Rationales and justifications should be informed by the organization's performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

2. Evidence Base (20pts)*

The assessment of an applicant's evidence base has two parts. First, the applicant will be assigned to an evidence tier (see the **Mandatory Supplemental Guidance** in this document.) Second, the quality of the applicant's evidence and the degree to which it supports the proposed program design will be assessed and scored.

Evidence Tier (12 points):

An evidence tier will be assessed for each applicant for the purpose of applying the strategic characteristics (moderate/strong evidence) and understanding the relative strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model.

Volunteer NH values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants who have evaluation reports of the same intervention described in the application (see Mandatory Supplemental Guidance for a definition of "same intervention") may submit up to two of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention
- The context in which the intervention is delivered
- Outcomes of the intervention

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in the Notice (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see Mandatory Supplemental Guidance).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the Notice instructions.

Applicants must meet all requirements of an evidence tier in order to be considered for that tier. If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Guidance, the applicant may be considered for a lower evidence tier.

Evidence Quality (8 points)

After the applicant's evidence tier has been assessed, the quality of the applicant's evidence and the extent to which it supports the proposed program design will be assessed and scored.

For applicants who are assessed as being in the **Preliminary, Moderate, or Strong** evidence tiers, reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six years;
- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one key outcome of interest.

For applicants who are assessed as being in the **Pre-Preliminary** evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;

- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.

All applicants, including new grantees, are required to provide additional information in the Evaluation Summary or Plan field of the application; however, information provided in the Evaluation Summary or Plan field will not be scored and will not be reviewed until after funding decisions have been made

3. Notice Priority (0 points)

- The applicant proposed program fits within one or more of the 2020 AmeriCorps funding priorities as outlined in the Funding Priorities section and more fully described in the Mandatory Supplemental Guidance and the proposed program meets all of the requirements detailed in the Funding Priorities section and in the Mandatory Supplemental Guidance.

4. Member Experience (6 points)*

- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

C. Organizational Capability (25 percent)

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Organizational Background and Staffing (9 points)*

- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

2. Compliance and Accountability (8 points)*

- The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The CNCS-required evaluation report meets CNCS requirements (if applicable),
- The CNCS-required evaluation report is of satisfactory quality (if applicable).

3. Culture that Values Learning (4 points)*

- The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.

4. Member Supervision (4 points)*

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

D. Cost Effectiveness and Budget Adequacy (25 percent)*

Reviewers will assess the quality of the application's budget to the following criteria below. Do not assume all subcriteria are of equal value.

These criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for "See budget"

1. Cost Effectiveness and Budget Adequacy (25 points)

Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.

- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to or more than the required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY **(\$20,000)**

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

Applicants must complete the budget and ensure the following information is in the budget screens:

- Current indirect rate cost if used to claim indirect/administrative costs.
- Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Amount applicants.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

Applicants must also ensure that they include all VNH required budget additions (outlined in the Budget Instructions in this document.)

E. Evaluation Plan (Required for all grantees - 0 percent)

If the applicant is competing for the first time, please provide a data collection plan in the “Evaluation Summary or Plan” field that includes the following:

- A description of the applicant’s data collection system and how it is sufficient to collect high quality performance measurement data during the yearlong of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high quality system.
- A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program during its one year of funding.

F. Amendment Justification (0 percent)

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

G. Clarification Information (0 percent)

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

H. Continuation Changes (0 percent)

If competing for the first time, enter N/A. If applying as a continuation, please see the Continuation Instructions in this document.

VNH 2020 Formula Application Instructions

Note: These application instructions are taken and edited from the FY 2020 CNCS Application Instructions. To read the full text, click here:

<https://www.nationalservice.gov/sites/default/files/documents/2020%20ASN%20Application%20Instructions%20FINAL.508.pdf>

Application Resources:

Table 1: Requirements in the AmeriCorps Regulations

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

The full regulations are available online at:

<https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

SUBMITTING YOUR APPLICATION IN EGRANTS

New and Recompeting Applicants

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

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA (see the Notice for a listing)

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

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Logic Model
- V. Performance Measures
- VI. Program Information
- VII. Documents
- VIII. Budget
- IX. Funding/Demographics
- X. Review
- XI. Authorize, and Submit

I. Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet.

- If you are not a current grantee, but have received a competitive AmeriCorps grant *in the past five years*, select **Continuation/Renewal**
- If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received *more than five years ago*, select **New**
- If you are a current planning grantee applying for an implementation grant, select **New**

Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

II. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. The length of the project period is specified in the Notice.
- State Application Identifier: **Enter N/A.**
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.
- Request a waiver: use this link to request a waiver to the volunteer generation requirement.

III. Narratives

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

- Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations articulated in the regulations or the Notice.
- Be clear and succinct.** Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.
- Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.

- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received funding from CNCS in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions** and discuss each criterion in the order they are presented in the instructions. Use headings to differentiate narrative sections by criterion.

In eGrants, you will enter text for

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

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

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the Notice and Application Instructions, we suggest that you include a brief discussion of each bullet if it pertains to your application.

A. Executive Summary

Please complete the executive summary per the guidance in the *Notice* (**See pg.13 of this document**).

B. Selection Criteria

Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem. Specifics about the selection criteria are published in the Notice.

1. Program Design (50 Percent)

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

2. Organizational Capability (25 Percent)

Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing and structures, including compliance and accountability, to support the proposed program.

3. Cost Effectiveness and Budget Adequacy (25 percent)

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the budget is cost effective and appropriate for the program being proposed. Enter N/A in the narrative as the assessment will be of the budget only.

C. Evaluation Summary or Plan

If you are competing for the first time, please provide your data collection plan in the Evaluation Summary or Plan field. If you are re-competing for AmeriCorps funds, please provide your Evaluation Plan. Please follow the guidance in the Notice.

D. Amendment Justification

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

E. Clarification Information

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

F. Continuation Changes

Enter N/A if competing for the first time. This field will be used to enter changes in your narratives in your continuation requests. If Volunteer NH has approved an applicant's request to apply as a continuation, please see the Continuation Application instructions (page ___)

IV. Logic Model

Complete the logic model using the guidance provided in the Notice.

To begin entering your logic model, from your eGrants application page select "Logic Model" in the left side navigation menu.

In the first blank row of the logic model, click "edit." Clicking this link will open a pop-up screen with fields for each column of the logic model. Complete any fields that are applicable; there are no required fields in this screen. When you are finished, click "save and close."

You may add an unlimited number of rows to the logic model by clicking "add a new row." However, please be mindful of any page limits specified elsewhere in the Application Instructions or Notice.

You may edit or delete an existing row by clicking “edit” or “delete” in the last column of the logic model.

V. Performance Measures

All applicants must submit performance measures with their application. See **Attachment A** for instructions for entering performance measures. CNCS may use the performance measures separately from the grant narrative after grant-making. Thus all information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met. Should an applicant choose to provide information about performance measures in the narrative, this information will also need to be in the performance measures module.

VI. Program Information

In the Program Information Section, applicants must check the relevant boxes in order to be considered for CNCS’ assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

General Information: select either Yes or No from the drop-down menu

- My organization has received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.
- My organization certifies that it will comply with definitions and requirements outlined in the Performance Measure Instructions.

AmeriCorps Funding Priorities

Check any priority area(s) that apply to the proposed program. **Only select Priorities that represent a significant part of the program focus**, high quality program design, and outcomes.

- Economic Opportunity – evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers.
https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS_Economic_Opportunity_Evidence_Brief_2019_508.pdf **OR** increasing economic opportunities for communities by preparing people for the workforce.
- Education - evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers.
https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS_Education_Evidence_Brief_1_12318_508.pdf

- Healthy Futures - evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers.

https://www.nationalservice.gov/sites/default/files/evidenceexchange/HF_Evidence_Brief_FINAL_v2_508.pdf OR reducing and/or preventing prescription drug and opioid abuse.

- Veterans and Military Families - positively impacting the quality of life of veterans and improving military family strength.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Faith-based organizations.
- No NOFO priority area

Grant Characteristics

Check any grant characteristics that are a significant part of the proposed program:

- Faith-based organizations
- SIG/Priority Schools
- Professional Corps
- STEM Program
- Geographic Focus – Urban
- Geographic Focus – Rural
- None of the above grant characteristics

AmeriCorps Identity/Co-branding Questions. Select Yes or No.

- AmeriCorps members will wear the AmeriCorps logo every day.
- AmeriCorps members will create and deliver “elevator speeches.”
- The AmeriCorps logo will be prominently displayed on the front page of the organization’s website.

VII. Documents

In addition to the application submitted in eGrants, you are required to provide your evaluation, labor union concurrence (if necessary – see B., below), other required documents listed in the Notice (if applicable), and an explanation of federal debt delinquency (if applicable), as part of your application. After you have submitted the documents via the guidance in the Notice, change the status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at CNCS.”

A. Evaluation

Submit any completed report as described in F., below. Select Evaluation and select “Sent” once you have submitted a completed evaluation report. If an evaluation is required, you must submit a copy at the time of application even if CNCS may already have it on file.

Note: This will be N/A to most Formula Applicants.

B. Labor Union Concurrence

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

- 2) If a program applicant:
 - a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
 - a. AmeriCorps members will not be placed in positions that were recently occupied by paid staff.
 - b. No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

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

C. Federally-approved Indirect Cost Agreement

Applicants applying directly to CNCS that include a federally approved indirect cost rate amount in their budget must enter the current approved indirect cost rate agreement information into eGrants at the same time they submit their application. **See Attachment J.**

D. Other Documents

Provide other required documents list in the Notice (if applicable) via the email listed in the Notice, as part of your application.

E. Delinquent on Federal Debt

Any applicant who checks Yes to the question on federal debt delinquency must submit a complete explanation to Volunteer NH at the same time they submit their application.

F. Submission Instructions for Evaluations, Labor Union Concurrence, Other Required Documents, and Explanation of Federal Debt Delinquency, as applicable.

Please submit the required documents to Emily at Emily@volunteernh.org using the naming convention and other instructions found there. This information must be received by the deadline in the Notice.

VIII. Budget Instructions

A. Match Requirements

Program requirements, including requirements on match are located in the AmeriCorps Regulations and summarized on **page 12** of this document. There are no specific matching costs for fixed or EAP applications - subgrantees pay all programs costs over the cost in the NOFO.

- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III).
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements
- In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is **secured or proposed**. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your entire match. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.) Define all acronyms the first time they are used.

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

B. Preparing Your Budget

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

Follow the detailed budget instructions in the Attachments to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in the Attachments.

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

As you prepare your budget:

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

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Guidance, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as, audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds as required in the OmniCircular. The OMB Uniform Guidance can be found on-line at https://www.ecfr.gov/cgi-bin/textidx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

IX. Funding/Demographics

In the Funding/Demographics Section enter:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified on the application budget as CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed grants will have other revenue.
- Number of Volunteers Generated by AmeriCorps members. Please enter the number of volunteers participating in one day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.
- Percentage of MSYs who are opportunity youth, if any
- If Education NOFO Priority, which Education Priority number intervention is your program model

XI. Review, Authorize, and Submit

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

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

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

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

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.

CONTINUATION APPLICATIONS

The following instructions for submitting a continuation request apply only to currently running Formula programs that have been given permission by Volunteer NH to apply as a Continuation.

How to Submit Your Continuation Request:

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

Be sure you also review the Notice when preparing your request. If you have questions about the content of your continuation request, please contact your Program Officer.

What to Include in Your Continuation Application:

I. Applicant Info and Application Info

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

II. Narrative (Narratives Section)

Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate. Do not modify these original narrative fields.

Volunteer NH expects that programs will maintain a consistent program design when applying for a continuation; however, we recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the continuation process.

Information should be provided in the Continuation Changes narrative field as relevant.

- Changes in Operating Sites
- Significant Changes in Program Scope or Design

- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions (detail provided in section VI).

The page limit for the Continuation Changes field is six pages, as the pages print out from eGrants. Any continuation applicant not requesting changes that fit within the above categories should enter “N/A” in Continuation Changes. Volunteer NH expects that most continuation applications will not be requesting changes.

III. Logic Model

Continuation applicants do not need to enter content into these fields.

IV. Performance Measures (Performance Measures Section)

Your performance measures are copied from your previous year’s application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. Continuation applicants whose measures do not align with the 2020 Performance Measure Instructions must also revise their measures to conform to the 2020 instructions. To revise performance measures, “View/Edit” the performance measures that copy over from your original application, or add new performance measures (see Attachments). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

V. Program Information

In the Program Information Section, review and make selections as appropriate. Applicants should only select priorities and characteristics that represent a significant part of the program.

VI. Budget (Budget Section)

Your budget from the previous year’s application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required CNCS/Volunteer NH increases, such as an increase to the member living allowance, into your budget. Continuation applicants may apply for expansions – dollars, MSY, and/or members. However, increases are not guaranteed.

Source of Funds (Match)

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief

description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your entire match. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.) Define all acronyms the first time they are used.

VII. Increasing Grantee Overall Share of Total Budgeted Costs

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

In the Funding/Demographics Section enter:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Number of Volunteers Generated by AmeriCorps members. Please enter the number of volunteers participating in one day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.
- If Education Evidence-Based Intervention NOFO Priority, enter the row number (1-13) of the intervention in Table 1 of the Education Evidence Brief (see NOFO for hyperlink)
- If Economic Opportunity Evidence-Based Intervention NOFO Priority, enter the row number (1-4) of the intervention in Table 1 of the Economic Opportunity Evidence Brief (see NOFO for hyperlink)
- If Healthy Futures Evidence-Based Intervention NOFO Priority, enter the row number (1-5) of the intervention in Table 1 of the Healthy Futures Evidence Brief (see NOFO for hyperlink)

ATTACHMENT A: Performance Measures Instructions

(eGrants Performance Measures Section)

eGrants Performance Measures Module Instructions

About the Performance Measures Module

In the performance measures module, you will:

- Provide information about your program’s connection to CNCS focus areas and objectives.
- Show MSY and member allocations.
- Create at least one aligned performance measure, plus one or more additional measure(s) if appropriate.
- Set targets and describe data collection plans for your performance measures.

Home Page

To start the module, click the “Begin” button on the Home Page.

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.

Once you have started the module, clicking “Continue Working” will return you to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSYs, and member allocations for your application, click the “Edit Objectives/MSYs/Members” button.

After you have created at least one performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the “Edit” button. To delete a measure, click “Delete.” To create a new performance measure, click the “Add New Performance Measure” button.

Objectives Tab

On the objectives tab, applicants will account for the full range of their program activity. Applicants are not expected to create performance measures for every focus area, objective, or intervention they select on this tab.

An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective

First click on a focus area. Then click on an objective. All national performance measures fall under a strategic plan objective. Only the performance measures that correspond to the strategic plan objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the CNCS Performance Measures Instructions.

Next, select all interventions that are part of your program design. Interventions are the activities that members and volunteers will carry out to address the problem(s) identified in the application. Select “other” if one of your program’s interventions does not appear on the list. Repeat these actions for each of your program’s focus areas.

Select “other” for your focus area and/or objective if your program activities do not fall within one of the CNCS focus areas or objectives.

Choose your program’s primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure (output paired with outcome) that contains your primary intervention. Note that your primary intervention, and the performance measure associated with your primary intervention, must be focused on the community impact of the program; applicants may not count AmeriCorps members as beneficiaries under either National Performance Measures or applicant-determined measures. Some member-focused outputs and outcomes may be reported as demographic indicators.

You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

MSYs/Members Tab

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. You will allocate 100% of your program’s MSYs to focus areas and objectives. When you create your performance measures, you will be asked to allocate MSYs to each performance measure; however, you will not be required to assign 100% of your total MSYs to performance measures.

Begin by entering the total MSYs for your program. This must match the total MSYs in your budget. Please double-check your budget to make sure that the total MSY values match.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program’s objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program’s resources are allocated. If you have

selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps objective (under the Education focus area), enter 0 MSYs for these objectives and allocate your MSYs to the other objectives you selected. If the only activity in another objective that you have selected is focused on member development, enter 0 MSYs for that objective also.

As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget.

In the members column, enter the number of members who will be assigned to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives. For example, if one member works on both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for the total number of members in this table to exceed total slots requested in the application due to counting members' service across multiple objectives. If you have selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps objective (under the Education focus area), enter 0 members for these objectives. If the only activity in another objective that you have selected is focused on member development, enter 0 members for that objective also.

To ensure that information is entered accurately, please refer to additional guidance in Appendix A of the National Performance Measure Instructions on calculating and entering MSY and member allocations.

Performance Measure Tab

CNCS no longer requires National Performance Measure outputs to be paired with corresponding National Performance Measure outcomes. National Performance Measure outputs may now be paired with applicant- determined outcomes or may not be paired with any outcome. The latter is referred to as an “output-only measure” in these instructions. Refer to selection rules in the National Performance Measures Instructions to ensure that your performance measures meet CNCS requirements.

This tab allows you to create performance measures for all the grant activities you intend to measure.

You must create at least one aligned performance measure (either a National Performance Measure or an applicant- determined measure) that corresponds to your primary intervention. You may create additional aligned performance measures and/or output-only measures provided that they measure significant program activities. There is no expectation that 100% of program activity would be allocated to National Performance Measures or to any performance measures at all.

Begin by creating the aligned performance measure for your primary intervention. After creating your required performance measure, you will be able to create additional performance measures if desired.

To create a performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab. Note that programs may not create performance measures for the Find Opportunity, Teacher Corps, Green Jobs, or Access & Attract objectives, since these are member-focused objectives. Member-focused outputs and outcomes related to these objectives may be reported as demographic indicators.

Provide a short, descriptive title for your performance measure.

Briefly describe the problem your program will address in this performance measure.

Select the intervention(s) to be delivered by members and/or member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outputs (plus outcomes, if applicable) of the performance measure and that are applicable to all beneficiaries counted under the measure. If you selected “other” as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click “add user intervention” and enter a one or two word description of the intervention. (Note: you are not permitted to create a user-defined intervention that duplicates an intervention already available in the system.)

Select output(s) for your performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures, you may create an applicant-determined output by clicking in the checkbox next to the empty output text box and entering the text of your output indicator. You may create additional applicant-determined outputs for the performance measure by clicking “Add User Output.” (Note: you are not permitted to create an applicant-determined output that duplicates a National Performance Measure output. If you do not see the National Performance Measure output that you wish to use, check the Selection Rules in the National Performance Measure Instructions to make sure you selected the objective associated with that performance measure.)

Select outcome(s). If you have selected a National Performance Measures output with a corresponding National Performance Measures outcome, these outcomes will be available to select. If you do not wish to select a National Performance Measure outcome, you may create an applicant-determined outcome by clicking in the checkbox next to the empty outcome text box and entering the text of your outcome indicator. If you do not wish to select any outcome for your National Performance Measure output, click in the checkbox next to the empty outcome text box and enter “NA” in the outcome indicator text box. (Note: all output-only measures must consist of National

Performance Measure outputs. Applicant-determined outputs must be paired with applicant-determined outcomes.)

You may create additional applicant-determined outcomes for the performance measure by clicking “Add User Outcome.”

If you have not selected a National Performance Measures output, or if there is no corresponding National Performance Measure outcome, create an applicant-determined outcome by clicking “Add User Outcome.” All applicant-determined outputs must be paired with an applicant-determined outcome.

Enter the number of MSYs and members your program will allocate to achieving the outcomes and/or outputs you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Members tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Members may be double-counted across performance measures, but MSYs may not.

Click “next” to proceed to the data collection tab. Later you can return to this tab to create additional performance measures.

Data Collection Tab

On this tab, you will provide additional information about your interventions, instruments, and plan for data collection. The performance measures may be used after grant making separate from the grant narrative. Thus all information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met. Should an applicant choose to provide duplicate information about performance measures in the narrative, this information will also need to be in the performance measures module.

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected. Frequency refers to how often an intervention occurs (for example, number of sessions per week); intensity refers to the length of time devoted to the intervention (for example, number of minutes per session); and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions).

Expand each output and outcome and enter data collection information.

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the “Add new method” button. To de-select a method, click the first (blank)

line in the method drop-down.

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable. For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is required to be counted as having improved and clearly explain how the instrument measures this.

Enter the target number for your output or outcome. Targets must be numbers, not percents.

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the population you intend to count (children, miles, etc.). Do not enter percents or member service hours as units of measure. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.

For output-only performance measures, eGrants will require text in the outcome data collection fields. If you do not wish to have an outcome for your National Performance Measure output, enter the following:

- Method: Select “other.”
- Instrument Description: Enter “NA”
- Target: Enter “1”
- Unit of Measure: Enter “NA”

After entering data collection information for all outputs and outcomes, click “Mark Complete.” You will return to the Performance Measure tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click “Next.”

Summary Tab

The summary tab shows all of the information you have entered in the module.

To print a summary of all performance measures, click “Print PDF for all Performance Measures.”

To print one performance measure, expand the measure and click “Print This Measure.”

Click “Edit Performance Measure” to return to the Performance Measure tab. Click “Edit Data Collection” to return to the Data Collection tab.

“Click Validate Performance Measures” to validate this module prior to submitting your application.

You should also use the Performance Measures Checklist in Appendix B of the National Performance Measure to self-assess your measure(s) prior to submission.

ATTACHMENT B: Detailed Budget Instructions for Cost Reimbursement Grants (eGrants Budget Section)

Section I. Program Operating Costs

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

A. Personnel Expenses

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

B. Personnel Fringe Benefits

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

C. 1. Staff Travel

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

We expect all applicants to include funds in this line item for travel for staff to attend VNH meetings and trainings.

C. 2. Member Travel

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

D. Equipment

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

E. Supplies

AmeriCorps members must wear an AmeriCorps logo on a daily basis – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please note that your program will be using the AmeriCorps logo in the budget description.

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

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. There is not a maximum daily rate.

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. There is not a maximum daily rate.

Programs are expected to budget \$150 per appropriate staff member to attend a National Service Program Staff Training Conference under “staff training” in the Budget Section

G. 2. Member Training

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

Governor’s Conference on Volunteerism: Programs need to include in the budget \$60 registration fee per member for attendance to the Annual Governor’s Conference on Volunteerism. The language should be “member attendance at the Governor’s Conference on Volunteerism (#) members X \$60 registration fee = \$”

H. Evaluation

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

I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

- Criminal History Checks for any employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Volunteer NH requires the use of channelers Fieldprint (FBI check) and Truescreen (NSOPW and State check(s)) for criminal history checks. Programs must budget a minimum of \$81 per covered position for the checks (this is the minimum cost for staff/members that live and work in NH). However, additional costs vary for staff and members that do not live in NH or did not reside in NH at the time of application, which should be taken into consideration. State-specific Truescreen costs can be found here: <https://www.nationalservice.gov/resources/criminal-history-check/criminal-history-check-state-state>.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet, postage, copying, and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization’s indirect cost allocation pool. If such expenses are budgeted and shared with

other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.

- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

Section II. Member Costs

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

A. Living Allowance

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

The minimum and maximum living allowance amounts are provided on pg.11 in the Notice.

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

B. Member Support Costs

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

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker’s Compensation.** Some states require worker’s compensation for AmeriCorps members. You must check with State Departments of Labor or State Commissions where members serve to determine if you are required to pay worker’s compensation and if so at what level. If you are not required to pay worker’s compensation, you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or accidents.
- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with CNCS funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but the cost cannot be included in the budget. Less-than-full-time members who are serving in a

full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. If you budget health insurance for less-than-full-time members serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS will not pay for dependent coverage.

- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. NH does not require unemployment coverage for their AmeriCorps members. You may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting State Commissions, legal counsel, or the applicable state agencies.

Section III. Administrative/Indirect Costs Definitions

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

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

Applicants choose one of three methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method, a federally approved indirect cost rate method, or a de Minimis method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds actually expended under this grant. Do not create additional lines in this category.

A. CNCS-Fixed Percentage Method

Five/Ten Percent Fixed Administrative Costs Option

The CNCS-fixed percentage rate method 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 CNCS-fixed percentage rate method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.

2. To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.

3. Enter the sum of the CNCS and grantee shares under Total Amount.

VNH elects to retain 2% of the administrative costs, to calculate these fractional shares, within Section III of the subgrant budget, two-fifths (40%) of the federal dollars budgeted for administrative costs is allocated to the commission's share and three-fifths (60%) of the federal dollars budgeted for administrative costs are allocated to the program's share. **The allocation between commission and program shares would be calculated as follows:**

$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.40) = \text{Commission share}$

$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.60) = \text{Subgrantee Share}$

B. Federally Approved Indirect Cost Rate

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

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.

Please note the 2% Volunteer NH elects to retain of the 5% Indirect Costs in the text. There is no separate line item to show this calculation.

3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

C. De Minimis Rate of 10% of Modified Total Direct Costs

Organizations who have never, at any point in time, held a federally negotiated indirect cost rate (except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding, may indefinitely use a de minimis rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

Source of Funds

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your entire match. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.) Define all acronyms the first time they are used. The total amount of Source of Match should equal the Grantee Share amount.

Note: the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible full-time members is not included in the budget.

ATTACHMENT C: Budget Worksheet (eGrants Budget Section)

Section I. Program Operating Costs

A. Personnel Expenses

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

B. Personnel Fringe Benefits

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C.1. Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C. 2. Member Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

D. Equipment

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

E. Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share

Totals					

G.1. Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

G.2. Member Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

H. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

I. Other Program Operating Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section I:	Total Amount	CNCS Share	Grantee Share

Section II. Member Costs

A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full-time (1700 hrs)						
Three quarter-time (1200 hrs)						

Half-time (900 hrs)						
Reduced Half-time (675 hrs)						
Quarter-time (450 hrs)						
Minimum-time (300 hrs)						
Totals						

B. Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

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

Section III. Administrative/Indirect Costs

A. Corporation-fixed Percentage Rate

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

B. Federally Approved Indirect Cost Rate Or *De Minimis* Rate of 10% of Modified Total Direct

Costs

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

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

ATTACHMENT D: Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements. Note: This does not apply to fixed-amount grants.

In Compliance?	Section I. Program Operating Costs
Yes No	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff who recruit, train, place, or supervise members as well as manage the project.
Yes No	Staff indirectly involved in the management or operation of the applicant organization are funded through the administrative cost section (Section III) of the budget? Examples of administrative costs include central management and support functions.
Yes No	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes No	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately.
Yes No	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes No	The purpose for all staff and member travel is clearly identified?
Yes No	You have budgeted funds for State Commission and National Direct staff travel to CNCS sponsored meetings in the budget narrative under Staff Travel?
Yes No	Funds to pay relocation expenses of AmeriCorps members are not in the CNCS share of the budget?
Yes No	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes No	All single equipment items over \$5000 per unit are specifically listed?
Yes No	Justification/explanation of equipment items is included in the budget narrative?
Yes No	All single supply items over \$1000 per unit are specifically listed?
Yes No	Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than CNCS grant funds.
Yes No	You only charged to the federal share of the budget member service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment?
Yes No	Does the budget reflect adequate budgeted costs for project evaluation?
Yes No	Have you budgeted \$54 plus the cost of the state check in the CNCS share for criminal history

	checks of each member and grant-funded staff that are in covered positions per 45 CFR 2522.205?
Yes No	Are all items in the budget narrative itemized and the purpose of the funds justified?

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

In Compliance?	Match
Yes No	Is the overall match being met at the required level, based on the year of funding?
Yes No	For all matching funds, proposed vs secured, the source(s) [private, state, local, and/or federal], the type of contribution (cash or in-kind), and the amount of match, are clearly identified in the narrative and in the Source of Funds field in eGrants?
Yes No	The amount of match is for the entire amount in the budget narrative? (The total amount of match equals the amount in the budget?)

ATTACHMENT E: eGrants Indirect Cost Rate (IDCR) User Instructions

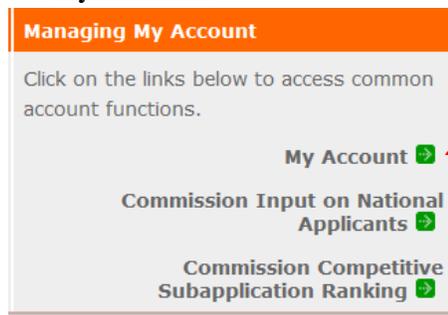
eGrants Indirect Cost Rate (IDCR) User Instructions

A new feature has been introduced to eGrants which allows users to input Indirect Cost Rate information into their eGrants account. Grantees who will be claiming indirect costs on CNCS awards are required to enter the following indirect cost rates in eGrants: federally negotiated rates, state negotiated rates, and the use of *de minimis* rate of 10% of modified total direct costs (MTDC). Recipients of AmeriCorps State and National awards may only charge 5% of their negotiated rate to the federal share of the award, with the remaining balance being charged to match (See [45 CFR §§ 2521.95](#) and [2540.110](#)).

Once a rate is entered and saved in eGrants, it cannot be edited. If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

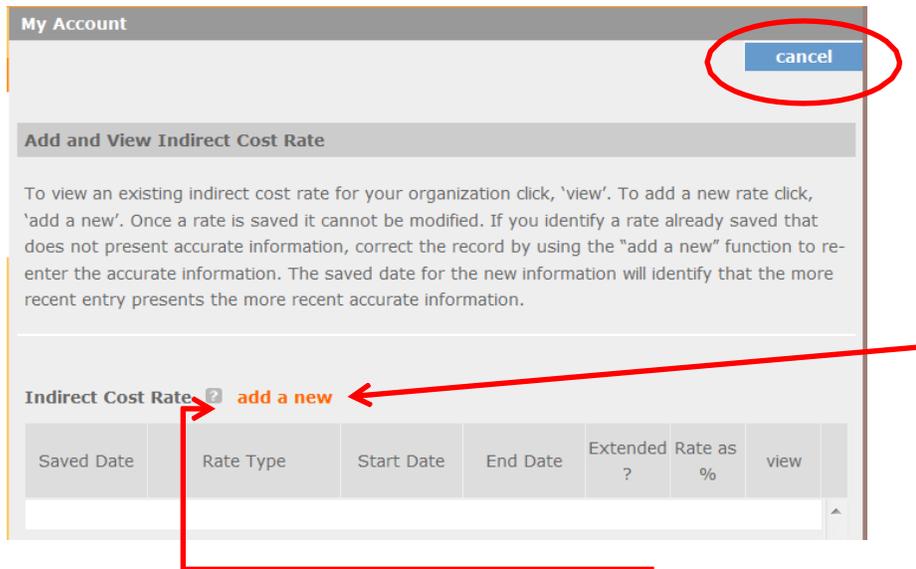
Entry for the IDCR screen can be accessed using the following steps:

- 1) From the **eGrants Home** screen, in the lower panel under **Managing My Account**, click on **My Account**



- 2) From the **My Account** screen, under **Edit My Organization Info**, click on **Add and View Indirect Cost Rate** from the **Add and View Indirect Cost Rate** screen, select **add a new** to add a rate or **cancel** to back out of the screen.





Field by field instructions can be found by clicking the “?” located next to Indirect Cost Rate or Indirect Cost Rate Record.

If **add a new** is selected, the screen below will pop up

- 3) **Do you have an Indirect Cost Rate to record?** Respond Yes or No. If **NO** is selected, users cannot go any further and nothing will be recorded. If **Yes** is selected, users can continue.

If your organization will be claiming a current, approved indirect cost rate on any CNCS award, it must be reported on this page. The rate information you record will be used in all award negotiation and reviews until it is superseded by a new approved rate, or expires. Applicants will have the opportunity to identify, in application submissions, if they elect to use a lesser percentage of an approved rate.

- 4) **Rate Type:** If your rate type is not one of the following options, contact your grants officer for guidance:
 - Federally Negotiated** – select if your rate has been negotiated by your cognizant federal agency. Cognizance is determined by the agency which provides the highest amount of direct federal funding;
 - State Negotiated** – select if your rate has been negotiated by a state agency or other pass through entity; or
 - 10% of MTDC** – select if your organization qualifies for and elects to use the 10% *de minimis* rate of Modified Total Direct Costs (MTDC). Organizations qualify for this rate if they have NEVER had a federally negotiated rate. State entities must also not receive more than \$35 million in direct federal funding.

Rates must be used consistently across ALL federal awards.

5) **Issuing Agency.** Respond by selecting the federal agency that approved your rate, or if the federal agency who issued your rate is not listed, select Other, or if your rate is issued by a state agency select Other. Identify federal agencies using the drop-down list. If your rate is approved by a federal agency other than the ones listed, notify your grants officer. Other federal agencies may be added as needed.

6) **Acceptance Date.** Enter a valid date.

The acceptance date is usually identified where the rate was signed by the issuing state or federal agency.

7) **Rate Status.** Select one of the following options: **Final, Provisional, Predetermined, Fixed, Other,** or **Other – 10%.**

Rates issued by federal agencies will almost always be final or provisional. However, if your organization has formally notified a federal or state agency of your eligibility and intent to use the 10-percent of MTDC rate, select **Other – 10%**. If your organization has a **predetermined** or **fixed rate**, select those options accordingly. If a state rate indicates a term that is not listed here select **Other** and notify your grants officer. Additional rate status options may be added as needed.

8) **Effective From.** Enter a valid date.

The effective from date is found on your indirect cost rate document. If using the 10-percent of MTDC rate, enter today's date or the date your organization formally started charging costs under the 10-percent of MTDC rate.

9) **Effective To.** Enter a valid date.

The effective to date is found on your indirect cost rate document. If your organization has received approval to extend your rate, enter the end date of the extension.

10) **No Expiration.** Check or leave unchecked.

If your rate does not have an expiration date, as is the case with the use of the 10 percent of MTDC rate, check this box, otherwise, leave unchecked.

11) **Extended?** Respond Yes or No.

If the rate "effective to" date has been extended with approval of the federal cognizant agency under authority of the 2014 Omni Circular, respond **Yes**. If it is not an extended rate effective to date, respond **No**.

12) **Rate Base.** Enter up to 500 characters including spaces.

Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the rate base used to determine the indirect cost pool as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary" and record the most important content.

13) **Treatment of Fringe Benefits.** Enter up to 500 characters including spaces. Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how fringe benefits were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or “State Rate N/A.” If you need more than 500 characters, indicate “Summary” and record the most important content.

14) **Treatment of Paid Absences.** Enter up to 500 characters including spaces. Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how paid absences were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or “State Rate N/A.” If you need more than 500 characters, indicate “Summary” and record the most important content. When you have completed all of the above entries, click the “**save & close**” button at the bottom of the page.



- If you would like to cancel your entry, click the “**cancel**” button and the entry will be cancelled. All entry information will be lost and no entry will be shown.
- Once a rate is saved it cannot be modified.**
- If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

15) **Order of Rates** - Once an entry is saved, users will be able to see the rates they have entered. Rates will display in the order of entry. Entry of rates will provide users and CNCS with a historical record which can be used to clarify indirect cost rate inquiries for monitoring, consistent record maintenance, and audits.

If you have any questions or concerns, please contact your assigned grants officer.

Mandatory Supplemental Guidance: Evidence Tiers

***The full text of the Mandatory Supplemental Guidance can be found at

<https://www.nationalservice.gov/sites/default/files/documents/2020%20MSG%20FINAL.508.pdf> ***

Evidence Tiers

Pre-preliminary evidence means the applicant has not submitted an outcome or impact evaluation of the same intervention described in the application, although the applicant may have collected some performance data on the intervention (e.g., data on intervention outputs and/or outcomes). Applicants in this tier must describe in the Evidence Base section of the application how their program design is evidence-informed (see definition above). Applicants may also cite prior performance measure data if applicable.

Preliminary evidence means the applicant has submitted up to two outcome evaluation reports that evaluated the same intervention described in the application and yielded positive results on one or more key desired outcomes of interest as depicted in the applicant's logic model. The outcome evaluations may either have been conducted internally by the applicant organization or by an entity external to the applicant. The study design must include pre and post-assessments without a comparison group or a post-assessment comparison between intervention and comparison groups. In some cases a retrospective pre-post assessment may be considered, but its use must be justified in the text of the evaluation report.

CNCS grantees re-competing for their third competitive grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two reports allowed for the Preliminary evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their CNCS funded program, then more than two reports will not be considered.

Moderate evidence means the applicant has submitted up to two well-designed and well-implemented evaluation reports that evaluated the same intervention described in the application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant's logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or Quasi-Experimental Design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site.) The evaluations were conducted by an independent entity external to the organization implementing the intervention.

CNCS grantees re-competing for their third competitive grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two reports allowed for the Moderate evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their CNCS funded program, then more than two reports will not be considered.

Strong evidence means the applicant has submitted up to two evaluation reports demonstrating that the same intervention described in the application has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented experimental design evaluation (i.e., Randomized Controlled Trial (RCT)) or a Quasi-Experimental Design evaluation (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs of the same intervention described in the application in different locations or with different populations within a local geographic area. The overall pattern of evaluation findings must be consistently positive on one or more key desired outcomes of interest as depicted in the applicant's logic model. Findings from the RCT or QED evaluations may be generalized beyond the study context. The evaluations were conducted by an independent entity external to the organization implementing the intervention.

CNCS grantees recompeting for their third competitive grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two reports allowed for the Strong evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their CNCS funded program, then more than two reports will not be considered.

Impact evaluation: An evaluation that provides statistical evidence of how well a program achieves its desired outcomes and what effect it has on service recipients and/or service participants compared to what would have happened in the absence of the program. Impact evaluations must be designed to provide evidence of a causal relationship between program activities and outcomes (45 C.F.R. § 2522.700). Grantees must use an experimental or quasi-experimental evaluation design (i.e., the evaluation must include a control group or a statistically matched comparison group).

Same intervention described in the application: The intervention evaluated in submitted evaluation reports must match the intervention proposed in the application in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention
- The setting in which the intervention is delivered
- Outcomes of the intervention

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points.