

**2020-2021**  
**Volunteer NH**  
**Notice of Funding Opportunity**  
**AmeriCorps State Formula Planning Grants**



**IMPORTANT DUE DATES**

**Friday, January 31** – Informational and Q & A call for new applicants at 3pm.

- RSVP to [emily@volunteernh.org](mailto:emily@volunteernh.org) by **Wednesday, January 29**.

**Thursday, February 6** – Required Documents due to Volunteer NH by **5pm**:

- AmeriCorps Readiness Self-Assessment
  - Link: <https://forms.gle/jmkR1xMfjgCojSXZ8>
- Financial Management Survey
  - Link: <https://www.nationalservice.gov/node/108566>
    - Please submit completed document to [andrea@volunteernh.org](mailto:andrea@volunteernh.org)

**Friday, February 21** – AmeriCorps Planning Grant Writing and Budget Training 2pm-4 pm at the Volunteer NH Office (**REQUIRED** for new applicants)

- RSVP to [emily@volunteernh.org](mailto:emily@volunteernh.org) no later than **Wednesday, February 19**.

**Wednesday, March 4**– Intent to Apply due by **5 pm**

- 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
- Link: <https://forms.gle/ah44LLzRXZmjStF7A>

**Wednesday, April 1** – Application (and required supplemental documents, please see page 10) 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.

**\*\*All questions should be sent to [Andrea@volunteernh.org](mailto:Andrea@volunteernh.org)\*\***

***\*\*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 above***

*deadlines ineligible for funding. Applying to this NOFO does not guarantee funding from Volunteer NH or the Corporations for National and Community Service\*\**

This notice is for AmeriCorps New Hampshire **Planning Grant applicants**, which are AmeriCorps State Formula Grants. These grants are awarded to organizations to prepare for operating an AmeriCorps program that will place AmeriCorps members in service in New Hampshire. **No AmeriCorps members are included in the planning grant.** Successful applicants are expected to submit a full AmeriCorps NH application in a future funding cycle.

### **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 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** (VNH) 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). 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.

Volunteer NH supports service categories which will serve as CNCS funding priority areas for the grant process and priorities identified in the NH Unified State Service Plan.

### **CNCS Resources**

Applicants to the VNH Notice of Funding Opportunity (NOFO) must comply with this NOFO, Application Instructions, Budget Instructions, and Performance Measure Instructions in addition to following the Volunteer NH timeline.

### **Award Information**

Volunteer NH is accepting applications for 2020-2021 planning grants. Applicants may apply for up to a **maximum of \$75,000.**

### **Project Period**

The project period for these grants may not exceed **one year (12 months)**. Unless otherwise requested, the start date for the planning grant will be **September 1, 2020**. Requests for alternate start dates may be submitted to Volunteer NH and will be considered on a case-by-case basis.

### **Eligibility Information**

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. §200.55)
- Local governments (2 C.F.R. §200.64)
- Nonprofit organizations (2 C.F.R. §200.70)
- States (2 C.F.R. §200.90)

Previously receiving funds from CNCS or another federal agency is not a prerequisite to apply to this Notice. 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.

### **Additional Volunteer NH Eligibility Requirements**

Applicants must meet all the stated requirements in each of the following categories in order to be eligible and evaluated for funding. Any application that fails to meet one or more of these requirements will not be eligible for funding:

#### **1. Designated Focus Area**

Eligible programs will be those that propose activities with the primary goal of addressing CNCS priority areas or those that address the critical areas of need identified in the Volunteer NH Unified State Service Plan. These include:

**Disaster Services** Grant activities will provide support to increase the preparedness

of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters.

**Economic Opportunity** Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

**Education** Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students' preparation for success in post-secondary educational institutions.

**Environmental Stewardship** Grants will support responsible stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life events; programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation; cultivate individual and community self-sufficiency; and provide reforestation services after floods or fires.

**Healthy Futures** Grants will provide support for activities that will address the opioid crisis; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.

**Veterans and Military Families** Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, wounded warriors, military service members, and their families served by CNCS programs; and/or increase the number of veterans and military family members engaged in service through CNCS programs.

**Designated NH Priority 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

**2. Minimum Organizational Capacity**

Volunteer NH will typically require that the applicant organization have independently audited or reviewed financial statements or a **Single Audit** (if applicable). If an organization does not have audited financial statements, they must certify their intent to

complete this during the planning grant in order to apply for an AmeriCorps operational grant. The applicant organization will also certify that they have experience in managing state and/or federal grant funds.

In addition, to help VNH determine an applicant's capacity to manage AmeriCorps funding, all Planning Grant applicants must fill out the CNCS **Financial Management Survey** as well as the **AmeriCorps Readiness Self-Assessment**. Volunteer NH will review these documents and notify you if approved before you can submit your **Intent to Apply**. Info regarding accessing these documents is found on pg. 1.

## **Application and Submission Information**

### **A. Content and Form of Application Submission**

#### **What are the steps that organizations need to take to apply?**

- Ensure that the legal application organization has a DUNS number and confirm registration in SAM.
- Establish an eGrants account.
- Write a high quality application responsive to the Notice.
- Provide required supplemental materials by the deadline, 5:00 PM on April 1, 2020.
- Submit the application via eGrants by the deadline, 5:00 PM on April 1, 2020.

### **Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management**

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: <http://fedgov.dnb.com/webform>. The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, CNCS suggests registering **at least 30 days in advance** of the application due date. After obtaining a DUNS number, all applicants must be registered with the System for Award Management (SAM) at <https://www.sam.gov/portal/public/SAM/>.

SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM.

### **How to Submit an Application in eGrants**

Applicants must submit their applications electronically via the CNCS web-based system, eGrants. Because it is a unique system, it is recommended that applicants create an eGrants account and begin the application creation process at least three weeks before the deadline. Applicants should

draft the application as a word document and copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline. Please note the length of a document in a word processing software may be different than what will print out in eGrants.

Contact the National Service Hotline at 800-942-2677 or <http://questions.nationalservice.gov/app/ask> if a problem arises while creating an account or while preparing or submitting an application in eGrants.

National Service Hotline hours are Monday through Thursday 9:00 a.m. to 7:00 p.m. ET. If you contact the Hotline, be prepared to provide the application ID, organization name, and the Notice to which your organization is applying.

If technical issues prevent an applicant from submitting an application on time, please contact the National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via eGrants.

An application is only complete if it includes all required documentation and is received by the application due date, 5:00 PM on April 1, 2020. Incomplete applications will not be considered. All additional required documents (that are NOT submitted via Google forms) should include the application organization name and Application ID number at the top of the page and are due by the application deadline to [andrea@volunteernh.org](mailto:andrea@volunteernh.org). Emails should include in the Subject line, the applicant organization name and Application ID number.

### **Application Fields and Page Limits**

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

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy

**Applications may not exceed 8 pages for the Narratives**, including the *Executive Summary* and the *SF-424 Facesheet*, as the pages print out from eGrants. Volunteer NH strongly encourages applicants to print out the application from the “Review and Submit” page prior to submission to check that the application does not exceed the page limit. This limit **does not include** the narrative portion of the evaluation plan or the logic model, budget, performance measures, or the supplementary materials.

Reviewers will not consider submitted material that is over the page limit in the printed report, even if eGrants allows an applicant to enter and submit text over the limit. Do not submit other items not requested in the Notice or Application Instructions, Volunteer NH will not review or return them.

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. CNCS 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.

### **Assessment Criteria**

Volunteer NH 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.

### **Threshold Issues**

Applicants must check the relevant boxes in the Performance Measures tab in eGrants in order to be considered for Volunteer NH’s assessment of the strategic considerations. Applicants should only check boxes if the strategic consideration is an intentional part of their program design and they have implementation strategies described in the application.

### **Application Fields and Review Criteria**

#### **Executive Summary (Required – 0 percent)**

Please fill in the blanks of these sentences to complete the Executive Summary:

“This planning grant will be utilized to develop an AmeriCorps program which will engage AmeriCorps members to [AmeriCorps member activities] in [geographic locations where member activities will take place]. Members will address the needs of [beneficiaries to be served] resulting in [anticipated outcome of project]. Program activities will primarily be in the areas of [identify the relevant CNCS focus areas].”

#### **Program Design (50 percent)**

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

- Describe why you are applying for a planning grant and what you hope to achieve during the one year planning period, including but not limited to:
  - The problem you plan to solve with your AmeriCorps program
  - Evidence that the need exists
  - What AmeriCorps members would do to meet the need
  - The target communities the program would serve
  - Provide:
    - a detailed description of your **planning process**,
    - a **timeline** for planning activities, and
    - how you will use the planning period to develop your capacity to effectively manage an AmeriCorps program including, but not limited to:
      - Determining the most appropriate AmeriCorps member activities to

address the identified community need.

- Determining the desired characteristics of AmeriCorps members and designing a recruitment strategy.
  - Developing a performance measurement system to ensure that reliable data is gathered to demonstrate impact on the communities to be served.
  - Creating a process for selecting operating and service sites (if applicable) that will ensure the most appropriate and capable organizations are selected.
  - Planning orientation and training for operating and service sites (if applicable).
  - Planning orientation and training for AmeriCorps members.
  - Ensuring you have the ability to provide or secure effective technical assistance (if applicable).
- Review the National Performance Measures, and **indicate which measure(s)** your AmeriCorps program would seek to address. You must select at least one aligned output and outcome.

### **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. Identify the primary programmatic and fiscal contacts for the grant application include secondary contacts if applicable.

Describe your organization's ability to successfully plan an AmeriCorps program, including but not limited to:

- Record of accomplishment.
- Prior experience administering federal funds.
- Prior experience in the proposed area of programming.
- The management and staff structure and the role the board of directors, administrators and staff will play in the planning process.
- Systems and processes for sound programmatic and fiscal oversight or plans to develop this capacity.

### **Cost Effectiveness and Budget Adequacy (25 percent)**

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

- Discuss the adequacy of your budget to support the planning process (including your match). Please explain how the items in your budget will be used solely for the planning of this grant and will not be used for any other purpose (e.g. to buy general supplies your organization needs that has no connection with the planning grant or to fund other projects for your org).

### **Evaluation Summary or Plan (0 percent)**

Enter N/A. Evaluations and evaluation plans are not required for planning grants.



**Amendment Justification (0 percent)**

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

**Clarification Information (0 percent)**

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

**Continuation Changes (0 percent)**

Enter N/A.

**Performance Measures**

One performance measure is required of Planning Grants. The performance measure must be entered at the time of application. Follow the detailed performance measure instructions in Appendix A of the Application Instructions.

**Budget Instructions for Planning Grant****Applicants**

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

Applicants may apply for up to a **maximum of \$75,000**. Applicants must provide 24% of the total project costs in match. Match may be cash or in-kind.

Planning grants can provide funding for staff/consultant time, travel and other costs related to work developing the program design, the grant application itself, developing stakeholder commitment, and participating in trainings related to AmeriCorps program management. Planning grants are not meant to fund projects outside of planning activities.

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

**Required Supplemental Materials**

An application is only complete if it includes all required documentation and is received by the application due date. Incomplete applications will not be considered. All application components are due by the application deadline. In addition to the narrative, budget, performance measures and logic model submitted via eGrants, Volunteer NH requires the submission of the following:

Document	Required for:	Send To:	When Required:	Notes:
Financial Management Survey	All applicants	<a href="mailto:andrea@volunteernh.org">andrea@volunteernh.org</a>	<b>Prior</b> to submission of <b>Intent to Apply</b>	Link to access: <a href="https://www.nationalservice.gov/node/108566">https://www.nationalservice.gov/node/108566</a>
AmeriCorps Readiness Self-Assessment	All applicants	N/A – This document is a Google Form	<b>Prior</b> to submission of <b>Intent to Apply</b>	Link to access the Assessment: <a href="https://forms.gle/jmkR1xMfjgCojSXZ8">https://forms.gle/jmkR1xMfjgCojSXZ8</a>
Federally Approved Indirect Cost Agreement Letter	All applicants (if applicable)	<a href="mailto:andrea@volunteernh.org">andrea@volunteernh.org</a>	With submission of application	
Federal Debt Delinquency	All applicants (if applicable)	<a href="mailto:andrea@volunteernh.org">andrea@volunteernh.org</a>	With submission of <b>application</b>	

### Submission Dates and Times

Applications are due April 1, 2020 at 5:00 p.m. Volunteer NH will not consider applications received in whole or in part after the deadline

### Late Applications

Late applications will not be accepted. Volunteer NH does not accept applications submitted via fax or email.

### Funding Restrictions

The purpose of planning grants is to support the development of AmeriCorps programs that will engage AmeriCorps members in evidence-based interventions to solve community problems.

Planning grant recipients are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle. Planning grants may not be used to support AmeriCorps members.

Table 1: General Summary Planning Grant

Maximum Amount of Request	Up to \$75,000 may be requested
Budget Submission Required	Yes
Special Requirements	Only Available to Legal Applicant Organizations for NEW AmeriCorps programs
Match Requirements	Yes-24 % cash or in-kind
Available to New Applicants	Yes

### Applicant Review Information Criteria

The assessment of applications involves a wide range of factors and considerations. VNH staff and community reviewers will apply their experience and expertise in evaluating applications. The review and selection process will produce a diversified set of high-quality programs that represent the priorities and selection factors described in this Notice.

## **A. Review and Selection Process**

### **Eligibility Review**

VNH staff will review all applications submitted to VNH to determine compliance with eligibility, deadline, and completeness requirements.

### **Review**

VNH Staff and reviewers will assess the entire application and additionally submitted documents. Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for additional information in a timely manner may result in the removal of an application from consideration. Please ensure staff are available **May 1- May 8** to provide clarification feedback (if requested from VNH)

### **Feedback to Applicants**

Each applicant will receive the results of the review pertaining to their application. Feedback will be based on the review of the original application and will not reflect any information that may have been provided in response to clarification questions, if any.

### **Anticipated Announcement of Federal Award Dates:**

Volunteer NH will award grants following the grant selection announcement. Volunteer NH anticipates announcing the results of this competition depending on the availability of appropriations, contingent on timely full year appropriations. Volunteer NH anticipates awarding sub-grants by September, contingent on the availability of a Grant Award from CNCS.

## **Federal Award Administration Information**

### **Federal Award Notices**

Applicants will be notified via email as to funding decisions. This notification is not an authorization to begin grant activities. The Notice of Grant award is the authorizing document for grant activities.

### **Administrative and National Policy Requirements**

#### **Documents that Govern the Grant**

The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

#### **Uniform Grants Guidance for Federal Awards**

Grants under this program are subject to 2 CFR 200 and CNCS regulations.

#### **Use of Material**

To ensure that materials generated with CNCS funding are available to the public and readily

accessible to grantees and non-grantees, CNCS and Volunteer NH reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so. 45 CFR § 2543.36; 2541.30.

Volunteer NH also requires that all subgrantees sign a Subgrant Agreement, where the Volunteer NH terms of the subgrant are agreed upon

### **Progress Report Data**

In addition to quarterly required reporting to VNH regarding outcomes and progress toward the grant approved performance measures, additional data may be asked for (as applicable).

### **Program Officer Meetings**

Planning grantees will be expected to report periodically through in-person meetings, phone conferences and emails throughout the grant award with their VNH Program Officer. Additionally planning grantees may be asked to participate in VNH events and meetings.

### **Planning Grantee Expectations**

Successful Planning Grant Applicants are **expected and required** to abide by the following:

- **Planning Grant Staff:** It is required that all planning grant staff have at least two points of contact for VNH staff to communicate with. These two points of contact should also have eGrants accounts.
- **Required Meetings & Trainings:** VNH holds both meetings and trainings specifically for planning grantees throughout the year to aid them in the planning process. It is expected that all grantees send at least one relevant staff to these meetings/trainings. However, having more than one staff member present is recommended.
- **Reporting Deadlines:** VNH requires planning grantees to submit quarterly progress reports to help them self-assess throughout the year. In addition, there are also required monthly financial reimbursement reports in the OnCorps system. All reports must be submitted on time. Any requests for an extension on the deadline should be made well in advance.
- **Communication:** As good communication between Volunteer NH staff and planning grant staff is crucial for the successful completion of the planning grant year, it is expected that all staff respond to requests from VNH in a timely manner.

Failure to meet these requirements may result in the loss of the planning grant or in the organization's ability to apply for a program grant.



# **APPLICATION INSTRUCTIONS**

## **AmeriCorps Planning Grant Application Instructions**

**As applicable to the Notice of Funding Opportunity**

## SUBMITTING YOUR APPLICATION IN EGRANTS

### New and Recompeting Applicants

New applicants need to establish an eGrants account by accessing this link:

<https://egrants.cns.gov/espan/main/login.jsp> and selecting “Don’t have an eGrants account? Create an account.”

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

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFO

Note: Once you create an application, you will be allowed to edit as needed until you are ready to submit. When you want to return to a previously created application, it will now appear under View My grants/Applications in the status For Grantee Edit or Action. Clicking on this option will allow you to re- enter the application. Do not use the **New** button again.

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

1. Applicant Info
2. Application Info
3. Narratives
4. Performance Measures
5. Documents
6. Budget
7. Review, Authorize, and Submit

### 1. Applicant Info

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

- Select **New** and enter or update the requested information in the fields that appear. The “**Program Director**” needs to be the person who can answer questions about the application. In general, the **Authorized representative** should be a different person than the Program Director.

### II. Application Info

In the Application Info Section enter:

- **Areas affected by your proposed program.** Please enter the potential cities /towns /counties /regions that you would be planning to send members.
- Requested project period start and end dates. **The project period is one year** (September 1<sup>st</sup>, 2020 – August 31, 2021 – unless a request for a different start date is made to VNH)
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No.”
- Indicate Yes or No if you are delinquent on any federal debt. Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation to VNH.
- State Application Identifier: Enter N/A.
- **Volunteer Leveraging Waiver.** This is nonapplicable to Planning Grants.

### 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.** 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

**Note:** The Narratives Section also includes fields for Evaluation Summary, 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*.

### **B. Selection Criteria**

Each application must clearly describe a significant community problem that could be effectively alleviated through AmeriCorps service.

#### **A. Program Design (50 Percent)**

In assessing Rationale and Approach/ Program Design, reviewers will examine the degree to which the applicant clearly describes its plan to design an AmeriCorps program to use AmeriCorps members to solve an identified community problem.

**B. Organizational Capability (25 Percent)**

Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing and experience to support the planning process and develop the proposed program.

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

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the proposed plan is cost effective and the budget is appropriate for the planning process.

**C. Evaluation Summary or Plan**

Enter N/A – Evaluations are not necessary for Planning Grants

**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. Planning Grants are not eligible for Continuations.

**IV. Logic Model**

Applicants may opt to fill out the Logic Model section. However, it is not required.

**V. Performance Measures**

One performance measure is required for Planning Grants. *Attachment A* of this document (page 25) outlines the steps an applicant should take to enter the required measure in eGrants. The performance measure must be entered at the time of application.

**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 proposed 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](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\\_112318\\_508.pdf](https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS_Education_Evidence_Brief_112318_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](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
- 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 federally-approved indirect cost agreement (if applicable and as indicated in the *Notice*), and other required documents listed in the *Notice* (if applicable) to [andrea@volunteernh.org](mailto:andrea@volunteernh.org), as part of your application. After you have submitted the documents, change their status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at CNCS.”

**A. Evaluation**

Submit any completed 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 Planning Grant 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.  
**NOTE: This is N/A to Planning Grants**

- 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.

**NOTE: This is N/A to Planning Grants**

### **C. Federally-approved Indirect Cost Agreement**

Applicants 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.

### **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 at [andrea@volunteernh.org](mailto:andrea@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 10** of this document.

- 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](https://www.ecfr.gov/cgi-bin/textidx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

### **A. Detailed Budget Instructions**

The line items that pertain to Planning Grants are Section I. and III.

#### **Section I. Program Operating Costs**

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

##### **A. Personnel Expenses**

Under —Position/Title Description, list each staff position separately and provide salary and percentage of effort 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. 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.

**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 separately. 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. Uncommon or exceptionally high-cost benefits should be itemized and justified.

**C. 1. Staff Travel**

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

**D. 2. Member Travel**

N/A.

**E. Equipment**

N/A.

**F. Supplies**

Include the amount of funds to purchase consumable supplies and materials that cost under \$5,000 per unit. Items over \$5,000 are considered equipment and are not allowed as a budget cost for planning grants. You must individually list any single item costing \$1,000 or more.

**G. Contractual and Consultant Services**

Include costs for consultants related to the project’s operations, except training consultants, who will be listed in Sections G., below. Indicate the daily rate, number of days, and total cost for consultants you are proposing to use and their contractual services.

**H. 1. Staff Training**

Include the costs associated with training staff on project requirements and training to enhance the skills needed 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.

**Governor’s Conference:** Applicants are expected to budget \$70 (under “staff training”) for sending at least one Planning Grant staff to the one day Governor’s Conference. The language should be “Staff attendance at the Governor’s Conference: (#) Staff X \$70 registration fee for the one day conference = \$”

**I. 2. Member Training**

N/A.

## J. Evaluation

N/A.

## K. 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 staff** for the checks (this is the minimum cost for staff who live and work in NH). However, additional costs vary for staff that do not live in NH, 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 and similar expenses that are specifically used for AmeriCorps project staff, and are not part of the organizations indirect cost/admin 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.

## Section II. Member Costs

All Member Costs are N/A.

## 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

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

### CNCS Fixed Percentage Method

#### Five 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 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.

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

To determine the Grantee share for Section III: Then 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.

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

**Volunteer NH elects to retain 2% of the 5% of federal funds available to programs for administrative costs.** To calculate this, do as follows:

**$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.40) = \text{Commission Share}$**   
 **$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.60) = \text{Subgrantee Share}$**

### **Federally approved Indirect Cost Rate**

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

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.

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.

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

## **Match**

### **Source of Match (24% of total project cost)**

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

## **IX. Funding/Demographics**

In the Funding/Demographics Section enter:

- **Other Revenue funds:** Enter 0
- **Number of Volunteers Generated by AmeriCorps members:** Enter 0
- **Percentage of MSYs who are opportunity youth, if any:** Enter 0
- **If Education NOFO Priority, which Education Priority number intervention is your program model:** Enter 0



## **ATTACHMENT A: Performance Measures Instructions for Planning Grant Applicants**

### **(eGrants Performance Measures Section)**

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#### **eGrants Performance Measures Module Instructions About the Performance Measures**

##### **Module**

In the performance measures module, you will create a performance measure for your planning grant.

##### **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 slot allocations for your application, click the “Edit Objectives/MSYs/Slots” button.

After you have created your performance measure, the Home Page will display a chart summarizing your measure. 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**

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 the “Other Community Priorities” focus area. Then click on the “Other” objective and select the “Other” intervention..

Choose “Other Community Priorities” as your program’s primary focus area in the drop-down list at the bottom of the page. Next, select “other” as your primary intervention.

Click the next button to continue.

##### **MSYs/Slots Tab**

On this tab, you must enter a numerical value of “0” in all MSY (as you will have no members) and slot fields in order to submit your application. Then click the next button to continue.

## Performance Measure Tab

To create your performance measure, begin by selecting “other” from the objective drop-down. Enter the following title: Planning Grant.

Enter NA in the problem statement text box.

Check the box next to the intervention text box. Enter this text in the intervention text field: **Plan an AmeriCorps program**. Click the button next to the output text box. Enter this text in the output text field: Work with grantor staff to design and conduct planning process as outlined in the application.

Check the box next to the outcome text box. Enter “**Submit full AmeriCorps NH Application**” in the outcome text field.

Enter a numerical value of “0” in the MSYs and slots fields at the bottom left of the page. Click “next” to proceed to the data collection tab.

## Data Collection Tab

On this tab, enter NA in the intervention text box. Then expand each output and outcome. Enter “1” for all numerical values required and enter NA in all text boxes. Select “other” as your data collection method for both the output and the outcome.

After entering data collection information for the output and outcome, click “Mark Complete.” You will return to the Performance Measure tab. 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.

## ATTACHMENT B: 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 (N/A FOR PLANNING GRANTS)

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 (N/A FOR PLANNING GRANTS)**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**H. Evaluation (N/A FOR PLANNING GRANTS)**

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 – N/A FOR PLANNING GRANT APPLICANTS**

**A. Living Allowance**

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
1st Year of 2-Year Half Time						
2 <sup>nd</sup> Year of 2-Year Half Time						
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 (include the 2% Admin cost)**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**B. Federally Approved Indirect Cost Rate (if applicable)**

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

Budget Total: Validate this budget Required Match Percentages:	Total Amount	CNCS Share	Grantee Share

**Source of Match**

Section	Match Desc.	Amt	Type	Source
<b>Sources of Funds</b>				
<b>Total Source of Funds</b>				

## ATTACHMENT C: Budget Checklist

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Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements.

In Compliance?	Section I. Program Operating Costs
Yes No	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps Planning Grant?
Yes No	Staff indirectly involved in the management or operation of the applicant organization is 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	All positions in the budget are fully described in the program narrative?
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 travel is clearly identified?
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	Have you provided budgeted costs for criminal history checks of grant-funded staff that are in covered positions per 45 CFR 2522.205? Or, if not, there is an explanation of how the program will be covering the costs.
Yes No	Are all items in the budget narrative itemized and the purpose of the funds justified?

<b>In Compliance?</b>	<b>Section III. Administrative/Indirect Costs</b>
Yes No	Applicant has chosen Option A – CNCS-fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes No	Applicant has chosen Option A – CNCS fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes No	Applicant has chosen Option B – federally approved indirect cost rate method and documentation submitted to CNCS if multi-state, state or territory without commission or Indian Tribe applicant? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.
Yes No	Applicant has chosen Option B – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?
Yes No	Applicant has chosen Option B-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
Yes No	Applicant has budgeted 2% of the administrative costs for the Commission Share?

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