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**VOLUNTEER NH  
NOTICE OF FUNDING OPPORTUNITY (NOFO)  
2022-2023 AmeriCorps Planning Grants**

**Assistance Listing Number:** 94.006

***Volunteer NH NOFO Contacts:***

- Andrea Johnston, Senior Program Officer ([andrea@volunteernh.org](mailto:andrea@volunteernh.org); 603-410-7768)
- Emily Planchet, Program Officer ([emily@volunteernh.org](mailto:emily@volunteernh.org); 603-271-7204)
- Lesley Rossi, Finance & Grants Officer ([lesley@volunteernh.org](mailto:lesley@volunteernh.org); 603-271-7201)

***Important Dates***

<b>Date</b>		<b>Notes</b>
<b>Wednesday, February 16</b>	Optional informational and Q & A Zoom for new applicants at 10amm.	RSVP to <a href="mailto:emily@volunteernh.org">emily@volunteernh.org</a> by <b>February 15th</b>
<b>Friday, February 25</b>	AmeriCorps Planning Grant & Budget Training via Zoom (1pm -3pm)	RSVP to <a href="mailto:emily@volunteernh.org">emily@volunteernh.org</a> by <b>February 24</b>
<b>Friday, March 4</b>	<a href="#">Intent to Apply Due</a> by 5pm	See "Submission of Additional Documents" section for link
<b>Tuesday, April 12:</b>	Applications in eGrants & Additional Documents due to VNH by 5pm	See "Submission of Additional Documents" section for specific requirements
<b>May 13 - May 20</b>	Notification of approval or rejection of application (clarification requests may also accompany notification)	

*\*Please note that certain due dates are contingent upon AmeriCorps' timeline and may be subject to change.\**



### ***Accompanying Guidance:***

Please note that this document has been created by Volunteer NH using the 2022 AmeriCorps NOFO for State & National Grants. All applicants should review the following documents to receive the full guidance:

- FY 2022 ASN Competitive NOFO
- FY 2022 ASN Application Instructions
- FY 2022 ASN Mandatory Supplemental Information
- FY 2022 ASN Performance Measure Instructions

These documents can be found on <https://www.americorps.gov/partner/funding-opportunities>. The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov).

## **AMERICORPS IN NEW HAMPSHIRE**

### **PROGRAM DESCRIPTION**

#### ***Purpose of AmeriCorps Planning Grants***

AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service a cornerstone of our national culture. AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position.

The purpose of **planning grants** is for an organization to spend up-to a year in supporting the development of AmeriCorps programs that will engage AmeriCorps members in evidence-based interventions to solve community problems. Planning grants may not be used to support AmeriCorps members.

Planning grant recipients are typically expected to be better prepared to compete for an AmeriCorps program grant in a future grant cycle.



**Volunteer NH (VNH)** is a nonprofit organization that envisions our state as a place where people volunteer together to build strong and connected communities. We bring our vision to life by engaging those communities to solve local challenges through volunteerism.

As New Hampshire's State Service Commission, Volunteer NH administers its own AmeriCorps State selection process and submits the applications it selects to compete for final review by AmeriCorps.

### ***AmeriCorps 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 maximize the impact of investment in national service, AmeriCorps has the following focus areas:

#### *Disaster Services*

Grants will support increased and improved disaster services for individuals and communities to prepare and adapt to disasters, including but not limited to climate change events. Activities will provide support to increase preparedness for disasters, improve readiness to respond to disasters, support recovery efforts from disasters, and/or assist in the implementation of pre-disaster mitigation and adaptation measures. Grants will support communities and individuals in planning for disasters, in particular engaging disadvantaged communities in the planning process.

#### *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 climate and environmental circumstances and helping Americans respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation and sustainable forest management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature based solutions.

#### *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 improve the quality of life of veterans and improve military family well-being; increase the number of veterans, wounded warriors, military service members, and their caregivers, families, and survivors served by AmeriCorps programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

#### **Funding Priorities**

Volunteer NH Funding Priorities according to the State Service Plan are:

- **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



AmeriCorps' priorities for the 2022-2023 Program Year are:

- Efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming to aid communities in their efforts to recover from the COVID-19 pandemic, including outcomes of COVID-19 on student subgroups described in the Elementary and Secondary Education Act.
- Educational opportunity and economic mobility for communities experiencing persistent unemployment or underemployment, and students experiencing homelessness or those in foster care.
- Programs that prioritize civic engagement and social cohesion.
- Evidence-based interventions on the AmeriCorps Evidence Exchange that are assessed as having Moderate or Strong evidence. Please note that many of these interventions have demonstrated effectiveness in improving outcomes for individuals living in underserved communities and that the agency has committed resources to supporting grantees seeking to replicate and evaluate these interventions in similar communities.<sup>1</sup>
- Veterans and Military Families, Caregivers, and Survivors – a program model that improves the quality of life of veterans and improves the well-being of military families, caregivers, and survivors.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Environmental stewardship and climate change including renewable energy and energy efficiency, building community resilience, sustainable food systems and agriculture, and conservation and habitat preservation.
- Faith-based organizations.
- Economic Mobility Corps (Please see the AmeriCorps State & National NOFO <https://www.americorps.gov/partner/funding-opportunities> - Attachment A - *for more information*).

To receive priority consideration, applicants must show that the priority area is a significant part of the planning grant focus and intended outcomes. Planning grants that propose to address one of the above priorities does not guarantee funding.

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<sup>1</sup> AmeriCorps Evidence Exchange: <https://americorps.gov/about/our-impact/evidence-exchange>



## FEDERAL AWARD INFORMATION

**Disclosure:** *Publication of this Notice of Funding Opportunity (Notice) does not obligate Volunteer NH to award any specific number of grants or to commit any particular amount of funding. The actual level, timing, and process of grant funding will be subject to the availability of annual appropriations.*

### **Period of Performance**

Planning grants are for a maximum of one year. The automatic start date for the grant is September 1, 2022. Organizations may request a different start date.

### **Maximum Award Amount**

Applicants may apply for a maximum of \$75,000.

### **Planning Grantee Expectations**

- **Program Officer Meetings:** Planning grantees will be expected to report periodically through in-person and virtual 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. 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.
- **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.
- **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. 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).
- **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.

## **ELIGIBILITY & OTHER REQUIREMENTS INFORMATION**

### ***Eligible Applicants***

The following types of non-Federal entities (all of which are defined in [2 CFR 200.1](#)) are eligible to apply:

- Institutions of higher education
- Local & state government
- Nonprofit organizations

All Planning Grantees funded through this competition must intend to serve New Hampshire communities.

### ***New Applicants***

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

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 **AmeriCorps Financial Management Survey** as well as the **Intent to Apply**. Volunteer NH Staff will review these documents to determine an applicant's capacity to receive a planning grant.



### ***Cost Sharing or Matching***

Planning grants are cost-reimbursement based. Planning grants are required to match funds at 24%. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission.

Law requires that grantees that use other Federal funds as matching funds for an AmeriCorps grant to report those amounts and sources to AmeriCorps on a Federal Financial Report.<sup>2</sup> Grantees must track and be prepared to report on that match separately each year and at closeout.

### **Match Waiver**

If a match waiver is made available, Volunteer NH will provide updated information at such time.

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

### **Application Content**

Complete applications must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:
  - Executive Summary
  - Program Design
  - Organizational Capability
  - Cost-Effectiveness & Budget Adequacy
- Logic Model (*N/A for Planning Grantees*)
- Performance Measures
- Standard Form 424A Budget
- Continuation Changes (*N/A for Planning Grantees*)
- Clarification
- Authorization, Assurances, and Certifications <sup>3</sup>

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<sup>2</sup> Section 121(e)(5) of NCSA (42 U.S.C. §12571(e)).

<sup>3</sup> <https://egrants.cns.gov/cnsmisc/ECERTS.HTM>



## Page Limits

There are page limits for the Narratives and Logic Model:

- Narratives
  - Applications must not exceed **8 pages** for the Narratives as the pages print out from eGrants.
  - The application sections that count towards the page limit are the:
    - SF-424 Face Sheet
    - Executive Summary
    - Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.
  - The application page limit does not include the Budget, Performance Measures, or any required additional documents.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits set in the Notice. **Volunteer NH strongly encourages applicants to print out the application from the "Review and Submit" tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.**

## Unique Entity Identifier and System for Award Management (SAM)

All applicants **must** register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award.

## Late Applications

All applications received after the submission deadline published in this Notice are presumed to be non-compliant. Organizations can request extensions before the due date, but Volunteer NH reserves the right to deny the request.

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and <https://egrants.cns.gov/cnsmisc/EASSUR.HTM>



## ***Award Funding Requirements***

### **Pre-Award Costs**

Pre-award costs, where authorized, are allowed after receiving written approval from AmeriCorps and Volunteer NH.

### ***Other Submission Requirements***

#### **Electronic Application Submission in eGrants**

Applicants must submit applications electronically via [eGrants, AmeriCorps' web-based application system](#). Volunteer NH recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

#### **Submission of Additional Documents**

Applicants are required to submit the additional documents below by the application submission deadline. Additional documents must be emailed to [andrea@volunteernh.org](mailto:andrea@volunteernh.org).

Failure to submit the required additional documents may have a negative effect on the assessment of your application and/or on the determination of the application's eligibility to advance for review.

Please do not submit any items that are not requested in this Notice and Guidance.

<b>Document</b>	<b>Send To:</b>	<b>When Required:</b>	<b>Notes:</b>
Intent to Apply	N/A – this is a Google form	March 4	Link: <a href="https://forms.office.com/r/dyapgjPsMG">https://forms.office.com/r/dyapgjPsMG</a>
Applicant Operational and Financial	<a href="mailto:andrea@volunteernh.org">andrea@volunteernh.org</a>	With submission of <b>application</b>	Link to access Financial Management Survey (MUST be submitted as a Word document):



Management Survey			<a href="https://americorps.gov/sites/default/files/document/OFMS_Form_Control3045_0102%20%28002%29.pdf">https://americorps.gov/sites/default/files/document/OFMS_Form_Control3045_0102%20%28002%29.pdf</a>
Most Recent Audit or Reviewed Financial Statements (if applicable)	<a href="mailto:andrea@volunteernh.org">andrea@volunteernh.org</a>	With submission of <b>application</b>	
Federally Approved Indirect Cost Letter (if applicable)	<a href="mailto:andrea@volunteernh.org">andrea@volunteernh.org</a>	With submission of <b>application</b>	
Federal Debt Delinquency Letter (if applicable)	<a href="mailto:andrea@volunteernh.org">andrea@volunteernh.org</a>	With submission of <b>application</b>	



## APPLICATION INSTRUCTIONS

### **Review 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.

### **New 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 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 (*N/A for planning grants*)
- 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.

- 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 the person at your organization who is authorized to accept the grant. This person should generally be different than the Program Director.

## II. Application Info

In the Application Info Section enter:

- **Areas affected by your proposed program.** Please indicate the cities, towns, and/or counties that your planning grant's eventual program would like to operate in. If unknown, enter "New Hampshire".
- Requested project period start and end dates (this should be ONE YEAR exactly from September 1, 2022 – August 31, 2023). Programs may request a different start date from VNH.
- 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.
- State Application Identifier: Enter N/A.

## III. Narratives

The narrative section of the application is your opportunity to convince reviewers that your planning grant application 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 AmeriCorps 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.

### Section Titles:

Please title each section and subsection of your application (if not already present in eGrants) as the following:

- Executive Summary
- Program Design:
  - Problem
  - Possible AmeriCorps Activities
  - Planning Process Description
  - Timeline
- Organizational Capability:
- Cost Effectiveness and Budget Adequacy

Note: The Narratives Section also includes fields for Evaluation Summary or Plan, Clarification Summary, Amendment Justification, and Continuation Changes.

**Please enter N/A in all fields EXCEPT the clarification summary. Please see the section for further guidance.**

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 fill in the blanks of these sentences to complete the Executive Summary. DO NOT deviate from the template below.

"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 AmeriCorps focus areas]."

*\*If the planning grant does not propose to address an AmeriCorps focus area, omit this sentence.*

## B. Program Design

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:
  - Section Header: "**Problem**"
    - The problem you plan to solve with your AmeriCorps program
    - Evidence (including citations from reports and studies) that the need exists and is prevalent in the identified communities.
  - Section Header: "**Possible AmeriCorps Activities**"
    - What AmeriCorps members would do to meet the need
    - The target communities the program would serve
- Section Header: "**Planning Process Description**"
  - Provide a detailed description of your planning process which will address 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.
  - 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.**
- 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).
- Section Header: **"Timeline"**
  - Provide a monthly timeline for planning activities

### **Logic Model:**

The Logic Model is not required for planning grant applicants.

## **C. Organizational Capability**

In the narrative:

- 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**

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

- 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).

Reviewers will take the following into account:

- Budget is submitted without mathematical errors.
- 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 complies 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.

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

- Current indirect rate cost rate information if used to claim indirect/administrative costs.
- Identify the non-AmeriCorps funding and resources necessary to support the project, including Fixed Amount applicants.

*Indicate the amount of non-AmeriCorps resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.*

**Please See Budget Instructions (Section VII) for specific guidance on Budget Items.**



### **C. Evaluation Summary or Plan**

All applicants should enter "N/A" in the "Evaluation Summary or Plan" field of the Narrative.

### **D. Amendment Justification**

Enter N/A.

### **E. Clarification Information**

Please make a heading entitled "FY 2022 Match Replacement" and enter the dollar amount of match replacement your program would like to request, if applicable. The amount cannot result in your program being above the maximum cost per MSY. Should your application go to clarification, this field will also be used to enter information that requires clarification in the post-review period.

### **F. Continuation Changes**

Enter N/A.

## **IV. Performance Measures**

You are required to complete the Performance Measure module, but you are not required to report on any specific measures. See the **Attachment A** for instructions for entering performance measures.

## **V. Program Information**

Applicants should only check the boxes for those characteristics that represent a significant part of the program.

### **AmeriCorps Funding Priorities**

Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the planning grant focus and intended outcomes.

### **Grant Characteristics**

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



## VI. 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 instructions 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 AmeriCorps.”

### A. Evaluation

Select “Not Applicable”

### B. Labor Union Concurrence

Select “Not Applicable”

### C. Federally-approved Indirect Cost Agreement

If applicable, applicants applying directly to Volunteer NH 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 e-mail 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 [andrea@volunteernh.org](mailto:andrea@volunteernh.org), with a cc’ to [lesley@volunteernh.org](mailto:lesley@volunteernh.org) 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 the e-mail listed in the *Notice*. This information must be received at Volunteer NH by the deadline in the *Notice*.



## VII. Budget Instructions

Please see **Attachment B**.

## VIII. Funding/Demographics

In the Funding/Demographics Section enter the information requested which could include:

- **Other Revenue funds.** Enter "0"
- **Number of Volunteers Generated by AmeriCorps members.** Enter "0"

## IX. Review, Authorize, and Submit

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

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



## ***ATTACHMENT A: Performance Measures Instructions*** **eGrants Performance Measures Section**

### **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 AmeriCorps focus areas appears on this tab. When you click on a focus area, a list of objectives 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/Members 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. You should also use the Performance Measures Checklist in Appendix B of the Performance Measure Instructions to self-assess your measure(s) prior to submission.

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## ***ATTACHMENT B: Budget Instructions – Cost Reimbursement Grants***

### **A. Match Requirements**

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

- 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:* AmeriCorps legislation permits the use of non-AmeriCorps 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 AmeriCorps. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Grantees who 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.



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.

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Administrative Requirements, 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. The OMB Uniform Guidance can be found on-line at [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

## **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.

Please itemize the costs. **For example:** One staff member will attend the annual Northeast Regional Conference. \$50 ground transportation + (1 day) X \$400 lodging + \$35 per diem = \$485

**Programs should budget a \$0 on the line labeled "Travel to CNCS-Sponsored Meetings". Subgrantees do not attend this conference.**

### **C. 2. Member Travel**

N/A

### **D. Equipment**

N/A

### **E. Supplies**

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more.



## **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.

**Per VNH policy, programs are expected to budget \$70 registration cost per appropriate staff member to attend the Governor's Conference on Volunteerism.**

### **G. 2. Member Training**

N/A

## **H. Evaluation**

N/A

## **I. Other Program Operating Costs**

Allowable costs in this budget category should include when applicable:

- **Criminal history checks:** Applicants are allowed, but not required, by AmeriCorps to budget criminal history checks for applicable staff.
- 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 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**

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 AmeriCorps 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.

Volunteer NH will elect to retain a share of the 5% of federal funds allocated to indirect costs available to programs. Volunteer NH will retain 2% from all subrecipients, computed from each month's periodic expense report (*PER*).



1. To determine the maximum CNCS share for Section III that a program can retain use the following calculation:

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

Enter this amount as the CNCS share for Section III A – Corporation Fixed Amount.

1. 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 – Corporation Fixed Amount.
2. To determine the amount of administrative funds to be retained by Volunteer NH use the following calculation:

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

Enter this amount as the CNCS share for Section III A – Commission Fixed Amount

### **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 AmeriCorps. 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.). AmeriCorps 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.

If a commission elects to retain a share of the 5% of federal funds available, please note the percentage or amount 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 minimus* 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. If requesting American Rescue Plan Match Replacement funds, please identify the request as Federal Funds and Proposed.