

# AMERICORPS TEXAS 2017-2018

## CONTINUATION APPLICATION INSTRUCTIONS



OneStar Foundation connects partners and resources to build a stronger nonprofit sector in Texas.  
OneStar Foundation is proud to administer AmeriCorps Texas.



AmeriCorps, a program of the Corporation for National and Community Service (CNCS), engages more than 80,000 members annually in a term of service during which AmeriCorps members seek to meet the most pressing needs of communities.

# The AmeriCorps Pledge

I will get things done for America –  
to make our people safer, smarter and healthier.

I will bring Americans together  
to strengthen our communities.

Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me  
this year and beyond.

I am an AmeriCorps member and I will get things done.





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**IMPORTANT NOTICE**

These application instructions conform to the Corporation for National and Community Service's online grant application system, [eGrants](#). All funding announcements by the Corporation for National and Community Service (CNCS) are posted on [www.nationalservice.gov](http://www.nationalservice.gov) and [www.grants.gov](http://www.grants.gov). All funding announcements by OneStar Foundation are posted on [www.onestarfoundation.org](http://www.onestarfoundation.org).

**Public Burden Statement:** Public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Jennifer Bastress Tahmasebi, 250 E Street, SW Suite 300, Washington, D.C. 20525. CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (see 5 CFR 1320.5(b)(2)(i)).

**Privacy Act Notice:** The Privacy Act of 1974 (5 U.S.C. §552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§12581-12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. §4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and uses – The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses – Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and the Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Executive Summaries of all compliant applications received and applications of successful applicants will be published on the CNCS website as part of ongoing efforts to increase transparency in grantmaking. This is described in more detail in the *Notice of Federal Funding Opportunity*. The information will not otherwise be disclosed to entities outside of AmeriCorps and CNCS without prior written permission. Effects of Nondisclosure – The information requested is mandatory in order to receive benefits.

**Indirect Cost Rates:** CNCS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federal or state approved indirect cost rate, a 10% de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 CFR §200.413 Direct costs. Applicants who hold a state or federal negotiated indirect cost rate or will be using the 10% de minimis rate must enter that information in the Organization section in eGrants.

**Universal Identifier:** Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the System for Award Management (SAM). All grant recipients are required to maintain a valid registration, which must be renewed annually.

## APPLICATION RESOURCES

Please use these application instructions if you are a continuation applicant.

Use these instructions in conjunction with the Notice of Federal Funding Opportunity (Notice), and the AmeriCorps Regulations, 45 CFR §§ 2520-2550. **The Notice includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY)<sup>1</sup>, and other information that is specific to the grant competition.**

The AmeriCorps regulations include pertinent information (see Table 1, below). The Notice can be found at <http://onestarfoundation.org/ameriCorpstexas/available-funding/>.

The full regulations are available online at: [www.gpoaccess.gov/ecfr](http://www.gpoaccess.gov/ecfr).

**Table 1: Requirements in the AmeriCorps Regulations**

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

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

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

## ONESTAR FOUNDATION GRANT TERMS AND REQUIREMENTS

### Grant Compliance

The specific requirements for AmeriCorps recipients are set forth in regulations, provisions, application guidelines, and the Notice of Grant Award and Terms and Conditions. In addition to being thoroughly familiar with the regulations, applicants should read application guidelines carefully as well as the regulations published in the Federal Register on July 8, 2005 (45 C.F.R. §§ 2520-2550). As with all federally funded programs, it is the responsibility of each AmeriCorps recipient to ensure appropriate stewardship of federal funds entrusted to them. It is important to make sure that all staff, sites and partners are familiar with the rules and regulations. The 2016-2017 Terms and Conditions can be found here:

- [General Terms and Conditions](#)
- [Specific Terms and Conditions for AmeriCorps State](#)
- [OneStar Foundation Terms and Conditions](#)

### Allowable Costs

For any cost to be allowable under a grant award based on an application for AmeriCorps program funding, the cost must be accorded consistent treatment using policies and procedures that apply uniformly to both the federal grant funded activities and to all other activities of the applicant. For additional information, see:

- [OneStar Foundation Terms and Conditions](#), Section X. Matching Requirements
- [OneStar Foundation Terms and Conditions](#), Section XI. Program Income
- [OneStar Foundation Terms and Conditions](#), Section XII. Payment Obligations

<sup>1</sup> One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. It does not include childcare or the cost of the education award.

**Pre-Award Costs**

OneStar (through authorization from CNCS) may authorize recipients to incur amounts for CNCS and Grantee share (cash as well as donated goods/space/services) before the start date of their grant. Authorization would not increase the overall budget amount awarded to an organization. See OneStar's [Pre-Award Cost Authorization Policy](#).

**Point of Contact**

OneStar requires that all recipients designate appropriate staff members to serve as the primary and secondary program and fiscal staff contacts. The primary contacts will have the primary responsibility to manage the AmeriCorps program from both a programmatic and fiscal perspective. These people will serve as the primary contacts between the organization and OneStar throughout the duration of the AmeriCorps program. Grant funds can be utilized for personnel expenses. Timely responsiveness throughout the project period is tracked as a grant performance criterion. See OneStar's [Authorized Contact Policy](#).

**Records Retention**

All financial records, supporting documentation, statistical records, evaluation and performance data, member information, and personnel records must be retained for three years after the close of OneStar's AmeriCorps grant from the CNCS under which your organization's application is funded. For additional information, see:

- [OneStar Foundation Terms and Conditions](#), Section XV. Retention and Accessibility of Records

**National Service Criminal History Check**

Criminal history checks are required for all members and for all employees or other individuals who receive all or a portion of a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Fees associated with obtaining criminal background checks may be included as an expense in the program budget. For additional information, see:

- [General Grant Terms and Conditions](#), Section II. E. National Service Criminal History Check Requirements

**OneStar Sponsored Training Events**

Each year, OneStar hosts up to three mandated AmeriCorps training events to provide tools and resources, as well as review program requirements or updates. Recipients are required to send appropriate individuals associated with the program to each training (Program Director, Program Assistant, Site Supervisors, Fiscal Staff, etc.). Recipients may budget up to \$2,500 in CNCS funds to attend required training events. Recipients may budget additional funds in Grantee share. Attendance at OneStar mandatory training events is tracked as a grant performance criterion. Specific details on mandatory events for 2016-2017 have not yet been confirmed, for additional information, see:

- [OneStar Foundation Terms and Conditions](#), Section XVI. Training and Events

**Disaster Preparedness, Response and Recovery**

OneStar Foundation requires the availability of AmeriCorps Texas members to acquire basic skills in, and to provide assistance with, disaster preparedness, response and recovery as needed by the State of Texas. Waivers to this requirement will be considered on a case-by-case basis and should be submitted in writing as part of the submitted application materials to [grants@onestarfoundation.org](mailto:grants@onestarfoundation.org). For specific requirements, see:

- [OneStar Foundation Terms and Conditions](#), Section XIV. Disaster Preparedness, Response and Recovery

**MEMBER TERMS AND REQUIREMENTS**

A key element of program design is selecting the number and type of member service positions to be utilized by the program. In making such decisions, applicants should consider the type of service to be provided, the hours during which service can be provided (during the school day, afterschool, weekends, etc.), and the number of service hours needed to make a demonstrable impact on the identified community need.

A term of service is the program minimum hour requirement AND the length of service plus any other program defined requirements. The term of service must allow for sufficient opportunity for the member to meet the service hour requirement. In planning for the member's term of service, the program must account for holidays and other time off, and must provide each member with sufficient opportunity to make up missed hours. Programs that wish to utilize reduced half-time, quarter-time, and minimum-time positions must ensure that the positions provide members intensive service experiences. Designing positions in this manner enables members to experience the intensive terms of service that AmeriCorps was designed to provide.

- [OneStar Foundation Terms and Conditions](#), Section I. Definitions

The applicant must develop member positions that provide for meaningful service activities and performance criteria that are appropriate to the skill level of members. If selected, the recipient is responsible for ensuring that the positions do not include or put the AmeriCorps member in a situation where the member is at risk for engaging in any prohibited activity (see 45 CFR § 2520.65), activity that would violate the non-duplication and non-displacement requirements (see 45 CFR § 2540.100), or exceeding the limitations on allowable fundraising activity (see 45 CFR §§ 2520.40-45).

An AmeriCorps Member means an individual:

1. Who has been selected by a subrecipient to serve in an approved national service position;
2. Who is a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States;
3. Who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled in a full-time, year-round youth corps or full-time summer program as defined in the NCSA (42 U.S.C. § 12572 (a)(3)(B)(x))), in which case he or she must be between the ages of 16 and 25, inclusive, and
4. Who has received a high school diploma or its equivalent, agrees to obtain a high school diploma or its equivalent (unless this requirement is waived based on an individual education assessment conducted by the program) and the individual did not drop out of an elementary or secondary school to enroll in the program, or is enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under 20 U.S.C § 1091.

The recipient is responsible for obtaining and maintaining adequate documentation to demonstrate the eligibility of members. A recipient that enrolls a member who was ineligible to serve is required to repay any funds that were used to support the member. This may include, training costs, living allowance, service gear, and the education award.

### Member Recruitment and Selection

Member recruitment and selection requirements are in CNCS's regulations at 45 CFR §§ 2522.210 and Part 2540, subpart B. Member recruitment is the responsibility of the recipient. Recipients are required to develop a member recruitment and selection plan. The recipient is responsible for establishing the minimum qualifications for membership in the program, selecting members who meet those qualifications, and assigning members to projects that are appropriate to their skill. Recruitment strategies vary based on the program's service activities and its essential and preferred qualifications. Most programs find that recruitment is a year-round process. For additional information, see:

- [Specific Terms and Conditions for AmeriCorps State](#), Section IV. Member Recruitment, Selection and Exit

### Member Benefits

The AmeriCorps program provides its members with both in-service and post-service benefits. There are restrictions and eligibility requirements for these benefits. In-service benefits are designed to provide members with the support necessary to participate in the AmeriCorps Program. In-service benefits provided to members may include: *living allowance*, *child care*, *health insurance*, *student loan postponement*, and *student loan interest accrual payment*. An education award is a post-service program benefit that is provided for successful completion of service in the program. For additional information, see:

- [Specific Terms and Conditions for AmeriCorps State](#), Section VIII. Living Allowances, Other In-Service Benefits and Taxes

### Member Supervision

The subrecipient must provide members with adequate supervision by qualified supervisors. Programs should establish memorandums of understanding with all member placement sites and ensure consistent communication channels exist. The subrecipient must conduct an orientation for members, including training on what activities are prohibited during AmeriCorps service hours, and comply with any pre-service orientation or training required by CNCS. The subrecipient must ensure that it does not exceed the limitation on member service hours spent in education and training set forth in 45 CFR § 2520.50. For additional information, see:

- [Specific Terms and Conditions for AmeriCorps State](#), Section V. Supervision and Support

## ONESTAR FOUNDATION RIGHTS AND DISCLAIMER

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### **Interpretive Conventions**

Whenever the terms “shall”, “must”, “will” or “is required” are used in these instructions in conjunction with a specification or performance requirement, the specification or requirement is mandatory. Failure to address or meet any mandatory requirement in a proposal may be cause for OneStar’s rejection of an application.

Whenever the terms, “can”, “may”, “should” or “recommended” are used in these instructions in conjunction with a specification or performance requirement, the specification or requirement is desirable, but not mandatory. Accordingly, failure to address or provide any items so referred to will not be the cause for rejection of the proposal, but could result in a less favorable evaluation.

### **Cancellation/Partial Award/Non-Award**

Publication of these instructions does not obligate OneStar to award any specific number of grants. OneStar reserves the right to cancel this funding opportunity, to make a partial award, or to make no award if it determines that such action is in the best interest of the State of Texas.

### **Right to Reject Proposals or Portions of Proposals**

OneStar may, in its discretion, reject any and all proposals or portions thereof.

## IMPORTANT DATES

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### Competitive Submission

December 1, 2016  
December 19, 2016 – January 10, 2017  
January 17, 2017  
May 15, 2017

Application Due (Competitive)  
Hold for Clarification (Competitive)  
Notification of Selection for Competitive Funding Consideration  
Notification of Selection for Competitive Funding

**Or**

### Formula Submission

April 27, 2017, 10:59:59 PM Central  
May 23 – 31, 2017  
June 21, 2017

Application Due (Formula)  
Hold for Clarification (Formula)  
Notification of Selection for Formula Funding



The following instructions for submitting a continuation request apply only to programs that are currently (2016-2017) in their first or second year of operation within their three-year project period. If your program is currently in the final year of its project period, you must apply using the application instructions for new and re-competing programs. In addition, if you are in year two or three of a cost-reimbursement grant cycle, you need to submit a new application to participate in the fixed-amount grant; you cannot continue your existing project period and switch from cost-reimbursement to fixed-amount.

## WHEN TO SUBMIT YOUR CONTINUATION REQUEST

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See the *Notice* for application deadlines.

## HOW TO SUBMIT YOUR CONTINUATION REQUEST

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Click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.

Edit your continuation application as directed in the *Continuation Request* instructions below. When you have completed your work, click the **SUBMIT** button.

Be sure you also review the *Notice* when preparing your continuation application. If you have questions about the content of your continuation request, please contact your OneStar Grants Officers.

## WHAT TO INCLUDE IN YOUR CONTINUATION REQUEST

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### I. Applicant Info and Application Info

Update the Applicant Info and Application Info sections in eGrants. Note in the Continuation Changes section what you have updated the Application Info and/or Application Info section(s).

Update the project period start and end dates. You may request a start date of August 1, 2017 or September 1, 2017. Exceptions to the start dates may be considered in exceptional circumstances. Applicants may not request start dates prior to July 1, 2016. ‘

- You must enter a **one-year** project period end date. If you select August 1, 2017 as the start date, then you must select July 31, 2018 as the end date.

### II. Narrative

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

With the exception of the Executive Summary, **DO NOT MAKE ANY CHANGES** to the original application narrative fields. If you are not proposing any changes to your continuation request, simply leave your original narrative as it is, and indicate that there are no changes in your responses for the 2017-2018 program year in the Continuation Changes section.

- Update the text of the Executive Summary for the 2017-2018 year.

Provide the following information in the Continuation Changes narrative field:

- Identify whether this is a Year 2 or Year 3 Continuation in the heading of this section.
- Did the program enroll 100% of the slots awarded in the last full year of program operation? If no, provide an explanation and describe the plan for improvement. *Note: Even if your program enrolled 99% of slots awarded, OneStar expects to see an explanation and plan for improvement.*
- Did the program retain 100% of the members in the last full year of program operation? If no, provide an explanation and describe the plan for improvement. OneStar and CNCS recognize retention rates may vary among equally effective programs depending on the program model but expects all grantees to pursue the highest retention rate possible. *Note: Even if your program retained 99% of members enrolled, OneStar expects to see an explanation and plan for improvement.*

- Was the program 100% compliant with 30-day enrollment and exit requirements? If no, provide an explanation and the plan to ensure future compliance.
- Are you proposing a change in operating sites or service locations? This includes expansion to new sites. If yes, describe these changes and provide a justification for the change. The justification should include the need that will be met at any new sites, the activities of the members, and organizational capacity to support new sites.
- Are you proposing a change in program scope or design? If yes, describe the change and provide a justification.
- If applicable, provide an update to the program's evaluation efforts to date.
- Are you proposing any changes to the budget? This includes any new staff, any changes in rates, any new line items not currently on the budget. If yes, describe the change and provide a justification.
- Are you requesting an expansion (increase in members, increase in funding, and/or an increase in cost/MSY)? Please note that continuation requests for increases in funding are rarely approved and are considered against the criteria outlined in the *Notice* and subject to available funding.

***Continuation applicants requesting expansions should not modify performance measures and the application budget to reflect the increase. Instead, please respond to the questions below. If your continuation request is approved, you will be invited to modify your performance measures and budget accordingly.***

- What type of expansion is being requested (increase in members, increase in funding, and/or increase in cost per MSY)?
  - What is the level of increase being requested? Provide the level of resource the program currently receives, the amount of increase being requested, and a new total request amount. For example: The program currently receives \$100,000, 10 MSYs and 10 slots, for a cost/MSY of \$10,000. We are requesting an additional \$20,000, 2 MSYs and 2 slots, for a cost/MSY of \$10,000. Our total request is \$120,000, 12 MSYs and 12 slots, for a cost/MSY of \$10,000.
  - Provide justification for the expansion. The justification should include an explanation of the problem/need that will be met, how or whether member activities will differ from those already included in the approved grant, and a description of the organizational capability to support the expansion, including the organizational staffing and experience to manage the expansion and ensure quality and compliant programming and member experience.
  - Provide a detailed description of how the expansion would change the application budget and a dollar amount of the total increase. Include any additional staffing that would be added, changes to member training, criminal history checks, etc.
  - Provide a detailed description of how the expansion would change the application performance measures. Indicate how the expansion will impact program outcomes and make the program more effective.
- Are you proposing other changes not captured above? If yes, describe these changes and provide a justification for them.

The page limit for the Continuation Changes field is **6 pages**, as the pages print out from eGrants.

### III. Logic Model

Continuation applicants do not need to enter content into these fields unless changes to the originally-submitted logic model are being requested as part of the Continuation Changes.

### IV. Performance Measures

Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. To revise performance measures, "View/Edit" the

performance measures that copy over from your original application, or add new performance measures (see Appendix A for instructions). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

## V. Program Information

In the Program Information Section, 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 relationship with OneStar Foundation or CNCS should answer No.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

### AmeriCorps Funding Priorities.

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

- Disaster Services – Improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity – Increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members
- Education – Improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Environment – 21<sup>st</sup> Century Service Corps
- Healthy Futures – 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
- Governor and Mayor Initiative
- Programming that supports My Brother's Keeper
- Multi-focus that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities
- Evidence Based Intervention Planning Grants
- Safer Communities
- Encore Programs
- No NOFO priority area

### Populations Served

Check the appropriate box(es) to identify the population(s) the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the Above".

- Individuals who are homeless
- Adult ESL participants
- Youth ESL participants
- Disadvantaged youth (K-12)
- Head Start participants
- Immigrants and refugees
- Individuals receiving hospice or other care for terminal illness
- Individuals receiving mental health services
- Individuals receiving substance abuse services

- Individuals with HIV/AIDS
- Individuals with physical or developmental disabilities
- Senior Citizens
- Victims/Survivors of violence and abuse
- Veterans
- Veteran family members
- Caregivers
- None of the Above

### Grant Characteristics

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

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

### Grant Characteristics – AmeriCorps Member Population:

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

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above categories

**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.

## VI. Budget

Your budget from the previous year’s application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the 2017-2018 year. Incorporate any required CNCS increases, such as an increase to the member living allowance into your budget. The CNCS total share of the budget should generally not be increased. Continuation applicants requesting increase in funding should describe their request in the Continuation Changes section of the application and make modifications to the budget **ONLY** if this request is approved. OneStar and CNCS expect that the Cost per MSY for continuation applicants will decrease or remain the same. Any proposed increase in Cost per MSY must be justified in the Continuation Changes field. This applies even if the increased cost per MSY is less than the maximum or if the increase is due to increases costs set by CNCS.

### Source of Funds (Match)

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

**VII. Increasing Grantee Overall Share of Total Budgeted Costs**

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

See Appendix E for instructions for applying for the Alternative Match Schedule.

In the Funding/Demographics Section enter:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Percentage of MSYs who are opportunity youth.
- Number of reported in O15 who are opportunity youth.
- Number of reported in O17 who are opportunity youth.

**VIII. Operating Sites**

*For Multi-State applicants only.*

**IX. Review, Authorize, and Submit**

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

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

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

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

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

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

## APPENDIX A: PERFORMANCE MEASURE INSTRUCTIONS

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### eGrants Performance Measure Module Instructions

#### About the Performance Measures Module

In the performance measures module, you will:

- Provide information about your program's connection to CNCS focus areas and objectives.
- Show MSY and member allocations.
- Create one or more aligned performance measure.
- Set targets and describe data collection plans for your performance measures.

#### Home Page

- To start the module, click the "Begin" button on the Home Page.
- As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.
- Once you have started the module, clicking "Continue Working" will return you to the tab you were on when you last closed the module.
- To edit the interventions, objectives, MSYs and member allocations for your application, click the "Edit Objectives/MSYs/Members" button.
- After you have created at least one aligned 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

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

- First click on a focus area. Then click on an objective. All national performance measures fall under a strategic plan objective. Only the performance measures that correspond to the strategic plan objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the [Performance Measure Instructions](#).
- Next, select all interventions that are part of your program design. Interventions are the activities that members and volunteers will carry out to address the problem(s) identified in the application. Select "other" if one of your program's interventions does not appear on the list. Repeat these actions for each of your program's focus areas.
- Choose your program's primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear on the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure that contains your primary intervention.
- You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

#### MSYs/Members Tab

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.

- Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If you selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps objective (under the Education focus area), enter 0 MSYs for these objectives and allocate your MSYs to the other objectives you selected. Note that you may be required to enter "0" for some other objectives if the only activity in that objective is focused on member development. Please

refer to additional instructions for calculating and entering MSY and member allocations at the end of these instructions to ensure that information is entered accurately.

- As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget (+/- 1 MSY).
- In the member column, enter the number of members that will be assigned to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives. For example, if one member works on both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for members in this table to exceed total member positions (slots) requested in the application due to counting members' service across multiple objectives.

### Performance Measure Tab

This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure. You must create at least one aligned performance measure that includes your primary intervention. You may create additional aligned performance measures.

- To create an aligned performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab.
- Provide a short, descriptive title for your performance measure.
- Briefly describe the problem your program will address in this performance measure.
- Select the interventions(s) to be delivered by members and member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outcomes of this aligned performance measure. If you select "other" as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click "add user intervention" and enter a one or two word description of the intervention.
- Select output(s) for your aligned performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures, you may create an applicant-determined output by clicking "Add User Output".
- Select outcome(s). If you have selected a National Performance Measure output with a corresponding National Performance Measures outcome, these outcomes will be available to select. If you have not selected a National Performance Measures output, or if there is no corresponding outcome, create an applicant determined outcome by clicking "Add User Outcome".
- For Capacity Building National Performance Measures, you may select optional end outcomes. You will not be required to report on these outcomes and therefore will not be required to enter a data collection plan. Complete the corresponding drop-down box for any end outcome selected. To select more than one focus area, click "Add new focus area." To select more than one beneficiary population, click "Add new beneficiary". To de-select an item in the drop-down box, click the first (blank) line in the drop-down. To identify focus area outcomes that are connected to your capacity building activities, check the "Focus Area Outcome" box. To select more than one focus area outcome, select "Add new outcome". To de-select an item in the drop-down box, click the first (blank) line in the drop-down.
- Enter the number of MSYs and members your program will allocate to achieving the outcomes you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Members tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Members may be double-counted across performance measures, but MSYs may not. Note that MSYs and members cannot be entered for performance measures associated with the "Find Opportunity" objective. For the Teacher Corps objective, enter 0 MSYs and members.
- Click "next" to proceed to the data collection tab. Later you can return to this tab to create additional aligned measures.

### Data Collection Tab

On this tab, you will provide additional information about your interventions, instruments and plan for data collection.

- Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected. Frequency refers to how often an intervention occurs (for example, number of sessions per week); intensity refers to the length of time devoted to the intervention (for example, number of minutes per session); and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions).
- Expand each output and outcome and enter data collection information. For outputs that measure completion, define the minimum dosage required to be counted as having completed the program.
- The performance measures may be used after grant making separate from the grant narrative. Thus all information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met. Should an applicant choose to provide duplicate information about performance measures in the narrative, this information must also be in the performance measures module.
- Select the data collection method you will use to measure the output or outcome. To select more than one method, click the “Add new method” button. To de-select a method, click the first (blank) line in the method drop-down.
- Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable. For outcomes, specify how much improvement in knowledge, attitude, behavior, or condition is required to be counted as having improved and clearly explain how the instrument measures this.
- Enter the target number for your output or outcome. Targets must be numbers, not percents.
- For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the population you intend to count (children, miles, etc.). Do not enter percents or member hours as units of measure. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.
- After entering data collection information for all outputs and outcomes, click “Mark Complete.” You will return to the Performance Measures tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click “Next.”

### Summary Tab

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

- To print a summary of all performance measures, click “Print PDF for all Performance Measures.”
- To print one performance measure, expand the measures and click “Print This Measure.”
- Click “Edit Performance Measures” 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.

### Understanding MSY and Member Allocations in the AmeriCorps State Application

#### How to Calculate MSY and Member Allocations

In the performance measure module, applicants enter the total share of program resources (MSYs and members) that will be directed to each objective<sup>2</sup>. Member and MSY allocations entered in the application are understood to be the program’s best estimate of how member time will be allocated to various program objectives.

The charts below show how a sample program could calculate its MSY allocations for different member types and different percentages of member time spent per objective. In this example, the program has a total of 135 members. All members spend some time contributing to the K-12 Success objective. Only the program’s 105 full-time and half-time members contribute to the School Readiness objective.

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<sup>2</sup> Objectives are objectives of the CNCS strategic plan. Activity that does not contribute to a strategic plan objective is categorized as “other”.

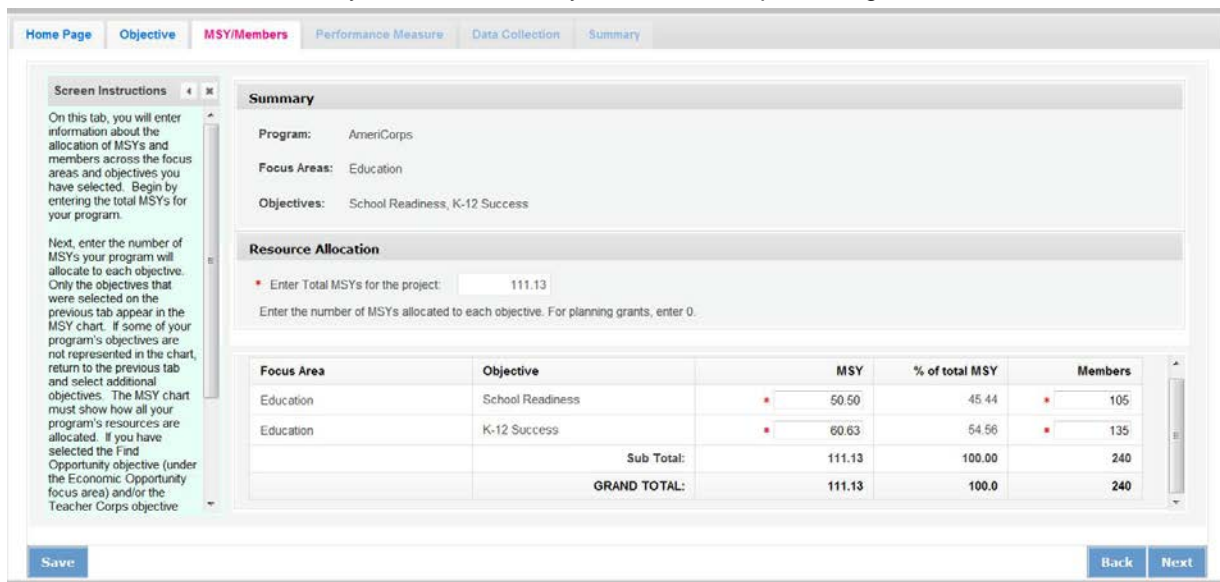


Objective #1: K12 Success						
Type of Member	MSY Multiplier for Type	X	Number of Members for Type	X	% of Member Time for Objective	= MSY Allocation
FT	1	X	100	X	.50	= 50
HT	.5	X	5	X	.80	= 2
RHT	.3809524	X	10	X	1.00	= 3.81
QT	.26455027	X	10	X	1.00	= 2.65
MT	.21164022	X	10	X	1.00	= 2.17
<b>Total Members</b>			<b>135</b>	<b>Total MSYs</b>		<b>60.63</b>

Objective #2: School Readiness						
Type of Member	MSY Multiplier for Type	X	Number of Members for Type	X	% of Member Time for Objective	= MSY Allocation
FT	1	X	100	X	.50	= 50 MSY
HT	.5	X	5	X	.20	= .5 MSY
RHT	.3809524	X	0	X	0	=
QT	.26455027	X	0	X	0	=
MT	.21164022	X	0	X	0	=
<b>Total Members</b>			<b>105</b>	<b>Total MSYs</b>		<b>50.5</b>

### How It Looks on the MSY Tab

The program enters the total number of MSYs and members for each objective on the MSY/Members tab of the performance measures module. The system automatically calculates the percentage of MSYs allocated to each objective.



Note: Programs that select the Find Opportunity objective (Economic Opportunity Focus Area) or the Teacher Corps objective (Education Focus Area) must enter 0 MSYs for these objectives and allocate their MSYs to other objectives. This is because the MSY allocations are designed to show how programs' resources are allocated to activities that benefit the community. The Find Opportunity and Teacher Corps objectives are focused on benefits to members.

### How it Looks in the 424 PDF

Table 1 and its corresponding pie chart show the total number of MSYs by Focus Area. Since both the K-12 Success and School Readiness objectives are in the Education Focus Area, Table 1 shows 100% of MSYs in Education.

MSYs by Focus Area



Table1: MSYs by Focus Areas

Focus Area	% MSYs
Education	100%

Table 4 in the PDF report shows the number of MSYs and members allocated to each objective, as seen on the MSY/Member tab:

Table4: No of MSY and Members by Objective

Objectives	No of MSYs	No of Members
K-12 Success	60.63	135
School Readiness	50.50	105
<b>Total</b>	<b>111.13</b>	<b>240</b>

Note: The total number of members does not accurately reflect the number of slots the program is requesting since some members are performing service in both objectives. The total number of MSYs does, however, reflect the total number of MSYs requested by the program.

Table 2 and its corresponding pie chart show the same MSY information expressed as percentages of the total MSYs:

MSYs by Objective

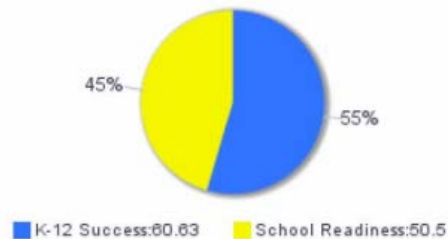


Table2: MSYs by Objectives

Objectives	%MSYs
K-12 Success	55%
School Readiness	45%

### How to Assign MSYs to Performance Measures

When a program creates an aligned performance measure, it must indicate how many MSYs and how many members will contribute to the outcomes of the aligned measure. Based on the MSY allocations already entered for the sample program, the program may allocate no more than 60.63 MSYs to K-12 Success performance measures, and no more than 50.5 MSYs to School Readiness performance measures. However, programs are not required to measure all of their activities, so it is possible that not all of these MSYs will be allocated to performance measures. Our sample program has three performance measures, one for the K-12 Success objective and two for the School Readiness objective.

Objective #1: K-12 Success							
Intervention	Aligned Performance Measure	Percent of K-12 Success Time Spent on Achieving PM Outcomes	X	Total MSYs in Objective	=	MSYs Allocated to Performance Measure	Percent of Total MSYs
Mentoring	ED3A, ED4A, ED27A	.75	X	60.63	=	45.47	41%
Parent Engagement	No performance measure.	.25	X	60.63	=	NA	14%

Objective #2: School Readiness							
Intervention	Aligned Performance Measure	Percent of K-12 Success Time Spent on Achieving PM Outcomes	X	Total MSYs in Objective	=	MSYs Allocated to Performance Measure	Percent of Total MSYs
Tutoring 1:1	ED20, ED21, ED23	.75	X	50.5	=	37.88	34%
Parent Engagement	Applicant-Determined Measure	.25	X	50.5	=	12.62	11%

Note: Any aligned performance measure that has member outcomes rather than beneficiary outcomes should have an MSY allocation of 0 members since MSY allocations are designed to show how programs' resources are allocated to achieving beneficiary outcomes.

**How It Looks in the 424 PDF**

Table 3 and its corresponding pie chart in the 424 PDF report shows the percentage of MSYs allocated to National Performance Measures, applicant-determined performance measures, or to no performance measures. As seen in the table above, the program has two National Performance Measures (ED3A/4A/27A and ED20/21/23), accounting for 75% of total MSYs. The program has one applicant-determined measure, and a small percentage of program activity is not being measured.

% of MSY NPM VS Applicant VS Not in ANY

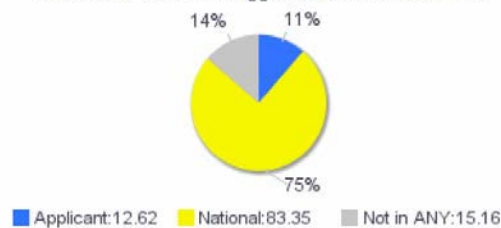


Table3: %MSYs by NPM vs. Applicant vs. Not in ANY

% MSYs	NPM	Applicant	Not in ANY
	75%	11%	14%

CNCS requires all applicants to have one aligned performance measure for the primary intervention. Applicants may have additional aligned measures provided that they measure significant programmatic activities.

**Performance Measure Checklist**

This checklist is used to assess performance measures during the review period. Items on the checklist are common problems that require clarification. The checklist is not a comprehensive list of all performance measure items that may require clarification. Refer to the Performance Measure Instructions and NOFO FAQs for full requirements.

<b>Alignment with Narrative and Theory of Change</b>
Focus areas, objectives, interventions, outputs and outcomes are consistent with the application narrative, logic model and theory of change.
<b>Interventions</b>
The interventions selected contribute directly to the outputs and outcomes.
Interventions are not repeated in multiple aligned performance measures.
<b>Dosage</b>
The dosage (frequency, intensity, duration of intervention) is described and is sufficient to achieve outcomes.
<b>Resource Allocation</b>
MSY and member allocation charts are consistent with the member activities/time spent on member activities described in the application narrative.
MSY allocations for performance measures are reasonable. (If it is clear that not all interventions are being measured, then 100% of MSYs should not be allocated to performance measures. CNCS expects an accurate estimate of MSYs that will lead to performance measure outcomes and does not require applicants to measure 100% of program activity or to allocate a certain percentage of activity to National Performance Measures.)
MSYs are zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10).
<b>Selection Rules/Performance Measure Instructions</b>
Unless the applicant is a continuation, no retired measures (e.g., measures marked deleted or not appearing in the 2015 Performance Measures Instructions) have been selected.
The applicant has at least 1 aligned performance measure for the primary intervention.
National Performance Measures conform to selection rules, definitions and data collection requirements specified in the Performance Measure Instructions. (Compliance with definitions and data collection requirements must be clearly explained in the performance measure text boxes or must be clarified.)
Individuals counted in National Performance Measures meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)
It is clear that beneficiaries are not double-counted in an aligned performance measure.
National Performance Measures count beneficiaries, not AmeriCorps members, unless the measure specifies that national service participants are to be counted.
The population counted in each National Performance Measure is the population specified in the Performance Measure Instructions.
Capacity Building interventions meet the CNCS definition of capacity-building in the Performance Measure Instructions.
Member development measures (O12, O13, O14, O15, O16, O17) have a 30-day timeline, not the previously acceptable 90-day timeline.
Applicant is not using applicant-determined member development or volunteer generation measures that are the same or similar to National Performance Measures or Grantee Progress Report demographic indicators (e.g., number of volunteers.)
Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) are only present if these activities are the primary focus of the program or a significant component of the program's theory of change.
<b>Education Selection Rules/Performance Measure Instructions</b>
Completion is defined for education outputs measuring completion. (ED2, ED4A, ED21, ED32). Note: Dosage and completion are not necessarily the same. The applicant must specify the minimum dosage necessary to be counted as having completed the program, which may or may not be the same dosage specified in the intervention description.
ED1/ED2 and ED3A/ED4A are not used in the same aligned PM.
The mentoring intervention is selected for ED3A/ED4A, and no other interventions are selected for ED3A/ED4A.
Mentoring is not selected as an intervention in any education measures other than ED3A/ED4A.

The mentoring dosage meets the dosage requirements described in the Performance Measure Instructions for ED3A/ED4A.
It is clear that the proposed standardized test for ED5 and/or ED30 meets the definition in the Performance Measure Instructions.
If the state standardized test is proposed to measure ED5 and/or ED30, a justification is provided as directed in the Performance Measure Instructions. (Note: Request must be approved by CNCS.)
If the applicant is measuring multiple subjects under ED5 and/or ED30, it is clear whether/how much students must improve in reading, math or both subjects in order to be counted.
For ED27A or ED27B, the applicant specifies which dimension(s) of academic engagement described in the Performance Measure Instructions will be measured.
<b>Alignment &amp; Quality</b>
Applicant-determined outputs and outcomes are aligned correctly.
Outputs and outcomes clearly identify what is counted.
Each output or outcome counts only one thing (except certain National Performance Measures).
Outcomes clearly identify a change in knowledge, attitude, behavior or condition. (Counts that do not measure a change are outputs and must be labeled as such.)
Outcomes clearly specify the level of improvement necessary to be counted as "improved" and it is clear why this level of improvement is significant for the beneficiary population served.
Outcomes count individual level gains, not average gains for the population served.
Outcomes measure meaningful/significant changes and are aligned with the applicant's theory of change. (Note: Outcomes that do not measure significant changes in knowledge, attitude, behavior or condition should be revised. If the applicant is not able to propose a meaningful outcome, the aligned performance measure should be removed. CNCS prefers that applicants measure a small number of meaningful outcomes rather than a large number of outputs paired with insignificant outcomes.)
Outcomes can be measured during a single grant year.
<b>Data Collection/Instruments</b>
Data collection methods are appropriate.
Instruments are likely to yield high quality data.
The instrument, and what it measures, is clearly described.
If the Performance Measure Instructions specify the instrument to be used, the applicant is using that instrument (e.g., pre/post test).
The instrument measures the change specified in the outcome. (For example, if the outcome is a change in knowledge, the proposed instrument measures a change in knowledge, not a change in attitude.)
Output instruments are sufficient to count all beneficiaries served and to ensure that individuals are not double-counted.
Outcome instruments will be administered to all beneficiaries receiving the intervention or completing the program. (Note, competitive grantees may propose a sampling plan for CNCS approval if this is not the case. Formula grantees are not permitted to sample.)
<b>Pre/Post Test</b>
If using a pre/post test to measure knowledge gains from training activities, it is clear how the pre/post test is connected to the learning objectives of the training.
The timeline for administering the pre/post test is clear.
If a pre/post test is required by the Performance Measure Instructions, the instrument described is a pre/post test.
The applicant can successfully match pre-test data with post-test data at the individual level. The same instrument must be used for the pre-test and the post-test.
<b>Targets</b>
Target values appear ambitious but realistic/It is clear how targets were set.
Outcome targets are smaller than output targets, with some exceptions (i.e., capacity-building National Performance Measures). Note: In some cases it may be appropriate for the outcome target to be equal to the output target.
The output and outcome targets are reasonably proportional. Note: What constitutes reasonably proportional may depend on what is being counted, how and when.
<b>Unit of Measure</b>

The unit of measure is not AmeriCorps members except in National Performance Measures that count national service participants.
The unit of measure is consistent for all outputs or outcomes in the PM unless otherwise specified in the Performance Measure Instructions.
The unit of measure is not hours.
The unit of measure is a number, not a percent.
<b>Sampling</b>
If sampling is proposed, the targets represent the total for the population being served, not just the sample. (Note: Formula grantees are not permitted to sample.)
If sampling is proposed, the sampling plan is forwarded to CNCS for consideration. (Note: Formula grantees are not permitted to sample.)
<b>Misc.</b>
The applicant has not opted into National Performance Measures but has the potential to do so. (In this case, clarify why the applicant has not opted into National Performance Measures and, if applicable, direct them to select appropriate National Performance Measures.)
The applicant has not created applicant-determined measures that are identical to National Performance Measures. (Note: This is a common problem that occurs when applicants have not selected the correct objective. Applicants must review the selection rules and choose the correct objectives or the corresponding performance measures will not be available for selection. Applicant-determined measures are recognizable by the labels OUTPT or OUTCM, followed by numbers. Any applications containing these labels are NOT National Performance Measures, even if the applicant has labeled them with the number of a national measure.)

**APPENDIX B: DETAILED BUDGET INSTRUCTIONS (EGRANTS BUDGET SECTION)****FOR COST REIMBURSEMENT APPLICANTS****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 the 2017-2018 grant year, 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 services 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.

- It is optional for grantees to include funds in this line item for travel for staff and site staff to attend CNCS-sponsored meetings. There are potentially two to three such opportunities per year, including financial training and the National Conference on Volunteering and Service held at various locations such as Washington DC.
- OneStar **requires** all grantees to include funds to send program staff members up to two required Commission sponsored meetings. These will potentially include an AmeriCorps Grantee Meeting and New AmeriCorps Staff Orientation. These events are typically held in Austin, Texas.
  - The required budget component above should be entered as “Commission Sponsored Meetings” and should be itemized. For example: Two staff members will attend the AmeriCorps Texas Grantee Meeting in Austin, TX. (2 staff x \$300 airfare=\$600) + \$50 ground transportation + (2 staff x 2 days x \$150 lodging = \$600) + (2 staff x 2 days x \$35 per diem=\$140) = \$1,390

**C. 2. Member Travel**

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

**D. Equipment**

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment (total of

both CNCS and Grantee share) are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under "Item/Purpose".

#### **E. Supplies**

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

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

#### **F. Contractual and Consultant Services**

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

##### **G. 1. Staff Training**

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

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

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

#### **H. Evaluation**

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

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

Allowable costs in this budget category should include when applicable:

- Criminal history background checks and FBI checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost for these checks for staff and members or explain how your program will be covering the cost in the budget narrative.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs as either CNCS or Grantee share.



## SECTION II: MEMBER COSTS

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

### A. Living Allowance

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

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

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

### B. Member Support Costs

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

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker’s Compensation.** Budget for Workers’ Compensation or Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or incidents.
- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to less-than-full-time members with CNCS Funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but the costs cannot be included in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS will not pay for dependent coverage.
- **Unemployment Insurance and Other Member Support Costs.** Regarding Unemployment Insurance tax, the Texas Workforce Commission has determined that Living Allowances paid to AmeriCorps members are not considered covered wages under the Texas Unemployment Compensation Act. Therefore, Unemployment Insurance tax may not be budgeted to the grant or paid on AmeriCorps member living allowances.
- **Note:** the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible full-time members is not included in the budget.

## SECTION III: ADMINISTRATIVE/INDIRECT COSTS

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

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

Applicants choose one of three methods to calculate allowable administrative costs – a CNCS fixed percentage rate method, a state/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.

OneStar retains a portion of the CNCS share of administrative costs for use in administering its sub grantees. This amount must not exceed a two-fifths share of the maximum 5% CNCS share (i.e., allocating 2% as set aside for

administering subgrants and the remaining 3% for other administrative costs of the sub grantee). Both the commission and sub grantee portions of the CNCS share of administrative costs should be requested in the sub grantee's budget.

**A. CNCS-Fixed Percentage Method  
Five Percent Fixed Administrative Cost 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.

**CNCS Share:**

$([\text{CNCS share of Section I}] + [\text{CNCS share of Section II}] \times .0526) \times (.40) = \text{Commission } 2\%$

$([\text{CNCS share of Section I}] + [\text{CNCS share of Section II}] \times .0526) \times (.60) = \text{Grantee } 3\%$

**Grantee Share:**

$(\text{Total of Section I} + \text{Total of Section II}) \times .1 = \text{Maximum Amount } 10\%$

**B. State or Federally Approved Indirect Cost Rate**

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

**Indirect Cost Total:** 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.

**CNCS Share:**

$([\text{CNCS share of Section I}] + [\text{CNCS share of Section II}] \times .0526) \times (.40) = \text{Commission } 2\%$

$([\text{CNCS share of Section I}] + [\text{CNCS share of Section II}] \times .0526) \times (.60) = \text{Grantee } 3\%$

$\text{Commission } 2\% + \text{Grantee } 3\% = \text{Total CNCS Share}$

*Indicate Commission 2% and Grantee 3% amounts separately in the budget "Calculation" but include the "Total CNCS Share" in the CNCS share of Section IIIB.*

**Grantee Share:**

$\text{Indirect Cost Total} - \text{Total CNCS Share} = \text{Grantee Share}$

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

If you have never had a federally negotiated indirect cost rate and receive less than \$35 million in direct federal funding, you may indefinitely use a de minimis rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

**SOURCE OF MATCHING 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 on a separate line. Clearly identify if each source of 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**. Define all acronyms the first time they are used. The total amount of Source of Match must equal the Grantee Share amount total of the eGrants budget.

**APPENDIX C: DETAILED BUDGET INSTRUCTIONS (EGRANTS BUDGET SECTION)**

**FOR FIXED-AMOUNT GRANTS INCLUDING PARTNERSHIP CHALLENGE**

EAP and Fixed-Amount Grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed-Amount applicants are not required to complete a detailed budget or complete the Grantee Share column. However, **you must complete the Source of Matching Funds Chart to identify the sources of the additional revenue you need to operate the program.** If you are applying for the Stipend Fixed-Amount grant, you must pay at least the minimum living allowance listed in the Notice for each type of position you are proposing.

**SECTION II: AMERICORPS MEMBER POSITIONS**

**Member Positions**

Identify the number of members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (without CNCS-funded living allowance). **Leave all other columns blank.**

The total number of member service years (MSYs) will **automatically calculate** at the bottom of the Member Positions chart. The MSYs are calculated as follows:

Member Positions	Calculation	MSY
_____ Full-time (1700 hours)	( _____ members x 1.000)	= _____
_____ Half-time (900 hours)	( _____ members x 0.500)	= _____
_____ Reduced Half-time (675 hours)	( _____ members x 0.3809524)	= _____
_____ Quarter-time (450 hours)	( _____ members x 0.26455027)	= _____
_____ Minimum-time (300 hours)	( _____ members x 0.21164022)	= _____
	<b>Total MSYs</b>	_____

Under "Calculation" you will enter the calculation for your grant request.

Display your calculation in the following format:

Total # of MSYs \_\_\_\_\_ x MSY amount \_\_\_\_\_ = Total Grant Request \$ \_\_\_\_\_

Type the total amount requested in the "Total Amount" and "CNCS Share" columns. Leave the "Grantee Share" blank. See example below (applies to a Stipended Fixed Amount Grant):

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
<b>Program Grant Request</b>	47.5 MSY x \$9,500/MSY	\$451,250	\$451,250	\$0	view	
<b>Subtotal</b>		\$451,250	\$451,250	\$0		

**SOURCE OF MATCHING 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 on a separate line. Clearly identify if each source of 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.** Define all acronyms the first time they are used.

**Note:** Beginning in 2017-2018, OneStar Foundation will assess a 2% training and support fee for Fixed Amount grants outside of the AmeriCorps grant budget. Contact OneStar for more details.

**APPENDIX D: BUDGET CHECKLIST**

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

**SECTION I. PROGRAM OPERATING COSTS**

In Compliance?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project. Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
Yes <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	Staff fundraising expenses are not charged to the CNCS or Grantee share of the grant, except as allowed in the Code of Federal Regulations for CNCS. You may not charge AmeriCorps staff members' time and related expenses for fundraising to the CNCS 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 <input type="checkbox"/> No <input type="checkbox"/>	All positions in the budget are fully described in the narrative.
Yes <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	The purpose for all staff and member travel is clearly identified.
Yes <input type="checkbox"/> No <input type="checkbox"/>	You have included funds in Staff Travel to Required OneStar-sponsored trainings.
Yes <input type="checkbox"/> No <input type="checkbox"/>	Funds to pay relocation expenses of AmeriCorps members are not in the CNCS share of the budget.
Yes <input type="checkbox"/> No <input type="checkbox"/>	Total CNCS and Grantee Share funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount.
Yes <input type="checkbox"/> No <input type="checkbox"/>	All single equipment items over \$5,000 per unit are specifically listed.
Yes <input type="checkbox"/> No <input type="checkbox"/>	Justification/explanation of equipment items is included in the budget narrative.
Yes <input type="checkbox"/> No <input type="checkbox"/>	All single supply items over \$1,000 per unit are specifically listed.
Yes <input type="checkbox"/> No <input type="checkbox"/>	Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than CNCS grant funds.
Yes <input type="checkbox"/> No <input type="checkbox"/>	You only charged to the CNCS share of the budget member service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment.
Yes <input type="checkbox"/> No <input type="checkbox"/>	The budget reflects adequate budgeted costs for program evaluation. <i>(if applicable)</i>
Yes <input type="checkbox"/> No <input type="checkbox"/>	You have provided budgeted costs for criminal history checks of members and grant-funded staff that are in covered positions per 45 CFR 2522.205? If not, there is an explanation provided in the narrative of how the program will be covering the costs.
Yes <input type="checkbox"/> No <input type="checkbox"/>	All items in the budget narrative itemized and the purpose of the funds justified.

**SECTION II. MEMBER COSTS**

In Compliance?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance as indicated in the chart in the Notice.
Yes <input type="checkbox"/> No <input type="checkbox"/>	Living allowances are not paid on an hourly basis. They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes <input type="checkbox"/> No <input type="checkbox"/>	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance.
Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the Worker's Compensation or Accidental Death and Dismemberment coverage calculation correct?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Health care is provided for full-time AmeriCorps members only (unless half-time serving for a sustained full-time period of time such as summer service). If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own. If projects already carry minimum benefits at a reasonable cost, they may use existing policies to cover members.
Yes <input type="checkbox"/> No <input type="checkbox"/>	Unemployment insurance is not included in the budget.

**SECTION III. ADMINISTRATIVE/INDIRECT COSTS**

In Compliance?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Applicant has chosen to use the CNCS fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Applicant has chosen to use CNCS fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Applicant has a current approved state or federal indirect cost rate – The maximum grantee share does not exceed the state or federally approved rate, less the 5% CNCS share?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Applicant has a current approved state or federal indirect cost rate-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Applicant has a copy of the current approved state or federal indirect cost rate agreement which has been submitted to <a href="mailto:grants@onestarfoundation.org">grants@onestarfoundation.org</a> .
Yes <input type="checkbox"/> No <input type="checkbox"/>	Applicant has never had a federally approved indirect cost rate and is choosing to use a de minimis rate of 10% of modified total direct costs has been budgeted?
Yes <input type="checkbox"/> No <input type="checkbox"/>	2% of the total CNCS Share request been budgeted under the CNCS Share "Commission Fixed Amount" line item in Section IIIA.

**SOURCE OF MATCH**

In Compliance?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the overall match being met at the required level, based on the year of funding?
Yes <input type="checkbox"/> No <input type="checkbox"/>	For all matching funds, the organization, 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 budget narrative and the Source of Match fields in eGrants. Does the amount indicated for each section match the amount budgeted to Grantee Share for that section?
Yes <input type="checkbox"/> No <input type="checkbox"/>	The amount of match is for the entire amount in the budget narrative? (The total amount of match equals the amount in the budget?)

## APPENDIX E: ALTERNATIVE MATCH INSTRUCTIONS

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

**Special Circumstances for an Alternative Match Schedule:** Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

- A. Rural County:** In determining whether a program is rural, CNCS will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 4, 5, 6, 7, 8, or 9 is eligible to apply for the alternative match requirement. See Appendix F for the Table of Beale codes.
- B. Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, CNCS will consider the following list of county-level characteristics. See Appendix F for a list of website addresses where this publicly available information can be found.
- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
  - The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; **and**
  - The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
  - The areas served by the program lack basic infrastructure such as water or electricity.
- C. Program Location:** Except when approved otherwise, CNCS will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location if your request. CNCS will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule. OneStar and CNCS will review your request and notify you within 30 days if you qualify for the alternative schedule and provide instructions for entering your budget into eGrants under the Alternative Match Schedule.

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

- D. Instructions for the Alternative Match Schedule:** Programs must send their requests to OneStar via email to [grants@onestarfoundation.org](mailto:grants@onestarfoundation.org) for review and approval. If approved by OneStar, it will then be forwarded to CNCS for consideration.

**E-mail subject line:** AmeriCorps Alternative Match Request

Send your request in memo format. You must respond to each question below. Please include both the question and your response in your request.

### 1. Basis of Request

- a. Identify the basis for your request as either a rural county or a severely economically distressed community as described above.
- b. Describe where your program operates and include the address of the legal applicant.

**2. Rural Counties**

- a. Describe the economic conditions.
- b. Confirm that your county has a Beale code of 4, 5, 6, 7, 8, or 9.

**3. Economically Distressed Counties**

- a. Provide your county per-capita income, poverty and unemployment levels.
- b. Demonstrate that your county per-capita income, poverty, and unemployment levels are above or below the national averages. Identify the data source(s) used to make your determination.
- c. Provide any other statistics you deem relevant to demonstrate your county is economically distressed.

**4. Program Location:** If you believe the location of your program should not be based on the address of the legal applicant, describe your justification for requesting an alternative location(s).

**APPENDIX F: BEALE CODES AND COUNTY-LEVEL ECONOMIC DATA**

**Rural Community**

Beale codes are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

2003 Beale Codes		
Code#	Metropolitan Type	Description
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 4, 5, 6, 7, 8, or 9 is eligible to *apply* for the alternative match.

**Severely Economically Distressed Community**

The following table provides the website addresses where the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels can be found.

WEBSITE ADDRESS	EXPLANATION
<a href="http://www.econdata.net">www.econdata.net</a>	<b>Econdata.Net:</b> This site Links to a variety of social and economic data by states, counties and metro areas.
<a href="http://www.bea.gov/regional/">http://www.bea.gov/regional/</a>	<b>Bureau of Economic Analysis' Regional Economic Information System (REIS):</b> Provides data on per capita income by county for all states except Puerto Rico.
<a href="http://www.census.gov/hhes/www/saipe/index.html">www.census.gov/hhes/www/saipe/index.html</a>	<b>Census Bureau's Small Area Poverty Estimates:</b> Provides data on poverty and population estimates by county for all states except Puerto Rico.
<a href="http://www.census.gov/main/www/cen2000.html">www.census.gov/main/www/cen2000.html</a>	<b>Census Bureau's American Fact-finder:</b> Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
<a href="http://www.bls.gov">www.bls.gov</a>	<b>Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):</b> Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
<a href="http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/">http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/</a>	<b>US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes):</b> Provides urban rural code for all counties in US.
<a href="http://www.census.gov/hhes/www/saipe/index.html">www.census.gov/hhes/www/saipe/index.html</a>	<b>Census Bureau's Small Area Poverty Estimates: Provides data on poverty and population estimates by county for all states except Puerto Rico.</b>
<a href="http://www.census.gov/main/www/cen2000.html">www.census.gov/main/www/cen2000.html</a>	<b>Census Bureau's American Fact-finder: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.</b>





## Continuation Application Instructions

AmeriCorps State 2017-2018

WEBSITE ADDRESS	EXPLANATION
<a href="http://www.bls.gov/lau/home.htm">www.bls.gov/lau/home.htm</a>	<b>Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):</b> Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
<a href="http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/">http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/</a>	<b>US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes):</b> Provides urban rural code for all counties in US.

## APPENDIX G: EGRANTS INDIRECT COST RATE (IDCR) USER INSTRUCTIONS

### eGrants Indirect Cost Rate (IDCR) User Instruction

A new feature has been introduced to eGrants which allows users to input Indirect Cost Rate information into their eGrants account. Grantees that will be claiming or budgeting for indirect costs on CNCS awards are required to enter the following indirect cost rates in eGrants: federally negotiated rates, state negotiated rates, and the use of de minimis rate of 10% of modified total direct costs (MTDC). Recipients of AmeriCorps State and National awards may only charge 5% of their negotiated rate to the federal share of the award, with the remaining balance being charged to match (See [45 CFR §§ 2521.95](#) and [2540.110](#)). Once a rate is entered & saved in eGrants, it cannot be edited. If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

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

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

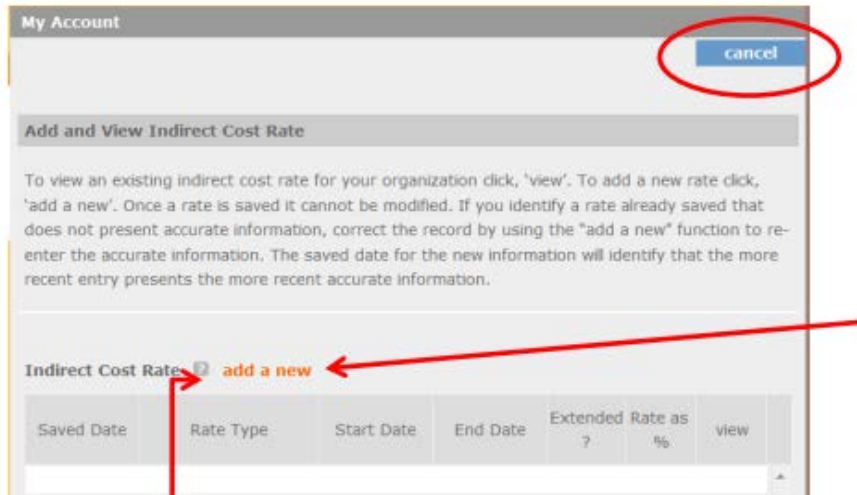
1. From the **eGrants home** screen, in the lower panel under **Managing My Account**, click on **My Account**.



2. From the **My Account** screen, under **Edit My Organization Info**, click on **Add and View Indirect Cost Rate**.

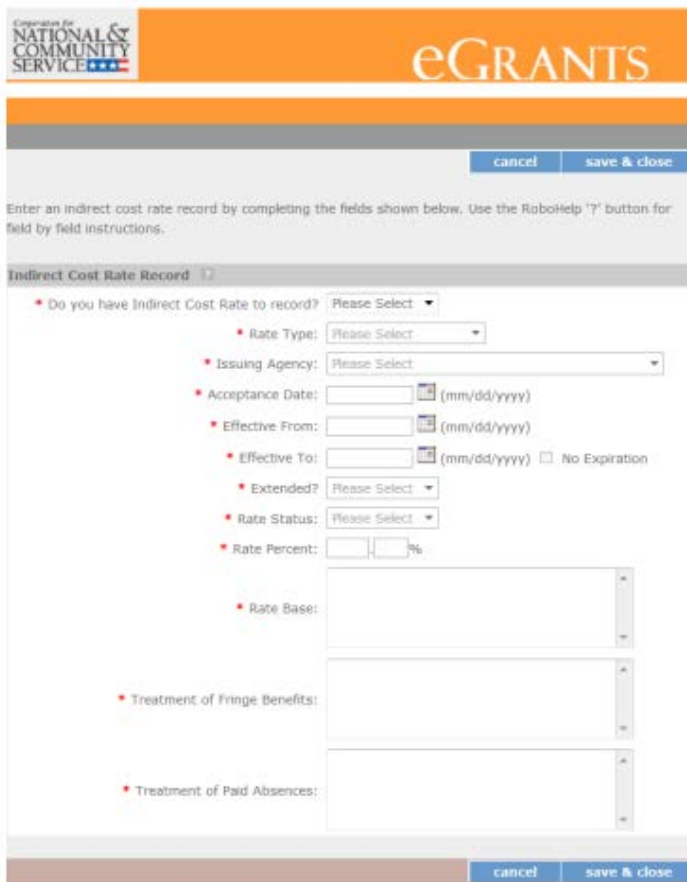


3. From the **Add and View Indirect Cost Rate** screen, select **add a new** to add a rate or **cancel** to back out of the screen.



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

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



4. **Do you have an Indirect Cost Rate to Record?** Respond Yes or No. If **No** is selected, users cannot go any further and nothing will be recorded. If **Yes** is selected, users can continue on.

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

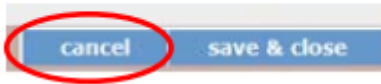
5. **Rate Type:** If your rate type is not one of the following options, contact OneStar ([grants@onestarfoundation.org](mailto:grants@onestarfoundation.org)) for guidance.
- **Federally Negotiated** – select if your rate has been negotiated by your cognizant federal agency. Cognizance is determined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

**Rates must be used consistently across ALL federal awards.**

6. **Issuing Agency.** Respond by selecting the federal agency that approved your rate, or if the federal agency who issued your rate is not listed, select **Other**, or if your rate is issued by a state agency select **Other**.
- Identify federal agencies using the drop down list. If your rate is approved by a federal agency other than the ones listed, notify OneStar ([grants@onestarfoundation.org](mailto:grants@onestarfoundation.org)). Other federal agencies may be added as needed.
7. **Acceptance Date.** Enter a valid date. The acceptance date is usually identified where the rate was signed by the issuing state or federal agency.
8. **Rate Status.** Select one of the following options: **Final, Provisional, Predetermined, Fixed, Other, or Other – 10%**. Rates issued by federal agencies will almost always be final or provisional. However, if your organization has formally notified a federal or state agency of your eligibility and intent to use the 10-percent of MTDC rate, select **Other – 10%**. If your organization has a **predetermined** or **fixed rate**, select those options accordingly. If a state rate indicates a term that is not listed here select **Other** and notify OneStar ([grants@onestarfoundation.org](mailto:grants@onestarfoundation.org)). Additional rate status options may be added as needed.
9. **Effective From.** Enter a valid date. The effective from date is found on your indirect cost rate document. If using the 10-percent of MTDC rate, enter today's date or the date your organization formally started charging costs under the 10-percent of MTDC rate.
10. **Effective To.** Enter a valid date. The effective to date is found on your indirect cost rate document. If your organization has received approval to extend your rate, enter the end date of the extension.
11. **No Expiration.** Check or leave unchecked. If your rate does not have an expiration date, as is the case with the use of the 10-percent of MTDC rate, check this box, otherwise, leave unchecked.
12. **Extended?** Respond Yes or No. If the rate "effective to" date has been extended with approval of the federal cognizant agency under authority of the 2014 Omni Circular, respond **Yes**. If it is not an extended rate effective to date, respond **No**.
13. **Rate Base.** Enter up to 500 characters including spaces. Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the rate base used to determine the indirect cost pool as stated on your indirect cost rate approval document or "State Rate N/A". If you need more than 500 characters, indicate "Summary" and record the most important content.
14. **Treatment of Fringe Benefits.** Enter up to 500 characters including spaces. Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either how the fringe benefits were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or "State Rate N/A". If you need more than 500 characters, indicate "Summary" and record the most important content.
15. **Treatment of Paid Absences.** Enter up to 500 characters including spaces. Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either how paid absences were

treated in determining the indirect cost rate as stated on your indirect cost rate approval document or “State Rate N/A”. If you need more than 500 characters, indicate “Summary” and record the most important content.

16. When you have completed all of the above entries, click the “**save & close**” button at the bottom of the page.



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

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

**APPENDIX H: ASSURANCES AND CERTIFICATIONS****(eGrants Review, Authorize and Submit Section)****Instructions**

By signing and submitting the application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

**a) Inability to certify**

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

**b) Erroneous certification or assurance**

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

**c) Notice of error in certification or assurance**

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

**d) Definitions**

The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

**ASSURANCES**

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or

whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and 2 CFR Part 200, Chapter II, Subpart F.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.
- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by CNCS will be used to support any such prohibited activities.
- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-CNCS funds or paid with CNCS funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document "Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants": <http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.
- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of

1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the National and Community Service Act of 1990 (NCSA);
- Will, in the case of an AmeriCorps program that includes or serves children, consult with the parents or legal guardians of children in developing and operating the program;
- Will, before transporting minor children, provide the children’s parents or legal guardians with the reason for the transportation and obtain the parent’s or legal guardian’s permission for such transportation, consistent with state law;
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;
- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the NCSA, and in CNCS’s regulations at § 2540.100;
- Will comply with the grievance procedure requirements as set out in section 176(f) of the NCSA and in CNCS’s regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform, including training on prohibited activities;
- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the NCSA or, with the approval of CNCS, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program’s impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by CNCS;
- Will ensure the provision of a living allowance and other benefits to participants as required by CNCS;
- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected consistent with the requirements of the NCSA;
- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;
- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless CNCS approves otherwise.

## CERTIFICATIONS

### Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*



As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

### **Certification – Drug Free Workplace**

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
  - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
  - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
  - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
  - a. Taking appropriate personnel action against the employee, up to and including termination; or
  - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

### **Certification - Lobbying Activities**

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress,

or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

#### **Erroneous certification or assurance**

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

#### **Notice of error in certification or assurance**

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

#### **Definitions**

The terms "debarment", "suspension", "excluded", "disqualified", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded" as used in this document have the meanings set out in 2 CFR Part 180, subpart I, "Definitions." A transaction shall be considered a "covered transaction" if it meets the definition in 2 CFR part 180 subpart B, "Covered Transactions."

#### **Assurance requirement for subgrant agreements**

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

#### **Assurance inclusion in subgrant agreements**

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

#### **Assurance of subgrant principals**

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

#### **Non-assurance in subgrant agreements**

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

#### **Prudent person standard**

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.