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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 and www.grants.gov. All funding announcements by OneStar Foundation are posted on 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: Arminda Pappas, 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 <u>new</u> or <u>recompeting</u> 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)[1], 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 https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR.

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 2020-2021 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

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[1] 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.

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

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 Representative 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 an Accessibility of Records

National Service Criminal History Check

Criminal history checks are required for all members <u>and</u> 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 III. F. National Service Criminal History Check Requirements
- [OneStar Foundation Terms and Conditions,](#) Section XVI. National Service Criminal History Checks

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 2020-2021 have not yet been confirmed, for additional information, see:
- [OneStar Foundation Terms and Conditions](#), Section XVII. 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. OneStar provides basic disaster training to AmeriCorps members Waivers to this requirement will be considered on a case-by-case basis. 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, minimum-time, and abbreviated-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

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

Competitive Submission

October 22, 2020, 10:59:59 PM Central	Notice of Intent to Apply Form Due
November 6, 2020	Final application Due
December 2, 2020 – December 31, 2020	Hold for OneStar Clarification
January 6, 2021	Notification of Selection for Competitive Funding Consideration
TBD	Hold for CNCS Clarification
Mid-May 2021	Notification of Selection for Competitive Funding
TBD	Hold for CNCS Resolution

OR

Formula Submission

February 19, 2021, 10:59:59 PM Central	Notice of Intent to Apply Form Due
March 11, 2021	New/Recompete Application Due
April 8, 2021	Continuation Application Due
TBD	Hold for Clarification
No later than early June 2021	Notification of Selection for Formula Funding

SUBMITTING YOUR APPLICATION IN EGRANTS

New applicants need to establish an eGrants account by accessing this link:
https://egrants.cns.gov/espan/main/login/jsp and selecting "Don't have an eGrants account? Create an account."

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

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

Your eGrants application consists of the following components. You must complete each section.

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

I. APPLICANT INFO

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

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

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

II. APPLICATION INFO

In the Application Info Section enter:

- Areas affected by your proposed program. For city or county information, please follow each one with the two-letter capitalized state abbreviation TX.
- Requested project period start and end dates. You may request a start date of August 1, 2021 (*recompeting or previous*) or September 1, 2021 (*recompeting, previous or new*). Exceptions to the start dates may be considered in exceptional circumstances. Applicants may not request start dates prior to July 16, 2021.
  - You must enter a one-year project period end date. If you select August 1, 2021 as the start date, then you must select July 31, 2022 as the end date.

- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as "No, this is not applicable."
- State Application Identifier: Enter N/A
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.

III. NARRATIVE

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

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the *Notice*.
- **Be Clear and Succinct.** Do not use jargon, boilerplate language, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria. You have limited space to include responses to the required elements, be concise and avoid "fluff" and information that is not requested.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received funding from OneStar or CNCS in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms and ensure that all acronyms are defined the first time that they are used.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections according by criterion.

In eGrants, you will enter text for:
- Executive Summary
- Rationale and Approach (Program Design)
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Summary or Plan

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

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

A. **Executive Summary**
   Please complete the executive summary per the guidance in the *Notice*.

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

1. **Rationale and Approach/Program Design (50 percent)**
   In assessing Rationale and Approach/Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members are particularly well-suited to addressing the identified community problem.

2. **Organizational Capability (25 percent)**
   Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing, structures, including compliance and accountability to support the proposed program.

3. **Cost Effectiveness and Budget Adequacy (25 percent)**
   In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the budget is cost effective and appropriate for the program being proposed.

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

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

E. **Clarification Information**
   Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Clearly label new information added during clarification with the date.

F. **Continuation Update**
   Enter N/A. This field will be used to enter changes in your narrative in your continuation requests.

IV. LOGIC MODEL

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

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

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

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

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

V. PERFORMANCE MEASURES

All applicants must submit performance measures with their application. See Appendix A for instructions for entering performance measures.

- For more information about Performance Measures, go to:
  http://www.nationalservice.gov/resources/performance-measurement/americorps.

- For more information about National Performance Measures, go to:
  https://www.nationalservice.gov/resources/performance-measurement.

- For Information about the 2021-2022 National Performance Measures go to: Performance Measure Instructions

VI. PROGRAM INFORMATION

In the Program Information Section, applicants must check the relevant boxes in order to be considered for CNCS's 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.

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.

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

- Efforts to help local communities recover from the COVID-19 pandemic. Applicants may propose programming in any CNCS focus area to aid communities as they recover from the COVID-19 pandemic.
- Programs that actively engage in removing structural racial inequities, advancing racial equality, and increasing opportunity in order to achieve sustainable change in communities.
- **Economic Opportunity** – a program model that increases economic opportunities for communities by preparing people for the workforce.
- **Education** – see sixth bullet on evidence-based interventions.
- **Healthy Futures** – a program model that reduces and/or prevents prescription drug and opioid abuse.
- **Evidence**-based interventions on the CNCS Evidence Exchange (https://www.nationalservice.gov/impact-our-nation/evidence-exchange) that are assessed as having Moderate or Strong evidence.
- **Veterans and Military Families** – a program model that positively impacts the quality of life of veterans and improves military family strength.
- **Rural intermediaries** – Organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- **Faith-based organizations**.
- **Programs that reduce child poverty**.
- **Environmental stewardship**.
- **Economic Mobility Corps** – a joint initiative with the Community Development Financial Institutions Fund to place national service members at Certified Community Development Financial Institutions to enhance their capacity to provide financial literacy, financial planning, budgeting, saving, and other financial counseling activities in distressed and underserved areas (See Attachment A)

Grant Characteristics
Check any grant characteristics that are a significant part of the proposed program:
- Faith-based organizations
- Professional Corps
- STEM Program
- Geographic Focus – Urban
- Geographic Focus – Rural
- None of the above grant characteristics

VII. DOCUMENTS

In addition to the application submitted in eGrants, you are required to provide your evaluation, labor union concurrence (if necessary – See B., below) and a state or federally-approved indirect cost agreement (if applicable and as indicated in the *Notice*, which specifies that indirect cost rate agreements should be provided in eGrants), other required documents listed in the *Notice*, and an explanation of federal debt delinquency (if applicable), as part of your application. After you

have submitted the documents via the guidance in the Notice, change their status in eGrants from the default "Not Sent" to the applicable status "Sent", "Not Applicable", or "Already on File at CNCS".

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

B. Labor Union Concurrence
1) If a program applicant:
   a) Proposes to serve as the placement site for AmeriCorps members; and
   b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
   c) Those employees are represented by a local labor organization,

   -- then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

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

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

C. State or Federally Approved Indirect Cost Agreement
Applicants that include a state or federally-approved indirect cost rate amount in their budget must submit the approved indirect cost rate agreement to OneStar at grants@onestarfoundation.org at the same time they submit their application. See Appendix G, eGrants Indirect Cost Rate User Instructions.

D. Other Documents
Provide other required documents listed in the Notice via email to grants@onestarfoundation.org, as part of your complete application.

E. Delinquent on Federal Debt
Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation to grants@onestarfoundation.org at the same time they submit their application.

F. Submission Instructions for Evaluations, Labor Union Concurrence, Indirect Cost Rate Agreements, Other Required documents, and Explanation of Federal Debt Delinquency, as applicable.
Submit the required documents to grants@onestarfoundation.org using the naming convention and other instructions found there. This information must be received at OneStar by the deadline in the *Notice*.

VIII.   BUDGET INSTRUCTIONS

For Fixed-Amount grants, including EAPs: Use the Budget Instructions for Fixed-Amount applicants in Appendix C of these Instructions to prepare your budget.

A. Match Requirements

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

Table 2: Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost Reimbursement including Professional Corps	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.
Full-Cost Fixed-amount Grants including Professional Corps	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the maximum cost in the NOFO provided by CNCS.

- 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.

- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's <u>total</u> Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.

- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.

- In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match.** Define all acronyms the first time they are used. See Appendix E for instructions for applying for the Alternative Match Schedule.

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

B. **Preparing Your Budget**

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

Follow the Detailed Budget Instructions in Appendix B to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Instructions in Appendix B and C.

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

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.

- Itemize each cost and present the basis for all calculations in the form of an equation.

- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.

- Do not include fractional amounts (cents).

- **Please add the cost of the NSOPW, state check and/or FBI check for criminal history checks for each covered position in the CNCS share of the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.**

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as audit requirements, including the need to provide audits to the Clearinghouse if expending over $750,000 in federal funds as required in the Uniform Guidance. Uniform Guidance can be found online at http://www.ecfr.gov/.

IX.   FUNDING DEMOGRAPHICS

In the Funding/Demographics Section enter:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified on the application budget as CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed grants will have other revenue.

- Number of Volunteers Generated by AmeriCorps members. Please enter the number of volunteers participating in one day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.

X.   OPERATING SITES

This section is for multi-state applicants only.

XI.   REVIEW, AUTHORIZE, AND SUBMIT

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:
- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully (https://espan.cns.gov/cnsmisc/ECERTS.HTM, and https://espan.cns.gov/cnsmisc/EASSUR.HTM). 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: Everyone 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

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 at least one aligned performance measure associated with your primary service activity (primary intervention), plus one or more additional measure(s) if desired.
- Set targets and describe data collection instruments and strategies 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

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

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

- First click on a focus area. Then click on an objective. All national performance measures fall under a strategic plan objective. Only the performance measures that correspond to the strategic plan objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the 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. Select "other" for your focus area and/or objective if your program activities do not fall within one of the CNCS focus areas or objectives.
- Choose your program's primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear on the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure (output paired with outcome) that contains your primary intervention.
- You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

MSYs/Members Tab

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

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

- Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If the only activity in an objective that you have selected is focused on AmeriCorps member development, enter 0 MSYs for that objective also.

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

- In the 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 performs service in both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for the total number of members in this table to exceed total slots requested in the application due to counting members' service across multiple objectives. If the only activity in an objective that you have selected is focused on AmeriCorps member development, enter 0 members for that objective also.

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

Performance Measure Tab

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

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

- To create a performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab.

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

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

- Select outcome(s). If you have selected a National Performance Measure output that has corresponding National Performance Measures outcome(s), these outcomes will be available to select. If you do not wish to select a National Performance Measures outcome, you may create an applicant-determined outcome by clicking in the checkbox next to the empty outcome text box and entering the text of your outcome indicator. If you do not wish to select any outcome for your National Performance Measures output, click in the checkbox next to the empty outcome text box and enter "N/A" in the outcome indicator text box.

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

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

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

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

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

- Expand each output and outcome and enter data collection information.

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

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

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

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

- For output-only performance measures, eGrants will require text in the outcome data collection fields. If you do not wish to have an outcome for your National Performance Measure output, enter the following:
    o Method: Select "other"
    o Instrument Description: Enter "N/A"
    o Target: Enter "1"
    o Unit of Measure: Enter "N/A"

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

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 2018-2019 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 <u>optional</u> 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 to up to two required Commission sponsored meetings. These will potentially include an AmeriCorps Texas Grantee Meeting and New AmeriCorps Staff Orientation. These events are held in Austin, Texas.

     o 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 <u>per unit</u>** (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 of the NSOPW, state check and/or FBI check for criminal history checks for each covered position in the CNCS share of the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.

- 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, three-quarter time, half-time, reduced-half-time, quarter-time, minimum-time, abbreviated-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. If health care is not budgeted for all full-time members, please confirm all full-time members will have access to coverage.

- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. 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:
   ([CNCS share of Section I] + [CNCS share of Section II] x .0526) x (.60) = Grantee 3%
   ([CNCS share of Section I] + [CNCS share of Section II] x .0526) x (.40) = Commission 2%

   Grantee Share:
   (Total of Section I + Total of Section II) x .1 = 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:
   ([CNCS share of Section I] + [CNCS share of Section II] x .0526) x (.60) = Grantee 3%
   ([CNCS share of Section I] + [CNCS share of Section II] x .0526) x (.40) = Commission 2%
   Grantee 3% + Commission 2% = 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:
   Indirect Cost Total – Total CNCS Share = Grantee Share

C. **De Minimis Rate of 10% of Modified Total Direct Costs**
   Organizations who have **never**, at any point in time, held a federally negotiated indirect cost rate and who receive less than $35 million in direct federal funding, may indefinitely use a de minimis rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

Source of funds

In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Clearly identify if the match is "secured" or "proposed" by typing "secured" or "proposed" next to each description. 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 and the amount listed in the Executive Summary of the application narrative.

APPENDIX C: DETAILED BUDGET INSTRUCTIONS (EGRANTS BUDGET SECTION)

These instructions apply only to applicants for fixed-amount grants, including education award programs (EAPs). Do not use if you are a professional corps applicant.

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 1.00)	= _____
_____ Three quarter-time (1200 hours)	(_____	members x 0.700)	= _____
_____ 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)	= _____
_____ Abbreviated-time (100 hours)	_____	members x 0.07054674)	_____
		Total MSYs	_____

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

Total # of MSYs _____ x MSY amount _____ = Total Grant Request $ _____

OneStar will retain 2% of what is expended for administrative costs. Please use the calculation below to determine the administrative costs:

Total Grant Request _____ x .98 = Member Support Costs $ _____

Total Grant Request _____ x .02 = Commission Share $ _____

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
Program Grant Request	47.5 MSY x $9,500/MSY (Member Support Costs: $451, 250 x .98 = $442,225; Commission Share: $451,250 x .02 = $9,025)	$451,250	$451,250	$0	view	
Subtotal		$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 **for your entire match**. Define all acronyms the first time they are used. The match description should list the match by match source, not by line item the match funds. Example below:

Match Description *(Include whether the match source is "Secured" or "Proposed")*	Amount	Match Classification *(Cash or In-Kind)*	Match Source *(Federal, State/Local, Private)*
Texas Family Foundation (secured)	$100,000	Cash	Private

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 ☐ No ☐	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 ☐ No ☐	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III) of the budget. Examples of administrative costs include central management and support functions.
Yes ☐ No ☐	Staff fundraising expenses are not charged to the CNCS or Grantee share of the grant. 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 ☐ No ☐	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately.
Yes ☐ No ☐	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.
Yes ☐ No ☐	The purpose for all staff and member travel is clearly identified.
Yes ☐ No ☐	You have included funds in Staff Travel to Required OneStar-sponsored trainings.
Yes ☐ No ☐	Funds to pay relocation expenses of AmeriCorps members are not in the CNCS share of the budget.
Yes ☐ No ☐	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 ☐ No ☐	All single equipment items over $5,000 per unit are specifically listed.
Yes ☐ No ☐	Justification/explanation of equipment items is included in the budget narrative.
Yes ☐ No ☐	All single supply items over $1,000 per unit are specifically listed and explained in the budget narrative.
Yes ☐ No ☐	Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than CNCS grant funds.
Yes ☐ No ☐	You only charged to the 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 ☐ No ☐	The budget reflects adequate budgeted costs for program evaluation. (*if applicable*)
Yes ☐ No ☐	You have budgeted the cost of the NSOPW, FBI, and state check in the CNCS share 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 ☐ No ☐	All items in the budget narrative itemized and the purpose of the funds justified.

SECTION II. MEMBER COSTS

In Compliance?	
Yes ☐ No ☐	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 ☐ No ☐	Living allowances are not paid on an hourly basis. They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes ☐ No ☐	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance.
Yes ☐ No ☐	Is the Worker's Compensation or Accidental Death and Dismemberment coverage calculation correct?
Yes ☐ No ☐	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 ☐ No ☐	Unemployment insurance is not included in the budget.

SECTION III. ADMINISTRATIVE/INDIRECT COSTS

In Compliance?	
Yes ☐ No ☐	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 ☐ No ☐	Applicant has chosen to use CNCS fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes ☐ No ☐	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 ☐ No ☐	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 ☐ No ☐	Applicant has a copy of the current approved state or federal indirect cost rate agreement which has been submitted to grants@onestarfoundation.org.
Yes ☐ No ☐	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 ☐ No ☐	2% of the total CNCS Share request been budgeted under the CNCS Share "Commission Fixed Amount" line item in Section IIIA.

SOURCE OF FUNDS

In Compliance?	
Yes ☐ No ☐	Is the overall match being met at the required level, based on the year of funding?
Yes ☐ No ☐	For all matching funds, the 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 ☐ No ☐	The amount of match is for the entire amount in the budget narrative? (The total amount of match equals the amount in the budget?)
Yes ☐ No ☐	Is the match description entered by source of matching funds?

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 in 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 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).

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
http://www.bea.gov/regional/	**Bureau of Economic Analysis' Regional Economic Information System (REIS):** Provides data on per capita income by county for all states except Puerto Rico.
https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtmlh	**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.
www.bls.gov	**Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):** Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
https://www.ers.usda.gov/data-products/rural-urban-continuum-codes.aspx	**US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes):** 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

Users are allowed to input Indirect Cost Rate information into their eGrants account. Grantees that will be claiming or budgeting for indirect costs on CNCS awards are <u>required</u> to enter the following indirect cost rates in eGrants: federally negotiated rates, state negotiated rates, and the use of de minimis rate of 10% of modified total direct costs (MTDC). Recipients of AmeriCorps State and National awards may only charge 5% of their negotiated rate to the federal share of the award, with the remaining balance being charged to match (See 45 CFR §§ 2521.95 and 2540.110).

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

<u>Entry for the IDCR screen can be accessed using the following steps:</u>

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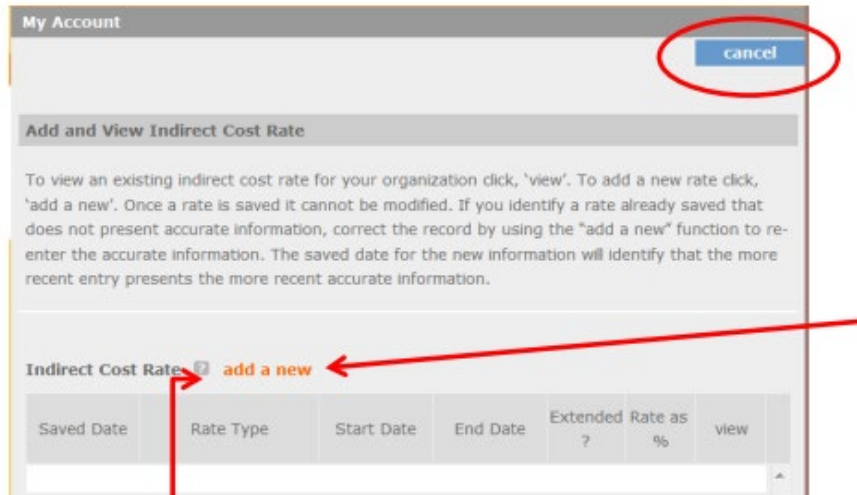
Field by field instructions can be found by clicking the "**?**" located next to Indirect Cost Rate or Indirect Cost Rate Record.

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

5. **Rate Type:** If your rate type is not one of the following options, contact OneStar (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). 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). 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.