



**AmeriCorps** is a national service program designed to improve lives and foster civic engagement utilizing **AmeriCorps Members** in full- or part-time terms of service. Members commit their time to address critical community needs like increasing academic achievement, mentoring youth, fighting poverty, sustaining national parks, preparing for disasters, and more.

This *Notice* is for **AmeriCorps Texas Planning Grants**. A planning grant provides financial support to organizations that will be developing an AmeriCorps program that will place AmeriCorps members in service solely within Texas. Grant recipients are awarded up to **\$75,000** for a **12-month planning period to start no earlier than September 1, 2021** and are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle, 2022-2023. A planning grant will not be used to support AmeriCorps members.

Applications will discuss bringing the AmeriCorps program to an organization for the first time and to prepare the organization to administer an AmeriCorps State program in the future (with priority given to organizations seeking to focus on development of internal controls, hiring and training new staff, re-focusing and training existing staff, developing AmeriCorps specific policies and procedures, training in the areas of AmeriCorps Member Recruitment, Enrollment, Data Collection Systems, Member Supervision, or Cost Reimbursement Grant management, etc.)

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

**Disclosure:** Publication of this Notice does not obligate OneStar Foundation to award any specific number of grants or to obligate any particular amount of funding.

<b>Commission Name:</b>	OneStar Foundation, OneStar National Service Commission
<b>Federal Agency:</b>	Corporation for National and Community Service
<b>CFDA Number:</b>	94.006

## Program Description

---

AmeriCorps planning grants are awarded for the purpose of allowing an organization to plan and prepare for applying for an AmeriCorps program grant in the following grant cycle, in this case 2022-2023. AmeriCorps members are not included in a planning grant award. All planning grants must propose a program design that aligns with one of the six CNCS identified focus areas:

- Disaster Services. Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals’ readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters.
- Economic Opportunity. Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.
- Education. Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.
- Environmental Stewardship. Grants will support responsible stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life

events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation; cultivate individual and community self-sufficiency; provide reforestation services after floods or fires.

- **Healthy Futures.** Grants will provide support for activities that will address the opioid crisis; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.
- **Veterans and Military Families.** Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, wounded warriors, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

## Important Dates

---

- **April 8, 2021 – Planning Grant Application Deadline:** Planning Grant applications are due in eGrants by 11:59:59 PM central on April 8, 2021. Late applications in whole or in part will not be accepted.
- **June 8, 2021 – Application Notification:** Successful applicants will be notified no later than mid-June 2021.
- **September 1, 2021** – Start date for Planning Grant activities.

## Eligibility Information

---

To be considered for this Planning Grant funding, an applicant must meet all criteria under *Eligibility Information*.

- Applicants must propose AmeriCorps program designs that will operate solely within the state of Texas.
- Planning Grants are only available to legal applicant organizations that have not previously administered an AmeriCorps State grant in Texas or an AmeriCorps Planning Grant in Texas.
- Applications must have a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at 866-705-5711 or by applying online: [DUNS Request Service](#).
- All applicants must register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. **Applicants must use their SAM-registered name and address on all grant applications to OneStar Foundation.**
- The following Non-Federal Entities (as defined in 2 CFR §200.69) who have DUNS numbers and are registered in the System for Award Management (SAM) are eligible to apply:
  - Indian Tribes (2 CFR §200.54)
  - Institutions of Higher Education (2 CFR §200.54)
  - Local Governments (2 CFR §200.64)
  - Nonprofit Organizations (2 CFR §200.70)
  - States (2 CFR §200.90)
- The applicant organization will have and submit at the time of application submission, a Single Audit or an Independent Financial Audit from 2019 or 2018.
- Under section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this *Notice*.
- Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if CNCS is aware that any corporation has any unpaid Federal tax liability which 1) has been assessed, 2) for which all judicial and administrative remedies have been exhausted or have lapsed, and 3) that is not being paid in a timely manner

pursuant to an agreement with the authority responsible for collecting the tax liability, that corporation is not eligible for an award under this *Notice*<sup>1</sup>.

- Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 USC 501(c)(4) that engages in lobbying activities is not eligible to apply for CNCS funding.

## Award Information

---

Applicants may apply for up to a maximum of \$75,000 to support planning grant activities.

The project period for these grants is up to one year (12 months). The project start date will be September 1, 2021 or later.

Applicants must provide **24% of the total project costs in match**. Match may be cash or in-kind. Section 121(e)(5) of NCSA (42 USC 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to OneStar on an AmeriCorps Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

## Submission Information

---

All applicants are required to apply using eGrants, CNCS's online application system. The eGrants system can only be accessed from the Corporation for National and Community Service (CNCS) website (<https://egrants.cns.gov/>). Instructions for creating an eGrants account can be accessed [here](#).

Contact the National Service Hotline at 800-942-2677 or <https://questions.nationalservice.gov/app/ask> if a problem arises while creating an account, preparing, or submitting an application. Be prepared to provide the application ID, organization's name, and the funding opportunity to which your organization is applying.

### In eGrants:

- At the bottom of the home page, click on **Start a New Application**.
- Select **AmeriCorps** for your program area
- Select the following NOFA: **FY 2021 AmeriCorps State and Territory Commission (New and Continuations)**
  - Note: The "Due Date" will be listed as 1/8/2021, please ignore this due date and ensure that you select the correct NOFA.
- The next page will prompt you to select the state in which you are applying, select **Texas**
- Select the following Prime Application ID: **21AC230066**
- When choosing a Program Name, choose a title such as: "[YOUR PROGRAM NAME] – AmeriCorps Planning Grant"

### Via Email:

Applicants are required to submit the following additional documents by the application submission deadline. Additional Documents must be emailed to [grants@onestarfoundation.org](mailto:grants@onestarfoundation.org) with the following subject line: [Legal Applicant Name]-[Application ID number]. Emails should include the following information:

- The legal applicant name and its point of contact information
- The application ID number
- A list of documents that should be attached to the email
- Individually saved files that are clearly labeled.
- Files that include the legal applicant name and application ID number in the body of each document.

---

<sup>1</sup> However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interest of the federal government.

Documents to be submitted include via email:

- Current indirect cost rate agreement, if used to claim administrative/indirect costs.
  - Organizational Chart.
    - *The Organizational Chart that is submitted must clearly show where the AmeriCorps program would be within the Organization.*
  - Independent Financial Statement Audit from 2018 or 2019 (*submit the most recently completed*)
    - *Not required for Colleges, Universities, or School Districts*
- OR**
- Single Audit from 2018 or 2019 (*submit the most recently completed*) (*if applicable*)
    - *Not required for Colleges, Universities, or School Districts*

**Do not submit other items not requested in this Notice. OneStar will not review or return them.**

## Application Criteria

Each applicant must describe a plan to develop a project that will deploy AmeriCorps members to solve a systemic community problem. OneStar urges applicants to submit high quality applications that carefully follow the guidance in this Notice. The quality of an application will be an important factor in determining whether an organization receives funding. Applications will only be considered for review if each section is complete.

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

### I. APPLICANT INFO

Information entered in the Applicant Info, Application Info and Budget sections will populate the SF-424 Facesheet. Select “New” since this will be a new application type. 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

Enter information specific to the legal applicant organization and the proposed AmeriCorps program as follows:

- 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 September 1, 2021. Exceptions to the start dates may be considered in exceptional circumstances. The project period is for one year, if you select September 1, 2021 as your start date, then your end date would be August 31, 2022.
- State Application Identifier: Enter N/A
- The Application is Subject to Review by State Executive Order 12372 Process: This is prefilled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation to [grants@onestarfoundation.org](mailto:grants@onestarfoundation.org).
- Leave the box for “Program Initiative” blank.

### III. NARRATIVE

Respond to each of the following in the order in which the item is presented. The eGrants narrative must not exceed **10 pages**. OneStar will consider the number of pages only as they print out from the “Review” tab in eGrants (where you will see the “View/Print your application” heading) when determining compliance for page limits. OneStar will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. OneStar strongly encourages applicants to print out the application from the “Review” tab prior to submission to check that the application does not exceed the page limit.

#### A. Executive Summary

Fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template.

*The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the CNCS focus area(s) of [Focus Area(s)]. The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, tribal, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.*

#### B. Program Design (50 points)

Reviewers will consider the quality of the application’s response to the following criteria below.

- Describe why you are applying for a planning grant and what you hope to achieve during the one-year planning period, including but not limited to:
  - The systemic community problem you plan to solve with your AmeriCorps program.
  - Evidence that the need exists.
  - Why AmeriCorps members are well suited to address the need.
  - How you will determine the most appropriate AmeriCorps member activities to address the identified need.
  - The target community(ies) the program would serve.
  - Creating a process for selecting operating and service sites (if applicable).
- Describe a clear and logical planning process, including:
  - A detailed description of the planning process and which staff are leading it.
  - A well-developed timeline for planning activities.
  - A clear description of how the planning period will be used to develop the necessary components to effectively manager an AmeriCorps program in the future.

#### C. Organizational Capability (25 points)

Reviewers will consider the quality of the application’s response to the following criteria below.

- Identify the primary program and primary fiscal contacts for the grant application include secondary contacts if applicable.
- Describe the experience, staffing, and management structure to plan the proposed program.
- Describe any prior experience in the proposed area of programming.

#### D. Cost Effectiveness and Budget Adequacy (25 points)

This criterion will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for “See Budget”.

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- 24% Match is submitted with adequate information included in the “Source of Funds” section to support the amount written in the budget.
- The submitted request is equal to or less than the maximum allowed for a planning grant, \$75,000.

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

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

**E. Evaluation Summary or Plan (0 percent).** Enter N/A.

**F. Amendment Justification (0 percent).** Enter N/A.

**G. Clarification Information (0 percent).** Enter N/A.

**H. Continuation Changes (0 percent).** Enter N/A.

#### IV. PERFORMANCE MEASURES

The eGrants system requires that all applicants must submit a placeholder performance measures with their application. Applicants must use [CNCS’s instructions](#) for completing Performance Measures in eGrants.

#### V. PROGRAM INFORMATION

For each item, select either Yes or No from the drop-down menu.

#### VI. DOCUMENTS

In addition to the application submitted in eGrants, you are required to provide your federally-approved indirect cost agreement (if applicable and as indicated in the Notice) via e-mail to [grants@onestarfoundation.org](mailto:grants@onestarfoundation.org), as part of your complete application.

- **Evaluation:** Select “Not Applicable”
- **Federally Approved Indirect Cost Agreement:** Applicants that include a federally-approved indirect cost rate amount in their budget must submit the approved indirect cost rate agreement to OneStar at [grants@onestarfoundation.org](mailto:grants@onestarfoundation.org) at the same time they submit their application.
- **Labor Union Concurrence:** Select “Not Applicable”
- **Other Documents:** Select “Sent”

#### VII. FUNDING/DEMOGRAPHICS

**Enter 0 or N/A for all fields.**

## VIII. BUDGET

The 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. As detailed budget information is entered, eGrants will automatically populate a budget summary and budget narrative report. eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error message. All errors must be resolved before the budget can be submitted.

As you prepare your budget:

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

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Grants Guidance. Please refer to the Uniform Grants Guidance (UGG) (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as audit requirements. The UGG can be found online at <http://www.ecfr.gov/>.

### Section I. Program Operating Costs

#### 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.

- OneStar **requires** that new programs include the cost for a staff person who will be the Primary Program contact for a future AmeriCorps State grant. This person may be a Program Manager, Program Director, etc. The expectation is that this person would spend at least 75% of their time on the Planning Grant and 100% of their time on a future AmeriCorps state grant.

#### B. Personnel Fringe Benefits

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

#### C. 1. Staff Travel

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

- It is optional for grantees to include funds in this line item for travel for staff and site staff to attend CNCS-sponsored meetings. There is potentially one opportunity per year, held at various locations.
- OneStar **requires** all applicants to include funds to send Primary Program and Primary Fiscal staff members to up to three required Commission sponsored meetings. These will include an AmeriCorps grantee conference and New AmeriCorps Staff Orientation (NASO). These events are typically held in Austin, Texas and are typically two days in length. The required budget component above should be entered as “Commission Sponsored Meetings” and should be itemized. For example: Two staff members will attend NASO in Austin, TX. 2 staff x \$300 airfare + \$50 ground transportation + 2 days x \$150 lodging + \$35 per diem = \$1,440

**C. 2. Member Travel**

*Do not enter costs in this line.*

**D. Equipment**

*Do not enter costs in this line.*

**E. Supplies**

Include the amount of funds to purchase consumable supplies and materials. You must individually list any single item costing \$1,000 or more.

**F. Contractual and Consultant Services**

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

- OneStar strongly recommends that applicants consider utilizing consultants during the planning process to assist with areas such as developing or reviewing internal controls, data collection systems, etc.

**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**

*Do not enter costs in this line.*

**H. Evaluation**

*Do not enter costs in this line.*

**I. Other Operating Costs**

Allowable costs in this budget category should include when applicable:

- Two- or three-part National Service Criminal History Checks (NSCHCs) (including potentially FBI fingerprint checks) for all employees or other individuals who receive a salary, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost for these checks for staff or explain how your program will be covering the cost.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps project staff, and are not part of the organizations indirect cost 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.
- Gifts and/or food in an entertainment/event setting are not allowable costs as either CNCS or Grantee share.



## Section II. Member Costs

Do not enter costs into Section II.

## 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 Omni Circulars.

For organizations that do not have an established state or federal indirect cost rate, **administrative costs include:**

- Costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases where they are specifically approved in writing by CNCS as project costs.
- Costs for internal evaluation, including the organization's overall management improvement costs (except for independent evaluations and internal evaluations of a program or project).
- Costs for general liability insurance that protects the organization(s) responsible for operating a program or project, other than insurance costs solely attributable to the project.
- Costs of space, base utilities, and communication (telephone, fax, and Internet) that support administrative personnel.
- Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in CNCS regulations [45 CFR 2541.220(b)].

**Administrative costs do not include** the following allowable expenses directly related to a project (including their operations and objectives), such as:

- Costs for staff (including salary, benefits, training and travel) who recruit, train, place or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective.
- Costs for independent evaluations and any internal evaluations to the extent that the evaluations cover only the funded program or project.
- Costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct program or project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support program or project activities; and staff who review, disseminate and implement CNCS guidance and policies directly relating to a project.
- Space, facility and communications costs for program or project operations and other costs that primarily support program or project operations, and are specifically allocable thereto, excluding those costs that are already covered by an organization's indirect costs rate.
- Other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by CNCS as directly attributable to a program or project.

### Options for Calculating Administrative/Indirect Costs

Applicants can choose to use one of three methods to calculate allowable administrative costs – (1) a CNCS fixed percentage rate method or (2) a state or federally approved indirect cost rate method, or (3) 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.

Applicants using a state or federally approved indirect cost rate are required to enter information about the rate into eGrants. Use the [IDCR eGrants Instructions](#) for guidance on how to enter this information.

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.

To calculate your Administrative/Indirect costs, use the [Administrative Cost Calculator](#).

## Source of Funds

AmeriCorps Planning Grants are required to include match/cost share at 24% of total program costs. The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.

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 AmeriCorps Financial Report (AFR).

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. Applicants are **required** to identify if each source of match is "secured" or "proposed". Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) **for your entire match**. Define all acronyms the first time they are used. The total amount of Source of Match **must equal exactly** the total Grantee Share amount from the budget narrative as well as the total amount reported in the Executive Summary.

## IX. REVIEW, AUTHORIZE, AND SUBMIT

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

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

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system **must have their own eGrants account**. Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."

## Review and Selection Process

---

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

**Eligibility Review:** OneStar staff will review all submitted applications to determine compliance with eligibility, deadline, and completeness requirements. Applicants will be notified of initial intake eligibility within 24 hours of submission of an application.

**Review:** OneStar staff will assess the entire application. Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for additional information in a timely manner may result in the removal of an application from consideration.

**Prioritization:** Upon selection of finalists, OneStar will give special consideration to ensure geographic, demographic, and programmatic diversity across the AmeriCorps Texas portfolio, and those that meet the stated priority areas in the 2021-2022 AmeriCorps Texas Notice of Funding Opportunity (<http://onestarfoundation.org/wp-content/uploads/2012/06/2021-2022-AmeriCorps-Texas-Notice-of-Funding-Opportunity1.pdf>). Applicants proposing programs that receive priority consideration are not guaranteed funding.

**Risk Assessment Evaluation:** OneStar staff and Board will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility for funding or the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If OneStar determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risk, OneStar may consider the following:

- Financial stability;
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable OMB guidance;
- History of performance as reflected in the applicant's record in managing previous OneStar awards (if applicable), including:
  - Timeliness of compliance with applicable reporting requirements, and
  - If applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Information available through any OMB-designated repositories of government-wide eligibility qualifications or financial integrity information, such as System for Award Management (SAM.gov)
- Reports and findings from single audits performed under 2 CFR 200 Subpart F (Single Audit) and findings of any other available audits;
- IRS Tax Form 990;
- An applicant organization's annual report;
- Publicly available information including information from an applicant organization's website; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements.

**Selection for Funding:** With a goal of a diversified portfolio based on the Notice priorities and strategic considerations, the staff will provide a recommended portfolio for consideration by the OneStar Commission Board. OneStar will make funding decisions based on the availability of formula dollars.

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

### **A. AmeriCorps Regulations**

The Notice of Grant Award incorporates the approved application as part of the binding commitments under the grant award, as well as the requirements of applicable sections of the National and Community Service Act of 1990 and other applicable statutes. The full regulations are available online at [www.ecfr.gov](http://www.ecfr.gov). 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 2018-2019 Terms and Conditions can be found here:

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

### **B. Federal Award Notices**

OneStar anticipates announcing the results of the Formula Planning Grant competition by notifying applicants no later than June 8, 2021. Applicants will be notified of funding decisions via email. Notification will be sent to the individual listed in the eGrants Application Face Sheet as the person with whom communication regarding this application may be shared. This notification is not an authorization to begin grant activities. The Notice of Grant Award (NOGA) is the authorizing document for beginning grant activities. Unsuccessful applicants will also receive notification that their application was not approved for funding.

An awardee may not expend federal funds until the start of the Budget Period identified on the Notice of Grant Award.

### **C. 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.

### **D. Requests for Improper Payment Information**

CNCS may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payment Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, OneStar and CNCS may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

### **E. National Service Criminal History Check Requirements**

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff) receiving a salary through a program receiving CNCS funds. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award. Information regarding [NSCHC requirements](#) is available on OneStar's website.

### **F. Use of Materials**

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so (2 CFR §200.315(b)).

## G. Reporting

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time. Recipients are required to provide end of year progress reports and semi-annual financial reports. Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future CNCS funding.

## H. 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.

## Contact Information

---

All communication relating to this *Notice* must be directed to the contact person named below.

**Kailee Selzer**

Program Specialist

Email: [kailee@onestarfoundation.org](mailto:kailee@onestarfoundation.org)

Phone: (512) 287-2006, phone consultations available by appointment only. Email Kailee to schedule.

All emails and phone calls will be returned within a reasonable amount of time. Applicants are encouraged to submit their questions well in advance of the deadline as OneStar is not obligated to respond to questions that are received 48 hours prior to the due date.