

# AMERICORPS TEXAS 2018-2019

## FORMULA CONTINUATION INSTRUCTIONS



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



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



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## CONTINUATION REQUESTS

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

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

The AmeriCorps regulations include pertinent information (see Table 1, below). The Notice and Application Instructions 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.

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

## WHEN TO SUBMIT YOUR FORMULA CONTINUATION REQUEST

April 26, 2018	Formula Continuation Application Due
May 24 – June 18, 2018	Formula Continuation Hold for Clarification
June 28, 2018	Notification of Selection for Formula Funding

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

## HOW TO SUBMIT YOUR CONTINUATION REQUEST

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

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

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

## WHAT TO INCLUDE IN YOUR CONTINUATION REQUEST

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### I. Applicant Info and Application Info

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

Update the project period start and end dates. You may request a start date of August 1, 2018 or September 1, 2018. Exceptions to the start dates may be considered in exceptional circumstances. Applicants may not request start dates prior to July 16, 2018.

- You must enter a **one-year** project period end date. If you select August 1, 2018 as the start date, then you must select July 31, 2019 as the end date.

### II. Narrative

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

With the exception of the Executive Summary, **DO NOT MAKE ANY CHANGES** to the original application narrative.

CNCS expects that programs will maintain a consistent program design for the duration of the three-year project period; however, we recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the continuation process.

Information should be provided in the **Continuation Changes** narrative field as relevant.

- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions (detail provided in Section VI.). If funding changes are requested, please correct the funding amounts listed in the Executive Summary.

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

Any continuation applicant not requesting changes that fit within the above categories should enter "N/A" in Continuation Changes. CNCS expects that most continuation applications will not be requesting changes.

### III. Logic Model

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

### IV. Performance Measures

Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. To revise performance measures, "View/Edit" the performance measures that copy over from your original application, or add new performance measures (see Appendix A for instructions). Note in the Continuation Changes field that you have updated your performance

measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

#### V. Program Information

In the Program Information Section, review and make selections as appropriate. Applicants should only select priorities and characteristics that represent a significant part of the program.

**General Information:** Select either Yes or No from the drop down menu

- My organization has received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct relationship with OneStar Foundation or CNCS should answer No.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.
- My organization certifies that it will comply with definitions and requirements outlined in the Performance Measure Instructions.

#### AmeriCorps Funding Priorities.

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

- Disaster Services -improving community resiliency through disaster preparation, response, recovery, and Mitigation
- Economic Opportunity -increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members, to prepare them for the workforce
- Education -improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Healthy Futures -reducing and/or preventing prescription drug and opioid abuse
- Veterans and Military Families -positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor(s) Initiatives
- Rural intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure.
- Safer Communities -programs that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between law enforcement and the community
- Evidence Based Intervention Planning Grants
- Encore Programs -programs that engage Americans age 55 and older  No NOFO priority area
- No NOFO priority area

#### Populations Served

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

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

- Senior Citizens
- Victims/Survivors of violence and abuse
- Veterans
- Veteran family members
- Caregivers
- None of the Above

**Grant Characteristics**

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

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

**Grant Characteristics – AmeriCorps Member Population:**

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

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

**AmeriCorps Identity/Co-branding Questions.** Select Yes or No.

- AmeriCorps members will wear the AmeriCorps logo every day.
- AmeriCorps members will create and deliver elevator speeches.
- The AmeriCorps logo will be prominently displayed on the front page of the organization's website.

**VI. Budget**

Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the 2018-2019 year. Incorporate any required CNCS increases, such as an increase to the member living allowance into your budget.

**Source of Funds (Match)**

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

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

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

See Appendix E of the Application Instructions for applying for the Alternative Match Schedule.

In the Funding/Demographics Section enter:

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

**VIII. Operating Sites**

*For Multi-State applicants only.*

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

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

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

Read the Authorization, Assurances, and Certifications carefully (Appendix H of the Application Instructions). 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 prior to submission to ensure that there are no errors. 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."