



Continuation Instructions

AmeriCorps State 2020-2021

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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 recompeting 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)¹, 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 (2019-2020) 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 recompeting 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.

HOW TO SUBMIT YOUR CONTINUATION REQUEST

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.

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.

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.

IMPORTANT DATES

Competitive Submission

November 7, 2019

December 3, 2019 – January 3, 2020

January 8, 2020

May 1, 2020

Competitive Continuation Application Due

Competitive Continuation Hold for Clarification

Notification of Selection for Competitive Funding Consideration

Notification of Selection for Competitive Funding

OR

Formula Submission

April 6, 2020

May 7 – May 22, 2020

May 29, 2020

Application Due (Formula)

Hold for Clarification (Formula)

Notification of Selection for Formula Funding

WHAT TO INCLUDE IN YOUR CONTINUATION REQUEST

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, 2020 or September 1, 2020. Exceptions to the start dates may be considered in exceptional circumstances. Applicants may not request start dates prior to July 16, 2020.

- You must enter a **one-year** project period end date. If you select August 1, 2020 as the start date, then you must select July 31, 2021 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.). Applicants may request to reduce **or** increase funding and/or slots during the continuation process. If funding reductions 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.

Evaluation plans are approved by CNCS when applicants re-compete for funding. If you wish to make changes to your evaluation plan, do NOT change the text of the Evaluation Summary or Plan field in your application. Instead, send a revised version of the evaluation plan (with the proposed changes in track-changes mode) as an attachment to grants@onestarfoundation.org and cc your Program Officer. OneStar will notify you if the changes are approved.

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.

- Economic Opportunity – evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers (https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS_Economic_Opportunity_Evidence_Brief_2019_508.pdf). Or, increasing economic opportunities for communities by preparing people for the workforce.
- Education – evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers (https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS_Education_Evidence_Brief_112318_508.pdf).
- Healthy Futures - evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers (https://www.nationalservice.gov/sites/default/files/evidenceexchange/HF_Evidence_Brief_FINAL_v2_508.pdf). Or, 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
- Rural intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure.
- Faith-based organization
- No NOFO priority area

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

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 2019-2020 year. Incorporate any required CNCS increases, such as an increase to the member living allowance into your budget. **Continuation applicants may apply for expansions – dollars, MSY, and/or members.**

For fixed-amount grants, OneStar retains 2% of what is expended for administrative costs. Please use the calculation below to determine the administrative costs:

$$\begin{array}{lclclcl} \text{Total Grant Request} & \underline{\hspace{2cm}} & \times .98 & = & \text{Member Support Costs} & \$ \underline{\hspace{2cm}} \\ \text{Total Grant Request} & \underline{\hspace{2cm}} & \times .02 & = & \text{Commission Share} & \$ \underline{\hspace{2cm}} \end{array}$$

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 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 Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.
- If Education Evidence-Based Intervention NOFO Priority, enter the row number (1-13) of the intervention in Table 1 of the Education Evidence Brief (see NOFO for hyperlink)
- If Economic Opportunity Evidence-Based Intervention NOFO Priority, enter the row number (1-4) of the intervention in Table 1 of the Economic Opportunity Evidence Brief (see NOFO for hyperlink)
- If Healthy Futures Evidence-Based Intervention NOFO Priority, enter the row number (1-5) of the intervention in Table 1 of the Healthy Futures Evidence Brief (see NOFO for hyperlink)

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."

ADDITIONAL DOCUMENT REQUIREMENTS

Continuation applicants are required to submit the following additional documents by the application submission deadline:

- Current indirect cost rate agreement, if used to claim indirect/administrative costs.
- Member Placement Chart

Additional Documents must be emailed to 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