



NOTICE OF FUNDING OPPORTUNITY

**Commission Name:** Mississippi Commission for Volunteer Service  
**Federal Agency Name:** AmeriCorps  
**Funding Opportunity Title:** Fiscal Year 2022 AmeriCorps State and National Grants  
**Assistance Listing Number:** 94.006

This Notice is for AmeriCorps Mississippi (AmeriCorps State) grants. These grants are awarded to organizations that propose to place AmeriCorps members in service solely within Mississippi. Selected organizations will receive grants to support AmeriCorps member positions that engage members in service to meet critical needs in Mississippi.

**Disclosure:** Publication of this Notice of Funding Opportunity (Notice) does not obligate AmeriCorps to award any specific number of grants or to commit any particular amount of funding. The actual level, timing, and process of grant funding will be subject to the availability of annual appropriations.

**Important Dates**

- Eligible applicants have the option of submitting in the spring of 2022 for Formula funding consideration (see Mandatory Supplemental Guidance for definitions).
- To be considered for Formula funding, a Legal Applicant Organization must meet all eligibility criteria as outlined in the Eligibility Information section of this Notice.

	Formula	Planning Grants
<b>Continuation &amp; Recompete Applications Due in eGrants</b>	<b>Monday, March 7, 2022</b> Applications due in eGrants; additional required documents due via email to <a href="mailto:acms@ihl.state.ms.us">acms@ihl.state.ms.us</a> by 5:00 PM CST.	N/A
<b>New Applications – organizations currently receiving funding from Volunteer MS/AmeriCorps</b>	<b>Monday, March 7, 2022</b> Applications are due in eGrants; additional required documents are due via email to <a href="mailto:acms@ihl.state.ms.us">acms@ihl.state.ms.us</a> by 5:00 PM CST.	N/A
<b>*New Applications – organizations who do not currently receive funding from Volunteer MS/AmeriCorps</b>	N/A	<b>Monday, March 28, 2022</b> Applicants must submit concept paper to <a href="mailto:acms@ihl.state.ms.us">acms@ihl.state.ms.us</a> by 5:00 PM CST.
<b>Application Feedback sent to Applicants</b>	New and Recompete – <b>Week of March 21</b> Continuation – <b>Week of April 11</b>	<b>Week of April 11</b>
<b>Application Revisions Due in eGrants</b>	New and Recompetses – <b>Friday, April 1, 2022, by 5:00 PM CST</b> Continuations – <b>Friday, April 22, 2022, by 5:00 PM CST</b>	<b>Friday, April 22, 2021</b> Submitted via email
<b>Final Submission Due in eGrants</b>	New and Recompetses – <b>Friday, April 8, 2022, by 5:00 PM CT</b> Continuations – <b>Friday, April 29 by 5:00 PM CT</b>	<b>Friday, April 29, 2021</b> Submitted via email
<b>Notification of Selection</b>	<b>June 2022</b>	<b>June 2022</b>

	Formula	Planning Grants
<b>Budget Period Start Date</b>	<b>September 1, 2022</b> Applicants may not propose a budget period start date earlier than this date.*	<b>October 1, 2022</b> Applicants may not propose budget period start date earlier than this date.
<b>Member Term of Service Start Date</b>	<b>September 1, 2022</b> Applicants may not propose a member term of service start date earlier than this date.*	<b>N/A</b> No members will be provided during the planning grant phase.

\*Earlier start dates will be considered on a case-by-case basis.

Please note that for organizations who do not currently receive funding from Volunteer Mississippi or another AmeriCorps, we will only accept concept papers for Planning Grants that would be funded for the 2022-2023 grant year with an option of competing in 2023-2024 for an operational program grant. Operating grants are not provided to organizations who do not currently receive funds from Volunteer Mississippi or another AmeriCorps funding source.

Additionally, all applicants are required to take the following applicant series courses through [www.on3learn.com](http://www.on3learn.com):

<b>New &amp; Recompete Applicants</b>	<ol style="list-style-type: none"> <li>1. Understanding the Overall Application &amp; Narrative;</li> <li>2. Developing Logic Models;</li> <li>3. Selecting &amp; Developing Performance Measurements; and</li> <li>4. Understanding the AmeriCorps Budget.</li> </ol>
<b>Planning Grants</b>	<ol style="list-style-type: none"> <li>1. Is Our Organization a Fit?</li> </ol>

## A. PROGRAM DESCRIPTION

### 1. Purpose of AmeriCorps Funding

AmeriCorps brings people together to tackle some of the country’s most pressing challenges through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service a cornerstone of our national culture.

**Volunteer Mississippi’s mission is to engage and support Mississippians of all ages and backgrounds in service to their communities.** Established in 1994 as the Mississippi Commission for Volunteer Service (MCVS), Volunteer MS has worked to encourage a culture of citizenship, service, and responsibility to America. In partnership with the [AmeriCorps](#), [MS Institutions of Higher Learning](#), [MS Department of Education](#), [MS Alliance of Nonprofits and Philanthropy](#), and faith-based and community organizations statewide, Volunteer MS fosters community engagement and builds volunteer capacity throughout MS.

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. A member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a [Segal AmeriCorps Education Award](#) that they can use to pay for higher education expenses or apply to qualified student loans.

Please note that organizations who do not currently receive funding from Volunteer Mississippi or another CNCS funding source are only required to submit a Concept Paper and the remaining items in this NOFO are not relevant to this audience. Concept Paper Details can be found at [www.volunteermisissippi.ms.gov/americorps-funding-opportunity](http://www.volunteermisissippi.ms.gov/americorps-funding-opportunity)

## **2. AmeriCorps Focus Areas**

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring impact of service and focusing on a core set of issues. To maximize the impact of investment in national service, AmeriCorps has the following focus areas:

**Disaster Services.** Grants will support increased and improved disaster services for individuals and communities to prepare and adapt to disasters, including but not limited to climate change events. Activities will provide support to increase preparedness for disasters, improve readiness to respond to disasters, support recovery efforts from disasters, and/or assist in the implementation of pre-disaster mitigation and adaptation measures. Grants will support communities and individuals in planning for disasters, engaging disadvantaged communities in the planning process.

**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' preparation for success in post-secondary educational institutions.

**Environmental Stewardship.** Grants will support responsible stewardship of the environment, while preparing communities for challenging climate and environmental circumstances and helping Americans respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation and sustainable forest management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature based solutions.

**Healthy Futures.** Grants will provide support for activities that 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 improve the quality of life of veterans and improve military family well-being; increase the number of veterans, wounded warriors, military service members, and their caregivers, families, and survivors served by AmeriCorps programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

### **3. Funding Priorities**

AmeriCorps' priorities for this grant competition are:

- Efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming to aid communities in their efforts to recover from the COVID-19 pandemic, including outcomes of COVID-19 on student subgroups described in the Elementary and Secondary Education Act.
- Educational opportunity and economic mobility for communities experiencing persistent unemployment or underemployment, and students experiencing homelessness or those in foster care.
- Programs that prioritize civic engagement and social cohesion.
- Evidence-based interventions on the AmeriCorps Evidence Exchange that are assessed as having Moderate or Strong evidence. Please note that many of these interventions have demonstrated effectiveness in improving outcomes for individuals living in underserved communities and that the agency has committed resources to supporting grantees seeking to replicate and evaluate these interventions in similar communities.<sup>1</sup>
- Veterans and Military Families, Caregivers, and Survivors – a program model that improves quality of life of veterans and improves well-being of military families, caregivers, and survivors.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Environmental stewardship and climate change including renewable energy and energy efficiency, building community resilience, sustainable food systems and agriculture, and conservation and habitat preservation.
- Faith-based organizations.
- Economic Mobility Corps (See Attachment A).

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes. Proposing programs that receive priority consideration does not guarantee funding.

### **4. Performance Goals or Expected Outcomes**

#### **Performance Measures**

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. See the Performance Measure Instructions for details about performance measure requirements and selection rules.<sup>2</sup>

### **5. Program Authority**

Awards under this Notice are authorized by the [National and Community Service Act of 1990](#), as amended, ([42 U.S.C. 12501 et seq.](#))

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<sup>1</sup> AmeriCorps Evidence Exchange: <https://americorps.gov/about/our-impact/evidence-exchange>

<sup>2</sup> Performance Measure Instructions: <https://www.americorps.gov/funding-opportunity/fy-2021-ameri-corps-state-national-grants#performance-measure>

**B. FEDERAL AWARD INFORMATION**

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**1. Estimated Available Funds**

Volunteer Mississippi and AmeriCorps expect a highly competitive AmeriCorps grant competition. AmeriCorps reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding is subject to the availability of annual appropriations.

**2. Estimated Award Amount**

Award amounts will vary as determined by the scope of the projects.

**3. Period of Performance**

Volunteer Mississippi and AmeriCorps anticipate making three-year grants. The agencies generally make an initial award for the first year of the period of performance, based on a one-year budget. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

The project start date may not occur prior to the date Volunteer Mississippi awards the grant. AmeriCorps applicants may not enroll prior to the start date of the award. AmeriCorps applicants may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours an applicant performs prior to the applicant becoming a member in the system of record and the beginning of the member enrollment period.

**4. Type of Award**

AmeriCorps Operating Grants: AmeriCorps may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Cost Fixed-Amount grant is limited to certain applicants. Professional Corps applicants are ineligible to apply for Cost Reimbursement grants. See *Eligible Applicants* Section and the Mandatory Supplemental Information for more information. AmeriCorps will not provide both types of grants for the same project in one fiscal year.

Grant Types	Cost Reimbursement	Fixed Amount			
		Full-Cost	Education Award Program (EAP)	Professional Corps	No Cost Slots
Available Subtypes	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps	No Cost Slots
Maximum Cost per MSY	\$21,600	\$21,600	\$800 or \$1,000*	\$1,000	\$0
Type of Slots in National Service Trust	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT Only	FT, TQT, HT, RHT, QT, MT, AT
Budget Submission Required	Yes	No		Yes, if requesting operating funds	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes			No

Grant Types	Cost Reimbursement	Fixed Amount		
Special Requirements	N/A	N/A	Must place qualified professionals in communities with inadequate number of such professionals. Member salaries and benefits must be paid entirely by organization where member serves and not included in budget.	N/A
Financial Reporting Requirements	Yes	No		
Available to new Applicants	Yes	No	Yes	

\*Adjusted for inflation as measured by the Consumer Price Index for all Urban Consumers.

\*\* Per 42 U.S.C. § 12581a, the Corporation may provide the operational support under this section for a program in an amount that is not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth.

FT = Full time, TQT = Three Quarter Time, HT= Half Time, RHT = Reduced Half Time, QT = Quarter Time, MT = Minimum Time, AT = Abbreviated Time

### C. ELIGIBILITY INFORMATION

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#### 1. Eligible Applicants

The following non-Federal entities (all of which are defined in [2 CFR 200.1](#)) are eligible to apply:

- Indian Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States

Applicants must have valid SAM registration and DUNS and/or Unique Entity Identifier to receive award. See Unique Entity Identifier and System for Award Management (SAM) Section for more information.

#### New Applicants

Volunteer Mississippi encourages organizations that have not received prior funding from Volunteer Mississippi and/or AmeriCorps to apply. In general, new applicants are only eligible to apply for Planning Grants (as opposed to cost-reimbursement or Full Cost Fixed Amount operating grants.) Volunteer Mississippi will consider eligibility on a case-by-case basis.

#### Types of Applicants

##### 1. State and Territory Service Commissions (for Single-State Applicants)

Organizations that propose to operate in only one state must apply through the Governor-appointed State or Territory Commissions. Each commission administers its own selection process and submits the applications it selects to compete for funding directly to AmeriCorps. Single-State applicants must contact their Commissions to learn about their state or territory processes and deadlines. State deadlines may be significantly earlier than the AmeriCorps deadlines and may have additional requirements. The list of Commissions can be found on the AmeriCorps website.

A Single-State application from a State or Territory with a Commission that is submitted directly to AmeriCorps by the applicant rather than the Commission will be considered noncompliant and will not be reviewed. See the Mandatory Supplemental Information for Descriptions of National Direct and Single-State applicants.

**2. Threshold Issues**

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

- Professional Corps applicants or those determined to be a Professional Corps by AmeriCorps, must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR 2522.910-.940), the applicant must describe how the program will meet these requirements.
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to Evidence Quality review criteria to be considered for funding.

**3. Cost Sharing or Matching**

**Fixed Amount Grants**

There is no match requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program, therefore organizations should raise the additional revenue required to operate the program. New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grant but are not eligible to apply for Full Cost Fixed Amount grants.

**Cost Reimbursement Grants**

Applicants are required to match funds based on the chart below. The applicant’s match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. See Section D.6. *Funding Restrictions* for more information.

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR 2521.60 and below.

<b>AmeriCorps Funding Year</b>	1, 2, 3	4	5	6	7	8	9	10+
<b>Grantee Share Requirements</b>	24%	26%	30%	34%	38%	42%	46%	50%

Law requires that grantees that use other Federal funds as matching funds for an AmeriCorps grant to report those amounts and sources to AmeriCorps on a Federal Financial Report.<sup>3</sup> Grantees must track and be prepared to report on that match separately each year and at closeout.

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<sup>3</sup> Section 121(e)(5) of NCSA (42 U.S.C. §12571(e)).

## Match Waiver

Please see the Match Waiver information.

## Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations.<sup>4</sup> To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants who plan to request an alternative match schedule must submit a request at the time the application is submitted. Programs applying through State Service Commissions must submit requests for alternative match to the Commission, who will submit it to AmeriCorps on their behalf.

## 4. Other Eligibility Requirements

Under Section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a Federal crime may not receive assistance described in this Notice.

Applications that propose to engage in activities that are prohibited under AmeriCorps' statutes, regulations, or the terms and conditions of its awards are not eligible to receive this funding.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid Federal tax liability—

- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- 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. However, this exclusion will not apply to a corporation which a Federal agency has considered for suspension or debarment and has determined that such is not necessary to protect interests of the Federal government.

Pursuant to Lobbying Disclosure Act of 1995, an organization described in the [Internal Revenue Code of 1986, 26 U.S.C. 501 \(c\)\(4\)](#) that engages in lobbying activities is not eligible to apply for AmeriCorps funding.

## D. APPLICATION AND SUBMISSION INFORMATION

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR 2520–2550, the Mandatory Supplemental Information, Application Instructions, and Performance Measure Instructions which are incorporated by reference. These documents can be found on <https://www.americorps.gov/partner/funding-opportunities>. The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov).

### D.1. Address to Request an Application Package

All information associated with this funding opportunity is available through the AmeriCorps Funding Opportunities webpages. Applicants should refer to [AmeriCorps Funding Opportunities](#) for more information and instructions on how to fully respond to this Notice. Applicants can also email [americorpsgrants@cns.gov](mailto:americorpsgrants@cns.gov) or call (202) 606-7508 for a printed copy of the Notice and Application Instructions. AmeriCorps also offers live text chat at [americorps.gov/contact](https://americorps.gov/contact).

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<sup>4</sup> 45 Code of Federal Regulations CFR 2521.60(b)



## **D.2. Content and Form of Application Submission**

### **D.2.a. Application Content**

Complete applications must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:
  - Executive Summary: This is a brief description of the proposed program.
  - Program Design
  - Organizational Capability
  - Cost-Effectiveness & Budget Adequacy
  - Evaluation Summary/Plan
- Logic Model
- Performance Measures
- Standard Form 424A Budget
- Continuation Changes
- Clarification
- Authorization, Assurances, and Certifications <sup>5</sup>

### **D.2.b. Page Limits**

There are page limits for the Narratives and Logic Model:

- Narratives
  - Applications must not exceed 10 double-spaced pages for Narratives (12 pages for Rural Intermediaries and Multi-State applications with more than five operating sites as the pages print out from eGrants.) AmeriCorps will use number of locations in “multi-state operating sites” field in AmeriCorps’ web-based management system to determine whether a multi-state application has more than five operating sites. The “multi-state operating sites” field can be found in the “operating sites” link in the system. Multi-state applicants that list five or fewer operating sites cannot exceed 10 pages for the Narrative.
  - The application sections that count towards the page limit are the:
    - SF-424 Face Sheet
    - Executive Summary
    - Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.
  - The application page limit does not include the Budget, Performance Measures, or any required additional documents.
- Logic Model
  - The Logic Model may not exceed three pages when printed with the application from the “Review” tab in AmeriCorps’ web-based management system.

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<sup>5</sup> <https://egrants.cns.gov/cnsmisc/ECERTS.HTM> and <https://egrants.cns.gov/cnsmisc/EASSUR.HTM>

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits set in the Notice. **AmeriCorps strongly encourages applicants to print out the application from the “Review and Submit” tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.**

AmeriCorps will not consider the results of any alternative printing methods when determining if an application complies with the page limit. Reviewers will also not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

### ***D.3. Unique Entity Identifier and System for Award Management (SAM)***

All applicants **must** register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantees at: [https://sam.gov/SAM/transcript/Quick Guide for Grants Registrations.pdf](https://sam.gov/SAM/transcript/Quick%20Guide%20for%20Grants%20Registrations.pdf).

SAM registration must be renewed annually. AmeriCorps suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and address on all grant applications to AmeriCorps.**

AmeriCorps will not make awards to entities that do not have a valid SAM registration and DUNS or Unique Entity Identifier. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a Federal award, AmeriCorps may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a Federal award to another applicant.

Applications must include an Employer Identification Number.

Applications must include a DUNS number. Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the [DUNS Request Service](#). AmeriCorps recommends registering at least 30 days before the application due date.

The Federal government is implementing Unique Entity Identifiers (UEI) as part of the SAM registration process to eventually replace DUNS numbers. AmeriCorps may ask applicants to add the UEI to their application as part of the clarification or pre-award process. AmeriCorps is adding a field to capture the UEI in eGrants. If you already have a UEI and the UEI field is available in eGrants, you can enter it at the time you submit your application.

#### **D.4. Submission Dates and Times**

##### **D.4.a. Application Submission Deadline**

Applications are due **Wednesday, January 5, 2022, by 5:00 p.m. Eastern Time.**

Commissions' deadlines may be significantly before the AmeriCorps deadline, so prospective Single-State applicants should contact their respective Commission as soon as possible.

AmeriCorps will not consider applications submitted after the deadline, except as noted in Section *D.4.c. Late Applications*. AmeriCorps reserves the right to extend the submission deadline. AmeriCorps will post a notification in the event of an extended deadline on AmeriCorps' website.

##### **D.4.b. Additional Documents Deadline**

Additional documents are due by the submission deadline. See *Sections D.4.a. Application Submission Deadline* and *D.7.b. Submission of Additional Documents* for more information.

##### **D.4.c. Late Applications**

All applications received after the submission deadline published in this Notice are presumed to be non-compliant. To overcome this presumption, the applicant must:

- submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
  - the timing and specific cause(s) of the delay
  - the ticket number if a request for assistance was submitted to the AmeriCorps Hotline, if available
  - any information provided to the applicant by the AmeriCorps Hotline
  - any other documentation or evidence that supports the justification
- ensure that AmeriCorps receives written explanation and any evidence that substantiates the claimed extenuating circumstance(s), via email to [LateApplications@cns.gov](mailto:LateApplications@cns.gov) no later than 24 hours after application deadline stated in Notice.

Communication with AmeriCorps staff, including an applicant's portfolio manager, is not a substitute for a written explanation or justification of the extenuating circumstance that caused the delay as outlined above. Applicants are required to continue working in [eGrants, AmeriCorps' web-based application system](#) and with the AmeriCorps Hotline to submit the application. AmeriCorps will determine whether or not to accept a late application on a case-by-case basis.

Applicants that do not meet the application submission deadline and do not submit a written explanation or justification or any other evidence to overcome the presumption of non-compliance within the published timeframe will be deemed noncompliant. If AmeriCorps sustains a noncompliant determination, the application will not be reviewed or selected for award.

**Please note:** AmeriCorps will *not* consider advance requests to submit a late application. Please review and follow the guidance in this section and submit your application as soon as possible.

**D.5. Intergovernmental Review**

Notice not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

**D.6. Funding Restrictions****D.6.a. Award Funding Requirements****1. Member Living Allowance**

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share. Exceptions are noted below.

While Fixed Amount applicants are not required to submit detailed budgets, they are required to provide living allowance to members that comply with the minimum and maximum requirements. Exceptions noted below. Fixed Amount grant applicants should indicate amount in application.

**Table: Minimum and Maximum Living Allowance**

<b>Service Term</b>	<b>Minimum # of Hours</b>	<b>Minimum Living Allowance</b>	<b>Maximum Total Living Allowance</b>
Full-time	1,700	\$16,502	\$33,004
Three Quarter-time	1,200	n/a	\$23,103
Half-time	900	n/a	\$16,502
Reduced Half-time	675	n/a	\$12,542
Quarter-time	450	n/a	\$8,581
Minimum-time	300	n/a	\$6,931
Abbreviated-time	100	n/a	\$1,980

**Exceptions to the Living Allowance Requirements**

**a. Programs existing prior to September 21, 1993**, are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

**b. EAP Grantees** not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.

**c. Professional Corps Grantees** must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries and benefits including childcare are paid entirely by the organizations with which the members serve; and are not included in the budget request to AmeriCorps (Federal share).

**2. Maximum Cost per Member Service Year (MSY)**

The AmeriCorps cost per MSY is determined by dividing the AmeriCorps share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn. The maximum amount an applicant may request from AmeriCorps per MSY is determined on an annual basis.

New and re-competing Commission subgrantees/applicants will be held to the maximum cost per MSY for their grant type.

**Table: Maximum Cost per MSY**

<b>Grant Program</b>	<b>Maximum</b>
Individual Competitive State/Territory Program (cost reimbursement)	\$21,600
Multi-state competitive (cost reimbursement)	\$21,600
Professional Corps competitive Fixed Amount Applicants/Grantees	\$1,000*
Full-cost competitive Fixed Amount Grant	\$21,600
Education Award Program (EAP) Fixed Amount Grant (competitive & formula)	\$800 or \$1,000**
All non EAP formula grants***	\$28,800****

\*AmeriCorps requires **Professional Corps** programs to cover operating expenses associated with the AmeriCorps through non AmeriCorps resources. AmeriCorps will only consider operating funds of up to \$1,000 per MSY if applicant can demonstrate significant financial need.

\*\* Per 42 U.S.C. 12581a, AmeriCorps may provide operational support for a program in an amount no more than \$800 per individual enrolled in an approved national service position, or no more than \$1,000 per such individual if at least 50% of those enrolled are disadvantaged youth.

\*\*\* Except planning grants

\*\*\*\*\$18,000 adjusted for inflation as measured by the Consumer Price Index for all Urban Consumers.

AmeriCorps reserves the right to 1) treat an applicant that meets the statutory requirements of a Professional Corps as such, whether or not they submitted their application as a professional corps program; and 2) determine whether an applicant has demonstrated inability to effectively operate in the absence of AmeriCorps operating funds.

**3. Segal AmeriCorps Education Award**

Members who successfully complete a term of service are eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after the term of service to use the Education Award. AmeriCorps will provide the updated Education Award amounts at the time of grant award.

#### **D.6.b. Indirect Costs**

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a Federally-approved indirect cost rate, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in [2 CFR 200.413](#). States, local governments, and Indian Tribes may use previously approved indirect cost allocation plans. All methods must be applied consistently across all Federal awards. Applicants that have a Federal negotiated indirect cost rate or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and AmeriCorps' regulations at 45 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants.

The instructions for how to enter the organization's indirect cost rate<sup>6</sup>. Applicants should not submit documentation addressing the indirect cost rate agreement via email.

Please note: To request a Federally negotiated indirect cost rate agreement, when AmeriCorps is the applicable cognizant agency for an organization's indirect costs, the applicant must submit a request to [IndirectCostRate@cns.gov](mailto:IndirectCostRate@cns.gov). The applicant may also obtain instructions and additional information by contacting the email address above.

#### **D.6.c. Pre-Award Costs**

Pre-award costs, as authorized, are allowed after written approval is received from AmeriCorps.

#### **D.7. Other Submission Requirements**

##### **D.7.a. Electronic Application Submission in eGrants**

Applicants must submit applications electronically via [eGrants](#). AmeriCorps recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

The applicant's authorized representative must submit the application. The authorized representative must use their own eGrants account to sign and submit application. A copy of the governing body's authorization for this representative to sign must be filed in applicant's office.

Applicants should contact the AmeriCorps Hotline at (800) 942-2677 or via [eGrants Questions](#) with account creation, preparing, or submitting application. AmeriCorps Hotline hours are posted at <https://questions.americorps.gov/app/ask>.

Be prepared to provide the application ID, organization's name, and the competition to which the organization is applying. If issue cannot be resolved by deadline, applicants must continue working with the AmeriCorps Hotline to submit via eGrants.

If circumstances make it impossible for applicant to submit in eGrants, applicants may send a copy of the application via overnight carrier below. Applicants must include written explanation and any other documentation/evidence that support inability to submit electronically.

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<sup>6</sup>[https://americorps.gov/sites/default/files/document/eGrants%20Indirect%20Cost%20Rate%20Instructions%20FINAL\\_20210519%20Update.pdf](https://americorps.gov/sites/default/files/document/eGrants%20Indirect%20Cost%20Rate%20Instructions%20FINAL_20210519%20Update.pdf)

AmeriCorps  
ATTN: Office of Grant Administration (OGA)/FY 2022 ASN Application  
250 E Street, SW, Suite 300  
Washington, DC 20525

Please use a non-U.S. Postal Service carrier to avoid security-related delays. **All deadlines and requirements in this Notice also apply to paper applications. AmeriCorps does not accept applications submitted via fax or email.**

#### **D.7.b. Submission of Additional Documents**

Applicants are required to submit additional documents below by application submission deadline. All documents must be submitted by Prime Grantee (State Service Commissions or National Directs). Prime sub applicants cannot submit documentation for the commission.

All applicants

1. Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section and Mandatory Supplemental Information for detailed instructions by evidence tier. If multiple evaluation briefs/reports/studies are submitted by the applicant, the most recent (as measured by the date of completion or publication) will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.
2. Diversity Questionnaire
3. Labor union concurrence (if applicable)

Recompete applicants who have previously received three or more years of competitive funding for the same project being proposed:

4. Evaluation plan. Please use evaluation plan template available on Notice webpage. Evaluation plans are not scored or reviewed until after funding decisions are made.

Recompete applicants who have previously received six or more years of competitive funding for the same project being proposed:

5. Evaluation report. Please submit in Word. The evaluation report should include a title page with the AmeriCorps grant ID for the project that was evaluated, the name of the project, and the date of completion of the report. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.

Rural Intermediaries (New and recompeting)

6. Letters of support from the consortium members

Entities applying on behalf of a Federally Recognized Tribe (New and recompeting)

7. Tribal organization eligibility documentation. (See *Section C.1. Eligible Applicants.*)

New and Recompeting applications

8. All new and recompeting applicants regardless of funding level are required to submit an Operational and Financial Management Survey<sup>7</sup> (OFMS). Submit the OFMS as a Word document. Forms submitted as PDF or any other document format may not be accepted.

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<sup>7</sup> [https://americorps.gov/sites/default/files/document/OFMS-Control-Number-3045\\_0102\\_FY20%20%282%29.docx](https://americorps.gov/sites/default/files/document/OFMS-Control-Number-3045_0102_FY20%20%282%29.docx)

Additional documents must be emailed to [AdditionalDocuments@cns.gov](mailto:AdditionalDocuments@cns.gov) with the following subject line: *“Legal Applicant Name” – “Application ID Number.”* Emails should include:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that are attached to the email by file name, labeling each document type according to the above numbered list
- individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the file name and heading of each document. To ensure that all required additional documents are considered, please provide each document as a separate single file, labeled appropriately. Please do not send multiple documents in one combined file, and do not send a single document in multiple files.
- If the size of an applicant’s files requires multiple emails, please also include an ordering system in the subject line, such as *“(1 of 3).”*
- Prime applicants should send separate emails with each sub applicant’s materials, referencing the sub applicant’s Application ID

Failure to submit required additional documents by the deadline and in the format requested above may have a negative effect on the assessment of your application and/or on the determination of the application’s eligibility to advance for review.

Please do not submit any items that are not requested in this Notice and Guidance. AmeriCorps will not review or return them.

#### **D.7.c. Coordination among State Commissions and National Direct Applicants**

AmeriCorps expects Commissions and National Direct applicants to consult and coordinate activities at the local level, as specified in Section 131 of the NCSA (42 U.S.C. § 12583). This consultation is designed to ensure the most effective use of national service resources and lead to enhanced coordination. The list of Commissions can be found here: <https://americorps.gov/contact/state-service-commissions>.

To ensure coordination, National Directs, except Federally recognized Indian Tribes, must:

Before application submission:

- Consult with the Commission of each state and/or territory in which organization plans to operate and describe this consultation in their applications. Contact the Commissions for details about the consultation process. Provide information that connects the proposed activities to the current State/Territory Service plan and/or State logic model.

After Award:

- Provide the Commission with contact information for National Direct programs in the state and/or territory and update the information on an annual basis.
- Participate in Commissions’ annual needs assessment and training plan development activities, and in development of state/territory service plan, as well as appropriate training and other events.
- Include the Commission on the National Direct mailing/email distribution lists and invite it to appropriate training and other events.



State/Territory Commissions must:

Before application submission:

- Consult in a timely manner with the National Direct applicants, except Indian Tribes, that contact them prior to application submission.

After Award:

- Consider the schedules and needs of National Direct applicants, including Indian Tribes, operating in their states when planning annual events and technical assistance activities.
- Include National Direct programs and Indian Tribes in the annual needs assessment and training plan development activities, and in development of state/territory service plans.
- Add staff of multi-state programs in their state/territory to their mailing/email distribution lists and invite them to appropriate training and other events.

AmeriCorps will solicit Commission input on National Direct applicants, except Indian Tribes, proposing to operate in their state/territory. Via the AmeriCorps’ web-based management system, Commissions have the opportunity to select “support,” “do not support,” or “neutral,” and provide comments. Participation by Commissions in providing this input is strongly encouraged. AmeriCorps reviews and considers Commission input on multi-state applicants proposing to operate in their state.

**E. APPLICATION REVIEW INFORMATION**

**E.1. Review Criteria**

Each applicant must describe a project that will use AmeriCorps members effectively to solve a significant community problem. AmeriCorps urges applicants to submit high quality applications that carefully follow the guidance in this *Notice* and in Application Instructions. The quality of an application is important in determining whether an organization will receive funding.

Categories/Subcategories	Percentage
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b>	<b>50</b>
Theory of Change and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
<b>Organizational Capability</b>	<b>25</b>
Organizational Background and Staffing	9
Compliance and Accountability	8
Culture That Values Learning	4
Member Supervision	4
<b>Cost Effectiveness and Budget Adequacy</b>	<b>25</b>

**E.1.a. Executive Summary (Required - 0 percent)**

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

*The [Name of organization] proposes to have [number of] AmeriCorps members who will [service activities the members will be doing] in [the locations AmeriCorps members will serve]. At the end of the first program year, AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will engage in [what the leveraged volunteers will do.]*

*This program will focus on the AmeriCorps focus area(s) of [Focus Area(s)].\* The AmeriCorps investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and Federal funds] in public funding and \$[amount of non-governmental funds] in private funding.*

\*If the program is not operating in an AmeriCorps focus area, omit this sentence.

Fixed-Amount grant applicants (EAP, Full-Cost Fixed, No Cost Slots) should list their Other Revenue (see Mandatory Supplemental Information) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program.

### **E.1.b. Program Design (50 percent)**

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value. Please ensure the Theory of Change and Logic Model incorporates the funding priorities listed above, for example supporting communities historically excluded and/or underserved from government services, addressing structural and institutional inequities, or increasing opportunity in order to achieve sustainable change in communities.

#### **1. Theory of Change and Logic Model (24 points)**

The Theory of Change shall address:

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
- The proposed intervention is responsive to the identified community problem.
- The proposed intervention is clearly articulated including design, dosage, target population, roles of AmeriCorps members, and (if applicable) leveraged volunteers.
- Applicant's intervention is likely to lead to outcomes identified in Theory of Change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- Rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community problem, including the role current or historical inequities faced by underserved communities may play in contributing to the problem.
- The inputs/resources necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which members will provide services
  - Number of AmeriCorps members who will deliver the intervention

- The core activities that define the intervention or program model that members will implement or deliver, including:
  - duration of intervention (e.g., the total # of weeks, sessions, months of intervention)
  - dosage of the intervention (e.g., the # of hours per session or sessions per week)
  - target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from the intervention (i.e. number of beneficiaries served, types and number of activities conducted, equity gaps closed). If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur because of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The logic model is a visual representation of the applicant’s Theory of Change. Programs should include short, medium, or long-term outcomes, however applicants are not required to measure all components of their Theory of Change. Performance measures should be consistent with the program’s Theory of Change and should represent significant program activities.

In the application narrative, applicants should discuss the community need as it relates to the CDC’s Social Vulnerability Index: <https://www.atsdr.cdc.gov/placeandhealth/svi/index.html>. Also in the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

Rationales and justifications should be informed by the organization’s performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings. Applicants with multiple interventions complete one Logic Model chart to incorporate each intervention. Content exceeding three pages will not be reviewed.

## **2. Evidence Base (20 points)**

The assessment of an applicant’s evidence base has two parts. First, the applicant will be assigned to an evidence tier (see the Mandatory Supplemental Information.) Second, the quality of the applicant’s evidence and the degree to which it supports the proposed program design, including program aligned with the priority areas identified above, will be assessed and scored.

Evidence Tier (12 points):

An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant’s evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model.<sup>8</sup>

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<sup>8</sup> In 2021, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 38%, Moderate 19%, Preliminary 16%, and Pre-Preliminary 26%. As these figures indicate, AmeriCorps values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants who have outcome or impact evaluation reports of same intervention described in the application (see Mandatory Supplemental Intervention for definition of “same intervention”) may submit up to two reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. To qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population, including evidence of current or historic inequities facing the population;
- Characteristics of the population delivering the intervention;
- Dosage (frequency and duration) and design of the intervention, including all key components and activities;
- The context in which the intervention is delivered; and
- Outcome of the intervention.

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in the *Notice* (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see Mandatory Supplemental Information).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the *Notice* instructions.

Applicants must meet all requirements of an evidence tier in order to be considered for that tier.

If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Information, the applicant may be considered for a lower evidence tier.

#### Evidence Quality (8 points)

After the applicant’s evidence tier has been assessed, the quality of the applicant’s evidence and the extent to which it supports the proposed program design will be assessed and scored.

Applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six years;
- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one key outcome of interest.

Applicants that are assessed as being in the Pre-Preliminary evidence tier, reviewers will score the narrative provided in Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by application indicates meaningful positive effect on program beneficiaries in at least on key outcome of interest. <sup>12</sup>

### **3. Notice Priority (0 points)**

- The proposed program fits within one or more of the AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the Mandatory Supplemental Information and the proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Information.

### **4. Member Experience (6 points)**

- Members as a result of their service will have opportunities to develop as leaders.
- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The program has a well-defined plan to recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.
- The applicant's organization and/or program has a diversity, equity, and inclusion council that seeks to diversity its staff and board and create a supportive and safe environment as well ensure that its programming is culturally and community appropriate.

### **E.1.c. Organizational Capability (25 percent)**

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

#### **1. Organizational Background and Staffing (9 points)**

- Organization details roles, responsibilities, and structure of staff implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

- The organization has facilitated, partnered, or participated in educational or workforce development programs (i.e., pre-apprenticeship/registered apprenticeship, work experience and job training programs, etc.).
- Organization has stated commitment and plan to advance diversity, equality, and inclusion (DEI) throughout its mission, for example by using a DEI council or strategic plan.

## **2. Compliance and Accountability (8 points)**

- The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate risk of fraud, waste, abuse, and mismanagement, such as appropriate segregation of duties, internal controls, measures to prevent timekeeping fraud, etc.
- The organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.
- The AmeriCorps-required evaluation report meets AmeriCorps requirements (if applicable).
- The AmeriCorps-required evaluation report is of satisfactory quality (if applicable).

## **3. Culture that Values Learning (4 points)**

- The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.
- The applicant's board, management, and staff collect and use information to determine its programmatic effectiveness in serving in a community with members that are diverse.

## **4. Member Supervision (4 points)**

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

### **E.1.d. Cost Effectiveness and Budget Adequacy (25 percent)**

Reviewers will assess the quality of the application's budget to the following criteria below. Do not assume all sub-criteria are of equal value.

**These criteria will be assessed based on the budget submitted. Do not include narrative in the narrative box except for "See budget".**

#### **1. Cost Effectiveness and Budget Adequacy (25 points)**

- Budget is submitted without mathematical errors.
- 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 complies with the budget instructions.
- Match is submitted with adequate information to support amount written in the budget.
- The budgeted match is equal to or more than required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY.

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

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

- Current indirect rate cost rate information if used to claim indirect/administrative costs.
- Identify the non-AmeriCorps funding and resources necessary to support the project, including Fixed Amount applicants.
- Indicate amount of non-AmeriCorps resource commitments, type of commitments (in-kind and/or cash), sources of commitments, and if commitments are proposed or secured.

**E.1.e. Evaluation Plan (Required for recompeting grantees - 0 percent)**

If applicant has previously received three or more years of competitive funding for proposed project (see the Mandatory Supplemental Information for the AmeriCorps definition of “same project”), the applicant must submit an evaluation plan as an attachment (see the *Submission of Additional Documents* section for more information). If the applicant has previously received six or more years of competitive funding for the same project being proposed, the applicant must submit both an evaluation plan and an evaluation report as attachments.

Applicants should use the evaluation plan template available on the *Notice* webpage to craft their evaluation plans. The template document provides detailed information about the AmeriCorps evaluation requirements (45 CFR 2522.700-710) and specifies the information that must be provided for the evaluation plan to be approved by AmeriCorps. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made.

All applicants should enter “N/A” in the “Evaluation Summary or Plan” field of the Narrative. Any other text entered in this field will not be reviewed.

**E.1.f. Amendment Justification (0 percent)**

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

**E.1.g. Clarification Information (0 percent)**

Please make a heading entitled “FY 2022 Match replacement” and enter dollar amount of match replacement your program would like to request. The amount cannot result in your program being above the maximum cost per MSY. Should your application go to clarification, this field will also be used to enter information that requires clarification in the post-review period.

**E.1.h. Continuation Changes (0 percent)**

Enter N/A. Field will be used to enter changes in application narratives in continuation requests.

## **E.2. Review and Selection Process**

AmeriCorps will engage External and Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process is intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this Notice. The determinations made by AmeriCorps reviewers may be different than what the applicant self-determined upon submission of its application. The stages of the review and selection process follow:

### **E.2.a. Initial Application Compliance and Eligibility Review**

AmeriCorps will conduct an initial Compliance and Eligibility Review to determine if an application meets the eligibility requirements published in this Notice and advances to the next stage of the review process.

An application is compliant if the applicant:

- is an eligible organization
- is eligible to submit directly to AmeriCorps
- submitted an application by the submission deadline

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

### **E.2.b. Application Review**

#### **External Review**

External Reviewers will review and assess the evidence criteria in the *Notice*. AmeriCorps will recruit and select reviewers on the basis of demonstrated expertise. All External Reviewers will be screened for conflicts of interest.

#### **Internal Review**

AmeriCorps staff will evaluate the applications using the application review criteria and assess the priorities and strategic considerations detailed in the *Notice*. Reviewers will be screened for conflicts of interest. AmeriCorps will review and assess input from the Commission about National Direct applications.

### **E.2.c. Applicant Clarification**

AmeriCorps may ask an applicant for clarification. AmeriCorps staff will use this information to make funding recommendations. Not all applications are clarified. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.



#### **E.2.d. Pre-Award Risk Assessment**

AmeriCorps staff will evaluate the risks to the program posed by each applicant to assess applicant's ability to manage Federal funds. This evaluation is in addition to assessments of applicant's eligibility and quality of application on basis of Selection Criteria. Results from this evaluation will inform funding decisions. If AmeriCorps determines that an award will be made to an applicant with assessed risks, special conditions corresponding to the degree of assessed risk may be applied. Additionally, if AmeriCorps concludes that applicants with poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

In evaluating risks, AmeriCorps may consider the following criteria:

##### Due Diligence:

- Federal debt delinquency
- suspension and debarment
- information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
  - Federal Awardee Performance and Integrity Information System (FAPIIS)
  - U.S. Treasury Bureau of Fiscal Services
  - System for Award Management (SAM)
  - "Do Not Pay"
- reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations
- IRS Tax Form 990
- Oversight.gov
- Public Litigation Records

##### Operational and Financial Management:

- financial stability
- Operational and Financial Management Survey<sup>9</sup>

##### Past Performance:

- applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
  - timeliness of compliance with applicable reporting requirements
  - conformance to the terms and conditions of previous Federal awards
  - applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
  - meeting matching requirements
  - the extent to which any previously awarded amounts will be expended prior to future awards
  - national service criminal history check compliance.

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<sup>9</sup> <https://www.nationalservice.gov/resources/financial-management/financial-and-grants-management>

Other Programmatic Risks:

- publicly available information, including information from applicant's website

Commission staff should review for the same types of risks for the applicants they submit.

Commission staff will assess their subgrantees' programmatic past performance using the italicized criteria above and submit those assessments to AmeriCorps.

**E.2.e. Consideration of Integrity and Performance System Information**

Prior to making any award that exceeds the \$250,000, AmeriCorps is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (See [41 U.S.C. 2313](#)). Additionally, AmeriCorps may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$250,000.

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through FAPIIS and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through FAPIIS.

AmeriCorps may consider comments by any applicant, in addition to other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing its review of risk posed by applicant under the Risk Assessment Evaluation section of this Notice.

**E.2.f. Selection for Funding**

The review and selection process are designed to:

- identify how well eligible applications are aligned with the application review criteria
- build a diversified portfolio based on the following strategic considerations:
  - AmeriCorps Funding Priorities (See Section A.2. *Funding Priorities*)
  - meaningful representation of
    - rural communities
    - innovative community strategies

Based on evaluation of these strategic considerations, applications may be selected for funding over applications with a greater degree of alignment with review criteria. In selecting applicants to receive awards under this Notice, the Chief Executive Officer will endeavor to include a diverse portfolio of applications based on staff recommendations and strategic considerations.

AmeriCorps will assess applicant's strategic considerations. Applicants must check relevant boxes in Program Information tab in eGrants to be considered for AmeriCorps' assessment of the strategic considerations (see *Selection for Funding* section.) Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and if implementation strategies are described in the application.

AmeriCorps reserves the right to prioritize funding existing awards over making new awards. AmeriCorps reserves the right to award applications in an amount other than at the requested level of funding and will document the rationale for doing so.

***AmeriCorps reserves the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications.***

### **E.3. Feedback to Applicants**

Applicants will receive feedback from the External Review and Staff Review of their compliant applications. This feedback will be based on the review of the original application and will not reflect information provided during clarification.

### **E.4. Transparency in Grant-making**

AmeriCorps is committed to transparency in grant-making. The following information for new and re-competing applications will be published on <http://www.americorps.gov/partner/funding-opportunities/funded-grants> government within 90 business days after all grants are awarded:

- a list of all approved applications
- executive summaries of all approved applications
- data extracted from the SF-424 Face Sheet
- a blank template of the external review worksheet
- a list of all external reviewers who completed the review process

Information about funded grants and subgrants is also available in USASpending.gov.

Submitted program narratives and a summary of external reviewer comments for successful applications will be available upon request via email to [OGAGarp@cns.gov](mailto:OGAGarp@cns.gov).

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **F.1. Federal Award Notices**

AmeriCorps will make awards following the selection announcement; it anticipates announcing results of funding opportunity by May 2022 contingent on availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award is not an authorization to begin activities. The Notice of Grant Award is the authorizing document. An awardee may not expend Federal funds until the start of the Period of Performance identified on the Notice of Grant Award unless it has received a written pre-award cost approval from AmeriCorps.

## **F.2. Administrative and National Policy Requirements**

### **F.2.a. Uniform Guidance**

Awards made under Notice are subject to Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in [2 CFR Parts 200](#) and [2205](#).

### **F.2.b. Requests for Monitoring or Payment Integrity Information**

AmeriCorps may request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the [Payment Integrity Information Act of 2019](#). Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement only status, or other remedies may be applied as appropriate.

### **F.2.c. AmeriCorps Terms and Conditions**

All awards made under Notice are subject to the FY22 AmeriCorps General Terms and Conditions, and FY22 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available at <https://americorps.gov/grantees-sponsors/directs-territories-tribes>.

### **F.2.d. National Service Criminal History Check Requirements**

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk.

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on, the award.
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements.<sup>10</sup>
- AmeriCorps also strongly encourages funded applicants to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.<sup>11</sup>
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.
- The cost of conducting NSCHC is an allowable expense under award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

A NSCHC consists of a check of the:

1. National Sex Offender Public website through NSOPW.gov (nationwide check);
2. State criminal history record repository or agency-designated alternative for the individual's State of residence *and* State of service; and
3. Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

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<sup>10</sup> NSCHC regulations and guidance: <https://americorps.gov/grantees-sponsors/history-check>

<sup>11</sup> Two pre-approved NSCHC vendors: <https://americorps.gov/grantees-sponsors/history-check>.

All checks must be conducted, reviewed, and an eligibility determination made before the individual begins work or service. An individual is not eligible to serve or work in a position subject to the NSCHC requirements if:

- the individual refuses to consent to a criminal history check;
- makes a false statement in connection with a criminal history check;
- is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- has been convicted of murder.

See [45 CFR 2540.200– 2540.207](#) and [National Service Criminal History Check Resources](#) for complete information and FAQs.

### **F.2.e. Official Guidance**

All AmeriCorps active Guidance is available on the agency’s Guidance webpage: <https://www.americorps.gov/about/agency-overview/official-guidance>. The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

### **F.3. Use of Material**

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

### **F.4. 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.

Cost reimbursement grantees are required to provide annual progress reports, semi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations 45 CFR 2522.500-2522.540 and 2522.700-2522.740. Final financial and progress reports are due 120 days after the end of the agreement.

Fixed Amount grantees are required to provide annual and final progress reports and an internal or external evaluation report.

All grantees, including Fixed Amount grantees, must submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System. In addition, at the end of the award period, recipients must submit final financial (cost reimbursement grantees only) and progress reports that are cumulative over the entire award period and consistent with the close-out requirements. The final reports are due 120 days after the end of the period of performance.

Award recipients will be required to report at <https://www.FSRS.gov> on all subawards over \$30,000, and may be required to report on executive compensation for the recipient organization and its subrecipients. Recipients must have the necessary systems in place to collect and report this information. See [2 CFR Part 170](#) for more information and to determine how these requirements apply.

Once grant is awarded, recipients are expected to have data collection and data management policies, processes, and practices that assure that they are reporting high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality for themselves and for subrecipients (if applicable):

- the data measures what it intends to measure
- the data reported is complete
- the recipient collects data in a consistent manner
- the recipient takes steps to correct data errors
- the recipient actively reviews data for accuracy prior to submission.

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future AmeriCorps funding.

#### ***F.5. Continuation Funding Information and Requirements***

Organizations with current awards continuing beyond FY21 must submit an application in order to be eligible to receive funding for the next year. Requests by continuation applicants for increases in level of funding or number of positions will be assessed using review criteria published in Notice. The review is based on progress reports, federal financial reports, evaluation plans, and staff knowledge of the grant program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with terms and conditions of grant. AmeriCorps reserves the right to award applications in an amount less than requested and will document the rationale for doing so.

#### **G. FEDERAL AWARDING AGENCY CONTACTS**

For more information, call (202) 606-7508 or email [americorpsgrants@cns.gov](mailto:americorpsgrants@cns.gov). AmeriCorps also offers live text chat at [www.americorps.gov/contact](http://www.americorps.gov/contact).

For technical questions and problems with eGrants, call the AmeriCorps Hotline at (800) 942-2677. AmeriCorps Hotline hours are posted at <https://questions.americorps.gov/app/ask>. Potential applicants can also use this link: [eGrants Questions](#). Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

## H. OTHER INFORMATION

### ***H.1. Technical Assistance***

AmeriCorps will host technical assistance calls to answer questions about the funding opportunity and eGrants. AmeriCorps strongly encourages all applicants to participate in these sessions. Call-in information for the technical assistance calls is on AmeriCorps' website: <http://www.americorps.gov/partner/funding-opportunities>

### ***H.2. Re-Focusing of Funding***

AmeriCorps reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling needs.

## I. IMPORTANT NOTICES

**Public Burden Statement:** Public reporting burden for collection of information under this Notice is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining data needed, and completing application and reporting forms. AmeriCorps informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are current valid. (See [5 C.F.R. 1320.5\(b\)\(2\)\(i\)](#).) This collection is approved under OMB Control #: 3045-0047, Application Instructions, State and National Competitive, New and Continuation, Expiration Date: September 30, 2023.

**Privacy Act Statement:** The Privacy Act of 1974 (5 U.S.C 552a) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to 42 U.S.C. 12592 and 12615 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 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 contractors that have a need to know the information for the purpose of assisting the government 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. Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive Federal benefits.

## **Attachment A: Economic Mobility Corps**

### **About the CDFI Fund and CDFIs**

The mission of the U.S. Treasury Department's Community Development Financial Institution Fund (CDFI Fund) is to expand economic opportunity for underserved people and communities by supporting growth and capacity of national network of community development lenders, investors, and financial service providers known as CDFIs.

CDFIs are community-based financial institutions that have a common goal of filling financing gaps in underserved, low-income areas. As community-based institutions, they possess a keen sensitivity to needs of residents and businesses, and their creation reflects a bottom-up, rather than a top-down, approach to community investment and revitalization.

Currently, there are more than 1,100 CDFIs certified by the CDFI Fund serving urban and rural communities throughout the United States. CDFIs are found in all fifty states, the District of Columbia, Guam, and Puerto Rico. They bridge diverse public and private sector interests to serve people and places that traditional financial institutions usually do not. CDFIs provide:

- loans for businesses and projects that otherwise would not receive for financing;
- safe, affordable banking services that otherwise would not be available in the community;
- loan rates and terms that are more flexible than those offered by traditional lenders; and
- development services—such as business planning, credit counseling, and homebuyer education—to help their borrowers use credit effectively and build financial strength.

CDFIs help create small businesses and local jobs, and develop affordable housing, community facilities, and schools—all in places where economic opportunity is needed most.

### **About the Economic Mobility Corps**

A joint initiative of CDFI Fund and AmeriCorps, Economic Mobility Corps (EMC) places full-time AmeriCorps members at CDFIs to enhance capacity to provide financial literacy, financial planning, budgeting, saving, and financial counseling activities in distressed and underserved areas. Economic Mobility Corps members will be placed in CDFIs and will receive training on the principles of financial counseling and financial literacy. A CDFI is an entity that the CDFI Fund has officially notified that it meets all CDFI certification requirements. Only CDFI's are eligible to receive EMC members. This initiative will fund up to 61 full-time members a year for two years.

### **Who is Eligible for a EMC Award**

Organizations that meet AmeriCorps State and National eligibility criteria. Additionally, applicants that are Certified CDFIs and organizations with CDFI Fund awards will be considered ineligible for award if the applicant has:

- a previously executed award agreement(s), as of date of Application, (i) CDFI Fund has determined that such entity is noncompliant or found in default with previously executed agreement, and (ii) CDFI Fund has provided written notification that such entity is ineligible to apply for/receive any future CDFI Fund awards or allocations. Such entities are ineligible to apply for such time as specified by the CDFI Fund. Applicants that have



pending noncompliance issues of any previously executed award agreement(s), are eligible to receive an award if CDFI Fund has not made a final compliance determination.

- defaulted on a loan from the CDFI Fund within five years of the application deadline.

Preference will be given to applicants that intend to enroll veterans as AmeriCorps members and/or serve rural areas.

### **AmeriCorps Member Position Description**

Economic Mobility Corps members will strengthen the capacity of CDFIs to provide financial literacy, financial counseling, and financial planning services offered by the Certified CDFIs, to distressed and underserved individuals. Duties include:

- conducting community outreach and recruitment of new clients to the CDFI's counseling and planning services and programs;
- assisting or conducting one-on-one or group orientation sessions for new program clients to explain the CDFI's services, as well as the responsibilities of the client;
- providing financial planning workshops and individual financial counseling to meet needs of CDFI clients, including conducting group education meetings, and delivering workshops, webinars and meetings;
- assisting in development and execution of marketing strategies to promote program client participation in CDFI-sponsored financial counseling and education programs;
- providing program clients with information on different financial products and services (e.g., loan products, checking/savings accounts, etc.) offered by the CDFI;
- conducting scheduled follow-ups with clients to ask how they are doing, if they need additional help, and to help stay engaged to achieve their plans by established deadlines;
- performing duties that support CDFI's activities, including coordinating client meetings, preparing presentations, conducting research, reviewing training/outreach materials, reviewing applications for programs/services, and developing material that supports the CDFI's financial counseling and outreach activity; and
- reporting to CDFI on regular basis on activities undertaken by service member.

### **Desired Skills**

Economic Mobility Corps members should possess:

- desire and ability to work with diverse group of people, particularly those living in low-income and economically distressed neighborhoods;
- willingness to learn and serve others;
- ability to successfully work independently and in a team environment;
- strong organizational, writing, and oral communication skills; possess attention to detail;
- familiarity with community development, financial services, banking/lending terminology, including understanding of financial planning basics, credit/credit scoring;
- have an interest in finance and/or financial education;
- computer skills, including high-degree of familiarity with Microsoft Excel, or other spreadsheet software; and
- Bachelor's degree preferred, with coursework in finance, accounting, business, or community development.