



2011 – 2012
Connecticut's AmeriCorps
APPLICATION GUIDELINES &
INSTRUCTIONS
for
New & Continuation Applicants

State Formula

APPLICATIONS MUST BE SUBMITTED BY:
11:59 p.m. – Wednesday, May 11, 2011

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CONNECTICUT'S AMERICORPS OVERVIEW

The Connecticut Commission on Community Service is pleased to announce the availability of federal funds to support AmeriCorps*State Formula programs to start September 2011 for a 10-12 month program cycle.

What is the Connecticut Commission on Community Service?

The Corporation for National and Community Service is a federal agency created under the National and Community Service Trust Act of 1993. Under this same legislation, states were required to establish community service commissions to provide a coordinated response to national service programming in the state. As a result, the Connecticut Commission on Community Service, headquartered in Hartford, was established by an Executive Order of the Governor in 1993. The Commission is responsible for funding AmeriCorps*State programs and for overseeing the implementation and operation of these programs.

The Commission's philosophy and integrated approach has proven to meet the needs of its volunteer-based constituents successfully. As a result, the AmeriCorps portfolio is considered one of the strongest in the nation. Over the last eight program years, Connecticut's member enrollment per 100,000 residents has been greater than AmeriCorps' national average. In addition, Connecticut has consistently received more competitive funding for its AmeriCorps*State programs than other medium-population sized states in the country. Lastly, the support of Connecticut's General Assembly has never wavered, even during difficult financial times both on the State and Federal levels. On this foundation, Connecticut roots its philosophies and approach in a strategic plan for accountability, an integrated approach to overall community service and volunteerism, and measurable values and outcomes.

What is AmeriCorps?

AmeriCorps provides an opportunity for more than 85,000 Americans each year to give intensive service to their communities and country. AmeriCorps members tutor and mentor youth, build affordable housing, teach computer skills, clean parks and streams, run after-school programs, help communities respond to disaster, and build the capacity of non-profit groups to become self-sustaining, among many other activities.

AmeriCorps is a powerful catalyst and force-multiplier for community volunteering, mobilizing more than 2.4 million community volunteers for the organizations they serve. In exchange for a year of full-time service, members earn a Segal AmeriCorps Education Award equal to the Pell Grant that can be used to pay for college or graduate school, or to pay back qualified student loans. Since 1994, more than 634,000 Americans have given 774 million hours of service through AmeriCorps.

- ❖ **AmeriCorps State and National:** As the largest branch of AmeriCorps, the state and national grants program provides financial support to public and nonprofit organizations that sponsor service programs around the country to recruit, train and place AmeriCorps members to meet critical community needs in education, health, economic opportunity, veterans affairs, disaster services, and the environment.

- ☉ **AmeriCorps VISTA:** VISTA members commit to serve full-time for a year at a nonprofit organization or local government agency, working to fight illiteracy, improve health services, create businesses, strengthen community groups, and much more. VISTAs improve the ability of organizations to alleviate poverty by raising funds, recruiting community volunteers, and designing sustainable programs.
- ☉ **AmeriCorps NCCC:** AmeriCorps NCCC is a fulltime, team-based residential program for men and women ages 18-24. NCCC members are organized into teams of 10-12 members and serve in the region's local communities by responding to needs in the areas of disaster preparation, response and recovery; environmental conservation; public safety; urban and rural development; and, education.

Meeting community needs in Connecticut

More than 9,300 people of all ages and backgrounds are helping to meet local needs, strengthen communities, and increase civic engagement through national service in Connecticut. Serving with more than 1,030 national and local nonprofits, schools, faith-based organizations and other groups, these citizens tutor and mentor children, support veterans and military families, provide health services, restore the environment, respond to disasters, increase economic opportunity, and recruit and manage volunteers.

This year AmeriCorps will provide more than **580** individuals the opportunity to provide intensive, results-driven service to meet education, environmental, health, economic, and other pressing needs in communities across Connecticut. Most AmeriCorps grant funding goes to the Governor-appointed Connecticut Commission on National and Community Service, which in turn awards grants to nonprofit groups to respond to local needs. Most of the remainder of the grant funding is distributed by CNCS directly to multi-state and national organizations through a competitive grants process. Other individuals serve through AmeriCorps VISTA, whose members help bring individuals and communities out of poverty by serving full-time to fight illiteracy, improve health services, create businesses, and increase housing opportunities, and AmeriCorps NCCC (National Civilian Community Corps), a 10-month, full time residential program for men and women between the ages of 18 and 24. In exchange for their service, AmeriCorps members earn an education award that can be used to pay for college or to pay back qualified student loans. Since 1994, more than 9,700 Connecticut residents have served more than 12 million hours and have qualified for Segal AmeriCorps Education Awards totaling more than **\$26,700,000**.

Last year Connecticut AmeriCorps programs:

- Tutored or mentored more than **7,330** disadvantaged children and youth
- Provided more than **579,000** hours of service valued at more than **\$12 million**
- Recruited more than **8,980** volunteers
- Raised more than **\$289,000** in cash or in-kind resources for the organizations they serve
- Strengthened the reach and impact of Connecticut affiliates of Habitat for Humanity, American Red Cross, Boys & Girls Clubs, and other national nonprofits and many state and local organizations including Hands on Hartford, LEAP AmeriCorps, Our Piece of the Pie, and the South Central Connecticut Agency on Aging.

FUNDING PRIORITIES

For the 2011-2012 year, the Connecticut Commission on Community Service has identified three (3) focus areas from the Corporation for National and Community Service's priorities:

- Education
- Healthy Futures
- Veterans and Military Families

Applications for Connecticut AmeriCorps*State Formula funding must focus in one of the three areas.

EDUCATION

Grants in the Education Focus Area will include programs that seek to contribute to the number of students who graduate from high school and college or university. In order to achieve that goal, the Commission seeks to increase its investment in AmeriCorps programs that improve academic outcomes for young children, youth, and young adults, particularly those in the lowest performing schools. Specifically, the Commission seeks research- and evidence-based programs that help children and youth prepare for school; perform at grade-level; graduate from high school ready for college, work, and life; and succeed in college and university through academic engagement and civic participation.

Education focused applications should address one of the below objectives:

- Improve school readiness for economically disadvantaged young children.
- Improve educational and behavioral outcomes of students in low-achieving elementary, middle and high schools.
- Improve the preparation for, and prospects of success in, post-secondary education intuitions for economically disadvantaged students.

HEALTHY FUTURES

Grants in the Healthy Futures Focus Area will meet health needs within communities including access to care, aging in place, and addressing childhood obesity. Access to care is broadly defined and may include health insurance, culturally appropriate health care interventions, transportation, language translation, access to disease and disability prevention, health promotion initiatives, health literacy and efforts to address health disparities. Grants may support older adults, homebound individuals and disabled individuals with activities such as food delivery, transportation or other services that allow them to live independently, including evidence-based programs supported by other partner agencies such as the U. S. Departments of Health and Human Services and Veterans Affairs. The Commission seeks to fund programs that target risk factors for childhood obesity, including poor nutrition and physical inactivity, and that reflect the recommendations of the National Prevention Council and the White House Task Force on Childhood Obesity.

VETERANS AND MILITARY FAMILIES

Grants in the Veterans and Military Families Focus Area will meet the needs of veterans and family members of active duty and deployed military personnel. Veterans and Military Families programs may include activities in the areas of health, education and economic opportunity, including the elimination of veteran homelessness, educational programs for children in military

families, and economic opportunities for military spouses and veterans. The Commission is also interested in supporting programs that target disadvantaged, homeless, or formerly homeless veterans and programs that align with the efforts of the U.S. Departments of Housing and Urban Development, Veterans Affairs, Labor, Defense, and the U.S. Interagency Council on Homelessness.

Applications for Connecticut AmeriCorps*State Formula funding must focus in one of the three funding priority areas.

AWARD INFORMATION

A. How much funding is available?

Subject to the availability of appropriations for federal fiscal year 2011, the Commission anticipates availability of approximately \$1.7 million to award new, re-competing, and continuation AmeriCorps*State formula grants. Based on recent experience and expressions of interest, the Commission anticipates that this AmeriCorps grant competition will be highly competitive. Grants may be renewed for two years (3 years total) subject to annual review and availability of federal appropriations. Programs seeking funding beyond three years must reapply as a re-competing applicant.

B. What organizations are eligible for funding?

Public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within Connecticut (e.g., cities, counties); Indian Tribes; labor organizations; and partnerships or consortia are eligible. Intermediaries are encouraged to apply. Organizations that have been convicted of a Federal crime are disqualified from receiving funding. An Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above. All organizations must be in existence for three (3) or more years in order to apply.

C. Program Types

Applicants have a great deal of flexibility to design programs that will best achieve the goals of AmeriCorps. This flexibility includes the ability to target individuals of a certain age or skill level to become members and to place them either individually in projects or to organize them into teams. Programs may operate summer programs, but only as a component of their year-round program or to expand their operations during the summer months. Care must be taken to ensure that summer component is consistent with the overall mission of the program, is not designed as separate from the year-round operation, and instills the ethic of service in the AmeriCorps members. Any members added for a summer component must complete a minimum of 300 service hours.

D. Grant Size

Grant requests may vary in size depending on the type and scope of a proposed program. Applicants are allowed flexibility in developing their budgets within certain limitations. Congress has set a target of \$13,300 for the average federal cost per Member Service Year (MSY) for all AmeriCorps programs. One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the value of the education award a member may earn. Individual program cost effectiveness will be assessed against the federally established target figure. No individual program funded by the Commission should propose a CNCS share that exceeds \$16,000 per MSY.

Continuation and re-competing grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost in the Budget Adequacy/Cost Effectiveness section of the application narrative. **This applies even if the increased cost per MSY is less than the maximum.**

GRANT REQUIREMENTS

E. Match Requirements

Substantial cash and in-kind matches are required from the applicant. All program costs require at least a 24% cash or in-kind match during each of the first three (3) years of funding, with match requirements increasing incrementally after year three. Programs reach a maximum 50% minimum match level during the 10th year of funding. Programs may use other federal funds (as long as they are not other CNCS funds) as part of their match, with prior approval from the other federal funding source. Applicants must specifically identify the source and levels of the cash and in-kind matches. Applicants are not required to attain the cash or in-kind matches prior to submission of the application, but should, however, have the commitment(s) for the financial match prior to the start of the grant.

Indian Tribal Government programs are subject to the same matching requirements. However, in accordance with Executive Order 13175, "Consultation and Coordination with Indian Tribal Governments," the Corporation may expedite approving waivers of matching requirements. Tribal governments that require a waiver must submit a request at least 60 days before the AmeriCorps application is due. For full information on applying for a Tribal waiver, send a request for instructions to TribalMatchWaiver@cns.gov.

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, 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.

F. Member Living Allowance

The proposed budget must include a living allowance for a full-time member that is between \$12,100 (minimum) and \$24,200 (maximum) per member except as noted below. For cost-reimbursement grants, this amount must be included in the proposed budget. The living

allowance is not required 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 chart below.

| Service Term | Minimum # of Hours | Minimum Living Allowance | Maximum Total Living Allowance |
|---------------------|---------------------------|---------------------------------|---------------------------------------|
| Full-time | 1700 | \$12,100 | \$24,200 |
| One-year Half-time | 900 | n/a | \$12,800 |
| Two-year Half-time | 900 | n/a | \$12,800 |
| Reduced Half-time | 675 | n/a | \$9,600 |
| Quarter-time | 450 | n/a | \$6,400 |
| Minimum-time | 300 | n/a | \$4,300 |

G. What are the member enrollment requirements for existing grantees?

We expect grantees to enroll the full number of members included in their grant award. Enrollment rates have a direct bearing on the number of slots and the size of awards approved in the continuation process. Applicants that do not fully enroll are likely to receive a decrease in funding. Continuation and re-competing grantees that haven't achieved full enrollment in the previous year must provide an explanation in their application and describe a corrective action plan.

H. What are the member retention requirements for existing grantees?

We recognize retention rates may vary among equally effective programs depending on the program model. We expect grantees to pursue the highest retention rate possible (100%). Retention rates will have a direct bearing on the number of slots and the size of awards approved in the continuation process. Applicants that do not retain members are likely to receive a decrease in funding. Continuation and re-competing grantees that haven't achieved full retention in the most recently completed program year must provide an explanation in their application and describe a corrective action plan.

I. What is the amount of the Segal AmeriCorps Education Award for FY 2011?

AmeriCorps members serving in programs funded with 2011 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of \$5,550 for a year of full-time service, with correspondingly smaller awards for less-than-full-time service. The amount of the Education Award is determined on the basis of the Pell Grant award. A member has up to seven years after the term of service has ended to use the award.

| Term of Service | Minimum # of Hours | Education Award |
|------------------------|---------------------------|------------------------|
| Full Time | 1700 | \$5,550 |
| One-Year Half Time | 900 | \$2,775 |
| Two-Year Half Time | 900 | \$2,775 |

| | | |
|-------------------|-----|---------|
| Reduced Half Time | 675 | \$2,114 |
| Quarter Time | 450 | \$1,468 |
| Minimum Time | 300 | \$1,175 |

APPLICATION AND SUBMISSION INFORMATION

A. How to Apply

Organizations that propose to operate in **one state only** must apply through the State Commission. Organizations that propose to operate in **more than one state** are eligible to apply directly to the Corporation. Indian Tribes may apply through State Commissions, or directly to the Corporation.

B. Notice of Intent to Apply

The Notice of Intent to Apply form is due by April 20, 2011. Although submission of the Notice of Intent is not mandatory, submitting it will help the Commission plan more efficiently for external and internal review.

C. Universal Identifier

Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor's Registry (CCR). **The DUNS number does not replace an Employer Identification Number.** DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online – www.fedgov.dnb.com/webform. The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, **we suggest registering at least 30 days in advance of the application due date.**

CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid registration, which must be renewed annually. We urge applicants that are not already registered with the CCR to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with the CCR. It typically takes 3-5 days to finalize CCR registration. To register online go to www.bpn.gov/CCR.

D. Content and Form of Application Submission

1. Submitting in eGrants

It is required that all applicants submit applications electronically via the Corporation's web-based application system, eGrants. Applications must arrive at the Commission by May 11, 2011 at 11:59 p.m. ET in order to be considered.

We recommend 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 processing document, then copy and paste the document into eGrants no later than 10 days before the deadline.

Contact the eGrants Help Desk at (800) 942-2677 [TTY:800-833-3722] if a problem arises while creating an account, preparing, or submitting an application. Be prepared to provide the application ID. If technical issues will prevent an applicant from submitting an application on time, please contact the eGrants Help Desk prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the eGrants Help Desk to submit via eGrants.

2. Late Applications

If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application to the address below, via overnight carrier. Please use a non-U.S. Postal Service because of security-related delays in receiving mail from the U.S. Postal Service. All deadlines and requirements in this *Notice* apply to hard copy applications. Hard copy applications must include a cover letter detailing the circumstances that make it impossible to submit via e-Grants.

Do not submit supplementary materials such as videos, brochures, letters of support, or any other item not requested in these application instructions. The Commission will not review or return them.

3. Character Limits

In eGrants, applicants will enter text for

- Executive Summary: Maximum 500 characters (a brief paragraph, about a quarter-page)
- Executive Summaries of all compliant applications will be published on the Corporation website following grant notifications
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

You may not exceed 50,000 characters, or about 25 double spaced pages in the Narratives, including the Executive Summary. The character count includes spaces and punctuation. Reviewers will not consider material submitted over the character limits.

4. Financial Management Survey

The information collected by this survey will be used by the Connecticut Commission on Community Service to assess the capacity of your organization to manage federal funds and will become the basis for determining the areas of your organization's financial systems that may warrant technical assistance. The survey and required attachments must be received by the Commission on or before May 11, 2011. Only hard copy and/or electronic copy will be accepted.

Please use an alternative service to the US Postal Service to send hard copy. US Postal Service deliveries to government agencies often are delayed and sometimes damaged due to security measures. Attach a hard copy of the program's SF424 facesheet to each document so that we know which application corresponds to each document

Please mail attention to:
Sam Billings, Grants & Contracts Manager
Connecticut Department of Higher Education
61 Woodland Street
Hartford, Connecticut 06105
sbillings@ctdhe.org

E. Funding Restrictions

Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21 (2 CFR part 220), A-122 (2 CFR part 230), or A-87 (2 CFR part 225) and the Uniform Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2 CFR part 21).

F. Equal Opportunity Survey

Applicants are asked to complete the Survey on Ensuring Equal Opportunity for Applicants. Applicants may complete the survey in eGrants while preparing the application for submission.

APPLICATION REVIEW INFORMATION

A. What are the Selection Criteria?

Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem and respond to the following criteria.

1. Program Design (50%)

In assessing Program Design, reviewers will examine the degree to which the applicant clearly describes and convincingly links four major elements: (1) the problem(s) identified, (2) the solution that will be carried out by AmeriCorps members and community volunteers, (3) the ways in which AmeriCorps members are particularly well-suited to deliver the solution, and (4) the anticipated outcomes. Specifically, reviewers will assess the extent to which the applicant:

- Provides persuasive evidence that the identified problem exists in the targeted community(ies).
- Demonstrates that individuals recruited and selected to be AmeriCorps members will:
 - Have the appropriate backgrounds, qualifications and skills to succeed.
 - Receive orientation, training, and supervision to ensure impact in the community.
- Provides evidence that the program will provide AmeriCorps members a powerful service experience that leads to continued engagement in active civic participation.
- Makes the case that engaging AmeriCorps members is a highly effective means of solving the identified community problem(s).
- Describes, to the extent possible based on evidence, how the activities in which AmeriCorps members and volunteers will engage will have a measurable impact on the identified community problem(s).

If a new applicant is already working on the problem(s) identified in the application, the applicant should describe these efforts and impact to date and describe how the proposed use of AmeriCorps members will add value, i.e., be more effective than what is currently being implemented, or enhance existing efforts.

2. Organizational Capability (25%)

Reviewers will assess the extent to which:

- The organization has the experience, staffing, and management structure to plan, implement and evaluate the proposed program.
- The organization has secured, or describes an effective plan for securing, the financial and in-kind resources necessary to support program implementation and to demonstrate community stakeholder support.
- Multi-state applicants have consulted with state and territory service commissions to ensure non-duplication and coordination of Corporation resources.
- Current or previous AmeriCorps grantees filled the member positions they were awarded and retained the AmeriCorps members they enrolled or have provided an explanation for less than 100% enrollment and retention.

3. Cost Effectiveness and Budget Adequacy (25%)

For cost-reimbursement grants, reviewers will assess the extent to which:

- The budget is clear, reasonable, cost-effective, and in alignment with the program narrative.
- The requested funds do not exceed the maximum cost per Member Service Year (MSY), or for existing programs, have not increased over previous years.

B. What are the goals of the review and selection process?

The Commission's review and selection process is designed to:

- Give every eligible application full and fair consideration.
- Select a high-quality, well-balanced portfolio of programs that will engage AmeriCorps members in solving pressing problems in communities across the state.

The Commission's assessment of applications involves a wide range of factors and considerations. As in the past, the Commission will engage external reviewers to provide insight and input with respect to eligible applications. In addition, Commission staff will apply their experience and expertise in evaluating applications. In the end, the review and selection process will produce a balanced set of high-quality programs that represent the priorities and selection factors described in this publication.

Specifically, the review and selection process is designed to:

1. Identify eligible applications that satisfy the following considerations:

- High-quality response to criteria.
- Priorities
- Recruitment and deployment of community volunteers to leverage impact.
- Data on applicant history and performance.
- Building capacity for individuals, nonprofits and communities to solve problems.
- Expanding opportunities to serve; particularly for new Americans, low-income individuals, rural residents, older Americans, veterans, members of faith-based organizations, communities of color, Native Americans, and people with disabilities.
- Embracing innovative approaches to solving problems.

2. Compile a balanced portfolio based on the following characteristics:

- Geographic representation.
- Equitable treatment of suburban and urban communities; Small and large programs; and Involvement of underserved and economically disadvantaged communities.

C. What are the stages in the review and selection process?

1. Compliance Review

Applicant submits a complete proposal, including budget and budget narrative by the stated deadline, following directions for the appropriate grant (new/continuation). Applications are reviewed by the CCCS AmeriCorps Program Officer, Shayla Williams, to ensure that they have met the minimum qualifications to move to the next stage in the process. Three primary areas are reviewed: (1) all narrative sections, budget, and budget narrative are complete; (2) an individual program budget does not exceed the maximum cost per Member Service Year (MSY) of \$16,000; and (3) the Financial Management Survey has been completed.

2. External Review

Grant applications are grouped by focus areas and assigned to a panel of peer reviewers. A panel generally consists of two to three individuals with expertise, experience, and/or knowledge in the field of the proposed focus area, and/or service, volunteerism, community development.

Peer reviewers convene to discuss each application, in detail. This facilitated by a staff member of the Commission. Discussion is summarized and included with individual peer review feedback for each grant applicant.

Based upon all information collected, strengths and weaknesses are identified, applications ranked, and a presentation is made to the Connecticut Commission on Community Service. The Commission members have the opportunity to discuss each application and vote to approve or not approve the recommendations presented.

D. What feedback will applicants receive?

Following grant awards, each applicant will receive the results of external and, if applicable, internal review pertaining to their application.

E. Will the priorities also be used in making decisions regarding continuation expansion requests?

Yes. Requests for continuation expansions will be assessed using the same priorities as the new applications.

F. How long will the selection and review process take?

Processing and selecting applications for funding will require approximately 2 months.

AWARD ADMINISTRATION INFORMATION

A. When will grants be awarded?

The Commission will award grants following the grant selection announcement. We anticipate announcing the results of this competition by July 1, 2011.

B. What documents govern the grant?

The AmeriCorps regulations and grant provisions are incorporated in the State Award package. The package incorporates the approved application as part of a binding commitment under the grant.

C. What is the Project/Award Period?

The grant awards are generally for three years, with funding in annual increments. Grantees will be eligible for continuation funding in the second and third year contingent on the availability of appropriations, compliance, and satisfactory performance. **The project start date may not occur prior to the date the Commission awards the grant. AmeriCorps members 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 a member performs prior to the beginning of the member enrollment period.**

APPLICATION INSTRUCTIONS: NEW

Please use the following application instructions if you are a new applicant applying for an AmeriCorps*State Formula grant.

The AmeriCorps regulations include the selection criteria used to select applications for funding and other pertinent information. The full regulations are available online at www.gpoaccess.gov/ecfr.

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

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA (AmeriCorps State and National FY 2011 (New)).
GRANT APPLICATION #: 06AFHCT001
APPLICATION ID #: 11AC124104

Your application consists of the following components. Please make sure to complete each section.

- I. Applicant Info
- II. Application Info
- III. Executive Summary
- IV. Narratives
- V. Performance Measures
- VI. Documents
- VII. Budget
- VIII. Review, Authorize, and Submit
- IX. Survey on Ensuring Equal Opportunity for Applicants (Optional)

Applicant Info

In eGrants, complete the Applicant Info Section. This section is particularly important for data collection and evaluation. Please take the time to reflect your proposed program activities accurately in this section.

- In the Program Info Section, select **Continuation/Renewal** if you are continuing (starting Years Two or Three of your grant). Select **New** only if you are applying for the first time or have received formula funding only in the past.
- If you are applying for the first time, enter your contact information into the fields that appear.
- Select a primary Program Model, and a secondary Program Model, if appropriate.
- Then select characteristics that fit your project under Program Design, Program Location, and Program Focus. Enter or select a Program Director and Program Website URL.

Application Info

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

In the Application Info Section enter:

- Areas affected by your program.
- Enter requested project period start and end dates. You may not request a program start date earlier than June 30. First-time grantees should not expect to start until late summer or early fall. The project period is three years.
- If you are delinquent on any federal debt.
- State Application Identifier: Enter N/A
- State Single Point of Contact: This is pre-filled as “No, this is not applicable.” “Request a waiver” at the bottom of the screen. A pop-up screen will appear. Select a waiver type and enter your volunteer leveraging waiver request justification in the narrative field in 2,000 characters or less.
- If you plan to request the alternative match schedule, you must submit your request as described at least 60 days prior to the application deadline.
- For “Project Director” please enter the **Executive Director or other authorizing executive** who will certify the grant.
- Leave the box for “Program Initiative” blank.
- The “Estimated Funds Requested” box will be populated automatically after you complete the budget.

Executive Summary

The Executive Summary has a maximum 500 character limit (a brief paragraph, about a quarter-page). Executive Summaries of all compliant applications will be published on the Corporation website following grant notifications

Narratives

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

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your program description to fit each strategic initiative, special consideration, and priority articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intent to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you are addressing should not be described as the lack of the program you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don’t make assumptions.** Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections according to the criteria.

In eGrants, you will enter text for Section A. Rationale and Approach; B. Organizational Capacity; C. Cost Effectiveness and Budget Adequacy; and D. Evaluation Plan. **You may not exceed 50,000 characters in these six sections combined, about 25 double-spaced pages. The character count includes spaces and punctuation.**

Please note that the Narratives Section also includes fields for Clarification Information, Amendment Justification, and Continuation Changes. **These are not required fields. They will be used to enter information for clarification following review, request amendments once a grant is awarded, and enter changes in the narrative in continuation requests. Please enter N/A in these fields.**

External and staff reviewers will assess your application against the selection criteria. The bullets that follow the criteria are recommendations on how to best respond to the criteria. To best respond to the criteria, we suggest that you include a brief discussion of each bullet if it pertains to your application.

The selection criteria from the AmeriCorps regulations are included in the ruled boxes below in this font. Reviewers will assess your application against the selection criteria. The bullets that follow the criteria are merely recommendations on how to best respond to the criteria. To best respond to the criteria, we suggest that you address each bullet if it pertains to your application.

Selection Criteria

Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem.

1. Rationale and Approach: Program Design (50%)

In assessing Program Design, reviewers will examine the degree to which the applicant clearly describes and convincingly links four major elements: (1) the problem(s) identified; (2) the solution that will be carried out by AmeriCorps members and community volunteers; (3) ways in which AmeriCorps members are particularly well-suited to deliver the solution; and (4) the anticipated outcomes. Specifically, reviewers will assess the extent to which the applicant:

- Provides persuasive evidence that the identified problem exists in the targeted community.
- Demonstrates that individuals recruited and selected to be AmeriCorps members will:
 - Have the appropriate backgrounds, qualifications and skills to succeed;
 - Receive orientation, training, and supervision to ensure impact in the community, and the necessary support to have a high-quality service experience.
- Makes the case that engaging AmeriCorps members is a highly effective means of solving the identified community problem.
- Describes how the activities in which AmeriCorps members and volunteers will engage will have a measurable impact on the identified community problem.

If a new applicant is already working on the problem identified in the application, the applicant should describe efforts and impact to date and describe how the proposed use of AmeriCorps members will add value, i.e. be more effective than what is currently being implemented, or enhance existing efforts.

In meeting the criteria, please include your response to the following:

a. Problem

Describe the problem(s) you will be working on. Why did you choose this problem? Provide documentation of the extent/severity of the problem in the target community. Describe the target community. Why did you select this population to be served?

b. Solution: AmeriCorps Member Roles and Responsibilities

Why are you proposing to use AmeriCorps to solve the identified problem? What will members do? How many members are you requesting? What types of slots (service terms) are needed for these members? If you are requesting different slot types, explain how the different slot types align with your program design and activities.

c. AmeriCorps Member Selection, Training and Supervision

Describe your plans for recruiting members for your program. Describe how the applicants selected for your program will reflect a diverse member corps. Describe how members will be included from the local communities to be served by your program.

Describe your plan for orienting members to AmeriCorps, the community they are serving, their placement site, and to the service they will perform. Describe how you will ensure that training provided to members will prepare members to perform all the activities they will engage in during their term of service. Describe, as necessary, the ongoing training provided to members throughout their terms. What are the anticipated training topics and the timeline for member training? Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility.

Describe your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms. Who will supervise the AmeriCorps members? Describe how supervisors are selected and trained. Describe how your program provides training, oversight, and support to supervisors.

d. Outcome: Performance Measures

What is the overall change you want to see by the end of the three-year grant cycle? How will you measure impact? How will you report on this on an annual basis? How did you determine your performance measure targets?

e. Volunteer Generation

Describe how the proposed program will recruit volunteers to expand the reach/impact in the community. How will volunteers help meet the identified community needs? What will be the role(s) of volunteers? What role will AmeriCorps members have in volunteer recruitment and

management? If you are requesting a waiver of the requirement to recruit or support volunteers (see 45 CFR § 2520.35), explain the basis for your request in this section.

f. Partnerships and Collaboration

Who are your community stakeholders and partners? How are they involved in planning and implementing the proposed program?

g. Sustainability

Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how your community relationships will lead to community investment in the program’s continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how you strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.

h. Tutoring Programs Only

If you are proposing to operate a tutoring program, describe how your process complies with AmeriCorps requirements for member tutoring qualifications. Members who tutor must have a high school diploma, and successfully complete high-quality, research-based pre- and in-service training for tutors. This requirement does not apply to a member enrolled in a secondary school who is providing tutoring through a structured, school-managed cross-grade tutoring program.

Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency and with state academic content standards [section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)], includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre-service and in-service training consistent with the activities the member will perform.

2. Organizational Capability (25%)

Reviewers will assess the extent to which:

- The organization has the experience, staffing, and management structure to plan, implement and evaluate the proposed program.
- The organization has secured, or describes an effective plan for securing, the financial and in-kind resources necessary to support program implementation and to demonstrate community stakeholder support
- Current or previous AmeriCorps grantees filled the member positions they were awarded and retained the AmeriCorps members they enrolled.
- The organization has a well-developed plan for expanding on its success through expansion or assuring adaptation of its program model by other organizations.

In meeting the criteria, please include your response to the following:

a. Organizational Background

Identify the primary and secondary contacts for the grant application. Describe your organization's prior experience administering AmeriCorps grants or other federal funds. Describe your organization's experience raising funds to support service activities and initiatives. Please list all resources of organizational funding in this section, and what percent the proposed project represents in your budget. If you have received support from CNCS during the last five years, please specify what type of support you received. What percentage of your total funding comes from CNCS?

If you already operate an AmeriCorps program, describe how it is integrated and supported within your organization. Include information explaining your organization's management structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.

b. Staffing

Who will staff the AmeriCorps program and what is their specific role? What is their relevant experience? If positions are currently vacant, please describe the desired qualifications for each open position. What are your plans for: providing financial and programmatic orientation; training and technical assistance; and monitoring for compliance to your program and service sites?

c. Special Circumstances

In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations: The age of your organization and its rate of growth; and whether your organization serves a resource-poor community, such as a rural or remote community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources.

3. Cost Effectiveness and Budget Adequacy (25%)

For cost-reimbursement grants, reviewers will assess the extent to which:

- The budget is clear, reasonable, cost-effective, and in alignment with the program narrative.
- The requested funds do not exceed the maximum cost per Member Service Year (MSY), or for existing programs, have not increased over previous years.

The CNCS cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of MSYs you are requesting in your grant. It does not include child care or the cost of the education award. One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The Corporation cost per MSY will be automatically calculated once you enter your budget in eGrants.

The maximum cost per MSY allowable is \$16,000. Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design.

Demonstrate how your program has or will obtain diverse non-federal resources for program implementation. Indicate how much funding your program needs from non-Corporation sources to support the project. Indicate the non-Corporation resource commitments (in-kind and cash)

that you have obtained to date and the sources of these funds. Indicate what additional commitments you plan to secure, and how you will secure them.

Also discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and desired outputs and outcomes.

Special Circumstances

In applying the cost-effectiveness criteria, the Commission will take into account the following circumstances of individual programs: program age, or the extent to which your program brings on new sites; whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources; whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

4. Evaluation Summary or Plan

If you are competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to re-competing grantees.

Amendment Justification

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

Clarification Information

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

Continuation Update

Enter N/A. This field will be used to enter changes in your narratives in your continuation requests.

Performance Measures

All applicants must complete Steps 1-6. Then, if you are:

- Entering applicant-determined performance measures, follow steps 7A-17A.
- Opting in to the National Performance Measures, follow steps 7B-17B.

For more information about Performance Measures go to:

<http://www.nationalservicerresources.org/star/ac>

For more information about the National Performance Measures Pilot go to:

<http://www.nationalservicerresources.org/national-performance-measures/home>

AmeriCorps Performance Measures

To begin entering performance measures, from your eGrants grant application page select Performance Measures.

Step 1: Select Serve America Act (SAA) Characteristics.

To begin, click one or more boxes in the “SAA Characteristics”.

Step 2: Select Serve America Act Focus Areas

Select the Focus Area in which your primary service activity fits. If your primary service activity does not fit into a Focus Area, select “Other” and skip to **Step 5**. You may select multiple Focus Areas to represent significant areas of AmeriCorps member activity. Do not include multiple Focus Areas to describe the same activity. Select the Focus Area that best describes the activity.

Step 3: Choose whether to Opt-in to National Performance Measures:

Although eGrants will allow you to select all of your Priority Areas at once, we suggest starting with one Priority Area that represents your primary activity and then repeating **Step 2 – Step 6** for additional Priority Areas if applicable.

When you select a Priority Area, eGrants automatically pre-populates “No, I will not be using a national performance measure related to this Priority.”

- Leave this selection as “No” if you do not want to participate in the National Performance Measures for that Priority Area.
- Change the selection to “Yes, I will be using a national performance measures related to this Priority,” if you want to opt-in to the National Performance Measures for that Priority Area.

You may consult the “Detailed Background Information on National Performance Measures” at www.nationalserviceresources.org/national-performance-measures/home before making your participation decision.

If you selected “Other” as your Priority Area, you will skip this step as there are no National Performance Measures for “Other.”

Step 4: Complete the MSY Chart(s)

For each Priority Area selected, complete a Member Service Years (MSY) Chart. If the only Priority Area you selected is “Other”, skip to Step 5.

Click the “view/edit MSY Slots” orange link. There are two sets of numbers to enter in each MSY Chart. First, for each slot type, enter the number of members that will be providing service in that Priority Area.

Second, enter the percent of time that members of each slot type will spend on activities in that Priority Area. Use whole numbers to represent the percent. Do not use a % or a decimal. eGrants will calculate the total MSYs for each slot type, then aggregate the MSYs for the entire chart in the “Total MSYs Devoted to Priority” field at the bottom of the chart.

Note that MSYs in each Priority Area should be mutually exclusive. Do not double count MSYs. The total MSYs across all Priority Areas selected should not exceed the total MSYs requested in the budget.

Step 5: Add an Issue Area

Click on the “add a service category” link and then click “go.” You will use this link to select the Issue Areas and Service Categories that best represent the need your activities are meeting and the strategies you are using to meet them.

The Issue Area will be a drop down menu. The Issue Area you select will determine the Service Category options in the next step.

Step 6: Add a Service Category

Select your Primary Service Category from the pop-up menu. The Service Category you select will determine the Indicator drop-down options in later steps.

If this is the first or only Service Category you select, eGrants will automatically check “Primary” to indicate this is your primary activity. To select more than one Service Category, simply click the “add a service category” link. Only one Service Category can be indicated as the primary, and one as the secondary. You may add additional service categories if appropriate for your program design.

Step 7: Add a performance measure

Follow detailed instructions for adding Performance Measures Steps 7A—17A or 7B—17B in Attachment D. You must create at least one aligned set of Performance Measures representing your Primary Service Activity, which is achieved through either applicant-determined performance measures or National Performance Measures.

If you have opted-in to National Performance Measures, you will see the links for both “add a performance measure” and “add a national performance measure.” If you have not opted-in to National Performance Measures, you will only see the link for “add a performance measure.”

- Follow the instructions **7A – 17A** for each aligned set of applicant-determined measures you need to create.
- Follow the instructions for **7B – 17B** for each aligned set of national performance measures you need to create.

Applicant-Determined Performance Measures

Step 7A: Add a Performance Measure

Follow the instructions for **7A – 17A** for each applicant-determined performance measure you will create. Begin by creating the Performance Measure Output and then repeat steps 12A-17A to create an aligned Intermediate Outcome.

Step 8A: Add Performance Measurement Title

Give this performance measure a title—usually 3-4 words that describe the activity— and enter it in the text box.

Step 9A: Select a Service Category

Service Category is a drop-down menu of choices based on your earlier identification of Service Categories; select one and continue.

Step 10A: Describe Strategies to Achieve Result

Briefly describe how you will achieve this result. Keep statements to one or two paragraphs with a maximum of 4,000 characters.

Step 11A: Select a Result Type

You will need to select the Result Type that you intend to track for this activity – output or intermediate outcome – and click “Add New Results Section.” You should begin each aligned measure with the selection of an Output Measure.

Step 12A: Write a Result Statement

Enter 1-2 sentences stating the expected Result.

Step 13A: Select an Indicator

Select an Indicator from the drop- down menu. If the options provided do not include the Indicator you are measuring, select “other” and describe the Indicator in the text box that will appear.

Step 14A: Write a Target Description

In 250 characters or less, include a description of the target. Be sure to include how you determine what is counted in this target. For example: 100 parents will attend the eight-week parenting skills/drop-out prevention class.

Step 15A: Select a Target Number or Percent

Write a number in the Target box from your target statement— and indicate whether it is a whole number or percent—for example, of how many things or services will be created or provided. Output targets often use a number (#) rather than a percent. If you included a number in your Target Description, this number in the Target Number or Percent field and the number in the Target Description should match.

Step 16A: Identify your Instruments

Describe the Instruments that will be used to measure your output/outcome in 250 characters or less. These are specific tools to collect information such as a behavior checklist, tally sheet, attitude questionnaire, or interview protocol.

Step 17A: Write a Performance Measure Statement

Provide the expected result and target combined into one or two sentences in 1,000 characters or less.

Once you have completed the output performance measurement information, do the same for your intermediate outcome and/or additional measures, if necessary. Begin by identifying the Result Type as “intermediate outcome” and complete Steps 12A through 17A again. If you would like to enter an “end outcome”, you may do so by completing Steps 12A through 17A again. End outcomes are not required.

National Performance Measures

Follow the instructions for **7B –17B** for each aligned set of National Performance Measures you need to create. You will use these instructions to complete measures if you have opted in to National Performance Measures for any Priority Area.

- If you select the Education Priority Area and opt-in to National Performance Measures, you are only allowed to select National Performance Measures. You are not allowed to add any additional, applicant-determined measures.
- If you select the Healthy Futures, Economic Opportunity, Clean Energy or Veterans Priority Areas, you will enter your National Performance Measures. If you choose, you may add additional, applicant-determined Measures after you enter the National Performance Measures.

Step 7B: Add a National Performance Measure

First select the Priority Area. Only those Priority Areas that were checked as participating in the National Performance Measures will be displayed.

Step 8B: Add a Performance Measurement Title

Give this performance measure a title — usually 3-4 words that describe the activity — and enter it in the text box.

Step 9B: Select a Service Category

Service Category is a drop-down menu of choices based on your earlier identification of Service Categories; select one and continue.

Step 10B: Describe Strategies to Achieve Result

Briefly describe how you will achieve this result. Keep statements to one or two paragraphs with a maximum of 500 characters.

Step 11B: Select a Result Type

You will need to select the Result Type that you intend to track for this activity – output or intermediate outcome– and click “Add New Results Section.” You should begin each aligned measure with the selection of an Output Measure.

Step 12B: Select the Indicator

This is where you select your National Performance Measure. There is a drop-down list containing the National Performance Measures for the Priority Areas that you have selected.

Once you select your first National Performance Measure, eGrants will provide onscreen instructions about other National Performance Measures you must use in conjunction with this measure or if you need to add an applicant-determined intermediate outcome.

If you need to add an applicant-determined intermediate outcome measure, you will select “other” from the pop-up list.

Step 13B: Write Result Statement

Enter 1-2 sentences stating the expected result.

Step 14B Write a Target Description

In 250 characters or less, include a description of the target. Be sure to include how you determine what is counted in this target. For example: 100 parents will attend the eight-week parenting skills/drop-out prevention class.

Step 15B: Select a Target Number

Write the number in the Target box from your target description. You are only allowed to use a number.

Step 16B: Identify your Instruments

Describe the Instruments that will be used to measure your output/outcome in 250 characters or less. These are specific tools to collect information such as a behavior checklist, tally sheet, attitude questionnaire, or interview protocol. Check for guidance on appropriate instruments posted at the National Performance Measures resource page:

www.nationalserviceresources.org/national-performance-measures/home

Step 17B: Write a Performance Measures Statement

Provide the expected result and target combined into one or two sentences (1,000 characters or less).

Step 18B: Create Aligned Measure

Now that you have completed the output performance measurement information, do the same for your intermediate outcome. Begin by identifying the Result Type, and then complete Steps **12B to 17B** again.

Once you complete entering an aligned measure as defined by the National Performance Measure, you will return to Step 7 and create any other aligned measures to report member activities in Priority Areas or other areas of service either by:

- **Following Steps 7A – 17A for an applicant-determined measure or**
- **Following Steps 7B – 17B for an aligned National Performance Measure**

Documents

In addition to your application submitted in eGrants, you are required to provide your evaluation, and labor union concurrence (if necessary), as part of your application. After you have submitted the documents, change their status in eGrants from the default “Not Sent” to the applicable status (“Sent,” “Not Applicable,” or “Already on File at CNCS”).

A. Evaluation

Select “Not Applicable”.

B. Labor Union Concurrence

If a program applicant:

- (1) Proposes to serve as the placement site for AmeriCorps members; and
- (2) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
- (3) Those employees are represented by a local labor organization, then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

For the purposes of this section, “program applicant” includes any applicant to the State Commission. If this applies to you, please select “Enter New,” name the new document “Labor Union Concurrence,” and enter status “Sent.”

C. Federally Approved Indirect Cost Agreement

National and Indian Tribes applicants that include a federally-approved indirect cost rate amount in their budget must submit the approved indirect cost rate agreement to the Office of Grants Management at the same time they submit their application.

D. Submission Instructions for Evaluations, Labor Union Concurrence, and Indirect Cost Rates

Please submit national evaluations, labor union concurrence, and indirect cost rates electronically to Shayla Williams, swilliams@ctdhe.org. This information must be received by 11:59 p.m. Eastern Standard Time on the deadline of May 11, 2011.

Budget Instructions

A. Match Requirements

If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project’s total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III).

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

In Section III of the budget, identify each match source separately. Include dollar amounts for cash match from private, state and local and federal funds, the source type, and amounts of in-kind support. Define all acronyms the first time they are used.

Note: The Corporation’s legislation permits the use of non-Corporation federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to the Corporation. The Federal Financial Report (FFR) will be used to collect the federal match data. If a grantee uses federal funds as match, they will be required to report the sources and amounts on the FFR.

B. Preparing Your Budget

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

Follow the detailed budget instructions, below, to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets attachments. The Budget Checklist is a resource for you to ensure your budget is complete.

eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter. Once you have entered your budget information in eGrants you will be asked to validate your budget and eGrants will check your submission for errors.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Your detailed budget narrative must provide a full explanation of the proposed costs including their purpose.
- Present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- A-21 - Cost Principles for Educational Institutions, 2 CFR 220
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR 225
- A-122 - Cost Principles for Non Profit Organizations, 2 CFR 230

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if they expend over \$500,000 in federal funds, as required in OMB Circular A-133.

DETAILED BUDGET INSTRUCTIONS

Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-I, for Year 1 of the grant, as follows:

A. Personnel Expenses

Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either Corporation or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

B. Personnel Fringe Benefits

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

C. 1. Staff Travel

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

We expect all applicants to include funds in this line item for travel for program staff to attend Corporation-sponsored events, such as the National Conference on Service and Volunteering at various locations in the summer.

For example: Two program staff members will attend the National Conference on Service and Volunteering in 2012.

2 staff X \$750 airfare + \$50 ground transportation + (1 day) X \$400 lodging + \$35 per diem = \$2,470 for national conference.

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. Payments to individuals for consultant services under this grant should not exceed \$750 per day (excluding costs for travel, supplies, etc.). The \$750 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate, number of days, and total cost for consultants you are proposing to use and their contractual services. Daily rates over the maximum amount should be justified in the narrative.

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the maximum daily rate limit of \$750.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

H. Evaluation

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share).
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
- National Direct applicants: Indicate the number of subgrants and the average amount of subgrants. Indicate any match that you will require of your subgrants under the “grantee share” column in this category. Subgranted funds may only cover costs allowable under federal and AmeriCorps regulations and provisions.

Section II. Member Costs

Member Costs are identified as “Living Allowance” and “Member Support Costs.” Your required match can be federal, state, local, or private sector funds.

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time, 1st and 2nd Years of 2-year half-time) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation’s share (CNCS Share) and grantee match (Grantee Share).

The minimum and maximum living allowance amounts are provided below.

Minimum and Maximum Living Allowance

| Service Term | Minimum # of Hours | Minimum Living Allowance | Maximum Total Living Allowance |
|--------------------|--------------------|--------------------------|--------------------------------|
| Full-time | 1700 | \$12,100 | \$24,200 |
| One-year Half-time | 900 | n/a | \$12,800 |

| | | | |
|--------------------|-----|-----|----------|
| Two-year Half-time | 900 | n/a | \$12,800 |
| Reduced Half-time | 675 | n/a | \$9,600 |
| Quarter-time | 450 | n/a | \$6,400 |
| Minimum-time | 300 | n/a | \$4,300 |

In eGrants, enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. In addition, enter the number of members for which you are not requesting funds for a living allowance, but for which you are requesting education awards.

B. Member Support Costs

Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA for Members.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. If exempted, please note in the narrative and provide documentation with application. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker’s Compensation.** Connecticut requires worker’s compensation for AmeriCorps members.
- **Health Care.** You must offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to less-than-full-time members with Corporation funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal). Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. The Corporation will not pay for dependent coverage.
- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Connecticut does not require unemployment coverage for AmeriCorps members.

Section III. Administrative/Indirect Costs Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization’s indirect cost rate agreement. Such costs are generally identified with the organization’s overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122.

Options for Calculating Administrative/Indirect Costs (choose either A. OR B.)

Applicants can choose to use one of two methods to calculate allowable administrative costs – a Corporation fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, the Corporation’s share of administrative costs is limited to 5% of the total Corporation funds **actually expended** under this grant.

A. Corporation Fixed Percentage Method Five Percent Fixed Administrative Costs Option

The Corporation fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the Corporation Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the Corporation funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the Corporation share for Section III: Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The 5% maximum is calculated by multiplying the sum of the Corporation’s share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the Corporation share for Section III A.
2. To determine the Grantee share for Section III: Then multiply the total (both Corporation and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of the Corporation and grantee shares under Total Amount.

If a commission elects to retain a share of the 5% of federal funds available to programs for administrative costs, that decision is identified within each subgrant’s budget. To calculate these fractional shares, within Section III of the subgrant budget, **one-fifth (20%) of the federal dollars budgeted for administrative costs is allocated to the commission’s share and four-fifths (80%) of the federal dollars budgeted for administrative costs are allocated to the program’s share. The allocation between commission and program shares would be calculated as follows:**

$$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.20) = \text{Commission Share}$$

$$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.80) = \text{Subgrantee Share}$$

If a commission elects to retain a share that is less than 1% budgeted for administrative costs, adjust the calculation above, as appropriate.

B. Federally Approved Indirect Cost Rate Method

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs, including the 5% maximum payable by

the Corporation. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine the Corporation share: Multiply the sum of the Corporation funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the Corporation share of indirect costs.
3. To determine the Grantee share: Subtract the amount calculated in step b (the Corporation administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

Increasing Grantee Overall Share of Total Budgeted Costs

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

Special Circumstances for an Alternative Match Schedule

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

A. Rural County: In determining whether a program is rural, the Corporation will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment I for the Table of Beale codes.

B. Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics. See Attachment I for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;

- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

C. Program Location: Except when approved otherwise, the location of your program will be determined based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

D. Instructions for the Alternative Match Schedule: Programs operating in one state must send their requests to the State Commission for review and approval. The Commission will then forward the approved request to the Corporation for consideration.

Submit e-mail applications to swilliams@ctdhe.org by May 11, 2011. E-mail subject line: AmeriCorps Alternative Match Request. Send your request in memo format. You must respond to each question below. Please include both the question and your response in your request.

1. Basis of Request

- Identify the basis for your request as either a rural county or a severely economically distressed community as described above.
- Describe where your program operates and include the address of the legal applicant.

2. Rural Counties

- Describe the economic conditions.
- Confirm that your county has a Beale code of 6, 7, 8, or 9.

3. Economically Distressed Counties:

- Provide your level of county per-capita income and poverty and unemployment levels.
- Demonstrate that the income levels are above or below the national averages. Identify the data source(s) used to make your determination.
- Provide any other statistics you deem relevant to demonstrate your county is economically distressed.

4. Program Location: If you believe the location of your program should not be based on the address of the legal applicant, describe your justification for requesting an alternative location(s).

5. Other: Provide any other justification and information for your request that is not presented in the responses to the above.

Review, Authorize, and Submit

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

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

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

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

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

Survey on Ensuring Equal Opportunity for Applicants (Optional)

The Corporation and other federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives to conduct a survey of organizations that apply for federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to the Corporation for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-religious community-based organization.

This form is for applicants that are nonprofit private organizations, **not including private universities**. All information from the attached survey will be confidential and the responses will be aggregated in a summary report. Information provided on your form will not be released and will not be considered in any way in making funding decisions. If you are submitting a hard copy application, the form can be found in Attachment H.

You may complete the survey while preparing your application or after submitting your application.

1. To complete the survey while preparing your application, go to the Main Menu, select Enter Survey on Ensuring Equal Opportunity, provide requested information and submit.
2. If you submit your grant application without completing the survey, a pop-up box will appear and ask you if you would like to complete the survey. You may select Yes, No, or Remind Me Later. If you select Remind Me Later, you will be asked to fill in the survey next time you attempt to submit an application to the Corporation for National and Community Service.

CONTINUATION REQUESTS

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a three-year grant cycle.

When to Submit Your Continuation Request:

The date for the submission of continuation requests is **May 11, 2011 at 11:59 p.m. Eastern Time.**

How to Submit Your Continuation Request:

- Submit your continuation request in eGrants.
- To create your continuation request in eGrants, click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, click the **SUBMIT** button.

If you have questions about the content of your continuation request, please contact Shayla Williams, swilliams@ctdhe.org or 860-947-1826. **If you experience problems using eGrants, contact the eGrants Help Desk at (800) 942-2677 or email at eGrantshelp@cns.gov.**

What to Include in Your Continuation Request:

I. Applicant Info and Application Info

Update the Applicant Info and Application Info Sections in eGrants if necessary. Note in the Continuation Changes field that you have updated the Applicant Info or Application Info Section(s).

II. Narrative (Narratives Section)

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

Do not enter continuation changes in the original narrative fields. If you are not proposing changes to your continuation request, simply leave your original narrative as it is, and enter No Changes in the Continuation Changes field.

If you have changes in any of these areas, please document them in the Continuation Changes field in eGrants. Clearly differentiate Year 2 and Year 3 continuation changes by using headings that label these as such. Continuation changes may include, but are not limited to:

- New site locations;
- Justification for expansion to new sites, including the need that will be met in expansion communities, activities of expansion members, and organizational capacity to support the expansion;
- An explanation of any changes in the budget;
- Justification for any increase in requested cost per MSY; and
- Plans for improving enrollment, retention, or other compliance issues.

If you are requesting to conduct new activities or additional MSYs, these also need to be reflected in the budget and the performance measures.

Enrollment

If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Continuation Changes field.

Retention

If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Continuation Changes field. We recognize retention rates may vary among equally effective programs depending on the program model. We expect grantees to pursue the highest retention rate possible.

III. Performance Measures (Performance Measures Section)

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

IV. Budget (Budget Section)

Provide a detailed budget for the upcoming year. Incorporate any required Corporation increases, such as an increase to the member living allowance into your budget. Justify any increases not required by the Corporation. Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. The Corporation expects that the Cost per MSY for continuation applicants will decrease or remain the same. Any increase in Cost per MSY must be justified in the Continuation Changes field.

Source of Match

In the “Source of Match” field that appears at the end of Budget Sections I, II, and III, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other or Not Available) **for your entire match**. Define any acronyms the first time they are used.

V. Increasing Grantee Overall Share of Total Budgeted Costs

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

Facesheet (eGrants Applicant Info and Application Info Sections)

Modified Standard Form 424 (Rev. 11/02 to conform to the Corporation's eGrants system)

This form is required for applications submitted for federal assistance.

Item #

1. Filled in for your convenience.
2. Self-explanatory.
3. 3. a. and 3. b. are for state use only (if applicable).
4. Item 4. a: Leave blank.
Item 4. b: If you are a recipient in year 2 or 3 of an already-awarded grant, enter the grant number, otherwise, leave blank.
5. Enter the following information:
 - a. The complete name of the organization that will be legally responsible for the grant, not the name of the organizational unit within the legally responsible organization. (For example, indicate "National University" instead of "Liberal Arts Department.")
 - b. Your organization's DUNS number (received from Dun and Bradstreet). **This is a required field. Please see the Notice for instructions on how to obtain a DUNS number.**
 - c. The name of the primary organizational unit that will undertake the assistance activity, if different from 5. a.
 - d. Your organization's complete address with the 9 digit ZIP+ 4 code.
 - e. The name and contact information of the project director or other person to contact on matters related to this application.
6. Enter your Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Item 7. a.: Enter the appropriate letter in the box.
Item 7. b.: Please enter the characteristic(s) that best describe your organization.

K-12 Education

- 1 School (K-12)
- 2 Local Education Agency
- 3 State Education Agency

Higher Education

- 4 Vocational/Technical College
- 5 Community College
- 6 2-year College
- 7 4-year College
- 8 Hispanic Serving College or University
- 9 Historically Black College or University
- 10 Tribally Controlled College or University

Government

- 23 Local Government-Municipal
- 24 Health Department
- 25 Law Enforcement Agency
- 26 Governor's Office
- 27 State Commission/Alternative Administrative Entity

Non-Profit Organizations

- 11 Community-Based Organization
- 12 Faith-Based Organization
- 13 Chamber of Commerce/ Business Association
- 14 Community Action Agency/ Program
- 15 Service/Civic Organization
- 16 Volunteer Management Organization
- 17 Self-Incorporated Senior Corps Project
- 18 Statewide Association
- 19 National Non-Profit (Multistate)
- 20 Local Affiliate of National Organization
- 21 Tribal Organization (Non-government)
- 22 Other Native American Organization

- 28 Other State Government
- 29 Tribal Government Entity
- 30 Area Agency on Aging
- 31 U.S. Territory

8. Check the appropriate box for type of application and enter the appropriate letter(s) in the lower boxes:
 - Check “New” if your organization has never held an AmeriCorps State or National grant before.
 - Check “New Application/Previous Grantee” if your organization has held an AmeriCorps State or National grant in the past and this application is for a new grant.
 - Check “Continuation” if you are a grantee applying for an additional year of funding within an existing multi-year grant project period. AmeriCorps State and National grants are typically awarded for three-year periods.
9. Filled in for your convenience.
10. Use the following list of CFDA (Catalog of Federal Domestic Assistance) numbers for the applicable program listing, or other source if so instructed in the *Notice*: 94.006 AmeriCorps State and National.
11. Enter the project title.
 - a. When applying for a “Continuation” or “Amendment” applicants should use the same title as used for their existing grant program. When applying as a “New Applicant/Previous Grantee” if the application is for re-funding of a previous grant program, use the same title as was used in the prior grant program if appropriate (i.e., if the program is unchanged).
 - b. Enter the name of the Corporation’s program initiative, if any, as provided in the instructions corresponding to the *Notice* for which you are applying; otherwise, leave blank.
12. List only the largest political entities affected (e.g., counties, and cities).
13. (See item 8) “New” application or “New application/previous grantee:” Enter the dates for the proposed three-year project period. “Continuation” or “Amendment” application: Enter the dates of the approved three-year project period.

Performance Period: this appears only in eGrants, and is for the use of staff only.

14. Leave blank, staff use only.
15. Estimated Funding. Check the appropriate box to indicate the grant year for which funding is being requested. Enter the amount requested or to be contributed during this budget period on each appropriate line, as shown below. The value of in-kind contributions should be included in these amounts, as applicable. For revisions (See item 8), if the action will result in a dollar change to an existing award, include only the amount of the change. For decreases, enclose the amounts in parentheses.

- | | |
|--------------------------|--|
| a. Federal | The total amount of federal funds being requested in the budget. |
| b. Applicant | The total amount of the applicant share as entered in the budget. |
| c. State | The amount of the applicant share that is coming from state sources. |
| d. Local | The amount of the applicant share that is coming from local governmental sources (e.g., city, county and other municipal sources). |
| e. Other | The amount of the applicant share that is coming from non-governmental sources. |
| f. Program Income | The amount of the applicant share that is coming from income generated by programmatic activities (i.e., use of the additive option where program income is used to increase the size of the program). |
| g. Total | The applicant's estimate of the total funding amount for the agreement. |

16. Pre-filled for your convenience. This program is excluded from coverage by State Executive Order 12372.
17. Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes. If Yes, attach an explanation.
18. The person who signs this form must be the applicant's authorized representative. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Note: Falsification or concealment of a material fact, or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine of not more than \$10,000 or imprisonment for not more than five (5) years, or both. (18 U.S. Code Section 1001

Program Model, Design, Location, and Focus (eGrants Applicant Info Section)

SECTION I: PROGRAM MODEL

Directions: Choose one primary and one secondary program model, if applicable.

| P | Section I: Project Models (select one for primary and another for secondary) | |
|---|--|--|
| | Youth Corps | A full-time year-round youth corps program or full-time summer youth corps program, such as a conservation corps or youth service corps that undertakes meaningful service projects with visible public benefits; includes as participants youths and young adults between the ages of 16 and 25 inclusive, including out-of-school youths and other disadvantaged youths. |
| | Community Corps | A community corps program that meets unmet human, educational, environmental, or public safety needs and promotes greater community unity through the use of organized teams of participants of varied social and economic backgrounds, skill levels, physical and developmental capabilities, ages, ethnic backgrounds, or genders. |
| | Campus-based Model | A campus-based program that is designed to provide substantial service in a community during the school term and during summer or other vacation periods through the use of students who are attending an institution of higher education. |
| | Pre-Professional Corps | A pre-professional training program in which students enrolled in an institution of higher education receive training in specified fields, which may include classes containing service-learning; perform service related to such training outside the classroom during the school term and during summer and other vacation periods; and agree to provide service upon graduation to meet unmet human, educational, environmental, or public safety needs related to such training. |
| | Professional Corps | A professional corps program that recruits and places qualified participants to meet unmet human, educational, environmental, or public safety needs in communities with an inadequate number of such professionals. |
| | Entrepreneur Corps | A national service entrepreneur program that identifies, recruits, and trains gifted young adults of all backgrounds and assists them in designing solutions to community problems. |
| | Intergenerational Program | An intergenerational program that combines students, out-of-school youths, and older adults as participants to provide needed community services, including an intergenerational component for other national service programs described in this subsection. |
| | Service-Learning Program | A program that provides specialized training to individuals in service-learning and places the individuals after such training in positions, including positions as service-learning coordinators to facilitate service-learning in programs eligible for funding under Learn and Serve America School-Based and Community-Based Grants. |
| | Rural Corps | A program designed to meet the needs of rural communities, using teams or individual placements to meet the development needs of rural communities and to combat rural poverty, including health care, education, and job training. |
| | Hunger Elimination | A program that seeks to eliminate hunger in communities and rural areas through service in projects involving food banks, food pantries, |

| | | |
|--|----------------|---|
| | Program | and nonprofit organizations that provide food during emergencies. |
|--|----------------|---|

SECTION II: PROGRAM DESIGN

Directions: Choose one or more project designs.

| P | Section II: Program Design | |
|---|---|--|
| | Team-Based | A program where members regularly function as a team during the service week. |
| | Individual Placement /Scattered Site | A program that places one or two members at sites in a variety of locations. |
| | Intermediary Organization | Intermediary organizations provide the mechanism by which a number of community or faith-based organizations or grassroots groups may access AmeriCorps and other Corporation resources. We define intermediaries as national, regional, state, or local organizations that agree to provide the technical and financial support to assist community or faith-based organizations that do not have the capacity to perform these functions. Intermediaries serve as the legal applicant for a Corporation grant, thereby ensuring that the systems to manage a federal grant are in place. |
| | Statewide Initiative | A program that operates throughout the state and may or may not have a single issue focus. |

SECTION III: PROGRAM LOCATION

Directions: Please enter your program's location information.

| P | Geography (please check one) | |
|---|--|---|
| | Urban | A program designed to meet the needs of urban communities. |
| | Rural | A program designed to meet the needs of rural communities. |
| | Both | A program designed to meet the needs of both urban and rural communities. |
| | | Areas of Need Identification: Check all that apply (optional) |
| | Areas Affected by Military Downsizing | Areas adversely impacted by reductions in defense spending or the closure or realignment of military installations. |
| | Empowerment Zones or Redevelopment Areas | Communities designated as empowerment zones or redevelopment areas that are targeted for special economic incentives, or otherwise identifiable as having high concentrations of low-income people. |
| | Environmentally Distressed Areas | Areas that are environmentally distressed. |
| | Areas Affected by Management of Federal Lands | Areas adversely affected by federal actions related to the management of federal lands that result in significant regional job losses and economic dislocation. |
| | Areas with High Unemployment Rates | Areas that have an unemployment rate greater than the national average unemployment for the most recent 12 months for which satisfactory data are available. |

SECTION IV: PROGRAM FOCUS

Directions: Choose one or more program focus areas from below.

| P | Section IV: Program Focus | | | |
|----------|----------------------------------|--|---|------------------------------------|
| | African American community | | Pre-school Children | At-Risk Youth |
| | Asian American community | | K-12 Students | Children of Prisoners |
| | Latin American community | | Young Adults (17-24) | Foster Children |
| | Native American community | | College Students | |
| | Families/Parents | | Incarcerated Individuals and Ex-Offenders | Seniors |
| | Homeless | | Low-Income Community | Unemployed |
| | Homeless Veterans | | Low-Income Housing Residents | Veterans |
| | Immigrants | | Mentally/Physically Challenged | Victims/Potential Victims of Crime |
| | | | Persons with HIV/AIDS | |
| | Asset Accumulation | Community and faith-based organizations that conduct activities that empower the poor through asset accumulation programs including home ownership, individual development accounts, and financial literacy. | | |
| | Strengthening Families | Community and faith-based organizations that conduct activities that strengthen families to break the intergenerational cycle of poverty. | | |

Issue Areas and Service Categories (eGrants Performance Measures Section)

In this section you will select service categories that describe your program activities. First select an issue area, and then choose one or more service categories. When you have selected all applicable service categories, indicate which service category is the primary one by entering a 1 next to the check box, and which is the secondary by entering a 2 next to the checkbox. Only one service category can be indicated as the primary, and one as the secondary.

Issue Areas and Service Categories (Issue Areas in Bold)

- | | |
|---|--|
| <input type="checkbox"/> Community and Economic Development <input type="checkbox"/> Community-based Volunteer Programs <input type="checkbox"/> Community Revitalization/Improvement <input type="checkbox"/> Consumer Education <input type="checkbox"/> Cooperatives/Credit Unions <input type="checkbox"/> Food Production/Community Gardens/Farming <input type="checkbox"/> Job Development/Placement <input type="checkbox"/> Management Consulting <input type="checkbox"/> Micro Enterprise <input type="checkbox"/> Other Economic and Community Development <input type="checkbox"/> Public Safety <input type="checkbox"/> Regional/State/City Planning <input type="checkbox"/> Small/Minority Business Development <input type="checkbox"/> Social Services Planning & Delivery Systems/Community Organization <input type="checkbox"/> Tax Counseling/Counseling <input type="checkbox"/> Technology Access <input type="checkbox"/> Thrift Store <input type="checkbox"/> Transportation Services <input type="checkbox"/> Welfare to Work | <input type="checkbox"/> Special Education <input type="checkbox"/> Tutoring & Child Literacy—Elementary <input type="checkbox"/> Tutoring & Child Literacy—High School <input type="checkbox"/> Tutoring & Child Literacy—Middle School <input type="checkbox"/> Vocational Education <input type="checkbox"/> Youth Leadership/Development |
| <input type="checkbox"/> Disaster Recovery/Relief <input type="checkbox"/> Disaster Mitigation <input type="checkbox"/> Disaster Preparedness <input type="checkbox"/> Disaster Recovery <input type="checkbox"/> Disaster Response <input type="checkbox"/> Other Disaster | <input type="checkbox"/> Environment <input type="checkbox"/> Clean Air <input type="checkbox"/> Clean and Safe Water <input type="checkbox"/> Community Restoration/Clean Up <input type="checkbox"/> Energy Conservation <input type="checkbox"/> Environmental Awareness <input type="checkbox"/> Indoor Environment <input type="checkbox"/> Other Environment <input type="checkbox"/> Toxic Waste Management <input type="checkbox"/> Waste Reduction, Management, and Recycling <input type="checkbox"/> Wildlife, Land & Vegetation Protection or Restoration |
| <input type="checkbox"/> Education <input type="checkbox"/> Adult Education and Literacy <input type="checkbox"/> After School Programs <input type="checkbox"/> America Reads <input type="checkbox"/> Computer Literacy <input type="checkbox"/> Cultural Heritage <input type="checkbox"/> ESL <input type="checkbox"/> Elementary Education <input type="checkbox"/> GED/Dropouts <input type="checkbox"/> Head Start/School Preparedness <input type="checkbox"/> Job Preparedness/School to Work <input type="checkbox"/> Library Services <input type="checkbox"/> Other Education <input type="checkbox"/> Pre-Elementary Day Care <input type="checkbox"/> Secondary Education <input type="checkbox"/> Service-Learning | <input type="checkbox"/> Health/Nutrition <input type="checkbox"/> Boarder Babies <input type="checkbox"/> CHIOS/SCHIPS <input type="checkbox"/> Congregate Meals <input type="checkbox"/> Delivery of Health Services <input type="checkbox"/> Food Distribution/Collection <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> Health Education <input type="checkbox"/> Health Screening <input type="checkbox"/> Hospice/Terminally Ill <input type="checkbox"/> Immunization <input type="checkbox"/> In-Home Care <input type="checkbox"/> Maternal/Child Health Services <input type="checkbox"/> Mental Health <input type="checkbox"/> Mental Retardation <input type="checkbox"/> Other Health/Nutrition <input type="checkbox"/> Physical Disabilities Programs <input type="checkbox"/> Substance Abuse |
| | <input type="checkbox"/> Homeland Security <input type="checkbox"/> Disaster Preparedness/Relief <input type="checkbox"/> Public Health <input type="checkbox"/> Other Homeland Security <input type="checkbox"/> Public Safety |

Human Needs

- Adoption
- Adult Day Care/Senior Center
- Companionship/Outreach
- Crisis Intervention
- Intensive Mentoring (at least 1 hour weekly for at least 9 months)
- Mentoring
- Other Human Needs
- Respite
- Senior Center Program (Non Residential)
- Senior Citizen Assistance
- Teen Pregnancy/Abstinence/Parent Support

Housing

- Home Management Support/Education
- Homeless
- Housing Referrals/Relocation/Other
- Housing Rehabilitation/Construction
- Independent Living—Disabled
- Independent Living—Seniors
- Other Housing

- Tenant Organizing
- Transitional Housing

Public Safety

- Adult Offender/Ex-Offender Services/Rehabilitation
- Child Abuse/Neglect
- Children & Youth Safety Programs
- Community Policing/Community Patrol
- Conflict Resolution/Mediation
- Crime Awareness/Crime Avoidance
- Elder Abuse/Neglect
- Family Violence
- Improvement of Household Security
- Juvenile Justice, Delinquency, Gangs
- Legal Assistance
- Neighborhood Watch/Block Watch
- Other Public Safety
- Safe Havens
- Safety/Fire Prevention/Accident Prevention
- Sexual Abuse/Rape
- Victim/Witness Assistance

Assurances and Certifications (eGrants Review, Authorize and Submit Section)

Instructions

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

a) Inability to certify

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b) Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) Definitions

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

g) Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h) Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i) Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

For AmeriCorps State and National Applicants ONLY

If you are not applying for a grant through AmeriCorps, you may ignore this section.

- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-Corporation funds or paid with Corporation funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document “Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants” on the Corporation’s website at: <http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.
- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;
- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community Service Act of 1990, and in the Corporation’s regulations at § 2540.100;
- Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in the Corporation’s regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform;
- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of the Corporation, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program’s impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by the Corporation;
- Will ensure the provision of a living allowance and other benefits to participants as required by the Corporation;
- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected by the State on a competitive basis;
- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;
- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless the Corporation approves otherwise.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace

This certification is required by the Corporation’s regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
 - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace;
 - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
 - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee’s policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
 - a. Taking appropriate personnel action against the employee, up to and including termination; or

- b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

Certification - Grant Review Process (State Commissions Only)

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

For AmeriCorps State and National Direct Applicants ONLY

If you are not applying for a grant through AmeriCorps, you may ignore this section.

Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

Definitions

The terms "debarment", "suspension", "excluded", "disqualified", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded" as used in this document have the meanings set out in 2 CFR Part 180, subpart I, "Definitions." A transaction shall be considered a "covered transaction" if it meets the definition in 2 CFR part 180 subpart B, "Covered Transactions."

Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES AND CERTIFICATIONS

ASSURANCE SIGNATURE: **NOTE: Sign this form and include in the application.**

SIGNATURE:

By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Organization Name: _____

Program Name: _____

Name and Title of Authorized Representative: _____

Signature: _____

Date: _____

CERTIFICATION SIGNATURE: **NOTE: Sign this form and include in the application.**

SIGNATURE:

By signing this certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- Certification: Debarment, Suspension and Other Responsibility Matters
- Certification: Drug-Free Workplace
- Certification: Lobbying Activities

Organization Name: _____

Program Name: _____

Name and Title of Authorized Representative: _____

Signature: _____

Date: _____

Budget Worksheet (eGrants Budget Section)

Section I. Program Operating Costs

A. Personnel Expenses

| Position/Title/Description | Qty | Annual Salary | % Time | Total Amount | CNCS Share | Grantee Share |
|----------------------------|-----|---------------|--------|--------------|------------|---------------|
| | | | | | | |
| Totals | | | | | | |

B. Personnel Fringe Benefits

| Purpose/Description | Calculation | Total Amount | CNCS Share | Grantee Share |
|---------------------|-------------|--------------|------------|---------------|
| | | | | |
| Totals | | | | |

C.1. Staff Travel

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share |
|---------|-------------|--------------|------------|---------------|
| | | | | |
| Totals | | | | |

C.2. Member Travel

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share |
|---------|-------------|--------------|------------|---------------|
| | | | | |
| Totals | | | | |

D. Equipment

| Item/ Purpose/Justification | Qty | Unit Cost | Total Amount | CNCS Share | Grantee Share |
|-----------------------------|-----|-----------|--------------|------------|---------------|
| | | | | | |
| Totals | | | | | |

E. Supplies

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share |
|---------|-------------|--------------|------------|---------------|
| | | | | |
| Totals | | | | |

F. Contractual and Consultant Services

| Purpose | Calculation | Daily Rate | Total Amount | CNCS Share | Grantee Share |
|---------|-------------|------------|--------------|------------|---------------|
| | | | | | |
| Totals | | | | | |

G.1. Staff Training

| Purpose | Calculation | Daily Rate | Total Amount | CNCS Share | Grantee Share |
|---------|-------------|------------|--------------|------------|---------------|
| | | | | | |
| Totals | | | | | |

G.2. Member Training

| Purpose | Calculation | Daily Rate | Total Amount | CNCS Share | Grantee Share |
|---------|-------------|------------|--------------|------------|---------------|
| | | | | | |
| Totals | | | | | |

H. Evaluation

| Purpose | Calculation | Daily Rate | Total Amount | CNCS Share | Grantee Share |
|---------|-------------|------------|--------------|------------|---------------|
| | | | | | |
| Totals | | | | | |

I. Other Program Operating Costs

| Purpose | Calculation | Daily Rate | Total Amount | CNCS Share | Grantee Share |
|---------|-------------|------------|--------------|------------|---------------|
| | | | | | |
| Totals | | | | | |

| Subtotal Section I: | Total Amount | CNCS Share | Grantee Share |
|---------------------|--------------|------------|---------------|
| | | | |

Section II. Member Costs

A. Living Allowance

| Item | # Mbrs | Allowance Rate | # w/o Allowance | Total Amount | CNCS Share | Grantee Share |
|--|--------|----------------|-----------------|--------------|------------|---------------|
| Full Time (1700 hrs) | | | | | | |
| Half Time (900 hrs) | | | | | | |
| 1st Year of 2-Year Half Time | | | | | | |
| 2 nd Year of 2-Year Half Time | | | | | | |
| Reduced Half Time (675 hrs) | | | | | | |
| Quarter Time (450 hrs) | | | | | | |
| Minimum Time (300 hrs) | | | | | | |
| Totals | | | | | | |

B. Member Support Costs

| Purpose | Calculation | Daily Rate | Total Amount | CNCS Share | Grantee Share |
|---------|-------------|------------|--------------|------------|---------------|
| | | | | | |
| Totals | | | | | |

| Subtotal Section II: | Total Amount | CNCS Share | Grantee Share |
|---------------------------|--------------|------------|---------------|
| | | | |
| Subtotal Sections I + II: | | | |

Source of Match

| Source(s), Type, Amount, Intended Purpose | | | | |
|---|---------|--------------------|---------|---------|
| | Private | State and/or Local | Federal | Sources |
| In-kind | \$ | \$ | \$ | . |
| Cash | \$ | \$ | \$ | |
| Total | \$ | \$ | \$ | |

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage Method

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share |
|---------|-------------|--------------|------------|---------------|
| | | | | |

| | | | | |
|--------|--|--|--|--|
| | | | | |
| Totals | | | | |

B. Federally Approved Indirect Cost Rate Method

| Cost Type | Cost Basis | Calculation | Rate | Rate Claimed | Total Amount | CNCS Share | Grantee Share |
|-----------|------------|-------------|------|--------------|--------------|------------|---------------|
| | | | | | | | |

| | | | |
|-------------------------------------|---------------------|-------------------|----------------------|
| Total Sections I + II + III: | Total Amount | CNCS Share | Grantee Share |
| | | | |

| | | | |
|---|---------------------|-------------------|----------------------|
| Budget Total: Validate this budget Required Match Percentages: | Total Amount | CNCS Share | Grantee Share |
| | | | |

Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements.

| In Compliance? | Section I. Program Operating Costs |
|----------------|--|
| Yes ___ No ___ | Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project. |
| Yes ___ No ___ | Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions. |
| Yes ___ No ___ | Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses. |
| Yes ___ No ___ | All positions in the budget are fully described in the narrative? |
| Yes ___ No ___ | The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item? |
| Yes ___ No ___ | Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item? |
| Yes ___ No ___ | The purpose for all staff and member travel is clearly identified? |
| Yes ___ No ___ | You have budgeted funds for staff travel to CNCS sponsored meetings in the budget narrative under Staff Travel? |
| Yes ___ No ___ | Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget? |
| Yes ___ No ___ | Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount? |
| Yes ___ No ___ | All single equipment items over \$5000 per unit are specifically listed? |
| Yes ___ No ___ | Justification/explanation of equipment items is included in the budget narrative? |
| Yes ___ No ___ | All single supply items over \$1000 per unit are specifically listed? |
| Yes ___ No ___ | You only charged to the federal share of the budget member service gear, with the exception of safety equipment, that includes the AmeriCorps logo? |
| Yes ___ No ___ | Are all consultant services budgeted below the maximum federal daily rate of \$750/day? Is the daily rate noted in all sections of the budget narrative where consultants are proposed? |
| Yes ___ No ___ | Does the budget reflect adequate budgeted costs for project evaluation? |
| Yes ___ No ___ | Have you provided budgeted costs for background checks of members and grant-funded staff that are in covered positions per 45 CFR 2522.205? |
| Yes ___ No ___ | Are all items in the budget narrative itemized and the purpose of the funds justified? |

| In Compliance? | Section II. Member Costs |
|-----------------------|---|
| Yes ___ No ___ | Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance as indicated in the chart in the budget instructions. Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement. |
| Yes ___ No ___ | Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served. |
| Yes ___ No ___ | Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance. |
| Yes ___ No ___ | Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Check with your local State Department of Labor or State Commission to determine whether or not you are required to pay worker's compensation and at what level (i.e., rate). If you are not required to pay worker's compensation, you need to provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage). |
| Yes ___ No ___ | Health care is provided for full-time AmeriCorps members only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own. |

| In Compliance? | Section III. Administrative/Indirect Costs |
|-----------------------|---|
| Yes ___ No ___ | Applicant has chosen Option A – Corporation fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526. |
| Yes ___ No ___ | Applicant has chosen Option A – Corporation fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds? |
| Yes ___ No ___ | Applicant has chosen Option B – federally approved indirect cost rate method and documentation submitted to CNCS? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project. |
| Yes ___ No ___ | Applicant has chosen Option B – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share? |

| In Compliance? | Match |
|-----------------------|--|
| Yes ___ No ___ | Is the overall match being met at the required level, based on the year of funding? |
| Yes ___ No ___ | For all matching funds, the source(s) [private, state and local, and federal], the type of contribution (cash or in-kind), and the amount (or an estimate) of match, are clearly identified in the narrative and in the Source of Match fields in eGrants? |



SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name:

Applicant's DUNS Number:

Federal Program: _____ **CFDA Number:** _____

1. Has the applicant ever received a grant or contract from the Federal government?

Yes No

2. Is the applicant a faith-based organization?

Yes No

3. Is the applicant secular organization?

Yes No

4. Does the applicant have 501(c) (3) status?

Yes No

5. Is the applicant a local affiliate of a national organization?

Yes No

6. How many full-time equivalent employees does the applicant have? (*Check only one box.*)

3 or Fewer 15-50
 4-5 51-100
 6-14 over 100

7. What is the size of the applicant's annual budget? (*Check only one box.*)

Less Than \$150,000
 \$150,000 - \$299,999
 \$300,000 - \$499,999
 \$500,000 - \$999,999
 \$1,000,000 - \$4,999,999
 \$5,000,000 or more

Survey Instructions on Ensuring Equal Opportunity for Applicant

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c) (3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1894-0010**. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** Amy Borgstrom, Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, D.C. 20525.

Beale Codes and County-Level Economic Data

Rural Community

Beale codes are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

| 2003 Beale Codes | | |
|------------------|-------------------|---|
| Code# | Metropolitan Type | Description |
| 1 | Metropolitan | Counties in metro areas of 1 million population or more |
| 2 | Metropolitan | Counties in metro areas of 250,000 to 1 million |
| 3 | Metropolitan | Counties in metro areas of fewer than 250,000 |
| 4 | Non-metro | Urban population of 20,000 or more, adjacent to a metropolitan area |
| 5 | Non-metro | Urban population of 20,000 or more, not adjacent to a metropolitan area |
| 6 | Non-metro | Urban population of 2,500 to 19,999, adjacent to a metropolitan area |
| 7 | Non-metro | Urban population of 2,500 to 19,999, not adjacent to a metropolitan area |
| 8 | Non-metro | Completely rural or less than 2,500 urban population, adjacent to a metropolitan area |
| 9 | Non-metro | Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area |

Any program located in a county with a Beale code of 6, 7, 8, or 9 is eligible *to apply* for the alternative match.

Severely Economically Distressed Community

The following table provides the website addresses where the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels can be found.

| WEBSITE ADDRESS | EXPLANATION |
|--|--|
| www.econdata.net | Econdata.Net: This site Links to a variety of social and economic data by states, counties and metro areas. |

| WEBSITE ADDRESS | EXPLANATION |
|---|---|
| http://www.bea.gov/regional/ | Bureau of Economic Analysis' Regional Economic Information System (REIS): Provides data on per capita income by county for all states except Puerto Rico. |
| www.census.gov/hhes/www/saipe/index.html | Census Bureau's Small Area Poverty Estimates: Provides data on poverty and population estimates by county for all states except Puerto Rico. |
| www.census.gov/main/www/cen2000.html | Census Bureau's American Fact-finder: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico. |
| www.bls.gov/lau/home.htm | Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS): Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico. |
| http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/ | US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US. |
| www.census.gov/hhes/www/saipe/index.html | Census Bureau's Small Area Poverty Estimates: Provides data on poverty and population estimates by county for all states except Puerto Rico. |
| www.census.gov/main/www/cen2000.html | Census Bureau's American Fact-finder: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico. |
| www.bls.gov/lau/home.htm | Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS): Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico. |

| WEBSITE ADDRESS | EXPLANATION |
|---|--|
| http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/ | US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US. |