

## Table of Contents

<b>A. PROGRAM DESCRIPTION.....</b>	<b>2</b>
A.1. Purpose of AmeriCorps Funding .....	2
A.2. Funding Priorities.....	3
A.3. Performance Goals or Expected Outcomes .....	4
A.4. Program Authority .....	4
<b>B. FEDERAL AWARD INFORMATION .....</b>	<b>4</b>
B.1. Estimated Available Funds.....	4
B.2. Estimated Award Amoun .....	4
B.3. Period of Performance.....	4
B.4. Type of Award .....	4
<b>C. ELIGIBILITY INFORMATION .....</b>	<b>5</b>
C.1. Eligible Applicant .....	5
<i>Types of Applicants .....</i>	<i>6</i>
<i>Threshold Issues .....</i>	<i>6</i>
C.2. Cost Sharing or Matching .....	6
<i>Fixed Amount Grants .....</i>	<i>6</i>
<i>Cost Reimbursement Grants.....</i>	<i>6</i>
<i>Alternative Match.....</i>	<i>7</i>
C.3. Other Eligibility Requirements .....	7
<b>D. APPLICATION AND SUBMISSION INFORMATION .....</b>	<b>7</b>
<i>D.2.b. Page Limits.....</i>	<i>8</i>
D.3. Unique Entity Identifier and System for Award Management (SAM).....	9
D.4. Submission Dates and Times .....	9
D.5. Intergovernmental Review .....	10
<i>D.6.b. Indirect Costs .....</i>	<i>11</i>
<i>D.6.c. Pre-Award Costs.....</i>	<i>12</i>
D.7. Other Submission Requirements.....	12
<b>E. APPLICATION REVIEW INFORMATION .....</b>	<b>13</b>
<i>E.1.a. Executive Summary (Required - 0 percent).....</i>	<i>14</i>
<i>E.1.b. Program Design (50 percent) .....</i>	<i>14</i>
<i>E.1.c. Organizational Capability (25 percent) .....</i>	<i>17</i>
<i>E.1.d. Cost Effectiveness and Budget Adequacy (25 percent) .....</i>	<i>18</i>
<i>E.1.e. Evaluation Plan (Required for recompeting grantees - 0 percent) .....</i>	<i>19</i>
<i>E.1.f. Amendment Justification (0 percent) .....</i>	<i>19</i>
<i>E.1.g. Clarification Information (0 percent) .....</i>	<i>19</i>
<i>E.1.h. Continuation Changes (0 percent) .....</i>	<i>19</i>
E.2. Review and Selection Process .....	19
<i>E.2.b. Application Review .....</i>	<i>20</i>
<i>F.2.e. Official Guidance.....</i>	<i>22</i>



## NOTICE OF FUNDING OPPORTUNITY

**Federal Agency Name:** AmeriCorps  
**Funding Opportunity Title:** Fiscal Year (FY) 2022 AmeriCorps State and National Grants  
**Announcement Type:** Initial Announcement  
**Assistance Listing Number:** 94.006

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

### Important Dates

- **Deadline:** Applications are due in eGrants, **Friday, March 11, 2022 at 11:59 p.m. Eastern Time.**
- **Application Notification:** Successful applicants will be notified **by June 30, 2022.**

### A. PROGRAM DESCRIPTION

#### A.1. Purpose of AmeriCorps Funding

AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service a cornerstone of our national culture. AmeriCorps grants are awarded to eligible organizations (See Section *C.1 Eligible Applicants*) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award that they can use to pay for higher education expenses or apply to qualified student loans.<sup>1</sup>

#### AmeriCorps Focus Areas

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

##### Disaster Services

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

##### Economic Opportunity

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<sup>1</sup> Segal AmeriCorps Education Award: <https://americorps.gov/members-volunteers/segal-ameri-corps-education-award>

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

#### Education

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students' preparation for success in post-secondary educational institutions.

#### Environmental Stewardship

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

#### Healthy Futures

Grants will provide support for activities that will address the opioid crisis; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.

#### Veterans and Military Families

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

### **A.2. Funding Priorities**

Serve Connecticut's priorities for this grant competition are:

- Efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming to aid communities in their efforts to recover from the COVID-19 pandemic, including outcomes of COVID-19 on student subgroups described in the Elementary and Secondary Education Act.
- Educational opportunity and economic mobility for communities experiencing persistent unemployment or underemployment, and students experiencing homelessness or those in foster care.
- Veterans and Military Families, Caregivers, and Survivors – a program model that improves the quality of life of veterans and improves the well-being of military families, caregivers, and survivors.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Environmental stewardship and climate change including renewable energy and energy efficiency, building community resilience, sustainable food systems and agriculture, and conservation and habitat preservation.

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

### **A.3. Performance Goals or Expected Outcomes**

#### **Performance Measures**

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

#### **A.4. Program Authority**

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

## **B. FEDERAL AWARD INFORMATION**

### **B.1. Estimated Available Funds**

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

### **B.2. Estimated Award Amount**

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

### **B.3. Period of Performance**

Serve Connecticut anticipates making three-year grants. We generally make an initial award for the first year of the period of performance, based on a one-year budget. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

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

### **B.4. Type of Award**

AmeriCorps Operating Grants: Serve Connecticut may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Cost Fixed-Amount grant is limited to certain applicants.

Professional Corps applicants are ineligible to apply for Cost Reimbursement grants. See the *C.1. Eligible Applicants* section and the Mandatory Supplemental Information for more information. Serve Connecticut will not provide both types of grants for the same project in one fiscal year.

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

Grant Types	Cost Reimbursement	Fixed Amount			
		Full-Cost	Education Award Program (EAP)	Professional Corps See Sec. D.6.a.2 for further requirements	No Cost Slots
Available Subtypes	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps See Sec. D.6.a.2 for further requirements	No Cost Slots
Maximum Cost per MSY	\$21,600	\$21,600	\$800 or \$1,000*	\$1,000	\$0
Type of Slots in the National Service Trust	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT Only	FT, TQT, HT, RHT, QT, MT, AT
Budget Submission Required	Yes	No		Yes, if requesting operating funds	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes			No
Special Requirements	N/A	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by organization where member serves and not included in budget.		N/A
Financial Reporting Requirements	Yes	No			
Available to new Applicants	Yes	No	Yes		

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

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

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

## C. ELIGIBILITY INFORMATION

### C.1. Eligible Applicants

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

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

Applicants must have a valid SAM registration and DUNS and/or Unique Entity Identifier to receive an award. See Section D.3. Unique Entity Identifier and System for Award Management (SAM) for more information.

### **New Applicants**

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grant but are not eligible to apply for Full Cost Fixed Amount grants.

### **Types of Applicants**

#### State Commissions (for Single-State Applicants)

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

### **Threshold Issues**

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

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

## **C.2. Cost Sharing or Matching**

### **Fixed Amount Grants**

There is no match requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program, therefore organizations should raise the additional revenue required to operate the program.

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grant but are not eligible to apply for Full Cost Fixed Amount grants.

### **Cost Reimbursement Grants**

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

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

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

Section 121(e)(5) of NCSA (42 U.S.C. 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to AmeriCorps on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

The living allowance or salary provided to AmeriCorps members in Professional Corps programs (see Mandatory Supplemental Guidance) does not count toward the matching requirement.

### **Alternative Match**

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations.<sup>3</sup> To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants who plan to request an alternative match schedule must submit a request at the time the application is submitted. Programs applying through State Service Commissions must submit requests for alternative match to the Commission, who will submit it to AmeriCorps on their behalf. Commissions and National Directs will submit requests to directly to [ACAlternateMatchRequests@cns.gov](mailto:ACAlternateMatchRequests@cns.gov).

### **C.3. Other Eligibility Requirements**

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

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

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

- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability—

that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation which a Federal agency has considered for suspension or debarment and has determined that suspension or debarment is not necessary to protect the interests of the Federal government.

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

## **D. APPLICATION AND SUBMISSION INFORMATION**

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR 2520–2550, the Mandatory Supplemental Information, Application Instructions, and Performance Measure Instructions which are incorporated by reference. These documents can be found on

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<sup>3</sup> 45 Code of Federal Regulations CFR 2521.60(b)

<https://www.americorps.gov/partner/funding-opportunities>. The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov).

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

### D.2.a. Application Content

Complete applications must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:
  - Executive Summary: This is a brief description of the proposed program.
  - Program Design
  - Organizational Capability
  - Cost-Effectiveness & Budget Adequacy
  - Evaluation Summary/Plan
- Logic Model
- Performance Measures
- Standard Form 424A Budget
- Continuation Changes
- Clarification
- Authorization, Assurances, and Certifications <sup>4</sup>

### D.2.b. Page Limits

There are page limits for the Narratives and Logic Model.

#### *Narratives*

Applications must not exceed 10 double-spaced pages for the Narratives or 12 pages for Rural Intermediaries.

The application sections that count towards the page limit are the:

1. SF-424 Face Sheet
2. Executive Summary
3. Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.

The application page limit does not include the Budget, Performance Measures, or any required additional documents.

#### *Logic Model*

The Logic Model may not exceed three pages when printed with the application from the “Review” tab in AmeriCorps’s web-based management system.

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

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<sup>4</sup> <https://egrants.cns.gov/cnsmisc/ECERTS.HTM>  
and <https://egrants.cns.gov/cnsmisc/EASSUR.HTM>



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

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

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

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

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

Applications must include an Employer Identification Number.

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

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

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

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

Applications are due in eGrants **Friday, March 11, 2022 by 11:59 pm** Eastern Time.

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

Additional documents are due by the application submission deadline.

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

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

- submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
  - the timing and specific cause(s) of the delay
  - the ticket number if a request for assistance was submitted to the National Service Hotline
  - any information provided to the applicant by the National Service Hotline

- any other documentation or evidence that supports the justification
- ensure that Serve Connecticut receives the justification and any other evidence that substantiates the claimed extenuating circumstance(s) via email to [ServeCTgrants@ctohe.org](mailto:ServeCTgrants@ctohe.org) no later than 24 hours after the application deadline stated in the Notice.

Communication with Serve Connecticut staff, including an applicant’s program officer, is not a substitute for the letter. Applicants are required to continue working in [AmeriCorps’s web-based application system](#) and with the National Service Hotline to submit the application. Serve Connecticut will determine whether or not to accept a late application on a case-by-case basis. Applicants that do not submit a justification or any other evidence to overcome the presumption of non-compliance within the published timeframe will not be reviewed or selected for award.

**Please note:** Serve Connecticut will not consider an advance request to submit a late application. Applicants are encouraged to carefully review and follow the guidance in this section and submit your application as soon as possible.

#### **D.5. Intergovernmental Review**

This Notice is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

#### **D.6. Funding Restrictions**

##### **D.6. a. Award Funding Requirements**

##### **1. Member Living Allowance**

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

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions are noted below. Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

**Table: Minimum and Maximum Living Allowance**

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

##### **Exceptions to the Living Allowance Requirements**

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

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

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

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

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

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

**Table: Maximum Cost per MSY**

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

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

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

\*\*\* Except planning grants

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

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

## 3. Segal AmeriCorps Education Award

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

### D.6.b. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a Federally-approved indirect cost rate, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in 2 CFR 200.413. States, local governments, and Indian Tribes

may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all Federal awards. Applicants that have a Federal negotiated indirect cost rate or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and AmeriCorps' regulations at 45 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants.

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

Pre-award costs, where authorized, are allowed after receiving written approval from AmeriCorps.

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

##### **D.7.a. Electronic Application Submission in AmeriCorps's web-based management system**

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

The applicant's authorized representative must be the person who submits the application. The authorized representative must use his or her own eGrants account to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Applicants should contact the National Service Hotline at (800) 942-2677 or via [eGrants Questions](#) if they have a problem when they create an account, prepare, or submit the application. National Service Hotline hours are posted at <https://questions.nationalservice.gov/>

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

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

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

All applicants

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

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

4. Evaluation plan. Please use the evaluation plan template available on the Serve Connecticut formula webpage. Evaluation plans are not scored and will not be reviewed until after funding decisions are made.

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

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

Rural Intermediaries (New and re-competing)

6. Letters of support from the consortium members

Entities applying on behalf of a Federally Recognized Tribe (New and re-competing)

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

New and Re-competing applications

8. All new and re-competing applicants regardless of funding level are required to submit an Operational and Financial Management Survey (OFMS) available on the Serve Connecticut formula webpage. Please submit the OFMS as a Word document. Forms submitted as a PDF or any other document format may not be accepted.

Failure to submit the required additional documents by the deadline will have a negative effect on the assessment of your application and/or on the determination of the application's eligibility to advance for review.

Additional documents must be emailed to [ServeCTgrants@ctohe.org](mailto:ServeCTgrants@ctohe.org) with the following subject line:

*“Legal Applicant Name” – “Application ID Number.”* Emails should include:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that are attached to the email
- individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the heading of each document. To ensure that all required additional documents are received, please provide each document as an individual file. Please do not send all documents as one scanned file.
- If the size of an applicant's files requires multiple emails, please also include an ordering system in the subject line, such as “(1 of 3).”

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

## **E. APPLICATION REVIEW INFORMATION**

### **1. Review Criteria**

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

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

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

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

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

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

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

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

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

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

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

The Theory of Change shall address:

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.

- The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s Theory of Change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community problem, including the role current or historical inequities faced by underserved communities may play in contributing to the problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which members will provide services
  - Number of AmeriCorps members who will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted, equity gaps closed). If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

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

In the application narrative, applicants should discuss the community need as it relates to the CDC’s Social Vulnerability Index: <https://www.atsdr.cdc.gov/placeandhealth/svi/index.html>.

Also in the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

Rationales and justifications should be informed by the organization’s performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

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

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

### Evidence Tier (12 points):

An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model.<sup>5</sup>

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see Mandatory Supplemental Intervention for a definition of "same intervention") may submit up to 2 of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

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

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

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

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

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

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

### Evidence Quality (8 points)

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<sup>5</sup> In 2021, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 38%, Moderate 19%, Preliminary 16%, and Pre-Preliminary 26%. As these figures indicate, AmeriCorps values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.



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

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

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

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

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.<sup>6</sup>

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

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

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

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

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

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

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

- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

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<sup>6</sup> Applicants assessed in the Pre-Preliminary evidence tier that do not provide adequate responses to the Evidence Quality standards will not meet the threshold requirements for this *Notice* and will not be considered for funding.

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

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

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

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

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

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

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

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

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

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

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

- Budget is submitted without mathematical errors.
- Proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget complies with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to or more than the required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY.

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

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

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

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

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

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

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

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

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

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

Enter N/A. This field will be used to enter changes in the application narratives in clarification requests.

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

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

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

Serve Connecticut will make determinations about applicants utilizing the data provided within the application and supplemental materials. These determinations may be different than what the applicant self-determined upon submission of its application.

The stages of the review and selection process follow:

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

Commission staff will review all applications submitted to determine compliance with eligibility, the submission deadline, and completeness. Applications determined non-compliant will not be considered for funding. An application is compliant if the applicant:

- Is an eligible organization
- Submits an application by the submission deadline
- Submits an application that is complete, in that it contains all required elements and follows the instructions provided in this *Notice*.

Serve Connecticut will screen applications in accordance with the requirements in this Notice to determine if the applicant has met all eligibility and submission requirements. The screening may occur at various stages of the grant-making process. Applicants that are determined to be non-compliant and ineligible will not receive an award.

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

### **Internal Review**

Serve Connecticut staff will assess Program Design, particularly focusing on the theory of change and evidence-basis for the proposed solution(s) to the identified community problem(s), appropriateness of AmeriCorps service as a solution, and potential quality of the member experience; Organizational Capability; and Cost Effectiveness and Budget Adequacy.

Following staff assessment, some applicants may receive requests to provide clarifying information and/or make changes to their application including the budget. Applications may be recommended for external review even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for additional information in a timely fashion will result in the removal of an application from consideration.

### **E.2.d. Risk Assessment Evaluation**

Commission staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility or the quality of its application on the basis of the Selection Criteria. The Financial Management Survey will also be reviewed at this time. If the Commission ultimately determines to fund the application, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, the Commission may consider the following:

- Financial capability and capacity to manage Federal funds
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable OMB Guidance
- History of performance as reflected in the applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
  - Timeliness of compliance with applicable reporting requirements,
  - If applicable, meeting matching requirements, and
  - If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- Information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as—
  - Federal Awardee Performance and Integrity Information System (FAPIIS),
  - U.S. Treasury Bureau of Fiscal Services
  - Dun and Bradstreet,
  - "Do Not Pay," and /or
  - System for Award Management
- Reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits
- IRS Tax Form 990
- An applicant organization's annual report
- Publicly available information including information from an applicant organization's website
- Responses to the Financial Management Survey and supporting documentation.
- Amount of funding requested by the organization

Serve Connecticut staff will assess re-competing sub grantees' past performance. This assessment is in addition to the evaluation of the applicant's eligibility for funding or the quality of its application on the basis of the Selection Criteria. Results from this assessment will inform funding decisions. In evaluating programmatic performance, Serve Connecticut will consider the following for applicants that are current formula and competitive grantees:

- Grant progress reports – attainment of Performance Measures
- Enrollment and retention
- Compliance with 5-day enrollment and 30-day exit requirements in the AmeriCorps portal
- Site visit or other monitoring findings (if applicable)
- Significant opportunities and/or risks of the grantee related to national service

Additionally, Serve Connecticut may use the results of the review of the risk assessment evaluation in determining which applications to fund. If Serve Connecticut concludes that the reasons for applicants having poor risk assessment evaluations are not likely to be mitigated, those applications may not be selected for funding.

### **Selection for Funding**

Upon completion of the entire review process, recommendations for funding will be made to the Commission membership. Final funding decisions are made by the Commission membership. Final funding decisions cannot be appealed.

### **Feedback to Applicants**

Following grant awards, each applicant will receive the results of the review pertaining to their application. Feedback to all applicants will be provided by September 30, 2022.

### **Anticipated Announcement of Federal Award**

We anticipate announcing the results of this competition no later than June 30, 2022.

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

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

AmeriCorps will make awards following the grant selection announcement. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award is not an authorization to begin grant activities. The Notice of Grant Award signed by the grant officer is the authorizing document for grant activities. An awardee may not expend federal funds until the start of the Project Period identified on the Notice of Grant Award.

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

#### **F2.a. Uniform Guidance**

All awards under this Notice are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in 2 CFR Parts 200 and 2205.

#### **F.2.b. Requests for Improper Payment Information**

AmeriCorps may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on

temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, AmeriCorps may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

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

All awards made under this *Notice* will be subject to the 2022 AmeriCorps General Terms and Conditions, and the 2022 AmeriCorps Program Specific Terms and Conditions. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-cnsc-grants>.

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

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving AmeriCorps funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such AmeriCorps funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award. Grantees should utilize the two vendors AmeriCorps has engaged to conduct the required NSCHCs. Failure to conduct an NSCHC may result in significant disallowed costs.

Unless AmeriCorps has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients **must** perform the following checks—

All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:

- A nationwide name-based search of the National Sex Offender Public Website (NSOPW) and
- Either
  - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *or*
  - A fingerprint-based FBI criminal history check.

Special Rule for Persons Serving Vulnerable Populations. Award-funded staff, national service participants, and volunteers *with recurring access to vulnerable populations* (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:

- A nationwide name-based check of the [NSOPW](#); and
- Both
  - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *and*
  - A fingerprint-based FBI criminal history check.

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

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

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

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

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

### **F.4. Reporting**

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Cost reimbursement grantees are required to provide annual progress reports, semi-annual financial reports, r, end of year, and final progress reports, semi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations 45 CFR §§2522.500-2522.540 and §§2522.700-2522.740. A final financial report is due 90 days after the end of the grant agreement.

Fixed Amount grantees are required to provide an annual and final progress reports and an internal or external evaluation report. All grantees, including Fixed Amount grantees, submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System.

Award recipients will be required to report at [www.FSRS.gov](http://www.FSRS.gov) on all sub awards over \$25,000 and may be required to report on executive compensation for your organization and for your sub grantees. Recipients and sub recipients must have the necessary systems in place to collect and report this information. See [2 CFR Part 170](#) for more information and to determine how these requirements apply.

Once the grant is awarded, recipients will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing AmeriCorps with high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

- The grantee measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.

In addition to annual reporting of progress toward the grant's approved performance measure outputs and outcomes, additional demographic and narrative data must be reported annually (as applicable), including the number of applicants for AmeriCorps positions and the number of volunteers recruited and/or supported by AmeriCorps members (both episodic and ongoing volunteers.) The full list of required and optional demographic indicators for AmeriCorps programs can be found on the AmeriCorps Grantee Progress Report webpage.

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

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

Organizations that have current AmeriCorps awards that continue beyond FY 2021 must submit an application in order to be eligible to received funding for the following year. Please see the Application Instructions. Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the criteria under this *Notice*.