

2014 – 2015
MICHIGAN’S AMERICORPS
COMPREHENSIVE APPLICATION GUIDELINES
FOR NEW & RECOMPETING APPLICANTS



Due Dates

Intents to Apply must be received by: Tuesday October 1 at 5:00 p.m. EST

Applications must be received by: Wednesday October 18 at 5:00 p.m. EST

All documentation should be submitted via email to Ben Gulker at
gulkerb@michigan.gov.

For more information, contact

Jeanine Yard: (517) 335-4295 or (yardj@michigan.gov)

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Or visit www.michigan.gov/mcsc

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: AmeriCorps State and National Grants FY 2014
Announcement Type: Draft Initial Announcement
CFDA Number: 94.006

Notice of Intent to Apply: Submission of a Notice of Intent to Apply is **required to be eligible for this competition** and is due **Tuesday, October 1, 2013** at 5:00 p.m. Eastern Time by e-mail to gulkerb@michigan.gov.

Application Deadline: Applications are **due Tuesday, October 18, 2013** at 5:00 p.m. Eastern Time. CNCS expects that successful applicants will be notified no later than April 18, 2014, contingent on timely full year appropriations.

OVERVIEW

AmeriCorps is a national network of service programs designed to engage thousands of Americans on a full- or part-time basis to help communities address their toughest challenges. The Corporation for National and Community Service (CNCS) administers AmeriCorps at the federal level and works in partnership with states to develop service programs and create a community-based national service network. CNCS seeks to fund AmeriCorps programs that address goals in the areas of education, disaster preparedness, services for veterans and military families, healthy futures, environmental stewardship, and economic opportunity. Programs must demonstrate community impact and solve community problems through an evidence-based approach (e.g. performance data, research, theory of change).

The Michigan Community Service Commission (MCSC) is the administrative agent for Michigan's AmeriCorps programs receiving CNCS funding. The MCSC's mission is to fund and support programs that encourage all Michigan residents to volunteer. For more information on the MCSC, including currently funded programs, please visit our website at www.michigan.gov/mcsc.

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. CNCS—through its AmeriCorps and Senior Corps programs—has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

This AmeriCorps State and National (AmeriCorps) *Notice of Federal Funding Opportunity (Notice)* will focus grant making for fiscal year 2014 in six focus areas: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families.

Indian Tribes are eligible to apply to this Notice; however a separate Notice of Federal Funding Opportunity for Indian Tribes for either fully operational or planning grants will be released later in the fall with an application deadline of spring 2014.

In order to maximize the impact of the public investment in national service, CNCS will provide grants to programs that demonstrate that they will engage AmeriCorps members in an evidence-based or evidence-informed approach to providing a service intervention that will result in intended solutions to community problems (e.g., based on proposed program's performance and evaluation data or research demonstrating the effectiveness of a similar intervention). Applicants will be awarded points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change (logic model). Applicants shall provide evidence that the proposed intervention is effective for the proposed population and community challenge.

CNCS believes that all Americans should have opportunities to participate in national service, including those that have been traditionally underrepresented in national service, such as rural residents, people with disabilities, veterans and military families, Native Americans, and "Opportunity Youth-- the one in six young people (ages 16-24) who are disconnected from school or work." CNCS recognizes that service can create powerful pathways to education and employment for these populations, transforming their communities and creating broad economic benefit for the country.

CNCS remains committed to ensuring programs that recruit and retain underrepresented individuals are a substantial cohort of the national service network. Veterans, military families, and Opportunity Youth are included in Tier 1 of CNCS' funding priorities, and recruiting traditionally underrepresented populations into service is a strategic characteristic.

CNCS requires that programs co-brand as AmeriCorps programs and that their participants consistently identify, and are recognized, as AmeriCorps members providing value to the community. Applicants will be asked to provide their implementation plans to ensure that this occurs. As this is mandatory in the event that an applicant is awarded grant funds no points will be allocated to this section.

Section V of this *Notice* includes a description of the review and selection process. Publication of this *Notice* does not obligate CNCS to award any specific number of grants or to obligate the entire amount of funding available.

Note: Please note that this NOFO is still in draft status. The application questions and requirements will not change prior to the October 18, 2013 due date for the first round of applications. However, applicants may be asked to respond to additional and/or different application questions in the comprehensive application, which is due on December 20, 2013.

I. FUNDING OPPORTUNITY DESCRIPTION

A. Purpose of AmeriCorps funding

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed (e.g., based on proposed program's data or a similar program's data) interventions 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 receive a Segal AmeriCorps Education Award from the National Service Trust.

For two decades, the Corporation for National and Community Service (CNCS) has invested in community solutions across the nation -- working hand in hand with local partners to improve lives, expand economic opportunity, and engage millions of Americans in solving problems in their communities.

With its unique structure as a public-private partnership and its model of engaging citizens and requiring matching resources from outside parties, national service can benefit the recipients of service, those who serve, local communities, and our nation.

Through all its programs, CNCS seeks to expand economic opportunity – helping Americans acquire the skills, education, and training they need for productive employment. By helping more Americans graduate, pursue higher education, and find work, national service can provide immediate and long term benefits by expanding individual opportunity, building family stability, and creating more sustainable, resilient communities.

Through AmeriCorps and its other programs, CNCS brings vital leadership, resources, and coordination to some of the most pressing challenges facing America: educating students for jobs of the 21st century; assisting individuals, families, and neighborhoods on the road to economic recovery; addressing the needs of military families and a new generation of veterans; helping communities rebuild after natural disasters; increasing energy efficiency and improving at-risk ecosystems; and providing information to improve the health and welfare of individuals in disadvantaged communities.

B. Focus Areas

In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS is targeting AmeriCorps funds to the following focus areas:

Disaster Services

Grant activities will increase the preparedness of individuals, improve individuals' readiness to respond, help individuals recover from disasters, and help individuals mitigate disasters.

Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

Economic Opportunity

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people. Grant activities will help economically disadvantaged people to have improved access to services aimed at contributing to their enhanced financial literacy; transition into or remain in safe, healthy, affordable housing; and 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 individuals, especially children. CNCS is particularly interested in program designs that support youth engagement and service-learning as strategies to achieve improved academic outcomes. Grant activities will improve school readiness for economically disadvantaged young children; educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and the preparation for, and prospects of success, in post-secondary educational institutions for economically disadvantaged students.

Environmental Stewardship

Grants will provide support for direct services that contribute to increased energy and water efficiency, renewable energy use, or improving at-risk ecosystems. In addition, grants will support increased individual behavioral change leading to increased efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

In addition, the Administration is exploring ways to provide service, training, education, and employment opportunities for young Americans through protecting, restoring and enhancing public and tribal lands. CNCS is exploring potential programs along the lines of a “21st century Civilian Service Corps” that can facilitate conservation service work on public lands and encourage a new generation of natural resource managers and environmental scientists, particularly in low income and disadvantaged communities.

Healthy Futures

Grants will provide support for health needs within communities including access to care, aging in place, and childhood obesity. Grant activities will improve access to primary and preventive health care for communities served by CNCS-supported programs; increase seniors’ ability to remain in their own homes with the same or improved quality of life for as long as possible; and increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

Veterans and Military Families

Grants will positively impact the quality of life of veterans and improve military family strength. Grant activities will increase the number of veterans and military service members and their families served by CNCS-supported programs and increase the number of veterans and military family members engaged in service through CNCS-supported programs. To the greatest extent possible, proposed activities should be aligned with the Veteran and Military Family National Performance Measures.

C. Additional Program Models

Capacity Building

Grants also will provide support for capacity building activities provided by national service participants. As a general rule, CNCS considers capacity building activities to be *indirect*

services that enable CNCS-supported organizations to provide more, better, and sustained *direct services* in CNCS' six focus areas. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Examples of capacity building activities include recruiting and/or managing community volunteers; implementing effective volunteer management practices; completing community assessments that identify goals and recommendations; developing new systems and business processes (technology, performance management, training, etc.); or enhancing existing systems and business processes.

Encore Programs

Congress set a goal that 10 percent of AmeriCorps funding should support encore service programs that engage a significant number of participants age 55 or older. CNCS seeks to meet that 10 percent target in this competition and encourages encore programs to apply.

Professional Corps

Professional Corps programs recruit and place qualified members in positions as teachers, health care providers, police officers, engineers, or other professionals in communities with an inadequate number of such professionals. Applicants are eligible to apply for funding for a portion of the program costs. Professional Corps members' salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community(ies) where the corps seeks to place members. These grants can either be fixed amount or cost reimbursement grants.

D. National Performance Measures

The SAA emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS' five-year Strategic Plan establishes an ambitious set of objectives that support the mission and goals to implement the Serve America Act. These strategic goals guided the development of 16 agency-wide Priority Performance Measures. National Performance Measures allow CNCS to demonstrate aggregated impact of all its national service programs, including AmeriCorps State and National. They are divided in two categories: Priority Measures and Complementary Program Measures. For more information, please refer to the National Performance Measure Instructions.

Applications should consult the National Service Knowledge Network when selecting National Performance Measures to ensure alignment with CNCS requirements. Information is available online at <https://www.nationalserviceresources.org/npm/ac>.

E. 2014 AmeriCorps Funding Priorities

In the FY 2014 AmeriCorps competition, CNCS seeks to prioritize the investment of national service resources in economic opportunity, education, veterans and military families, disaster services, and the Governor and Mayor Initiative. CNCS will continue to focus on national service programs that improve academic outcomes for children, youth, and young adults. This focus reflects the extensive experience and past success of national service programs in education, and aligns with the efforts of the Department of Education. In addition, CNCS seeks to increase its investment in programs that serve veterans and military families or engage veterans and military families in service. CNCS will also focus investment in programs that increase community resiliency through disaster preparation, response, recovery, and mitigation.

CNCS will focus investment in programs that increase economic opportunities for communities and AmeriCorps members.

Finally, CNCS will focus on summer programming for K-12 students, especially those programs that address the academic “summer slide.” Proposed activities will engage youth and young adults as summer members to help support summer reading, math, science, and environmental learning activities for youth in rural and urban areas most likely at risk of summer learning loss.

CNCS will seek to build a diversified portfolio across the focus areas, and other considerations are outlined below in Section V. B. Applicants proposing programs that receive priority consideration are not guaranteed funding. Furthermore, programs must demonstrate significant program focus, design, and outcomes to receive priority consideration. CNCS will give priority consideration to applicants in the following Tiers, in descending order of preference:

Tier 1: Programs that select:

- Complementary Program Measures in Economic Opportunity (Programs that select O12, O14, O15, O17 must also select an additional Priority or Complementary Program Measure from Tier 1, 2, or 3 that measures community impact), or
- Priority Measures in Veterans and Military Families, or
- Priority Measures in Disaster Services, or
- A Governor and Mayor Initiative

NOTE: CNCS’ expectation is that if Tier 1 is selected at least 30% of your MSYs are in the complementary program measures or priority measures above. If that is not the case and Tier 1 has been selected, please explain in the narrative why it was not possible to meet the 30% threshold. Programs that fit these Priority or Complementary Program Measures should use these measures. These measures can be found in Section IX, Tier 1.

Tier 2: Programs that select Priority Measures in:

- Environmental Stewardship, or
- Healthy Futures, or
- Capacity Building
- Education and are not serving 100% in schools that received awards under the School Improvement Grants (SIG) program and are implementing one of the SIG school intervention models and/or Priority Schools identified by a State educational agency (SEA) that has received approval from the Department of Education of its request for Elementary and Secondary Education Act (ESEA) flexibility, or

Programs that have selected Priority Measures other than those in Tier 1 for:

- Economic Opportunity

NOTE: CNCS’ expectation is that if Tier 2 is selected at least 30% of your MSYs are in the priority measures above. If that is not the case and Tier 2 has been selected, please explain in the narrative why it was not possible to meet the 30% threshold.

Programs that fit these Priority Measures should use these measures. These measures can be found in Section IX, Tier 1 or 2. Applicants whose members will be serving in schools that received awards under the School Improvement Grants (SIG) program and are implementing one of the SIG school intervention models and/or Priority Schools identified by a State educational agency (SEA) that has received approval from the Department of Education of its request for Elementary and Secondary Education Act (ESEA) flexibility must check the box on the Performance Measure tab in eGrants “SIG/Priority Schools.” The “NCES School ID” will need to be entered in the service location information at the time the members are enrolled.

Tier 3: Programs that select Complementary Program Measures. These measures can be found in Section IX, Tier 3.

Tier 4: Programs in the Focus Areas with self-nominated measures.

Tier 5: Programs outside the Focus Areas with self-nominated measures.

Continuation requests for expansion will receive priority consideration and preference in the same manner as described above.

II. AWARD INFORMATION

A. Funding Available

CNCS expects a highly competitive AmeriCorps FY 2014 grant competition. CNCS expects to award new, recompeting, and continuation AmeriCorps grants. The actual level of funding will be subject to the availability of annual appropriations, which have not yet been made.

B. Award Amount

Awards will be for funds and AmeriCorps member slots. CNCS will review applications and determine the appropriate award amount, if any. Award amounts vary.

C. Award Period

Unless otherwise specified, the grant generally covers a three-year project period. In approving a multi-year project period, CNCS generally makes an initial award for the first year of operation. In most cases, the application is submitted with a one-year budget. Continuation funding is not guaranteed. Factors considered in awarding continuation grants include satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, agency priorities, and the availability of appropriated funds. CNCS reserves the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

D. Types of Grants

AmeriCorps grants can be awarded on a cost reimbursement or fixed amount basis. CNCS will not provide both types of grants for the same project in one fiscal year. See Definitions in the Appendix.

Fixed-amount grants are only available to recompeting programs. Second and third-year continuation applicants with cost reimbursement grants must submit a new application if they are

interested in applying for a fixed amount grant. New applicants are not eligible to apply for fixed amount grants.

Full-time fixed amount applicants in the Education Focus Area will be required to select either a Priority Education Measure or Complementary Program Measure. Applicants proposing non-Education programs may select from Tiers 1-5. All performance measures will be negotiated prior to grant selection and award. Approved applicants must agree to participate in any relevant evaluations conducted by CNCS.

General Summary

Grant Types	Cost Reimbursement		Fixed Amount		
Available Subtypes	Traditional	Professional Corps	Full-Time/Less than FT serving in a full time capacity	EAP	Professional Corps
Maximum Cost per MSY (see section 3)	\$13,500	\$2,000	\$13,000	\$800	\$2,000
Type of Slots in the National Service Trust	All		Full-Time or Less than Full-Time serving in a full time capacity Only	All	Full-Time Only
Budget Submission Required	Yes		No		
Availability of Funds linked to enrollment and retention of awarded MSY	No		Yes		
Special Requirements		Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries must be paid entirely by organization where member serves and not included in the budget.	If in Education Focus Area, must select Priority Education measure or Complementary Program measure. Non-Education programs may select PMs from any Tier.		Must place qualified professionals in communities with an inadequate number of such professionals. No CNCS funds may be used to pay member living allowance or salary.

Grant Types	Cost Reimbursement		Fixed Amount		
Available Subtypes	Traditional	Professional Corps	Full-Time/Less than FT serving in a full time capacity	EAP	Professional Corps
Match Requirements	Yes	Yes; Living allowance or salary paid to members may not be counted toward the match requirement.	No, but organizations must raise the additional revenue required to operate the program.		
Financial Tracking Requirements	Yes		No		
Available to New Applicants	Yes		No		
Match Requirement – Level	First-time Applicant required to match at 24% each year for the first three-year funding period; subsequent match requirements determined according to 45 CFR 2521.60; NCSA 121(e)(5) (42 USC) requires that other federal funds used to match a grant awarded under this notice must report the amount and source of these funds to CNCS on the FFR		There is no specific match requirement for fixed amount grants but CNCS does not provide all the funds necessary to operate the program. Organizations must raise the additional revenue required to operate the program.		

III. ELIGIBILITY

A. Eligible to apply

Public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; Tribes; and intermediaries planning to subgrant awarded funds are encouraged to apply. Receiving funding previously from CNCS or another Federal agency is not a prerequisite to applying under this *Notice*.

Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this *Notice*. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue code of 1986, 26 U.S.C. § 501 (c)(4), that engages in lobbying activities is not eligible to apply.

New Applicants

CNCS encourages organizations that have never received funding from CNCS or AmeriCorps to apply for the grants described in this *Notice*. New organizations should submit applications with the understanding that the general practice is to award no more than 50 member slots for new Grantees. New applicants are not eligible to receive fixed amount grants.

B. Match Requirements

Fixed amount Grants

There is no specific match requirement for fixed amount grants but CNCS does not provide all the funds necessary to operate the program. Organizations must raise the additional revenue required to operate the program.

Cost Reimbursement Grants (non-fixed amount)

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.

Section 121(e)(5) of the National and Community Service Act of 1990, as amended, requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on the Federal Financial Report. Grantees must track and be prepared to report on that match separately each year.

The living allowance or salary provided to AmeriCorps members in Professional Corps programs 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 at 45 CFR §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. Applicants that plan to request an alternative match schedule must submit a request. State programs submit requests for alternative match to the State Commission. State Commissions submit on behalf of their state programs and Multi-State Programs (National Direct) submit their requests to ACAAlternateMatchScheduleRequests@cns.gov.

C. Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. All applicants must be registered with the Systems for Award Management (SAM).

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <http://fedgov.dnb.com/webform>. The website indicates a 48-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. After obtaining a DUNS number register with SAM at <https://www.sam.gov/portal/public/SAM/>.

SAM 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 SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged 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 SAM. To register online go to .

D. Other Requirements

1. Member Living Allowance

The proposed budget must include a living allowance for full-time members that is between \$12,100 (minimum) and \$24,200 (maximum) per member except as noted below. 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 CNCS or grantee share.

While full-time fixed-amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements to members (EXCEPTION: as noted in section D.2. below.) Fixed-amount grant applicants are not required to indicate that amount in the application and request those positions as “without living allowance” in the budget.

Table 1: 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
Reduced Half-time	675	n/a	\$9,600
Quarter-time	450	n/a	\$6,400
Minimum-time	300	n/a	\$4,260

2. Exceptions to the Living Allowance Requirements (for programs existing prior to September 21, 1993)

If a program existed prior to September 21, 1993, a living allowance is not required. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement of \$12,100, but not the maximum requirement of \$24,200.

EAP Fixed amount 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.

Professional Corps Grantees members must receive 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 are paid entirely by the organizations with which the members serve, and are not included in the budget.

3. Maximum Cost per Member Service Year (MSY)

Maximum Costs per MSY are set forth in Table 2 below. CNCS considers comparative costs per MSY in making funding decisions. New applicants that submit with a low cost per MSY and re-competing applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. The CNCS 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. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

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. This applies even if the increased cost per MSY is less than the maximum.

New and re-competing State Commission sub-Grantees/applicants will be held to the maximum cost per MSY for their grant type. This does not affect continuation programs currently funded at a higher cost per MSY.

Table 2: 2013 Maximum Cost per MSY

Grant Program	Maximum
Individual Competitive State Program (cost reimbursement)	\$13,300
Professional Corps Grant (Cost Reimbursement)	\$2,000
Professional Corps Fixed-amount Grant	\$2,000
Education Award Program Fixed-amount Grant	\$800
Full time Fixed-amount Grant	\$13,000

4. Member Enrollment Requirements for Existing Grantees

We expect Grantees to enroll all the 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 and re-compete processes. Continuation and re-competing Grantees that have not achieved full enrollment in the previous year must provide an explanation and a corrective action plan in their application. Successful applicants that do not fully enroll are likely to receive a decrease in funding in subsequent years.

5. Member Retention Requirements for Existing Grantees

We expect Grantees to pursue the highest retention rate possible. Retention rates will have a direct bearing on the number of slots and the size of awards approved in the continuation and re-compete processes. Successful applicants that do not retain their members are likely to receive a decrease in funding in subsequent years. We recognize retention rates may vary among equally effective programs depending on the program model. Continuation or re-competing Grantees that have not achieved full retention in the most recently completed program year must provide an explanation and a corrective action plan in their application.

6. Amount of the Segal AmeriCorps Education Award for FY 2014

AmeriCorps members serving in programs funded with FY 2014 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of \$5,645 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 his or her term of service to use the Education Award.

Table 3: Term of Service and FY14 Education Award

Term of Service	Minimum # of Hours	FY13 Education Award
Full Time	1700	\$5,645
One-Year Half Time	900	\$2,822
Reduced Half Time	675	\$2,150

Quarter Time	450	\$1,493
Minimum Time	300	\$1,195

7. *Generating Volunteers*

A fundamental purpose of AmeriCorps is to help recruit, support, and manage volunteers that meet community needs. By creating volunteer opportunities and helping organizations to effectively engage volunteers, AmeriCorps programs multiply their impact, build organizational capacity, and support the development of sustainable programs. All Michigan’s AmeriCorps programs are required to recruit volunteers and report on volunteer recruitment to the MCSC.

AmeriCorps programs are given great flexibility to determine the best approach for the effective involvement of volunteers in their program and can deploy AmeriCorps members in a wide variety of ways to support volunteer recruitment and management. AmeriCorps members may be responsible for enlisting, training, or coordinating volunteers. They may help an organization to develop effective volunteer management systems that include clear position descriptions, screening techniques, or volunteer policy and procedure manuals. AmeriCorps members may promote retention of volunteers by planning recognition events or providing ongoing support and follow-up to ensure that volunteers have a high quality experience. Members may assist an organization in reaching out to individuals and communities of different backgrounds when encouraging volunteerism, to ensure a breadth of experiences and expertise is represented in service activities.

CNCS’ expectation is that volunteers will be engaged in ways that support the mission of the AmeriCorps program in which members serve. The involvement of volunteers should enhance or build upon any direct service goals of the program or organization of which the AmeriCorps members are a part.

Volunteer recruitment and management is not intended to replace direct service activities of AmeriCorps members.

If a program is unable to include volunteer recruitment and management as part of their program, either because of the program model or for any other reason, they must request a waiver in their application. The waiver must state specific reasons why this requirement would require a fundamental alteration of the program structure. The explanation will be considered during the grant application review process.

8. *Member Eligibility, Recruitment, and Selection*

Term of Service: Programs may engage members on a full- or less than full-time basis. Regardless of the type of service term, the maximum time limit is one calendar year. The following slots can be utilized:

- Full-time: a minimum of 1,700 hours during a period of not less than nine months and not more than one year;
- Half-time: a minimum of 900 hours;
- Reduced half-time: a minimum of 675 hours
- Quarter-time: a minimum of 450 hours;
- Minimum-time: a minimum of 300 hours.

Member Eligibility: At the time of enrollment in a Michigan's AmeriCorps program, members must:

- Be at least 17 years of age;
- Possess a high school diploma or its equivalent, or agree to obtain a high school diploma or equivalent prior to using the education award;
- Not have dropped out of elementary or secondary school in order to enroll as a member;
- Be a U.S. citizen, a U.S. national or lawful permanent resident alien; and
- Meet the task-related eligibility requirements established by the program.

Selection: Each individual program selects its own Michigan's AmeriCorps members, and the selection criteria will vary among programs. Programs must select members in a non-partisan, non-political, non-discriminatory manner that is in accordance with State and Federal equal employment opportunity laws. Programs must establish minimum qualifications for members related to the service they will provide, including the successful completion of an AmeriCorps orientation period. Programs must ensure that they do not displace any existing paid employees.

Programs with members who will have substantial direct contact with children (as defined by State law) or who perform service in the homes of children or individuals considered vulnerable by the program, shall conduct criminal record checks on these members as part of the screening process.

The MCSC encourages programs to select members who possess leadership potential and a commitment to the goals of the AmeriCorps program, regardless of education level, work experience, or economic background. The MCSC also encourages programs to select some members from state and national recruitment systems in order to supplement local recruitment with people who (1) are from different backgrounds and regions of the nation, (2) have special skills or training, and (3) desire to serve but live in areas where there are few or no national service programs. Plans for effective member selection should be reflected in the AmeriCorps application.

Recruitment Tools and Resources: MCSC and CNCS have a variety of tools available for programs to enhance their own recruitment efforts, including a national, web-based recruitment system. While programs need to focus the majority of their efforts locally to recruit members, the CNCS offers local and national recruitment tools to assist programs in this process.

9. Reasonable Accommodations for Disabilities

Increasing the participation of people with disabilities in national and community service programs is a key interest of the CNCS. All AmeriCorps programs are encouraged to actively reach out to and include people with disabilities. Programs and activities must be accessible. Programs must provide reasonable accommodation for known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and program staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodations. The vast majority of accommodations are inexpensive. For those limited cases where reasonable accommodations are costly, there may be funds available to provide

accommodations for members serving in a Michigan's AmeriCorps program. Check with the MCSC for further information.

10. Participation in National Days of Service

As part of the National Service Network, there are a number of opportunities for programs to take part in national service days. The MCSC and CNCS expect all national service programs, including AmeriCorps programs, to participate in one or more days of service, including the 9-11 National Day of Service and Remembrance, Martin Luther King, Jr. Day, National AmeriCorps Week, National Volunteer Week, Youth Service Day, and Make a Difference Day. National Days of Service represent one way for programs to engage volunteers.

11. Program Monitoring and Management Responsibilities

Certain program models may make monitoring and program management a particular challenge for organizations. These include programs that are spread out geographically and programs that attempt to address many issue areas at once. If a program design includes one of these challenges, the program should address it specifically in their application and provide specific strategies for monitoring and management. Strategies may include: recruiting and enrolling members who can work independently; providing appropriate orientation, ongoing training, and a means of regular communication; selecting strong host sites; ensuring strong support from direct-line supervision of members; and narrowing the range of tasks members perform to make monitoring easier.

If approved for an AmeriCorps grant, the organization is responsible for managing the day-to-day operations of grant-supported activities. Activities must be in compliance with applicable federal requirements and address performance goals. Monitoring needs to cover each program, function, or activity. The organization is responsible for ensuring program quality and that the program has an impact on the problems facing the communities in which it operates. This includes monitoring the member services, including the timely and accurate documentation of member eligibility and service hours. Each program should develop systems that closely track and monitor these requirements.

12. Program Reporting

Michigan's AmeriCorps programs must comply with all reporting required by the MCSC including quarterly progress reports, monthly expenditure reports, member hours tracking forms, continuous improvement surveys, and member enrollment, termination and end-of-term-of-service forms. Programs are required to use an MCSC designated on-line reporting system for all aspects of reporting.

13. Michigan's AmeriCorps Program Directors Meetings

Michigan's AmeriCorps program directors must participate in regularly scheduled monthly program directors' meetings and conference calls.

14. MCSC Trainings and Special Events

Michigan's AmeriCorps staff and members are encouraged to participate in all MCSC sponsored program trainings and service events, including the annual Michigan's AmeriCorps Member

Celebration and regional Signature Service Projects. In addition, organizational leaders are required to attend an annual meeting to discuss sustainability and national service issues.

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Apply

Organizations that propose to operate in a single state apply directly to the State Commission for the state in which they will operate. Single-state applicants must contact their state commissions for state-specific deadlines and application instructions. Organizations that propose to operate in more than one state apply directly to CNCS. Organizations in states and territories without commissions apply directly to CNCS.

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the Application Instructions, and the Performance Measure Instructions which are incorporated by reference. The Notice and Application Instructions can be found at http://www.americorps.gov/for_organizations/funding/nofa.asp. The full regulations are available online at www.ecfr.gov. The TTY number is 800-833-3722. For a printed copy of related material, call 202-606-7508.

1. Notice of Intent to Apply (Required for application submission)

Applicants are **required** to send a Notice of Intent to Apply by Tuesday, October 1, 2013. Notifications should be sent by e-mail to gulkerb@michigan.gov, SUBJECT: AmeriCorps State and National Notice of Intent. MCSC will not consider notifications received after the deadline. Failure to submit a Notice of Intent to Apply will render an applicant ineligible to apply. All Notices of Intent to Apply will receive an email response acknowledging receipt.

Applicants should use the Intent to Apply Form in the Appendix of this Notice.

Notice of Intent to Apply will help MCSC plan more efficiently for external review. Providing an e-mail address will allow MCSC to contact applicants directly if application materials are updated.

2. Submission Dates and Times

The deadline for applications is 5:00 p.m. Eastern Time on Friday, October 18, 2013. MCSC will not consider applications received after the deadline, except when noted below. MCSC reserves the right to extend the submission deadline and any notice of such extended deadline will be posted publicly. This deadline applies to continuation Grantees, as well as new and re-competing applicants.

3. Late Applications

MCSC may, at its discretion, consider an application received after the deadline, but only if the applicant submits a letter to gulkerb@michigan.gov explaining the extenuating circumstance that caused the delay. Communication with MCSC staff including your program officer is not a substitution for sending this letter. The letter must be received no later than one business day after the application deadline. If the applicant experiences technical difficulties with eGrants that are unresolved, the correspondence must include the eGrants help desk ticket number. MCSC determines whether or not to accept a late application for review on a case-by-case basis.

B. Content and Form of Application Submission

1. Submitting via email

The first round of applications are due via email as described above on October 18, 2013.

2. Submitting in eGrants

Applications that are successful in the external and internal review process must be submitted via the CNCS web-based system, eGrants, by December 20, 2013. MCSC will provide additional instructions in advance of that due date. MCSC calls these applications “comprehensive applications,” and will provide additional technical assistance prior to submission.

Because it is a unique system, it is recommended that applicants create an eGrants account and begin the eGrants application creation process at least three weeks before the deadline. Applicants should draft the application as a word processing document, then copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline. Please note the length of a document in your word processing software likely will be different than what will appear in eGrants. See more details under 3. Page Limits.

Contact an MCSC Program Officer if a problem arises while using eGrants. You may be referred directly to the National Service Hotline at 800-942-2677 or <https://questions.nationalservice.gov/app/ask> if a problem arises while creating an account or while preparing or submitting an application in eGrants. National Service Hotline hours are Monday through Thursday 9:00 a.m. to 7:00 p.m. ET. Be prepared to provide the application ID, organization’s name, and the *Notice* to which your organization is applying.

If technical issues will prevent an applicant from submitting an application on time, please contact an MCSC Program Officer prior to the deadline to explain the technical issue and receive a ticket number from the Help Desk. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via eGrants.

An application is only complete if it includes all required documentation and is received by the application due date. Incomplete applications will not be considered. All additional required documents that are not possible to attach in eGrants are due by the application deadline. See below for a list of required documentation. All documents should be attached to an email and sent to gulkerb@michigan.gov. Your email subject should include your organization name and Application ID number.

Required Additional Documents:

- Logic Model Worksheet (See section 2.b.)
- Organizational Chart (See section 3.a.)
- Letters of Commitment from most significant community partners (See section 3.a.)
- Letters of Commitment for Governor and Mayor Initiative (if applicable)

3. Page Limits

In eGrants, applicants will enter text in the following fields

- Executive Summary

- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Applications may not exceed 15 pages for the Narratives, including the Executive Summary and SF 424 Facesheet, as the pages print out from eGrants. CNCS strongly encourages applicants to print out the application from the “Review and Submit” page prior to submitting it to check that the application does not exceed the page limit. This limit does not include the budget, performance measures, evaluation plan or required supplementary materials (e.g., letters of commitment, organizational chart, logic model worksheet).

Reviewers will not consider submitted material that is over the page limit, even if eGrants allows an applicant to enter and submit text over the limit. Do not submit non-required supplemental materials such as videos, DVDs, brochures, letters of support (other than those required for Governor and Mayor Initiative applicants), or any other item not requested in the *Notice* or application instructions. CNCS will not review or return them.

C. Coordination among State Commissions and Multi-state Applicants

CNCS expects State Commissions and multi-state applicants to consult and coordinate activities at the local level, as specified in Section 131 of the NCSA [42 U.S.C. § 12583]. This consultation is designed to ensure the most effective use of national service resources and lead to enhanced coordination among Grantees. The list of State and Territory Commissions can be found here: <http://www.nationalservice.gov/about/contact-us/state-service-commissions>. To ensure coordination:

Multi-state applicants and Grantees must:

- Consult in a timely manner and before submission of their application with the State Commission of each state in which the organization knows it will operate and describe this consultation in their applications. Contact the State Commission(s) for details about the consultation process.
- Provide the State Commission with contact information for multi-state programs in the state after grants are awarded, and update these lists on an annual basis.
- Participate in the State Commission’s annual needs assessment and training plan development activities, and in the development of its state service plan, as well as appropriate training and other events.
- Include the State Commission on the multi-state Grantee’s mailing list and invite it to appropriate training and other events.

State Commissions must:

- Consult in a timely manner with the multi-state applicants and Grantees that contact them prior to application submission.
- Consider the schedules and needs of multi-state programs operating in their states when planning annual events and technical assistance activities.
- Include multi-state programs in their annual needs assessment and training plan development activities, and in the development of their state service plan.

- Add staff of multi-state programs in their state to their mailing list and invite them to appropriate training and other events.

CNCS will solicit State Commission input on multi-state applicants proposing to operate in their state. Participation by State Commissions in providing this input is strongly encouraged. The input will be provided via eGrants.

D. Funding Restrictions

Grants under this program, except for full-time fixed-amount and EAP grants, are subject to the applicable Cost Principles under OMB Circulars 2 CFR Part 220(formerly A-21), 2 CFR Part 230 (formerly A-122), or 2 CFR Part 225 (formerly A-87) and the Uniform Administrative Requirements for grants under A-102 (45 CFR Part 2541) or A-110 (45 CFR 2543 or 2 CFR Part 215).

E. Growing Private Sector Partnerships

CNCS is exploring new ways to engage private sector funders to provide additional support for national service programs. Applicants wishing to make information from their application available to potential private sector funders can opt in during the application process. Such applicants may be asked to provide information in different formats at a future date.

V. APPLICATION REVIEW INFORMATION

A. Assessment Criteria

Each applicant must clearly describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. We urge your organization to submit a high quality application carefully following the guidance in the *Notice* and in the Application Instructions. The quality of your application will be an important factor in determining whether your organization will receive funding.

Please develop your application as a response to the questions beginning on page 20. Respond thoroughly to each question. Your application will be assessed as follows:

Threshold issues

Applications should reflect that they meet the threshold requirements for the grant type for which they are applying. A few examples follow. If an applicant wants a grant for a Professional Corps, its application should demonstrate that the community, in which it will place professionals, has an inadequate number of said professionals. If an applicant wants a fixed amount grant, its application should reflect that only full-time or less than full-time positions serving in a full time capacity will be permitted.

1. Executive Summary (Required - 0 percent)

Please fill in the blanks of these sentences to complete the executive summary.

The [Name of the organization] will have [Number of] AmeriCorps members who will [what the members will be doing] in [the locations the AmeriCorps members will be]. At the end of the 1st program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] that will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the CNCS focus area of [Focus Area(s)]. The CNCS 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.

Fixed-amount grant applicants should list their leveraged resources as they are not required to match.

CNCS will post all Executive Summaries of awarded grant applications on www.nationalservice.gov in the interest of transparency and Open Government.

2. Rationale and Approach/Program Design (50 percent)

In assessing how you will meet the criteria, reviewers will consider the quality of your response to the following:

a. Problem/Need (9 points)

Describe the community needs the AmeriCorps members will be addressing. Provide information about the extent/severity of the need in the community(ies) where your proposed AmeriCorps members will serve and cite specific relevant data such as unemployment rate as well as the poverty rate.

b. AmeriCorps Members as Highly Effective Means to Solve Community Problems Evidence-Based/Evidence-Informed and Measurable Community Impact (25 points)

Please complete and submit by the application deadline the Logic Model chart (See Attachment X). This chart should be printed and e-mailed to americorpsgrants@cns.gov as an attachment to the application.

Theory of Change and Logic Model (17 points)

Applicants will be awarded up to 17 points for providing a detailed theory of change (logic model) using the Logic Model Worksheet (see appendix). Logic model (also referred to as theory of change) means a well-specified conceptual framework that identifies key components of the proposed process, product, strategy, or practice (i.e., the active “ingredients” that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationships among the key components and outcomes, theoretically and operationally.

Points will be awarded based on clarity and completeness of the logic model. The logic model shall depict:

- Number of locations or sites in which members are providing direct services

- Number of AmeriCorps members that will be delivering the intervention or program model
- The core activities that define the intervention or program model that members will be implementing or delivering
- 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 indicators and data collection tools that will be used to measure and track program outcomes

In addition to completing the Logic Model worksheet, describe how the intervention is designed to address the problem described in the previous section and what evidence there is to support that the intervention will lead to the outcomes identified in the theory of change. Why should CNCS invest in this project?

Applicants that selected Tier 1 or Tier 2: CNCS' expectation is that at least 30 percent of your MSYs are in the complementary program measures or priority measures above. If that is not the case, please explain in the narrative why it was not possible to meet the 30% threshold.

Evidence Base (8 points)

Applicants will be awarded up to 8 points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change (logic model). In this section, applicants shall provide a description of the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge. This section shall include specific citations of studies and/or publicly available evaluation and research reports. In this section, the applicant should indicate whether the body of evidence suggests that their intervention is evidence-informed or evidence-based based on the definition below. Points will be awarded based on:

- 1) the amount of evidence;
- 2) the quality of evidence based on the study design;
- 3) the degree of match between the program model evaluated in the studies and the one proposed by the applicant; and
- 4) meeting the criteria for evidence-informed or evidence-based, with higher points going towards evidence-based programs.

Evidence informed means that:

a) there is at least one study that is a correlational study with statistical controls for selection bias; quasi-experimental study that meets the What Works Clearinghouse Evidence Standards with reservations (See

http://ies.ed.gov/ncee/wwc/pdf/reference_resources/wwc_procedures_v2_1_standards_handbook.pdf); or randomized controlled trial that meets the What Works Clearinghouse Evidence Standards with or without reservations and

- b) The study referenced in paragraph (a) found a statistically significant or substantively important (defined as a difference of 0.25 standard deviations or larger), favorable association between at least one critical component and one relevant outcome presented in the logic model for the proposed process, product, strategy, or practice.

Quasi-experimental study means a study using a design that attempts to approximate an experimental design by identifying a comparison group that is similar to the treatment group in important respects. These studies, depending on design and implementation, can meet What Works Clearinghouse Evidence Standards with reservations (they cannot meet What Works Clearinghouse Evidence Standards without reservations).

Randomized controlled trial means a study that employs random assignment of, for example, students, teachers, classrooms, schools, or districts to receive the intervention being evaluated (the treatment group) or not to receive the intervention (the control group). The estimated effectiveness of the intervention is the difference between the average outcome for the treatment group and for the control group. These studies, depending on design and implementation, can meet What Works Clearinghouse Evidence Standards without reservations.

Evidence-based: Means evidence from previous studies whose designs can support causal conclusions (i.e., studies with high internal validity), and studies that in total include enough of the range of participants and settings (i.e., studies with high external validity). This is defined as:

- (1) more than one well-designed and well-implemented experimental study or well-designed and well-implemented quasi-experimental study that supports the effectiveness of the practice, strategy, or program; or
- (2) one large, well-designed and well-implemented randomized controlled, multisite trial that supports the effectiveness of the practice, strategy, or program.

c. Member Training (8 points)

What are the anticipated training topics and the timeline for member training? How and when will the applicant ensure that members and generated volunteers are aware of and are adhering to the rules regarding prohibited activities?

d. Member Supervision (8 points)

Describe the plan for supervising members that ensures they will receive adequate support and guidance.

e. Commitment to AmeriCorps Identification (Required - 0 points)

How will the program participants know they are AmeriCorps members? How will the communities in which they serve know they are AmeriCorps members? How will the applicant's program ensure that its participants will wear the AmeriCorps logo daily? How will the applicant ensure participants are prepared to speak about their AmeriCorps experience to members of the community?

3. Organizational Capability (25 percent)

In assessing how the applicant will meet the criteria, reviewers will consider the quality of your response to the following:

a. Organizational Background and Staffing (7 points/10 points for new applicants)

Describe how the organization has the experience, staffing, and management structure to plan and implement the proposed program. Describe the applicant organization's prior experience administering AmeriCorps grants or other federal funds. Please email an organizational chart to gulkerb@michigan.gov, SUBJECT: AmeriCorps State and National organizational chart.

As documentation of community support and commitment to the program, please submit letters from the applicant's most significant community partners. The letters should include what the partners see as the benefit to the community provided by the applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members. Please email them to gulkerb@michigan.gov, SUBJECT: AmeriCorps State and National letters of support.

b. Compliance and Accountability (11 points/15 points for new applicants)

How will the applicant's organization ensure compliance with AmeriCorps rules and regulations including those related to prohibited activities at the Grantee, subgrantee, and service site locations (if applicable)? How will the applicant's organization prevent and detect compliance issues? How will the applicant's organization hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified?

c. Past Performance For Current Grantees and Former Grantees Only (7 points for recompeting applicants and formula Grantees)

Describe the applicant's performance against performance measure targets during its last three years of program operations. How successful has the applicant been in solving the identified problem? If the applicant did not meet performance targets, provide an explanation and describe the plan for improvement.

Describe any compliance issues and areas of weakness/risk identified during the last full year of program operation at your organization, your subgrantees (if applicable), and service site locations (if applicable). If the applicant, its subgrantees, and/or service site locations had compliance or areas of weakness/risk identified, provide an explanation and describe the corrective action taken and your plan for improvement.

Enrollment: If the program enrolled less than 100% of the slots received during its last full year of program operation, provide an explanation, and describe the plan for improvement.

Enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

Retention: If the applicant was not able to retain all of its members during the last full year of program operation, provide an explanation, and describe the plan for improvement. While CNCS recognizes retention rates may vary among effective programs depending on the program model, the expectation is that Grantees to pursue the highest retention rate possible. Retention rate is calculated as the number of members exited with award (full or partial award) divided by the number of members enrolled.

d. Continuous Improvement (0 points)

Describe the plans for soliciting timely and regular feedback from internal and external stakeholders to inform continuous improvement efforts. Describe the plans for using data to inform continuous improvement.

4. Cost Effectiveness and Budget Adequacy (25 percent)

In assessing how the applicant will meet the criteria, reviewers will consider the quality of your response to the following:

For Cost-Reimbursement grants:

a. Cost Effectiveness (13 points)

Cost Per MSY

Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. Having a low cost per member is a competitive advantage. New applicants that submit with a low cost per MSY and re-competing applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. If the applicant requests above the maximum, it must justify your request. Please note that such requests are rarely approved.

All re-competing and continuation Grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost including why this increase could not be covered by grantee share. **This applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs associated with the grant.**

For Cost Reimbursement and Full-time Fixed Grants

Discuss how the program is a cost effective approach for addressing the community need(s) identified in the application. Consider the total costs and benefits of the program and, to the extent possible, document the costs and benefits. Compare the cost effectiveness of the program with the costs and benefits of alternative models or approaches (if available), and demonstrate how your program model is most cost effective. Applicants with a program design that achieves equal results at a lower cost will be advantaged over programs that achieve similar results at a higher cost.

For Fixed Amount grants (Full-time and EAP):

Discuss how the applicant will raise the additional resources it will need to manage and operate an AmeriCorps program beyond the fixed amount. Identify the total amount the applicant has budgeted to operate the program, including the fixed-amount from the CNCS and Grantee share and how your program determined that amount. Keep in mind that full-time AmeriCorps program costs include expenditures for the AmeriCorps living allowance, health care, and criminal history checks. Education Award Programs are not required to pay living allowances or cover health care for members, but must conduct criminal history checks.

b. Budget Adequacy (12 points)

Applicants must fill out the budget and complete the budget narrative in eGrants and provide the following information in the application narrative:

- Identify the non-CNCS funding and resources necessary to support the project.

- Discuss the adequacy of the budget to support the program design and objectives.
- Indicate the amount of non-CNCS resource commitments (in-kind, and cash) secured to date and the sources of these commitments.
- Describe plans for securing additional resource commitments, potential sources, and timeline.

When considering the above information, reviewers will assess the quality of the application based on the following factors:

- The extent to which the budget is clear.
- The extent to which the budget includes sufficient resources to carry out the program effectively.
- The extent to which the program will obtain financial and in-kind resources to support program implementation.
- Whether an applicant adequately budgeted for its required share of costs.

5. Evaluation Summary or Plan (Required for recompeting grantees - 0 percent)

If the applicant is competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to recompeting Grantees. If the applicant is recompeting for AmeriCorps funds for the first time the program must submit your evaluation plan, the Evaluation Summary, or Plan field in eGrants. If the applicant is recompeting for a subsequent time, the program must submit your evaluation report according to the instructions in V. E., below as well as an evaluation plan for the next three-year period.

Evaluation plans must include the following:

- A description of the intervention or program to be implemented by members. The description must include a theory of change and a clear statement of the outcomes anticipated.
- A description of the program evaluation design including research questions, research methodology and the outcomes that will be measured.
- A description of the data collection procedures including the types and sources of data, the population or sample, and a data analysis plan. The organization's data management system should be addressed if it will be used to collect data for the evaluation.
- A description of how the evaluation results, both interim and final, will be used.

The evaluation requirements differ depending on the amount of your grant, as described in 45 CFR § 2522.710:

- If you are a State and/or National Grantee (other than an Education Award Program grantee), and your average annual CNCS program grant is \$500,000 or more, you must arrange for an external evaluation of your program, and you must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.
- If you are a State and/or National Grantee whose average annual CNCS program grant is less than \$500,000, or an Education Award Program Grantee, you must conduct an internal or an external evaluation of your program, and you must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.

A formula program will be considered a re-competing application, if it satisfies the CNCS definition of “same project,” below, and has been funded in formula for at least one three-year cycle. If the project satisfies the definition of same project, and the applicant has completed one three-year cycle, you will be required to submit an evaluation plan. If the project does not satisfy the definition, it will be considered new and will not be required to submit an evaluation plan, summary, or completed evaluation.

Two projects will be considered the same if they:

- Address the same issue areas
- Address the same priorities
- Address the same objectives
- Serve the same target communities and population
- Utilize the same sites
- Use the same program staff and members

Existing programs need to get approval from their MCSC program officers to be considered a new project.

6. Budget Instructions

Please submit a budget in Excel as a separate attachment from the narrative questions above. Please utilize the Budget Narrative Template, which can be accessed via www.michigan.gov/mcsc.

Before You Begin: Your detailed budget must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations. Where appropriate, your calculations should be presented in an equation format, identifying the number of persons involved with the event, per person/unit cost, and/or the annual salary cost.

Summary of statutory budget requirements: Equipment costs must not exceed 10% of the total federal share. Administrative costs must not exceed 5% of the total Corporation funds requested.

Consistency of treatment: To be allowable under this award, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the applicant. Furthermore, the costs must be accorded consistent treatment in both federally financed and other activities as well as between activities supported by different sources of federal funds.

Section I: Program Operating Costs

- A. **Personnel Expenses:** Include the portion of principal staff time attributed directly to the operation of the AmeriCorps project. *List each staff position percentage of time attributable to program and wag calculation.* Note that all programs are required to have at least one full-time equivalent staff person dedicated to the operation of the program. Any exception to this rule must be approved by MCSC.

- B. Personal Fringe Benefits:** Include costs of benefit(s) for your project staff. You can identify and calculate each benefit or show cost as a percentage of all salaries. *Please provide cost calculations for benefits, such as FICA, health, retirement, etc., separately rather than as one lump sum item.*
- C. 1. Staff Travel:** Describe the purposes for staff travel. Costs allowable are transportation (\$.565 maximum/mile as of 1/1/13), lodging, subsistence, and other related expenses for local and outside the project area travel. All travel and mileage rates must not be greater than the most recent State of Michigan travel reimbursement rates as well as consistent with the organizations travel policy.
Be sure to include 1. The costs associated with traveling to 6 Program Director meetings in Lansing and include 2. \$2,000 for travel for at least one staff member to attend the CNCS sponsored technical assistance meetings. The description should be as follows:
Out of State Travel to CNCS-Sponsored Meetings: Conference 4 nights, hotel @\$139 ave gov rate + tax (per Conlin Travel) = \$150/nt x 4 nits=\$600; airfare \$450, Food-\$29.25 (B-fast @ \$8.25 + Dinner @ \$21) x 5 days= \$146, cab fare @\$100RT, mileage to airport RT @ 360 miles x .555(premium state rate travel) =\$200 conf. reg. fee @\$504 = \$2000
- C. 2. Member Travel:** Describe the purpose for which members will travel. Costs allowable under this category are transportation (see above for travel rate information), lodging, meals during events/trainings, and other related expenses for members to travel outside their service location or between sites. Costs associated with traveling locally, such as bus passes to local sites, mileage reimbursement for use of car, etc., may be included in this category. Each applicant should budget for their Leader Corps representative to attend 2 statewide meeting one in Lansing and one in the mid-Michigan area. Applicants need only budget mileage and incidentals. Each applicant must also include all necessary travel costs for members to attend a statewide Lansing held Member Celebration and mileage for a regional service project in the mid-Michigan area.
- 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 (five thousand) or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in *E. Supplies* below. Purchases of equipment are limited to 10% of the total grant amount, i.e., the federal share of all budget line items. If applicable, show the unit cost and number of units you are requesting.
- E. Supplies:** Include the funds for the purchase of consumable supplies and materials, including Member Service Gear (Uniform) and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 (one thousand) or more. Programs are required to purchase all members a basic AmeriCorps uniform package (such as a t-shirt, sweatshirt, hat, lapel pin, and button). Each applicant should budget a uniform package, minimum of \$35.00 and maximum of \$70.00 per member must be budgeted. List what the uniform package includes and the total cost per package. Any exception to this rule must be approved by the MCSC. Programs should supply items that are best suited to the type of services provided by members.

F. Contractual and Consultant Services: You may include costs for consultants related to the project's operations. Consultants used for evaluation should be included in H. Evaluation below. Payments to individuals for consultant services under this grant may not exceed \$750 per day (exclusive of any indirect expenses, travel, supplies, etc.). Where applicable, indicate the daily rate for consultants.

G. 1. Staff Training: These costs are considered registration fees and should be listed as such along with the costs associated with training of staff working directly on the project; especially training that specifically enhances staff project implementation and professional skills, i.e., project or financial management, team building, etc. Indicate daily rates of consultants, where applicable.

G. 2. Member Training: These costs are also considered registration fees and should be listed as such along with the costs associated with the training of members that will support them in carrying out their service activities, e.g., Orientation, project-specific skills such as age-appropriate tutoring, CPR, ecosystems and the environment, Life After AmeriCorps, etc. Indicate daily rates of consultants, where applicable.

The applicant must budget registration fees for members to attend statewide MCSC-sponsored trainings. This is a \$75 registration fee per full-time and half-time member and should be listed as such, and \$40 registration fee per reduced half-time, quarter-time, and minimum-time member. This should be its own line item within this section and should be represented as follows: “(# members * \$75 reg. fee) + (# members * \$40 reg. fee) = \$### to attend state-wide member training event”. Insert the number of members granted to your program in the calculation and show the total costs associated.

Please note that you will be invoiced early in the program year for the total amount budgeted, in order to help pay for statewide events and trainings. (This invoice is payable upon receipt.)

H. Evaluation: Include costs for project evaluation activities; including additional staff time or subcontracts you did not budget under A. Personnel Expenses, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. This **does not** include the daily/weekly gathering of data to assess progress toward project objectives, 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 Operating Costs: Allowable costs in this category are criminal FBI background checks of members. In addition, these costs may include office space rental for sites where projects are operating, utilities, and telephone and internet expenses that are specifically used for AmeriCorps members, directly involve AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost. If shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget narrative.

Match: Describe the grantee match contribution for Section I by clearly indicating the source(s), the type of contribution (cash or in-kind), the amount (or estimate), and the intended purpose of the match. You may enter this information in any category in the Purpose-Calculation field.

Section II: Member Costs

- 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) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation and grantee match based on other funding sources.

Members – Enter the total number of members you are requesting in each category. Enter the amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

Calculating the Living Allowance - Generally, all full-time members must receive a living allowance between \$12,100 (minimum) and \$24,200 (maximum). You are not required to provide living allowances for members serving less than full time. Please note that if your half-time program requires more than 900 but less than 1,700 hours, you may prorate the living allowance accordingly.

Projects in existence prior to September 21, 1993 when the National and Community Service Trust Act of 1993 was enacted may offer a living allowance lower than the minimum (\$12,100) to full-time members.

- B. Member Support Costs:** Consistent with the laws of your state, you must provide members with the benefits described below.

FICA: Unless exempted by the IRS with accompanying documentation, all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. 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: Worker's compensation is required for Michigan's AmeriCorps members. (If you are not required to pay worker's compensation you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or incidents.)

Health Insurance: 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 half-time members with CNCS funds. You may choose to provide health care benefits to half-time members from other sources. Half-time members who

are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) may be eligible for health care benefits supported with our funds. However, the Corporation must either approve this in the grant agreement or by prior written approval. In your budget narrative, indicate the number of members who will receive the project's existing Health Care benefits. CNCS funds cannot be used to pay for dependent coverage.

Other: Include any other required member support costs here. Note: Michigan no longer requires programs to budget for unemployment costs.

Match: Describe the grantee match contribution for Member Costs by clearly indicating the source(s), the type of contribution (cash or in-kind), the amount (or estimate), and the intended purpose of the match. You can enter this information in the Purpose/Category field in Section B, Member Support Costs.

Section III: Administrative/Indirect Costs

Definition: 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. For organizations that do not have an established indirect cost rate for federal awards, administrative costs include:

- costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases whether they are specifically approved in writing by the Corporation as project costs;
- costs for internal evaluation, including overall organization's management improvement costs (except for independent and internal evaluations of the project evaluations that are specifically related to creative methods of quality improvement);
- and costs for general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.

Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in Corporation regulations [45 CFR 2541.220(b)].

Administrative costs ***do not*** include the following allowable expenses directly related to a project (including their operations and objectives), such as:

- allowable direct charges for members, including living allowances, insurance payments made on behalf of members training and travel;
- costs for staff (including salary, benefits, training and travel) who recruit, train, place or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective;

- costs for independent evaluations and any internal evaluations of the project that are related specifically to creative methods of quality improvement;
- costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support project activities;
- staff who coordinate and facilitate single or multi-site project activities;
- and staff who review, disseminate and implement Corporation guidance and policies directly relating to a project; space, facility and communications costs that primarily support project operations, excluding those costs that are already covered by an organization's indirect costs rate; and other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by the Corporation as directly attributable to a project.

Indirect Cost Rates

If grantees have an approved indirect cost rate, such rate will constitute documentation of the grantee's administrative costs including the 5.26% maximum payable by the Corporation and the grantee match of administrative costs.

If a grantee wants to claim more than 10% match in administrative costs it must have or obtain an approved indirect cost rate. Where appropriate, the Corporation will establish an indirect cost rate that may be used for this and other Federal awards.

As per federal guidelines, the Michigan Community Service Commission will set aside a portion of the federal administrative share to use in administering its subgrantees, equal to approximately 1% of the total budget. This amount must not exceed 20% of the maximum 5.26% federal share and, therefore, the sub grantee's portion must not exceed 80% of the maximum federal share. The calculations are below.

A. Corporation Fixed Percentage Method

CALCULATING ADMINISTRATIVE/INDIRECT COSTS

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

Applicants may 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 by statute to 5.26% of the total Corporation funds **actually expended** under this grant. Please note that this is optional and not a requirement.

OPTION A. CORPORATION FIXED PERCENTAGE METHOD

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. You may charge, for administrative costs, a fixed 5.26% of the total of the Corporation (CNCS) funds **expended**. In order to charge this fixed 5.26%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures. The allocation budgeted and claimed should not exceed actual expenses.

However, because the MCSC (State Commission) requires 1% of each grantee's CNCS administrative costs to be set aside from the reimbursable grant award, each grantee regardless of grant award type is only allowed to charge up to 4.20 % of the total of the Corporations funds expended (a.) and will need to follow the instructions below even if you have a federally approved indirect cost rate. The federally approved indirect cost rate may be budgeted under the Administrative/Indirect Costs (option B below) not to exceed a reimbursement rate of 4.21%.

- a) To allocate the CNCS share of this amount (called Corporation Fixed Amount on the budget: Multiply the sum of the CNCS shares of Sections I and II by 5.26% (i.e. 0.0526) x .80. (This is the same as 4.20 %.) This is the maximum amount that you can request as the CNCS share of administrative costs. Enter this amount as the CNCS share for Section III, in the line item **Corporation Fixed Amount**.
- b) To allocate the Grantee share of this amount: If applicable, multiply the total (both CNCS and grantee shares) for of Sections I and II by 10% (0.10). This is the maximum amount you can enter as the grantee share for Section III A, in the line item Corporation Fixed Amount.
- c) Enter the sum of the CNCS and grantee shares under Total Amount.
- d) To allocate the CNCS Commission Fixed Amount of administrative costs; Multiply the sum of the CNCS shares of Sections I and II by 5.26% (i.e.0.0526) x .20 (which is the same as 1.05%) = This is the maximum amount that you are ***required** to list as the Commissions CNCS share of administrative costs. Enter this amount as the CNCS share for Section III, in the line item **Commission Fixed Amount**. *Do not list any part of this amount under Grantee Share.*

Budget Narrative Example for Administrative/Indirect Costs

A. Corporation Fixed Percentage

CNCS Corporation Fixed Amount: $(\text{CNCS [Section I]} + [\text{Section II}] \times 0.0526) \times (0.80) = \text{CNCS Share.}$

Grantee Corporation Fixed Amount: $(\text{CNCS [Section I]} + [\text{Section II}] + \text{Grantee Share [Section I]} + [\text{Section II}] \times 0.10) = \text{Total Grantee Share}$

***Commission Fixed Amount:** $(\text{CNCS [Section I]} + [\text{Section II}] \times .0526) \times (.20) = \text{CNCS Commission Share}$

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.

- a. 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.
- b. To allocate the CNCS share of this amount: Multiply the sum of the Corporation funding share in Sections I and II by 0.0421. This is the maximum amount you can claim as the Corporation share of indirect costs.
- c. To allocate the Grantee share of this amount: 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.

B. Goals of the review and selection process

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

Specifically, the review and selection process will:

1. Identify eligible applications that satisfy the following considerations:

- High alignment with criteria.
- Priorities, in the order of Tier preference outlined in Section I.E., above.
- Relative risk and opportunity.

2. Consider:

- Recruitment and deployment of community volunteers to leverage impact
- State Commission rank and recommendations on single-state applicants
- State Commission input on multi-state applications
- The strength of the need and evidence base for the program

3. Yield a diversified portfolio based on the following strategic considerations:

- Geographic representation.
- Meaningful representation of
 - Rural and urban communities
 - Small and large programs
 - Single and multi-state programs
 - Faith- and community-based organizations
- Focus area representation
- Organizations and/or program models that build capacity for individuals, nonprofits and communities to solve problems
- Organizations and/or program models that recruit and engage traditionally underrepresented populations as AmeriCorps members and expand opportunities to serve as AmeriCorps members, particularly for new Americans, low-income individuals, “Opportunity Youth-- the one in six young people (ages 16-24) who are disconnected from school or work.”, rural residents, older Americans, veterans, communities of color, Native Americans, and people with disabilities
- Organizations that embrace innovative approaches to solving problems, including service-learning

Applicants must check the relevant boxes in the Performance Measure tab in eGrants in order to be considered for CNCS’ assessment of the above strategic considerations. Applicants should only check the boxes if the strategic consideration is an intentional part of their program design and they have implementation strategies.

C. Stages in the review and selection process

1. MCSC External Review

MCSC will retain external reviewers who will assess applications based on the Rationale and Approach/Program Design and Past Performance criteria. Each application will be reviewed by at least three external reviewers. External reviewers will be recruited and selected on the basis of demonstrated knowledge of AmeriCorps programming, and/or the selection criteria and focus areas. All external reviewers will be screened for conflicts of interest. Submitted program evaluations will be considered at this stage. External reviewers will make recommendations for the MCSC internal review.

2. MCSC Internal Review

MCSC 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. This information is used by MCSC staff in making final recommendations. Applications may be recommended for funding 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 applications from consideration.

MCSC staff will make recommendations to its Board of Commissioners, who will approve which applications are submitted to CNCS for further review.

3. CNCS Compliance Review

CNCS staff will review all applications to determine compliance with eligibility, deadline, and completeness requirements. In order to be compliant and advance to External Review, an applicant must satisfy all the following requirements:

- Submit a Notice of Intent to Apply by the deadline: Wednesday, December 11, 2013 (see Section IV.A.1)
- Submit an application by the application submission deadline: Wednesday, January 8, 2014 at 5:00 p.m. (see Section IV.A.2)
- Submit an application that is complete, in that it contains all required elements and additional documents via e-mail and follows the instructions provided in this *Notice*.

4. CNCS External Review

External reviewers will assess applications based on the Rationale and Approach/Program Design and Past Performance criteria. Each application will be reviewed by at least three external reviewers. External reviewers will be recruited and selected on the basis of demonstrated knowledge of AmeriCorps programming, and/or the selection criteria and focus areas. All external reviewers will be screened for conflicts of interest. Submitted program evaluations will be considered at this stage.

5. CNCS Post Review Quality Control (Quality Control)

After the external reviewers complete their assessment, staff will review the results for fairness and consistency. Some applications may be selected for a Quality Control assessment. This additional level of review may be used to assess:

- Applications ranked first by a State Commission that received low scores in External Review.
- Applications for which there are significant panel anomalies.
- Applications submitted by high-performing current Grantees that received a low score in External Review.

Applications identified for additional assessment will receive a Quality Control review.

6. Selection of Applications for CNCS Internal Review

Applications will advance to Internal Review based on the results of the External Review and Quality Control, as well as the consideration of the priorities outlined in Section I.B. above and the strategic considerations identified in Section V.B.3. above. Strategic Consideration will be given based on the check boxes selected by the applicant in the “Grant Characteristics” section of the Performance Measures tab in eGrants. Those applications that do not advance to internal review will not be recommended for funding.

7. CNCS Internal Review

CNCS 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. This information is used by CNCS staff in making final recommendations. Applications may be recommended for funding 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 applications from consideration.

CNCS staff will determine which applications to recommend for selection based on their assessment of the applicants that move from External Review and Quality Control into Internal Review, and Clarification in light of CNCS’ Tier priorities and strategic considerations.

8. Risk Assessment Evaluation

CNCS 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. Results from this evaluation will inform funding decisions. If CNCS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, CNCS may consider the following:

- Financial stability;

- Quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance;
- History of performance as reflected in the applicant’s record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
 - Timeliness of compliance with applicable reporting 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),
 - Duns and Bradstreet, or
 - “Do Not Pay”;
- Reports and findings from single audits performed under OMB Circular A-133 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; and
- The applicant’s ability to effectively implement statutory, regulatory, or other requirements.

9. Selection for Funding

With the goal of a diversified portfolio based on the NOFO priorities and strategic considerations, the Chief Executive Officer will select the final portfolio based on staff recommendation from the applicants that advanced to Internal Review.

10. Feedback to Applicants

Following grant awards, each applicant will receive the results of external and, if applicable, internal review pertaining to their application. Feedback will be based on the review of the original application and will not reflect any information that may have been provided during clarification.

CNCS is committed to transparency in grantmaking. The following information pertaining to this competition for new and recomplete applications will be published on the CNCS website (<http://www.nationalservice.gov/about/open-government-initiative/transparency/results-grants-competition>), within 90 business days after all grants are awarded:

- A blank template of external review form.
- A list of all compliant applications submitted.
- Executive summaries of all compliant applications submitted by the applicants as part of the application.
- Standard Form 424 Face Sheet (SF424) and Program Narrative submitted by applicants for successful applications.
- Summaries of external reviewer’s comments for successful applications.
- A list of external reviewers who completed the review process.

D. Continuation Expansion Requests

Requests for continuation expansions will be assessed using the same criteria as the new and recomplete applications and whether the applicant has lowered its cost per MSY.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notice

CNCS will award grants following the grant selection announcement. We anticipate announcing the results of this competition around April 18, 2014, dependent on the availability of appropriations.

B. Documents that Govern the Grant

The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

C. Project/Award Period

The project start date may not occur prior to the date CNCS awards the grant. AmeriCorps members may not enroll prior to the start date of the award. 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.

Unless otherwise specified, the grant generally covers a three-year project period. In approving a multi-year project period, CNCS generally makes an initial award for the first year of operation. In most cases, the application is submitted with a one-year budget. Continuation funding is not guaranteed. Factors considered in awarding continuation grants include satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, agency priorities, and the availability of appropriated funds. CNCS reserves the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

D. Use of Material

To ensure that materials generated with CNCS funding are available to the public and readily accessible to Grantees and non-Grantees, CNCS 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. 45 CFR § 2543.36; 2541.30

E. Reporting Requirements

Cost reimbursement Grantees are required to provide mid-year and end of year progress reports, semi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations §§2522.500-2522.540 and §§2522.700-2522.740.

Fixed-amount Grantees are required to provide mid-year and end of year progress reports and an internal or external evaluation report. All grantees provide quarterly expense reports through the Payment Management System at the U.S. Department of Health and Human Services.

If you receive an award directly from CNCS, you will be required to report at www.FSRS.gov on all subawards over \$25,000 and may be required to report on executive compensation for your

organization and for your subgrantees. You 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.

While applications will not be evaluated on these criteria, Grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing CNCS with high quality performance measure data. At a minimum, Grantees should have policies and practices which address the following five aspects of data quality:

- The data 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.

F. Re-Focusing of Funding

CNCS reserves the right to re-focus funding in the event of disaster or other compelling need for service.

VII. AGENCY CONTACT

This *Notice* is available at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>. The TTY number is 202–606-3472. For further information or for a printed copy of this *Notice*, call (202) 606-7508. For questions regarding multi-state or Indian Tribes applications submitted directly to CNCS, please call (202) 606-7508 or send an e-mail to americorpsgrants@cns.gov. A list of all State and Territory Commissions can be found here: <http://www.nationalservice.gov/about/contact-us/state-service-commissions>. The mailing address is:

Corporation for National and Community Service
ATT: Office of Grants Policy and Operations/ASN Application
1201 New York Avenue N.W.
Washington, DC 20525

VIII. OTHER INFORMATION TO KNOW BEFORE APPLYING

In addition to consulting the *Notice* and AmeriCorps regulations as directed in these instructions, State Commissions and multi-state applicants may also consult the CNCS web site for a schedule of technical assistance conference calls, Frequently Asked Questions, and other resources targeted to multi-state applicants. Applicants in a single state should consult with their State Commission.

DEFINITIONS

New applicants are those that have never had AmeriCorps State and/or National funding before. Current and former formula Grantees are not new.

Recompete applicants are those that have received AmeriCorps State and/or National funding before and are in Year 3 of their grant cycle and are applying for continued funding for the program for another three years.

Continuation applicants are those that are in their first or second year of a funding cycle.

Previous applicants are those that have been funded through state formula grants and/or were unsuccessful recompile applicants in previous years.

Cost Reimbursement Grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement.

Full-time Fixed Amount / Less than FT serving in a full time capacity Grants (Non-EAP) These fixed amount grants are available for programs that enroll full-time members or less than full-time members that are serving in a full time capacity only, including Professional Corps. These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining cost. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. However, CNCS provides only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded.

Fixed-amount grants are only available to re-competing programs. Second and third-year continuation applicants with cost reimbursement grants must submit a new application if they are interested in applying for a fixed amount grant. New applicants are NOT eligible to apply for fixed amount grants.

Full-time fixed amount applicants in the Education Focus Area are required to select either a Priority Education Measure or Complementary Program Measure. Applicants proposing non-Education programs may select from Tiers 1-5.

Education Award Fixed Amount Grants (EAP) Programs apply for a small fixed amount per MSY, can enroll less than full-time members, and use their own resources to cover all other costs. Programs can access funds under the grant based on enrolling the full complement of members supported under the grant. As with full-time fixed amount grants, there are no specific match or financial reporting requirements.

Fixed-amount grants are only available to re-competing programs. Second and third-year continuation applicants with cost reimbursement grants must submit a new application if they are interested in applying for a fixed amount grant. New applicants are NOT eligible to apply for these grants.

One **Member Service Year** (MSY) is equivalent to a full-time AmeriCorps position (at least 1700 service hours.)

Evidence informed means that:

- a) there is at least one study that is a correlational study with statistical controls for selection bias; quasi-experimental study that meets the What Works Clearinghouse Evidence Standards with reservations (See http://ies.ed.gov/ncee/wwc/pdf/reference_resources/wwc_procedures_v2_1_standards_handbook.pdf); or randomized controlled trial that meets the What Works Clearinghouse Evidence Standards with or without reservations and
- b) The study referenced in paragraph (a) found a statistically significant or substantively important (defined as a difference of 0.25 standard deviations or larger), favorable association between at least one critical component and one relevant outcome presented in the logic model for the proposed process, product, strategy, or practice.

Quasi-experimental study means a study using a design that attempts to approximate an experimental design by identifying a comparison group that is similar to the treatment group in important respects. These studies, depending on design and implementation, can meet What Works Clearinghouse Evidence Standards with reservations (they cannot meet What Works Clearinghouse Evidence Standards without reservations).

Randomized controlled trial means a study that employs random assignment of, for example, students, teachers, classrooms, schools, or districts to receive the intervention being evaluated (the treatment group) or not to receive the intervention (the control group). The estimated effectiveness of the intervention is the difference between the average outcome for the treatment group and for the control group. These studies, depending on design and implementation, can meet What Works Clearinghouse Evidence Standards without reservations.

Evidence-based: Means evidence from previous studies whose designs can support causal conclusions (i.e., studies with high internal validity), and studies that in total include enough of the range of participants and settings (i.e., studies with high external validity). This is defined as:

- (1) more than one well-designed and well-implemented experimental study or well-designed and well-implemented quasi-experimental study that supports the effectiveness of the practice, strategy, or program; or
- (2) one large, well-designed and well-implemented randomized controlled, multisite trial that supports the effectiveness of the practice, strategy, or program.

IX. NATIONAL PERFORMANCE MEASURES

Tier 1: Priority Measures in Disaster Services, Education and Veterans and Military Families and Complementary Program Measures in Economic Opportunity

Economic Opportunity
O1: Number of economically disadvantaged individuals receiving financial literacy services
O9: Number of economically disadvantaged individuals with improved financial knowledge
O2: Number of economically disadvantaged individuals receiving job training and other skill development services
O3: Number of economically disadvantaged individuals receiving job placement services
O10: Number of economically disadvantaged individuals placed in jobs
O12: Number of economically disadvantaged National Service Participants who are unemployed prior to their term of service*
O15: Number of economically disadvantaged National Service Participants that secure employment during their term of service or within one year after finishing a CNCS-supported program*
O14: Number of National Service Participants who have their high school diploma or equivalent but have not completed a college degree prior to their term of service*
O17: Number of National Service Participants that complete a college course within one year after finishing a CNCS-supported program*
Disaster Services
D1: Number of individuals that received CNCS-supported services in disaster preparedness
D2: Number of individuals that received CNCS-supported services in disaster response
D3: Number of individuals that received CNCS-supported services in disaster recovery
D4: Number of individuals that received CNCS-supported services in disaster mitigation
Veterans and Military Families
V1: Number of veterans that received CNCS-supported assistance
V8: Number of veterans' family members that received CNCS-supported assistance
V7: Number of family members of active duty military service members that received CNCS-supported assistance
V9: Number of active duty military service members that received CNCS-supported assistance
V2: Number of veterans engaged in service opportunities as a National Service Participant or volunteer.
V10: Number of military family members engaged in service opportunities as a National Service Participant or volunteer.

*Programs that select O12, O14, O15, O17 must also select an additional priority or complementary program measure from Tier 1, 2, or 3 that measures community impact.

Tier 2: Priority Measures (in Education, Economic Opportunity, Environmental Stewardship, Healthy Futures and Capacity Building)

Education – operating less than 100% in School Improvement Grant(SIG)/DOE Priority Schools and other non SIG/Priority Schools
ED21: Number of children that completed participation in CNCS-supported early childhood education programs
ED23: Number of children demonstrating gains in school readiness in terms of social and/or emotional development
ED24: Number of children demonstrating gains in school readiness in terms of literacy skills
ED25: Number of children demonstrating gains in school readiness in terms of numeracy (math) skills
ED2: Number of students that completed participation in CNCS-supported K-12 education programs
ED4A: Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period
ED5: Number of students with improved academic performance in literacy and/or math
ED27: Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement
ED6: Number of students that improved their school attendance over the course of the CNCS-supported program’s involvement with the student
Economic Opportunity¹
O5: Number of economically disadvantaged individuals, including homeless individuals, receiving housing services
O11: Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing
Environmental Stewardship²
EN4: Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are improved
EN5: Number of miles of trails or waterways (owned/maintained by national, state, county, city or tribal governments) that are improved and/or created
Healthy Futures³
H8: Number of homebound OR older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independently
H9: Number of homebound OR older adults and individuals with disabilities who reported having increased social ties/perceived social support
H10 (formerly O6): Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations
H11 (formerly O7): Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger
H12: Number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services
Capacity Building
G3-3.1: Number of community volunteers recruited by CNCS-supported organizations or National Service Participants
G3-3.2: Number of community volunteers managed by CNCS-supported organizations or National Service Participants
G3-3.3: Number of organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or National Service Participants

The following Economic Opportunity measures may also be used to report on your program’s performance in providing services in the Disaster Services focus area,

² The following Environmental Stewardship measures may also be used to report on your program’s performance in providing services in the Disaster Services focus area,

³ The following Healthy Futures measures may also be used to report on your program’s performance in providing services in the Disaster Services focus area,

Tier 3: Complementary Program Measures

Education
ED1: Number of students who start in a CNCS-supported education program
ED3A: Number of disadvantaged youth/mentor matches that are commenced by CNCS-supported programs
ED7: Number of students with no or decreased disciplinary referrals and suspensions over the course of the CNCS-supported programs' involvement
ED8: Number of youth with decreased substance abuse, arrest, or gang involvement
ED9: Number of students graduating from high school on time with a diploma
ED10: Number of students entering post-secondary institutions
ED11: Number of students earning a post-secondary degree
ED12: Number of CNCS-Supported National Service Participants who begin serving as teachers through a Teacher Corps program
ED13: Number of CNCS-Supported National Service Participants who completed serving as teachers through a Teacher Corps program
ED14: Number of individuals teaching in high need schools
ED15: Number of students in CNCS-supported teacher classrooms with improved academic performance
ED17: Number of teachers remaining in the education field, but not teaching in a school (school support staff, school administration, district administration policy, education nonprofits, etc.) after their term of service
ED18: Number of teachers who have had a positive impact on student learning as determined by observation-based assessments of teacher performance
ED19: Number of individuals receiving certification to teach in schools after their term of service
ED20: Number of children who start in a CNCS-supported early childhood education program
ED22: Number of children accessing high quality early childhood education programs
ED26: Number of students acquiring a GED
Economic Opportunity
O4: Number of housing units developed, repaired, or otherwise made available for low-income individuals, families or people with disabilities
O13: Number of economically disadvantaged National Service Participants who have not obtained their high school diploma or equivalent prior to the start of their term of service
O16: Number of National Service Participants that obtain a GED/diploma while serving in CNCS-supported programs or within one year after finishing serving in CNCS-supported programs
Environmental Stewardship
EN1: Number of housing units of low-income households and structures weatherized or retrofitted to significantly improve energy efficiency
EN2: Number of low-income households home and public building energy audits conducted
EN3: Number of individuals receiving education or training in energy-efficient and environmentally-conscious practices, including but not limited to sustainable energy and other natural resources, and sustainable agriculture
EN6: Number of tons of materials collected and recycled

Healthy Futures
H1: Number of individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas utilizing preventive and primary health care services and programs
H2: Number of clients to whom information on health insurance, health care access and health benefits programs is delivered
H3: Number of clients enrolled in health insurance, health services, and health benefits programs
H4: Number of clients participating in health education programs
H5: Number of children and youth engaged in in-school or afterschool physical education activities with the purpose of reducing childhood obesity
H6: Number of children and youth receiving nutrition education with the purpose of reducing childhood obesity
H7: Number of clients receiving language translation services at clinics and in emergency rooms
Veterans and Military Families
V3: Number of veterans assisted in pursuing educational opportunities
V4: Number of veterans assisted in receiving professional certification, licensure, or credentials
V6: Number of housing units developed, repaired, or otherwise made available for veterans
Capacity Building
G3-3.4 Number of organizations that received capacity building services from CNCS-supported organizations or national service participants
G3-3.5: Number of staff and community volunteers that received training (of one or more types) as a result of capacity building services provided by CNCS-supported organizations or national service participants
G3-3.6: Number of organizations that completed a community assessment identifying goals and recommendations with the assistance of CNCS-supported organizations or national service participants
G3-3.7: Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants
G3-3.8: Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants
G3-3.9: Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more efficient
G3-3.10: Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more effective
G3-3.11: Number of new systems and business processes (technology, performance management, training, etc.) or enhancements to existing systems and business processes put in place as a result of capacity building services provided by CNCS-supported organizations or national service participants
G3-3.12: Number of organizations that monitored their progress towards the goals identified in their community assessment with the assistance of CNCS-supported organizations or national service participants
G3-3.13: Number of additional activities completed and/or program outputs produced by the program as a result of capacity building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families

Capacity Building, cont.

G3-3.14: Number of organizations that have experienced an increase in requests for their programs and services as a result of capacity building services provided by CNCS-supported organizations or national service participants

G3-3.15: Number of additional types of services offered by organizations as a result of capacity building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families

G3-3.16: Dollar value of cash resources leveraged by CNCS-supported organizations or national service participants

G3-3.17: Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants

G3-3.18: Number of new beneficiaries that received services as a result of capacity building efforts in: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and/or Veterans and Military Families

G3-3.19: Number of new beneficiaries from one or more targeted or underserved populations (counts by target population, e.g., racial or ethnic group) that received services as a result of capacity building efforts in: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and/or Veterans and Military Families

X. Logic Model Chart

Project Resources	Core Project Components	Evidence of Project Implementation and Participation	Evidence of Change		
INPUTS	ACTIVITIES	OUTPUTS	Outcomes		
			Short-Term	Medium-Term	Long-Term
What we invest (# and type of AmeriCorps members)	What we do	Direct products from program activities	Changes in knowledge, skills, attitudes, opinions	Changes in behavior or action that result from participants' new knowledge	Meaningful changes, often in their condition or status in life



2014-2015 Michigan's AmeriCorps Intent to Apply Form

Name of Organization: _____
 Contact Person: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email address: _____

On which CNCS focus area(s) will the proposed program focus?

Education Veterans and Military Families Disaster Services
 Healthy Futures Economic Opportunity Environmental Stewardship

Also, indicate the **anticipated size** of your Michigan’s AmeriCorps program. Please note that programs must enroll a minimum of ten (10) full-time equivalent members. In your application you may adjust the number of members.

Number of members:

Full-time (1700 hours) _____ Reduced Half-Time (675 hours) _____
 Half-time (900 hours) _____ Quarter-time (450 hours) _____
 Minimum-time (300 hours) _____

Please submit this form via email to Ben Gulker, gulkerb@michigan.gov, SUBJECT: “AmeriCorps State and National Notice of Intent” by October 1, 2013, 5:00 p.m. EST.



2014-2015 Michigan's AmeriCorps Title Page



Name of Proposed Program: _____

Name of Organization: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email address: _____

Name of Organization Operating Program (if different from Applicant Organization):

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email address: _____

County, region, or city in which program will operate: _____

On which CNCS focus area(s) will the proposed program focus?

- | | | | | | |
|-----------------|--------------------------|--------------------------------|--------------------------|---------------------------|--------------------------|
| Education | <input type="checkbox"/> | Veterans and Military Families | <input type="checkbox"/> | Disaster Services | <input type="checkbox"/> |
| Healthy Futures | <input type="checkbox"/> | Economic Opportunity | <input type="checkbox"/> | Environmental Stewardship | <input type="checkbox"/> |

Also, indicate the **anticipated size** of your Michigan's AmeriCorps program. Please note that programs must enroll a minimum of ten (10) full-time equivalent members. In your application you may adjust the number of members.

Number of members:

Full-time (1700 hours)	_____	Reduced Half-Time (675 hours)	_____
Half-time (900 hours)	_____	Quarter-time (450 hours)	_____
Minimum-time (300 hours)	_____		

Budget:

CNCS Share Requested: _____ Grantee Share: _____

Authorized Signature: _____

Title: _____ Date: _____

MICHIGAN’S AMERICORPS NEW/RECOMPETING APPLICATION SUBMISSION REQUIREMENTS CHECKLIST

Please review the following checklist to ensure that your application meets the submission requirements. Each application will be reviewed for compliance. **Any application received by MCSC not in compliance with any item on the following checklist will be considered ineligible for review.** The application will be returned to the applicant.

Please complete and submit the checklist along with your Michigan’s AmeriCorps application.

Applicant Organization:

Applicants must submit one completed application package via email that includes:

TITLE PAGE

Applicants must use the form provided in the Appendix. A single page .pdf of this form is also available at www.michigan.gov/mcsc -- follow the “AmeriCorps Funding Opportunity” link.

PROGRAM NARRATIVE

- Typed
- Double-spaced and in not less than 12-point font size
- One-inch margins
- Must not exceed 15 pages
- The narrative must follow the narrative format and include headings / sub-headings for each section.
- The pages must be numbered.

FINANCIAL MANAGEMENT SURVEY

BUDGET NARRATIVE

The budget narrative must follow the order and include all items in the sample worksheet provided. An Excel spreadsheet of this form is also available at www.michigan.gov/mcsc -- follow the “AmeriCorps Funding Opportunity” link (1st tab)

Include one copy of the applicant organization’s most recent independent audit.

ATTACHMENT : 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 that includes the AmeriCorps logo, with the exception of safety equipment?
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. 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 – CNCS-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 – CNCS 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 if multi-state, state or territory without commission or Indian Tribe applicant? 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 field in eGrants?