



**2023-2024**  
**MICHIGAN'S AMERICORPS**  
**PUBLIC HEALTH AMERICORPS**  
**NOTICE OF FUNDING OPPORTUNITY &**  
**APPLICATION INSTRUCTIONS**

<b>State Commission:</b>	Michigan Community Service Commission
<b>Issuing Federal Agency:</b>	AmeriCorps
<b>Funding Opportunity Title:</b>	Michigan's AmeriCorps FY 2023
<b>Funding Type:</b>	AmeriCorps State and National Public Health AmeriCorps
<b>Assistance Listing Number:</b>	94.006

**IMPORTANT DATES**

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- October 12, 2022** Intent to Apply due by 5:00 PM EST (New & Recompete Applicants)  
Organizational Readiness Assessment due by 5:00 PM EST (New Applicants)
- November 2, 2022** Applications are due in eGrants by 5:00 PM EST  
Supplemental documents due via email by 5:00 PM EST
- April/May 2022** Funding Announcements
- July 2023 or later** Program Start

With additional questions, contact [LEO-MIAmeriCorps@michigan.gov](mailto:LEO-MIAmeriCorps@michigan.gov)

## Table of Contents

APPLICATION RESOURCES.....	3
A. PROGRAM DESCRIPTION.....	3
B. FEDERAL AWARD INFORMATION.....	5
C. ELIGIBILITY INFORMATION.....	6
D. FUNDING REQUIREMENTS.....	6
E. APPLICATION AND SUBMISSION INFORMATION.....	8
F. APPLICATION COMPONENTS.....	10
G. CONTINUATION REQUESTS.....	21
H. APPLICATION REVIEW INFORMATION.....	24
I. MICHIGAN’S AMERICORPS SUBGRANTEE EXPECTATIONS.....	26
J. AWARD ADMINISTRATION INFORMATION.....	27
K. TECHNICAL ASSISTANCE.....	29

## APPLICATION RESOURCES

Use this document to apply for Public Health AmeriCorps (PHA) funds as a new or continuation single-state applicant in Michigan for program year 2023- 24. If you are submitting a request for continuation, please see the [Continuation Requests](#) section of this document.

These grants are awarded to organizations that propose to place AmeriCorps members in service solely within Michigan. Selected organizations will receive grants to support AmeriCorps member positions that engage members in service to meet critical needs in Michigan. If you are a national or multi-state applicant, please refer to [AmeriCorps' National list of Funding Opportunities](#).

Use this document in conjunction with the AmeriCorps Regulations (45 CFR § 2520–2550), the AmeriCorps [Mandatory Supplemental Information, the Appendices & Attachments](#), and the [Public Health AmeriCorps Performance Measure Instructions](#) to complete your AmeriCorps State grant proposal for program year 2023-24. This document, and other resources to help complete this application, can be found at [MI funding page link](#).

The AmeriCorps regulations include pertinent information. The full regulations are available online on the [Code of Federal Regulations website](#).

**Table 1: Requirements in the AmeriCorps Regulations**

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	<a href="#">§2520.20 - §2520.55</a>
Prohibited Activities	<a href="#">§2520.65</a>
Tutoring Programs	<a href="#">§2522.900-2522.950</a>
Matching Funds	<a href="#">§2521.35-2521.90</a>
Member Benefits	<a href="#">§2522.240-2522.250</a>
Calculating Cost Per Member Service Year (MSY)	<a href="#">§2522.485</a>
Performance Measures	<a href="#">§2522.500-2522.650</a>
Evaluation	<a href="#">§2522.500-2522.540</a> and <a href="#">§2522.700-2522.740</a>
Selection Criteria and Selection Process	<a href="#">§2522.400-2522.475</a>

If there is any inconsistency between the AmeriCorps Regulations, the *Notice*, and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps Regulations [45 CFR §§ 2520–2550](#) take precedence over the
2. *Notice of Federal Funding Opportunity/Notice of Federal Funding Availability*, which takes precedence over the
3. Application Instructions.

## A. PROGRAM DESCRIPTION

### A.1. Purpose of AmeriCorps State and National Public Health AmeriCorps Funding

AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteerism. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities and those serving. AmeriCorps helps make service a cornerstone of our national culture.

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may

receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a [Segal AmeriCorps Education Award](#) that they can use to pay for higher education expenses or apply to qualified student loans. Public Health AmeriCorps will invest \$400 million, over five years, from the American Rescue Plan Act workforce funding that will enable the recruitment, training, and development of a new generation of public health leaders who are ready to respond to the public health needs of the nation by providing public health service in communities.

Public Health AmeriCorps has two main goals:

- Help meet public health needs of local communities by providing needed capacity and support in state and local public health settings and advancing more equitable health outcomes for communities who are currently or historically underserved.
- Provide pathways to good, quality public health-related careers by providing exposure through onsite experience, training, and more, with a focus on recruiting AmeriCorps members who reflect the communities in which they will serve.

AmeriCorps members will serve primarily in state, local, Tribal, and territorial public health departments or in service to public health departments. It is strongly recommended that AmeriCorps members serve in at least teams of two. AmeriCorps has found that placing at least two members at a service site location provides economies of scale and aids in retention of members.

## **A.2. Who We Are**

The Michigan Community Service Commission (MCSC) utilizes service as a strategy to address the state's most pressing issues and empowers volunteers to strengthen communities. We are governed by a citizen board that is appointed by the Governor. The MCSC is the state agency that administers AmeriCorps State funding in Michigan. Single-state applicants in Michigan must apply for AmeriCorps State funding through the MCSC.

AmeriCorps is a federal agency that funds organizations to make positive impact in communities. To support the placement of AmeriCorps members and AmeriCorps Seniors volunteers in communities, AmeriCorps provides millions in grants every year.

## **A.3. Funding Priorities**

### **Funding Priorities**

AmeriCorps recently released its [2022-2026 Strategic Plan](#) which defines the agency's goals, objectives, and strategies to both meet and exceed the agency's mission to improve lives and strengthen communities. Over the next 5 years, AmeriCorps will execute the following goals to better position the agency to respond to national and local needs and help the communities it serves prosper:

- partner with communities to alleviate poverty and advance racial equity
- enhance the experience for AmeriCorps members and AmeriCorps Seniors volunteers
- unite Americans by bringing them together in service
- effectively steward federal resources
- make AmeriCorps one of the best and most equitable places to work in the federal government

Over the next five years, AmeriCorps will invest in existing and new partnerships with nonprofit, faith-based, and Tribal organizations, and state service commissions, to get things done for America. We will prioritize investment in the most critical issues of our time — public health, climate and the environment, and education and economic opportunity — within AmeriCorps' Focus Areas and we will increase our efforts to ensure our AmeriCorps members and AmeriCorps Senior volunteers reflect the communities where they serve. We will target our investments toward communities where the need is greatest, particularly those with populations that

face racial inequality and poverty. These steps will enable more Americans than ever to strengthen the communities that need it most across the nation through their service.

AmeriCorps' priorities for this funding opportunity are:

- Efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming to aid communities in their efforts to recover from the COVID-19 pandemic, including public health challenges that have been exacerbated by the pandemic, such as mental health and substance abuse.
- Programs creating pathways to good-quality public health-related careers through onsite experience and training (including pre-apprenticeship or registered apprenticeship programs, work experience and job training programs, and other workforce training and development programs),
- Organizations leading service in communities with concentrated poverty, rural communities, tribal communities, and those organizations serving historically underrepresented and underserved individuals, including but not limited to communities of color, immigrants and refugees, people with disabilities, people who identify as part of the LGBTQIA+ community, people with arrest and/or conviction records, and religious minorities.

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

## B. FEDERAL AWARD INFORMATION

### B.1. Estimated Available Funds

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

### B.2. Estimated Award Amount

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

### B.3. Period of Performance

AmeriCorps anticipates making two-year grant awards. AmeriCorps generally makes an initial award for the first year of the period of performance, based on a one-year budget. Applicants must submit a one-year budget. Applicants may propose any program start date that aligns with their program design. However, program operations may not occur until the date AmeriCorps awards the grant AND the date of a fully executed grant contract through the MCSC and the State of Michigan.

### B.4. Type of Award

	Cost Reimbursement
Maximum Cost per MSY*	\$28,800
Type of Slots in the National Service Trust**	FT, TQT, HT, RHT, QT, MT, AT
Budget Submission Required	Yes
Availability of Funds linked to enrollment and retention of awarded MSYs	No
Financial Reporting Requirements	Yes
Available to new Applicants	Yes

\* Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours.)

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

## C. ELIGIBILITY INFORMATION

### C.1. Eligible Applicants

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

- Institutions of higher education
- Local governments
- Public health departments
- Nonprofit organizations

Applicants must have a valid SAM registration and Unique Entity Identifier to receive an award. See the Unique Entity Identifier and System for Award Management (SAM) section for more information.

### C.2. Types of Applicants

#### New Applicants

AmeriCorps encourages organizations that have not received prior funding from AmeriCorps to apply. New applicants are eligible to apply for Cost Reimbursement grants.

#### Continuation Applicants

Continuation requests apply only to programs that are currently in their first year of operation within a grant cycle. Continuation applicants must submit an application in order to be eligible to receive funding for the following year. See [Continuation Requests](#) section for instructions.

### C.3. Other Eligibility Requirements

Under Section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a Federal crime may not receive assistance described in this Notice. Applications that propose to engage in activities that are prohibited under AmeriCorps' statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

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

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

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

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

## D. FUNDING REQUIREMENTS

### D.1. Cost Sharing or Matching

There is no cost share or matching requirement per the Interagency Agreement with the Centers for Disease Control and Prevention (CDC), which has provided the funding for this program.

## D.2. Member Living Allowance

### Member Living Allowance

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

**Table 2: Minimum and Maximum Living Allowance**

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$17,600	\$35,200
Three Quarter-time	1,200	n/a	\$24,640
Half-time	900	n/a	\$17,600
Reduced Half-time	675	n/a	\$13,376
Quarter-time	450	n/a	\$9,152
Minimum-time	300	n/a	\$7,392
Abbreviated-time	100	n/a	\$2,112

#### Exceptions to the Living Allowance Requirements

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

## D.3. Maximum Cost per Member Service Year (MSY)

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

**Table 3: Maximum Cost per MSY**

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	\$28,800

## D.4. Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after their term of service to use the Education Award.

## D.5. Indirect Costs

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

The instructions for how to enter the organization's indirect cost rate are located here: [eGrants Indirect Cost Rate User Instructions](#).

## E. APPLICATION AND SUBMISSION INFORMATION

### E.1. How to Apply

1. Submit a mandatory Notice of Intent to Apply by October 12, 2022 at 5:00 PM EST (New applicants only): <https://www.research.net/r/BF7CMNS>
2. Submit the Organizational Readiness Assessment by October 12, 2022 at 5:00 PM EST (New applicants only): <https://www.research.net/r/JNPQ3PS>
3. Obtain a Unique Entity Identifier
4. Register (or update) your organization with the System for Award Management
5. Establish an eGrants account (New applicants only)
6. Initiate an application
7. Write a high-quality proposal that is responsive to this NOFO
8. Submit additional documents to [LEO-MIAmeriCorps@michigan.gov](mailto:LEO-MIAmeriCorps@michigan.gov) by November 2, 2022 at 5:00 PM EST
9. Submit the application in eGrants by November 2, 2022 at 5:00 PM EST

### Notice of Intent to Apply

All new and re-competing applicants must submit a Notice of Intent to Apply via an online form: <https://www.research.net/r/BF7CMNS>. Notices of Intent to Apply are due by 5:00 PM EST on October 12, 2022.

### Organizational Readiness Assessment

All new applicants must submit the Organizational Readiness Assessment via an online form: <https://www.research.net/r/JNPQ3PS>. Readiness Assessments are due by 5:00 PM EST on October 12, 2022.

### Unique of Entity Identifier and System for Award Management (SAM)

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

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

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process. AmeriCorps will not make awards to entities that do not have a valid SAM registration and Unique Entity Identifier. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a federal award, AmeriCorps may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a federal award to another applicant.

Applications must include an Employer Identification Number.

### Initiating an Application

To apply as a Michigan's AmeriCorps subgrantee of the MCSC:

- New Applicants
  - Establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."
  - Under Creating an Application, select New to start a new Grant Application
  - Select a Program Area (AmeriCorps) and click Go (do not click Next)
  - Select the NOFA titled "FY 2023 Public Health AmeriCorps Commission (New and Cont)"



- Select Michigan
- Enter application components using the navigation bar on the left
- Continuation Applicants: See [Continuation Requests](#) section

## E.2. Application Contents

Complete applications in eGrants must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system
- Narrative Sections:
  - Executive Summary
  - Program Design
  - Organizational Capability
  - Cost-Effectiveness & Budget Adequacy
  - Evaluation Summary Plan
- Logic Model
- Performance Measures
- Budget
- Continuation Changes
- Clarification
- Authorization, [Assurances](#), and [Certifications](#)

## E.3. Page Limits

There are two application sections with different page limits: the Narratives and the Logic Model

- Narratives: Applications must not exceed 10 double-spaced pages for the Narratives as the pages print out from eGrants. The application sections that count towards the page limit are the:
  - SF-424 Face Sheet
  - Executive Summary
  - Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.

The application page limit does not include Evaluation Summary/Plan, Clarification Summary, Continuation Changes, Budget, Performance Measures, or any required additional documents.

- Logic Model: The Logic Model may not exceed three pages when printed with the application from the “Review” tab in eGrants.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. Applicants should print out the application or view it as a PDF from the “Review and Submit” tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.

## E.4. Late Applications

The MCSC will not consider applications received after the deadline. MCSC reserves the right to extend the submission deadline. Submitting an application after the deadline will result in disqualification of the application.

## E.5. Submitting Your Application in eGrants

Applications must be submitted in eGrants: <http://egrants.cns.gov/>. Because it is a unique system, it is recommended that applicants create an eGrants account and begin the application creation process as soon as possible. The applicant’s authorized representative must be the person who submits the application. The authorized representative must use their own eGrants account to sign and submit the application. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.

Contact the National Service Hotline at (800) 942-2677 or via the web form at <https://questions.americorps.gov/app/ask> if a problem arises when creating an account or preparing or submitting the application.

If you are applying in a continuation year, please skip to [Continuation Requests Instructions](#)

## F. APPLICATION COMPONENTS

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. The quality of an application will be an important factor in determining whether an organization will receive funding. Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the quality of applications by using the selection criteria described below and will rate them accordingly. They will also consider the weights assigned to each criterion.

### F.1. Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

### F.2. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for the state where you plan to operate (MI). For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.
- State Application Identifier: Enter N/A.

### F.3. Narratives

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

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received funding from AmeriCorps in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

**Table 5: Application Review Point Values**

Categories/Subcategories	Percentage
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b>	<b>50</b>
Theory of Change and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
<b>Organizational Capability</b>	<b>25</b>
Organizational Background and Staffing	13
Compliance and Accountability	8
Member Supervision	4
<b>Cost Effectiveness and Budget Adequacy</b>	<b>25</b>

**NARRATIVE SECTIONS AND SELECTION CRITERIA:**

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

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

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

The AmeriCorps investment 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.

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

This section should clearly explain your proposed program. It should identify the problem you are addressing, your proposed intervention, the desired outcomes, and your evidence base. Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem. Specifics about the selection criteria are published in the Notice.

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

**2.a. Theory of Change (24 points together with Logic Model)**

The Theory of Change shall address:

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
- The proposed intervention is responsive to the identified community problem.

- The applicant’s proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s Theory of Change.
- The expected outcomes articulated in the application narrative and Logic Model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts and help develop additional capacity to address the stated problem.

In the application narrative, applicants should also discuss

- The community need as it relates to the [CDC’s Social Vulnerability Index](#)
- The rationale for setting output and outcome targets for their performance measures. Rationales and justifications should be informed by the organization’s performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

For Logic Model instructions, see [Logic Model section](#).

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

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

#### Evidence Tier (12 points):

An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant’s evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the Logic Model.<sup>1</sup>

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see Mandatory Supplemental Information in the [Application Attachments & Appendices](#) for a definition of “same intervention”) may submit up to two of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier.

In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population, including evidence of current or historic inequities facing the population;
- Characteristics of the population delivering the intervention;

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<sup>1</sup> In 2022, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 28%, Moderate 15%, Preliminary 25%, and Pre-Preliminary 32%. As these figures indicate, AmeriCorps values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

- Dosage (frequency and duration) and design of the intervention, including all key components and activities;
- The context in which the intervention is delivered; and
- Outcome of the intervention.

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

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

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the instructions. Applicants must meet all requirements of an evidence tier in order to be considered for that tier. If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Information in the [Application Attachments & Appendices](#), the applicant may be considered for a lower evidence tier.

*Evidence Quality (8 points)*

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

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

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

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

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.<sup>2</sup>

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<sup>2</sup> Applicants assessed in the Pre-Preliminary evidence tier that do not provide adequate responses to the Evidence Quality standards will not meet the threshold requirements for this Notice and will not be considered for funding.

### **2.c. Notice Priority (0 points)**

- Identify whether the proposed program fits within one or more of the AmeriCorps funding priorities. To be considered for Notice Priority, the proposed program must meet all of the requirements of the funding priority as outlined in the Funding Priorities section and more fully described in the Mandatory Supplemental Information in the [Application Attachments & Appendices](#).
- If your application does not fit a Notice Priority, please state so.

### **2.d. Member Experience (6 points)**

In the narrative, please address how:

- AmeriCorps members' service will provide them opportunities to develop as leaders.
- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- AmeriCorps members receive additional benefits.
- Description of the demographics of the community served and plans to recruit AmeriCorps members from geographic or demographic communities in which the program operates. This could include but not limited to the following historically underserved, under-represented, and disadvantaged populations of:
  - a. communities of color
  - b. LGBTQI+ (Lesbian, Gay, Bisexual, Transgender, Queer, Questioning or Intersex) communities
  - c. Individuals with varying degrees of English language proficiency
  - d. Individuals with disabilities
  - e. Veterans and military family members as volunteers
- Description of how the organization will ensure its project engages a diverse and inclusive group of members.
- The applicant's organization and/or program has a diversity, equity, and inclusion council or similar mechanism that seeks to diversify its staff and board and create a supportive and safe environment as well ensure that its programming is culturally and community appropriate.

The following language is not required but the MCSC recommends including it for flexibility of service.

- Incidental Service: Our AmeriCorps members will be provided the opportunity for occasional service outside the focus of this program in order to better understand and benefit their community and to participate in National Days of Service. This may also include service opportunities identified through the MCSC's volunteer platform to increase and improve skills that will be valued by future employers. These hours may be counted toward the member's term of service if they do not interfere with their normal service hours or conflict with prohibited activities, and the service is approved by the program director.

### **3. Organizational Capability (25 percent)**

This section should explain how your organization is qualified to operate the proposed program.

Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing and structures, including compliance and accountability, to support the proposed program.

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

#### **3.a. Organizational Background and Staffing (13 points)**

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

- The organization has created pathways to good-quality public health-related careers through onsite experience and training (including pre-apprenticeship or registered apprenticeship programs, work experience and job training programs, and other workforce training and development programs).
- The leadership and staff of the organization has the same lived experience as the beneficiary population and/or community being served.
- The applicant's (organization's or institution's) definitions of diversity, equity, inclusion, and accessibility demonstrate the organization is engaged in activities related to diversity, equity, and inclusion. This can include the inclusion of diversity on the Board of Directors, agency staff and leadership, and/or volunteers.

**3.b. Compliance and Accountability (8 points)**

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

**3.c. Member Supervision (4 points)**

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

**4. Cost Effectiveness and Budget Adequacy (25 percent)**

*These criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for "See budget."*

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the budget is cost effective and appropriate for the program being proposed. Reviewers will assess the quality of the application's budget to the following criteria below. Do not assume all sub-criteria are of equal value.

**4.a. Cost Effectiveness and Budget Adequacy (25 points)**

*Criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for "See budget."*

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the budget is cost effective and appropriate for the program being proposed. Reviewers will assess the

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

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

Criteria:

- Budget complies with the instructions (Cost Reimbursement Applicants: See Appendix B and C; Fixed Amount Applicants: See Appendix D and E)
- Cost Reimbursement applicant meets match requirements or Fixed Amount applicant proposes sufficient additional revenue to adequately support the program. Applicant identifies sources in the Source of Funds section of the budget
- The cost per MSY is equal to or less than the maximum cost per MSY

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

Cost reimbursement applicants: Indicate the amount of requested match replacement in the Source of Funds section of the budget. See definition of match replacement in the Mandatory Supplemental Information in the [Application Attachments & Appendices](#).

#### **5. Evaluation Plan (Required for recompeting grantees - 0 percent)**

*Enter N/A in the narrative field. Any other text entered in this field will not be reviewed.*

If the applicant has previously received three or more years of competitive funding for the same project being proposed (see the Mandatory Supplemental Information for the AmeriCorps definition of “same project”), the applicant must submit an evaluation plan as an attachment.

If the applicant has previously received six or more years of competitive funding for the same project being proposed, the applicant must submit both an evaluation plan and an evaluation report.

Applicants should use the evaluation plan template found [here](#), as well as on the [MI AmeriCorps funding page](#), to craft their evaluation plans. The template document provides detailed information about the AmeriCorps evaluation requirements ([45 CFR 2522.700-710](#)) and specifies the information that must be provided for the evaluation plan to be approved by AmeriCorps. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made.

#### **6. Amendment Justification (0 percent)**

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

#### **7. Clarification Information (0 percent)**

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

#### **8. Continuation Changes (0 percent)**

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

#### **F.4. Logic Model (24 points together with Theory of Change narrative)**

The logic model is entered in the “Logic Model” section of the application in eGrants. The logic model is a visual representation of the applicant’s Theory of Change, and is considered along with the Theory of Change during review.



Programs should include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their Theory of Change. The applicant's performance measures should be consistent with the program's Theory of Change and should represent significant program activities. Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention.

To begin entering your logic model from your eGrants application page, select "Logic Model" in the left side navigation menu. In the first blank row of the logic model, click "edit." Clicking this link will open a pop-up screen with fields for each column of the logic model. Complete any fields that are applicable; there are no required fields in this screen. When you are finished, click "save and close." You may add an unlimited number of rows to the logic model by clicking "add a new row." However, please keep in mind that logic models should be no more than three pages when printed from eGrants. You may edit or delete an existing row by clicking "edit" or "delete" in the last column of the logic model.

The Logic Model shall depict:

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

## **F.5. Performance Measures**

AmeriCorps expects applicants to use National Performance Measures as part of a comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work and make tactical and strategic adjustments to achieve their goals.

All applicants must submit performance measures with their application. See the [Application Attachments & Appendices](#) for instructions for entering performance measures and see the [Performance Measure Instructions](#), as well as on the [MI AmeriCorps funding page](#), for details about the number and type of performance measures required.

## **F.6. Program Information**

In the Program Information Section, applicants must check the relevant boxes in order to be considered for AmeriCorps assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

**AmeriCorps Funding Priorities:** Check any priority area(s) that apply to the proposed program. Only select priorities that represent a significant part of the program focus and intended outcomes.

**Grant Characteristics:** Check any grant characteristics that are a significant part of the proposed program.

**F.7. Documents**

In addition to the application submitted in eGrants, you are required to provide additional documents at the time of your application submission. After you have submitted the documents via email, change the status in eGrants from “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at AmeriCorps.”

Additional Documents must be emailed to [LEO-MIAmeriCorps@michigan.gov](mailto:LEO-MIAmeriCorps@michigan.gov) by 5:00 p.m. EST on the application submission deadline. Emails should include individually attached files that are clearly labeled. Please provide each document as an individual file and do not send all documents as one scanned file.

**Table 6: Document Details**

Document	Description	Required?	
		New Applicant	Recompete Applicant
Labor union concurrence	<p>1) If a program applicant—</p> <ul style="list-style-type: none"> <li>a) Proposes to serve as the placement site for AmeriCorps members; and</li> <li>b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and</li> <li>c) Those employees are represented by a local labor organization --then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.</li> </ul> <p>2) If a program applicant:</p> <ul style="list-style-type: none"> <li>a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that: <ul style="list-style-type: none"> <li>i) They will not place AmeriCorps members in positions that were recently occupied by paid staff.</li> <li>ii) They will not place any AmeriCorps member into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.</li> </ul> </li> </ul> <p>For the purposes of this section, “program applicant” includes any AmeriCorps applicant, including any entity applying for assistance or approved national service positions through an AmeriCorps grantee.</p>	If applicable	If applicable
Evaluation briefs, reports, studies	Please refer to the <a href="#">Evidence Base section</a> and Mandatory Supplemental Information in the <a href="#">Application Attachments &amp; Appendices</a> for detailed instructions by evidence tier. If multiple evaluation briefs/reports/studies are submitted by the applicant, the most recent (as measured by the date of completion or publication) will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.	If applicable to Evidence Tier	If applicable to Evidence Tier
Evaluation Plan	Recompete applicants who have previously received three or more years of competitive funding for the same project being proposed must submit	No	Yes

	an Evaluation Plan. Evaluation plans are not scored and will not be reviewed until after funding decisions are made. <b>Use the required <a href="#">Evaluation Plan Template</a>.</b>		
Evaluation Report	Recompete applicants who have previously received six or more years of competitive funding for the same project being proposed must submit an Evaluation Report from their previously approved Evaluation Plan.  <b>Please submit in Microsoft Word.</b> The evaluation report should include a title page with the AmeriCorps grant number for the project that was evaluated, the name of the project, and the date of completion of the report. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.	No	Yes if have previously received 6+ years of competitive funding for the same project being proposed.
Federally Approved Indirect Cost Agreement	Applicants that include a federally approved indirect cost rate amount in their budget must enter the current approved indirect cost rate agreement in eGrants at the same time they submit their application. See <a href="#">Instructions</a> for entering an indirect cost rate in eGrants.	If applicable	If applicable
Delinquent Federal Debt	Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation in <b>Word or PDF format</b> .	If applicable	If applicable
Operational & Financial Management Survey	<b>Must use form provided:</b> <a href="#">Operational and Financial Management Survey</a> <b>Submit the OFMS as a Word document.</b> Forms submitted as a PDF or any other document format may not be accepted.	Yes	Yes

## F.8. Budget

See [Preparing Your Budget](#) section and budget attachments in the [Application Attachments & Appendices](#) for full information about the Budget component of the application.

### F.8.a. Match Requirements

There is no cost share or matching requirement per the Interagency Agreement with the Centers for Disease Control and Prevention (CDC), which has provided the funding for this program.

### F.8.b. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion. Follow the detailed budget instructions in the [Application Attachments & Appendices](#) to prepare your budget.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist in [the Application Attachments & Appendices](#) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If eGrants finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g. entertainment costs (which include food and beverage costs), unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

- **Please add the costs associated with the National Service Criminal History Checks. These include the National Sex Offender Public Website (NSOPW), state check, and FBI check for criminal history checks for each covered position in the budget. If funds are not budgeted, you must note in the budget an explanation for how you will cover the costs.**

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds. The Uniform Guidance is [online](#).

### **F.9. Funding/Demographics**

In the Funding/Demographics Section, enter the information requested which could include:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified on the application budget as CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed amount grants will have other revenue.
- Number of Volunteers Generated by AmeriCorps members. Please enter the number of volunteers participating in one-day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.

### **F.10. Review, Authorize, and Submit**

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants: Review, Authorize, Assurances, Certifications, Verify, Submit.

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

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

***Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.***

## G. CONTINUATION REQUESTS

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and re-competing programs. In addition, if you are in year two or three of a cost reimbursement grant cycle, you need to submit a new application to participate as a fixed amount grant; you cannot continue your existing project period and switch from cost reimbursement to fixed amount. AmeriCorps reserves the right to consider your continuation request if your fixed amount application is not funded.

Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the selection criteria. AmeriCorps reserves the right to award applications in an amount less than the requested level of funding and will document the rationale for doing so.

Continuation application review will also be based on progress reports, the federal financial report, evaluation plans, and AmeriCorps staff's knowledge of the grant program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the terms and conditions of the grant.

### When to Submit Your Continuation Request:

Continuation requests are due in eGrants by 5:00 p.m. EST on November 2, 2022.

### How to Submit Your Continuation Request:

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

### What to Include in Your Continuation Request:

#### 1. Applicant Info and Application Info

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

#### 2. Narrative (Narratives Section)

Your original application will appear in the narrative sections: Executive Summary, Rationale and Approach/Program Design, Organizational Capability, Cost Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate. **Do not modify these original narrative fields.**

AmeriCorps expects that programs will maintain a consistent program design for the duration of the three-year project period; however, we recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the continuation process. Information should be provided in the **Continuation Changes** narrative field as relevant.

- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions

*In you are not requesting changes that fit within the above categories should enter “N/A” in Continuation Changes. AmeriCorps expects that most continuation applications will not be requesting changes.*

The page limit for the Continuation Changes field is six pages, as the pages print out from eGrants.

Evaluation plans are approved by AmeriCorps when applicants re-compete for funding. If you wish to make changes to your evaluation plan, do NOT change the text of the Evaluation Summary or Plan field in your application. Instead, consult with the MCSC about proposed changes.

### **3. Logic Model**

Continuation applicants do not need to enter content into these fields.

### **4. Performance Measures (Performance Measures Section)**

Your performance measures are copied from your previous year’s application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. Continuation applicants whose measures do not align with the current-year Performance Measure Instructions must also revise their measures to conform with the current instructions. To revise performance measures, “View/Edit” the performance measures that copy over from your original application or add new performance measures (see [Application Attachments & Appendices](#)). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

### **5. Program Information**

In the Program Information Section, review and make selections as appropriate. Applicants should only select priorities and characteristics that represent a significant part of the program.

**AmeriCorps Funding Priorities:** Check any priority area(s) that apply to the proposed program. Only select priorities that represent a significant part of the program focus and intended outcomes.

**Grant Characteristics:** Check any grant characteristics that are a significant part of the proposed program.

### **6. Budget (Budget Section)**

Your budget from the previous year’s application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required AmeriCorps increases, such as an increase to the member living allowance, into your budget. **Continuation applicants may apply for expansions. Expansions are increases in dollars, MSY, and/or members. Expansion requests may not exceed the cost/MSY threshold in the Notice.**

#### **Source of Funds (Match)**

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.) Define all acronyms the first time they are used.

#### **Carry Forward Funding**

AmeriCorps will allow you to use prior year unexpended grant funds for continuation competitive grants to enhance program activities, which is often referred to as carry forward. AmeriCorps will allow you to carry forward unexpended Fiscal Year (FY) 2022 competitive funds to support the 2023-24 program year.

Funds may only be carried forward if the prime grant is a continuation grant in program year 2023-24; we cannot transfer funds to a new or recompetete grant.

*To determine if you are eligible to carry forward funds and to submit a carry forward request, first consult with an MCSC program officer.*

Before including carry forward funds in the proposed 2023-24 budget, the applicant must:

1. Consult with an MCSC program officer;
2. Create a budget as part of the 2023-24 application in eGrants that *excludes* carry forward funds;
3. Complete a carry forward request using the 2023-24 MI AmeriCorps Competitive Carry Forward Workbook and submit it to the MCSC at the time of application;
4. Receive approval from the MCSC to include carry forward funds; and
5. Revise the proposed budget and application in eGrants to incorporate the carry forward funds.

## **7. Funding/Demographics Section**

In the Funding/Demographics Section, enter the requested information:

- **Other Revenue funds:** Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- **Number of Volunteers Generated by AmeriCorps members:** Please enter the number of volunteers participating in one-day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.

## **8. Review, Authorize, and Submit**

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants: Review, Authorize, Assurances, Certifications, Verify, Submit.

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

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

**Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.**

Individuals may establish an eGrants account by accessing the [eGrants website](#) and selecting "Don't have an eGrants account? Create an account."

## **H. APPLICATION REVIEW INFORMATION**

### **H.1. Review and Selection Process**

The MCSC will review applications submitted for Michigan in eGrants. MCSC staff will provide feedback to applicants and request changes before submission to the AmeriCorps in the Michigan's AmeriCorps prime application.

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

#### **Initial Application Compliance and Eligibility Review**

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

An application is compliant if the applicant is an eligible organization, is eligible to submit directly to AmeriCorps, and submitted an application by the submission deadline.

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

#### **AmeriCorps Agency Application Review**

##### **External Review**

External Reviewers will assess applications based on the Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, and Evidence Selection Criteria. AmeriCorps will recruit and select reviewers on the basis of demonstrated expertise in AmeriCorps State and National programming and/or the Focus Areas, as well as experience assessing applications. All External Reviewers will be screened for conflicts of interest.

##### **Internal Review**

AmeriCorps will review and assess the input from the State Service Commissions about National Direct applications.

##### **Post-Review Quality Control**

After the initial review process is complete, AmeriCorps staff will review the initial results for fairness and consistency. Some applications may be selected for a Post-Review Quality Control assessment. This additional level of review will be used to ensure fairness and provide assurances that an application was not disadvantaged in the original review.

#### **Applicant Clarification**

AmeriCorps may ask an applicant for clarifying information after notification of competition results. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from the award process.



## Pre-Award Risk Assessment

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

In assessing risks, AmeriCorps may consider the following criteria:

1. Due Diligence, including:
  - Federal debt delinquency
  - suspension and debarment
  - information available through Office of Management and Budget (OMB)- designated repositories of government-wide eligibility qualification or financial integrity information, such as:
    - [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#)
    - [U.S. Treasury Bureau of Fiscal Services](#)
    - [System for Award Management \(SAM\)](#)
    - "Do Not Pay"
  - reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations
  - IRS Tax Form 990
  - [Oversight.gov](#)
  - Public Litigation Records
2. Operational and Financial Management, including:
  - financial stability
  - Operational and Financial Management Survey (OFMS)
3. Past Performance, including:
  - an applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
    - timeliness of compliance with applicable reporting requirements
    - conformance to the terms and conditions of previous Federal awards
    - applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
    - timely closeout of other awards
    - meeting matching requirements
    - the extent to which any previously awarded amounts will be expended prior to future awards
    - national service criminal history check (NSCHC) compliance. See the National Criminal History Check Requirements and the [NSCHC webpage](#) for more information
4. Other Programmatic Risks, including:
  - publicly available information, including from the applicant organization's website

Per [§ 200.332\(b\)](#), the MCSC staff will review for the same types of risks for subapplicants prior to submission to the AmeriCorps agency. The MCSC staff will assess subgrantees' programmatic past performance and submit assessments to AmeriCorps.

## H.2. Consideration of Integrity and Performance System Information

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

## H.3. Selection for Funding

The review and selection process are designed to:

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

See the [AmeriCorps Notice](#) for more details.

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

## H.4. Feedback to Applicants

The MCSC will provide feedback to applicants after initial submission and before final submission to AmeriCorps. The applicant will have an opportunity to incorporate the MCSC's feedback before final submission.

Each compliant applicant will receive feedback from AmeriCorps' External Review.

## H.5. Transparency in Grant-making

AmeriCorps is committed to transparency in grant-making. A list of all approved applications for new and re-competing applications will be published on [AmeriCorps Funded Grants](#) within 90 business days after all grants are awarded. Submitted program narratives, executive summaries, a blank template of the external review worksheet, a list of all external reviewers who completed the review process, and a summary of external reviewer comments for successful applications will be available upon request via email to [AmeriCorpsOGA@cns.gov](mailto:AmeriCorpsOGA@cns.gov). Further information about funded grants and subgrants is also available in [USASpending.gov](#).

# I. MICHIGAN'S AMERICORPS SUBGRANTEE EXPECTATIONS

## I.1. Member and Service Site Selection

Each individual program selects its own Michigan's AmeriCorps members, and the selection criteria may 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 they do not displace any existing paid employees. Programs must select and support member service sites, if applicable, and ensure adequate member supervision.

## **I.2. Program Monitoring and Management Responsibilities**

Programs are responsible for monitoring members and service sites. Monitoring needs to cover each program, function, or activity. If approved for an AmeriCorps grant, the host 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. 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 and service sites, including the timely and accurate documentation of member eligibility and service hours. Each program should develop systems to train members and supervisors on these requirements, and to closely track and monitor these requirements.

## **I.3. Michigan's AmeriCorps Program Director Requirements**

Michigan's AmeriCorps programs must have a full-time program director dedicated to program oversight unless written approval is given by the MCSC staff to waive this requirement. Program directors must participate in regularly scheduled program directors' meetings and conference calls.

## **I.4. Program Reporting**

Michigan's AmeriCorps programs must comply with all reporting required by the MCSC, including but not limited to programmatic progress reports and expenditure reports. Programs are required to use an MCSC designated on-line reporting system for all aspects of reporting.

## **I.5. Timekeeping**

Michigan's AmeriCorps programs must use a member timekeeping system identified by the MCSC.

## **I.6. MCSC Special Events**

Michigan's AmeriCorps staff and members are strongly encouraged to participate in all MCSC sponsored program trainings and service events, including the annual Michigan's AmeriCorps Member Celebration and Regional Russ Mawby Signature Service Projects. In addition, organizational leaders are required to attend an annual meeting to discuss sustainability and national service issues.

## **I.7. Participation in National Days of Service**

As part of the national service network, there are a number of opportunities for programs and program participants related to national days of service. The MCSC expects Michigan's 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 of Service, National AmeriCorps Week, National Volunteer Week, and Global Youth Service Day. National days of service are one way for programs to engage volunteers.

# **J. AWARD ADMINISTRATION INFORMATION**

## **J.1. Federal Award Notices**

AmeriCorps will make awards following the selection announcement. AmeriCorps anticipates announcing the results of this funding opportunity by mid-April 2023 contingent on the availability of congressional appropriations. All sub-applicants, successful or not, will be notified of funding decisions via email to the MCSC who will share results with applicants.

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

### **J.2.a. Uniform Guidance**

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

### **J.2.b. Requests for Monitoring or Improper Payment Information**

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

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

All awards made under this Notice will be subject to the FY 2023 AmeriCorps General Terms and Conditions, and the FY 2023 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available on the [AmeriCorps Manage Your Grant webpage](#).

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

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

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

An NSCHC consists of a check of the:

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

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

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

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

### **J.2.e. Official Guidance**

All AmeriCorps active Guidance is available on the [agency's Guidance webpage](#). *The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless*

*incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

### **J.3. Use of Material**

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

### **J.4. Reporting**

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

Michigan sub-grantees are required to provide progress and financial reports to the MCSC, and an internal or external evaluation report as required by the AmeriCorps regulations [45 CFR 2522.500-2522.540 and 2522.700-2522.740](#).

Award recipients will be required to report at [Federal Funding Accountability and Transparency Act Subaward Reporting System \(FSRS\)](#) on all subawards over \$30,000 and may be required to report on executive compensation for the recipient organization and its subrecipients. Recipients and subrecipients must have the necessary systems in place to collect and report this information. See [2 CFR Part 170](#) for more information and to determine how these requirements apply.

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

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

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

## **K. TECHNICAL ASSISTANCE**

### **K.1. MCSC Technical Assistance**

The MCSC intends to provide technical assistance and support to ensure that strong proposals are developed. The following policies will be followed as a fair process for the provision of technical assistance: 1. Technical Assistance will be equally available to all prospective applicants. 2. Staff will only respond to applicants who have reviewed the available written materials and have a specific question to be answered. For fairness and transparency, questions may only be submitted in writing. 3. Staff will only provide answers to specific questions and make general comments regarding the Regulations and RFP, as opposed to providing specific programmatic suggestions for a particular applicant. 4. Staff will not review proposal drafts before formal submission in eGrants. 6. The MCSC will provide applicants with technical assistance on entering and submitting proposals in AmeriCorps' web-based grants management system and will provide guidance on how to access assistance from the National Service Hotline.

## K.2. AmeriCorps Technical Assistance

AmeriCorps will host technical assistance calls to answer questions about the funding opportunity and eGrants. AmeriCorps strongly encourages all applicants to participate in these sessions. Information for these technical assistance calls is available on the [AmeriCorps' Funding Opportunities website](#).

### NOTICES

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

**Privacy Act Notice:** The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. § 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Please see the Notice of Funding Opportunity for AmeriCorps' transparency in grantmaking information.. The information will not otherwise be disclosed to entities outside of AmeriCorps without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

**Federal Funding Accountability and Transparency Act:** Grant recipients will be required to report at [www.FSRs.gov](http://www.FSRs.gov) on all subawards over \$30,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 CFR Part 170 for more information and to determine how these requirements apply.

**Indirect Cost Rates:** AmeriCorps allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% *de minimis* rate of modified total direct costs or may claim certain costs directly as outlined in 2 CFR § 200.413 Direct costs. Applicants who hold a federal negotiated indirect cost rate must use that rate in lieu of the AmeriCorps 5/10% allocation of administrative costs or the 10% *de minimis* rate.

Applicants who hold a state or federal negotiated indirect cost rate or will be using the 10% *de minimis* rate must enter that information in the Organization section in eGrants (See [Instructions](#)).

**Universal Identifier:** Applicants must include a Unique Entity Identifier (UEI). Applicants must obtain their UEI and register their entity through the System for Award Management (SAM.gov). All grant recipients are required to maintain a valid SAM.gov registration, which must be renewed annually.