



## Michigan Climate Corps 2022-2023

### Notice of Funding Opportunity & Application Instructions

### Michigan’s AmeriCorps

<b>State Commission:</b>	Michigan Community Service Commission
<b>Issuing Federal Agency:</b>	AmeriCorps
<b>Funding Opportunity Title:</b>	Michigan Climate Corps FY 2022
<b>Funding Type:</b>	Formula
<b>Assistance Listing Number:</b>	94.006

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

**Questions:** Email [LEO-MIAmeriCorps@michigan.gov](mailto:LEO-MIAmeriCorps@michigan.gov) or call 517-335-4295

<b>Important Dates</b>
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<b>September 14, 2022</b>	Application Opens
<b>September 21, 2022</b>	<a href="#">MI Climate Corps informational webinar for applicants</a> (10:30 – 11:30 a.m.)
<b>October 3, 2022</b>	Review of Planning to Operational Grant Concept Forms Begins
<b>October 10, 2022</b>	Planning to Operational Grant Awards Announced
<b>October 31, 2022</b>	Concept Form Deadline
<b>December 2, 2022</b>	2023 Operational Grant Applications and \$75,000 Planning Grant Applications due in eGrants
<b>December 30, 2022</b>	2023 Operational and \$75,000 Planning Grant Awards Announced
<b>February 2023</b>	Earliest Date Programs Can Start

## Concept Form and Financial Readiness: Required of All Applicants

*Applicants should read through the grant application information to develop an understanding of the Michigan Climate Corps and the regulations for managing an AmeriCorps program/planning grant.*

### Planning Grant Funding Opportunity

- Planning grant funds are available to support organizations intending to apply for a MI Climate Corps operational grant.
- If awarded, these funds may be used to hire consultants to help develop the organization's MI Climate Corps concept and assist with writing an operational grant application.
- Planning grants are not to be used to support AmeriCorps members.
- For more information, please review the [MI Climate Corps FAQs](#).

### Concept Form

- All applicants must complete the brief [Concept Form](#) to be considered for funding.
- The Concept Form will be used to select organizations to apply for a MI Climate Corps planning grant and/or operational grant.
- The MCSC will consider cost-reimbursement AmeriCorps planning grant proposals from any eligible applicant to support the best possible operational grant application and program design.
- If an applicant does not receive a planning grant or chooses not to apply for one, they are still able to apply for an operational grant.
- In the Concept Form, applicants must select one of the three funding opportunities listed below.
- The MCSC will begin reviewing Concept Forms on October 3 for applicants requesting a Planning to Operational Grant.
- Concept Forms will be accepted through October 31.
- Requests to submit the Concept Form beyond October 31 should be sent to [LEO-MIAmeriCorps@michigan.gov](mailto:LEO-MIAmeriCorps@michigan.gov). This does not guarantee late submission will be accepted.
- NOTE: if you intend to apply for planning funds, you should submit a Concept form ASAP. After review, those selected for planning support will be given specific guidance on how to submit a planning grant application. You will not use the operational grant guidance below for the planning grant.

### Financial Readiness - Additional Documents

- In addition to the Concept Form, applicants must submit the following two attachments with the subject heading MI Climate Corps Application to [LEO-MIAmeriCorps@michigan.gov](mailto:LEO-MIAmeriCorps@michigan.gov)
- Two Attachments: 1. [Financial and Organizational Management Survey](#)  
2. Copy of organization's most recent audit

### Funding Opportunities

1. [\\$20,000 Planning to Operational Grant \(2023\)](#)
  - Requested funds may be used for consultant support to assist with developing the program design and writing an operational grant application, but not to support AmeriCorps members.
  - Funds can be used to design and develop an AmeriCorps program, as well as initial implementation before AmeriCorps members begin service in 2023.
  - If selected, the program may enroll AmeriCorps members as early as February 2023 (the MCSC will work with grantees to determine the most appropriate start dates for operational programs).
  - The MCSC will begin to review planning to operational grant requests on October 3.
2. [\\$75,000 Planning Grant to Operational Grant \(2024\)](#)
  - The purpose of the larger planning grants is to support applicants with the development of program design and be better prepared to compete for an AmeriCorps program grant in the following grant cycle in 2023.
  - Funds can be used to support contractors or staff to design and develop a program but may not be used to support AmeriCorps members.
  - Organizations that request this funding will explore applying for an operational grant in the fall of 2023 with AmeriCorps members not starting until 2024.
3. [Operational Grants \(2023\) – No Planning Grant](#)
  - Organizations that do not need a planning grant or that do not receive a planning grant may still apply for an operational grant in 2022.
  - If selected, the program may enroll AmeriCorps members as early as February 2023 (the MCSC will work with grantees to determine the most appropriate start dates for operational programs).

## OPERATIONAL GRANT APPLICATION

## I. MICHIGAN CLIMATE CORPS (MICC) OVERVIEW

### A. Compelling Need for the MICC – Outlined in MI Healthy Climate Plan

Michigan is experiencing a range of stresses and impacts from a changing climate. In recent years, erratic temperatures and severe weather events have been responsible for major crop failures, massive flooding, power outages, sewer backups, erosion, and dam failure. State leadership has recognized the need for bold action to invest in communities at the front lines of climate change, reach net-zero greenhouse gas (GHG) emissions by 2050, and adapt to long-term warming patterns, as outlined in the [MI Healthy Climate Plan](#).

### B. Meeting the Challenge through AmeriCorps

Meeting the challenge to achieve carbon neutrality will demand action at multiple levels from the household to the governor’s office, and a skilled workforce to get the job done. There are abundant opportunities to engage Michiganders in climate change mitigation activities and building resilience, from advancing renewable energy and electric vehicles to protecting forests and reducing waste. AmeriCorps members have been at the forefront of many successful environmental and community-level programs for decades and can play a foundational role in helping Michigan meet its climate commitments. [See National CC Examples](#).

### C. Launching a Michigan Climate Corps (MICC)

This NOFO seeks to support the launch of a MICC – a layered strategy to address climate change, protect the environment for future generations, and build the next generation of climate leaders for Michigan. The MICC will be a collaboration between multiple individual AmeriCorps programs (both new and expanded) working in coordination with the Michigan Community Service Commission (MCSC) and other state and local partners to harness the power of national service as part of a broader statewide effort to address climate change. [Climate Resources](#)

### D. AmeriCorps Focus Area – Environmental Stewardship

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. As the MCSC looks at the increasing climate challenges facing our state, it will offer support to organizations that choose to leverage the power of national service as a part of their community climate response strategies. National service can address core AmeriCorps priorities while responding to the climate challenges facing Michigan. AmeriCorps has [defined a set of non-exhaustive focus areas](#) including environmental stewardship, as well as other areas that may relate to climate action. Ultimately, it is up to the applicant to define whether and how their MICC program proposal connects to the AmeriCorps focus areas. When it comes time to select a performance measure, it is anticipated organizations will select environmental stewardship, capacity building, disaster services. It is also possible they may choose to create a performance measure of their own (applicant determined performance measure), but it is not recommended.

### E. Funding Priorities

This NOFO seeks to prioritize the investment of national service resources engagement in carbon neutrality and/or resilience activities. Applicants must clearly articulate alignment with one or more of the MCSC Cross-Cutting Priorities: Environmental Justice, Community Outreach and Education, and Community Planning. A priority will be given to program designs that work to make an impact and further environmental justice. Applicants must also identify which of the following impact area(s) they will address: Renewable Energy & Energy Efficiency; Disaster Preparedness, Recovery, and Mitigation; Preserve Lands and Waters, Sustainable Farming and Food Systems, Low-carbon and Active Transportation, or Waste Management & Reduction. The aforementioned activities intentionally align with the [MI Healthy Climate Plan](#) to most directly relate to and integrate with broader state goals and anticipated supportive programming.

## II. AMERICORPS FUND AWARD INFORMATION

### A. Purpose of AmeriCorps Funding

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

**B. Eligible Applicants**

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

- Indian Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- State departments and agencies

**C. Not Eligible Applicants**

The [following organizations are not eligible to apply](#).

- Organizations convicted of a Federal Crime
- Organizations with Federal Tax Liability
- Organizations that engage in Lobby Activities as their Mission

**D. Estimated Award Amount**

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

**E. Period of Performance**

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

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

The project start date may not occur prior to the date of a fully executed grant contract through the Department of Labor and Economic Opportunity in conjunction with the MCSC.

**F. Performance Measures**

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

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

## **VI. Federal Funding Guidelines**

**A. Estimated Award Amount**

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

**B. Type of Award**

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

Category	Cost Reimbursement Grants
Available Subtypes	Traditional
Maximum Cost per MSY	\$28,800
Type of Slots in National Service Trust	FT, TQT, HT, RHT, QT, MT, AT*
Budget Submission Required	Yes
Financial Reporting Requirements	Yes
Available to new Applicants	Yes

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

**C. SAM Registration**

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.

**D. Cost Sharing or Matching**

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

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

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

Law requires that grantees that use other Federal funds as matching funds for an AmeriCorps grant to report those amounts and sources to AmeriCorps on a Federal Financial Report.<sup>2</sup> Grantees must track and be prepared to report on that match separately each year and at closeout.

**E. Match Waiver**

To request a match waiver, applicants must consult with the MCSC and submit the request to the AmeriCorps agency via the MCSC. A match waiver can be submitted at any point of a grant cycle and does not need to be included at the time of application. A match waiver request must demonstrate four criteria:

- The lack of resources at the local level
- That the lack of resources in your local community is unique or unusual
- The efforts you have made to raise matching resources
- The amount of matching resources you have raised or reasonably expect to raise

**F. 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. It is recommended to provide a living allowance for all service terms.
- If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below.
- For Cost Reimbursement grants, the amount must be included in the proposed budget as either the AmeriCorps agency or grantee share. Exceptions are noted below.

**Table: Minimum and Maximum Living Allowance**

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$20,000	\$33,004
Three Quarter-time	1,200	n/a	\$23,103
Half-time	900	n/a	\$16,502
Reduced Half-time	675	n/a	\$12,542
Quarter-time	450	n/a	\$8,581
Minimum-time	300	n/a	\$6,931
Abbreviated-time	100	n/a	\$1,980

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

- The maximum MSY for this grant is \$28,800.
- 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.

**H. Segal AmeriCorps Education Award**

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

**I. 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. Award recipients must conduct an NSCHC for AmeriCorps members, and staff funded under, or whose salary is reflected as match on, the award.

**J. Michigan-specific Staffing Requirement**

All programs that have 10 members or more are required to have at least one full-time staff person dedicated solely to the operation of the program. Exception to this rule must be approved by MCSC.

**III. APPLICATION OVERVIEW**

**A. Application Deadline**

- Operational and larger planning grants up to \$75,000 must be submitted in [eGrants](#) by December 2, 2022.
- MCSC reserves the right to extend the submission deadline.
- After your application is in eGrants, the MCSC will submit your application to the AmeriCorps Agency.

**B. Late Applications**

- The MCSC will not consider applications received after the deadline, except as noted below.
- All applications received after the submission deadline published in this document are presumed to be non-compliant.
- To overcome this presumption, the applicant must submit a written explanation or justification of the extenuating circumstance(s) that caused the delay no later than 24 hours after the application deadline via email to [LEO-MIAmeriCorps@michigan.gov](mailto:LEO-MIAmeriCorps@michigan.gov).

**C. Application Content**

Complete applications must include the following elements:

1. Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
2. Narrative Sections:
  - Executive Summary
  - Program Design
  - Organizational Capability
  - Cost-Effectiveness & Budget Adequacy
  - Evaluation Summary/Plan
3. Program Model – typically a Logic Model, but other models are also accepted.
4. Performance Measures
5. Standard Form 424A Budget
6. Authorization, Assurances, and Certifications <sup>3</sup>

**D. Page Limits**

- Narratives - Applications must not exceed 12 double-spaced pages for the Narratives. The application sections that count towards the page limit are:
  1. SF-424 Face Sheet
  2. Executive Summary
  3. Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.
- The application page limit does not include the Budget, Performance Measures, or any required additional documents.
- Logic Model – the Logic Model may not exceed three pages when printed with the application from the “Review” tab in eGrants.
- Note – the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits. AmeriCorps strongly encourages applicants to print out the application from the “Review and Submit” tab in eGrants prior to submission to confirm that the application does not exceed the page limit.

**E. New Applicants**

AmeriCorps encourages organizations that have not received prior funding from AmeriCorps to apply. New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grant but are not eligible to apply for Full Cost Fixed Amount grants. A full cost fixed-amount grant is limited to certain applicants.

**F. eGrants Account**

Applicants need to establish an eGrants account at <https://egrants.cns.gov/espan/main/login.jsp>. It is recommended that applicants create an eGrants account and begin the application at least three weeks before the deadline. Organizations will apply as a Michigan’s AmeriCorps subgrantee of the MCSC.

<sup>1</sup> <https://egrants.cns.gov/cnsmisc/ECERTS.HTM> and <https://egrants.cns.gov/cnsmisc/EASSUR.HTM>

**G. How to Create an eGrants Account & New Application**

Anyone within the applicant 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.

- Select “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)
- Select the NOFO titled “FY 2022 AmeriCorps State and Territory Commission ( New and Continuations)”
- Select Michigan

- Enter application components using the navigation bar on the left

Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than ten days before the deadline.

#### **H. Authorized Representative Submission**

- 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.

#### **I. eGrants National Service Hotline Support**

- Applicants should contact the National Service Hotline at 1-800-942-2677 or via [eGrants Questions](#) if there is a problem when they create an account, prepare, or submit the application.
- Be prepared to provide the application ID, organization's name, and the competition to which the organization is applying.
- If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit via eGrants.
- If circumstances make it impossible for an applicant to submit in eGrants, contact the MCSC at [LEO-MIAmeriCorps@michigan.gov](mailto:LEO-MIAmeriCorps@michigan.gov).

#### **J. Unique entity identifier and System for Award Management (SAM)**

- All applicants must register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is complete.
- If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award.
- See the SAM Quick Guide for Grantees at: [https://sam.gov/SAM/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf).
- SAM registration must be renewed annually.
- AmeriCorps suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise.
- Applicants must use their SAM-registered legal name and address on all grant applications to AmeriCorps.
- AmeriCorps will not make awards to entities that do not have a valid SAM registration 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.
- 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.

## **IV. DEVELOPMENT OF APPLICATION**

### **A. Determine Significant Community Problem**

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem related to climate change. The quality of an application will be an important factor in determining whether an organization will receive funding.



## B. Review the General Recommendations for Writing the Grant

1. Articulate Carbon Neutrality and/or Resilience, and Environmental Justice Activities.
  - Explain the climate related service activities AmeriCorps members will complete.
  - Identify how the service will address climate change and its impact on communities.
  - Demonstrate how program is tied to state climate risks and offers meaningful benefits.
  - Highlight how the program will support environmental justice issues.
  - [Link program to state plans and utilize state data sources](#)
2. Present your Program Strengths
  - Lead from your program strengths and be explicit of what you can accomplish.
  - Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations.
3. Be clear and succinct
  - Do not use jargon, boilerplate, rhetoric, or exaggeration.
  - Describe what you intend to do and how your project responds to selection criteria.
  - Avoid circular reasoning – the problem you describe should not be defined as the lack of the solution you are proposing.
  - Avoid overuse of acronyms without ensuring reader knows their origin.
4. Explain how the Program will Meet Priorities
  - Avoid simply stating that the criteria will be met – explicitly describe how the proposed project will meet the criteria.
5. Don't make Assumptions
  - Even if your organization has received funding from AmeriCorps in the past, do not assume your reviewers know anything about your organization, proposed program, partners, or beneficiaries.
6. Use an Impartial Proofreader
  - Before submitting your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
7. Follow the Instructions
  - Discuss each criterion in the order they are presented in the application instructions.
  - Use headings to differentiate narrative sections by criterion.
  - Reviewers will assess your application against the selection criteria. To best respond to the criteria, we suggest that you include a brief discussion of each bullet if it pertains to your application.
8. Create the Narratives in a Word Document
  - It is recommended that you first create your response to the narrative questions in a Word document.
  - After you have edited your responses, you can copy and paste them into eGrants.
9. Additional Fields – Enter N/A
  - The Narratives Section also includes fields for Evaluation Summary or Plan, Clarification Summary, Amendment Justification, and Continuation Changes.
  - Enter N/A in these fields. They will be used later to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.

## C. Review the Categories and Point Value for Funding Decisions

Categories - Subcategories	Percent
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b>	<b>50</b>
Program Plan – including Theory of Change and Logic Model	
Evidence	
Member Experience	
<b>Organizational Capacity</b>	<b>25</b>

Organizational Background and Staffing	
Compliance and Accountability	
Member Supervision	
<b>Cost Effectiveness and Budget Adequacy</b>	<b>25</b>
<b>Evaluation / Data Collection &amp; Analysis Plan</b>	

**D. Create the Executive Summary Using the Template – 0 points**

1. Fill in the blanks of the sentences in the template below – do not deviate from it.

*The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers] who will be engaged in [what the leveraged volunteers will be doing.] This program will concentrate on the AmeriCorps focus area(s) of [Focus Area(s)]. The AmeriCorps investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and Federal funds] in public funding and \$[amount of non-governmental funds] in private funding.*

**E. Create the Program Design – 50 percent**

In assessing Rationale and Approach/Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members and the proposed intervention are particularly well-suited to addressing the identified community problem. The expected outcomes articulated in the application narrative, program design, theory of change, and logic model represent meaningful progress in addressing the community problem identified by the applicant.

Theory of Change

- Applicants are not required to measure all components of their Theory of Change.
- The applicant’s performance measure(s) should be consistent with the program’s Theory of Change and should represent significant program activities.
- In the application narrative, applicants should discuss the community need as it relates to the [CDC’s Social Vulnerability Index](#).

The Theory of Change should Address:

- How 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.
- How the proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and leveraged volunteers.
- How the intervention is likely to lead to the outcomes identified.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s).
- How the service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

Logic Model (enter into Logic Model section of eGrants)

- The logic model is a visual representation of the applicant’s Theory of Change.
- Programs should include short, medium, or long-term outcomes in the logic model.
- 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 Logic Model Should Include:

- 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 and 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., communities impacted by climate change).

- The measurable outputs that result from delivering the intervention (e.g., number of beneficiaries served, types and number of activities conducted, equity gaps closed). If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures. Rationales and justifications should be informed by the organization's performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings. Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

Evidence: Briefly discuss the evidence used to inform the program design and interventions.

Evidence base information may include:

- A description of the evidence or studies used to inform your program model (see Appendix I for a sample of climate related evidence to draw on if appropriate).
- If the proposed program is modeled after an existing program, a description of the original program and how similar or different the proposed program will be compared to the original. Discuss community nuances and ways the proposed program may need to be adapted to meet the specific community need identified in the Theory of Change.
- A summary of any evaluations or studies of this program or a comparable program. Discuss the evaluation results and how the evaluation informed programmatic decisions.

Member Experience: Describe how your program will do the following:

- Provide opportunities for AmeriCorps members to develop as leaders as a result of service.
- 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. Describe intended professional development options.
- The program has a well-defined plan to recruit AmeriCorps members from the geographic or demographic communities in which the program operates.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.
- The applicant's organization and/or program has a diversity, equity, and inclusion component 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.
- Once programs are selected, the MCSC will be offering some collective experiences for MI Climate Corps members in addition to the program-specific support. This may include training, networking, access to events and speakers, and/or support for career pathways.

## **F. Organizational Capability - 25 percent**

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

### Organizational Background and Staffing

- Describe the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program, as well as providing oversight and monitoring for the program.
- As appropriate, include relevant experience with climate related programming and activities.
- Describe the steps the organization will take to successfully develop, launch, and administer a new AmeriCorps program.
- Outline interest in and commitment to the overall MI Climate Corps initiative, especially as it aligns with organizational mission, programming, and community goals.
- Describe the organization's commitment and plan to advance justice, equity, diversity, and inclusion.
- Describe how the organization has facilitated, partnered, or participated in educational or workforce development programs (e.g., pre-apprenticeship/registered apprenticeship, work experience and job training programs, etc.).

### Compliance and Accountability

- Describe the organization’s monitoring and oversight plan to prevent and detect noncompliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- Describe the organization’s policies, procedures, and controls in place to prevent, detect, and mitigate the risk of timekeeping fraud, waste, abuse, and mismanagement, such as appropriate segregation of duties, internal oversight activities, measures to prevent fraud, etc.
- List the mechanism 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.

### Member Supervision

- Describe how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- Describe how AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.
- The MCSC will work with participating programs to define some common supervisory elements (e.g., shared staff training on climate activities and climate corps data collection) that support greater overall alignment and coordination. Please include a simple statement such as “As part of the Michigan Climate Corps, the program will support appropriate coordination of activities with other programs and the MCSC.”

## **G. Cost Effectiveness and Budget Adequacy - 25 percent**

Reviewers will assess the quality of the applicant’s budget to the following criteria below:

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

Do not assume all sub-criteria are of equal value. 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.

### Complete the Budget

Applicants must complete the budget and ensure the following information is included:

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

## **H. Evaluation/Data Collection Plan**

In the Evaluation Plan narrative section, describe your approach to Data Collection and Analysis by touching on the following to the best of your ability:

- Data elements being collected (outputs and outcomes)
- How data elements will be collected
- Data collection instruments that will be used
- Who will collect the data
- When and how often each data element will be collected
- How data will be stored and protected
- How and by whom data will be checked for consistency, accuracy, and completeness

- How data will be analyzed and used for program improvement

In addition, as part of creating the greatest collective impact for the Michigan Climate Corps, participating programs will work to define common measures where appropriate, and be required to participate in coordinated reporting. Include in the narrative this statement: “As part of the Michigan Climate Corps, the program will coordinate data collection reporting expectations with MCSC, state partners, and other participating programs.”

**I. Amendment Justification - 0 percent**

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

**J. Clarification Information - 0 percent**

Enter N/A. Should your application require clarification from the AmeriCorps agency, this field will also be used to enter information that requires clarification in the post-review period.

**K. Continuation Changes - 0 percent**

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

## V. BUDGET INSTRUCTIONS

### A. Match Requirements

- Grantees are required to meet an overall matching rate that increases over time.
- You have the flexibility to meet the overall match requirements in any of the three budget areas if the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See [45 CFR §§ 2521.35–2521.90](#) for the specific regulations.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- 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.

*Note:* AmeriCorps legislation permits the use of non-AmeriCorps federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees who use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to AmeriCorps. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Grantees who use federal funds as match will be required to report the sources and amounts on the Federal Financial Report (FFR).

### B. Preparing Your Budget

- Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criteria.
- Follow the [detailed budget instructions](#) to prepare your budget. It is recommended that you prepare your budget in the same order as indicated in the [Budget Worksheet](#).
- 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 to ensure your budget is compliant.
- 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.

### Budget Preparation Overview

- 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).
- Add the cost of the NSOPW, state check and/or FBI check for criminal history checks for each covered position in the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.
- 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 OMB Uniform Guidance can be found online at [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

## **VI. INSTRUCTIONS FOR ENTERING YOUR APPLICATION IN EGRANTS**

### **A. Applicant Information Summary**

- Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet.
- If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select New.
- Enter the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

### **B. Application Information Section – Enter the following:**

- 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.

### **C. Narratives**

- The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria outlined.
- Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem.
- See Development of Application section for Narrative component of the application.

### **D. Performance Measures**

- All applicants must submit performance measures with their application.
- See [Performance Measure Instructions](#) for entering performance measures and see the [National Performance Measures Instructions](#) on the Notice webpage for details about the number and type of performance measures required.
- You will not get higher priority if you select multiple performance measures; it is recommended you simplify your performance measure selection.

- You may still collect additional data and report it to the MCSC without increasing your federal government burden.

#### **E. Program Information**

- In the Program Information Section, applicants must check the relevant boxes.
- Applicants should only check the boxes for those characteristics that represent a significant part of the program.

#### **F. 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, high quality program design, and outcomes.

#### **G. Grant Characteristics**

- Check any grant characteristics that are a significant part of the proposed program.

#### **H. Additional Documents**

In addition to the application submitted in eGrants, applicants are required to provide additional documents at the time of submission. With the exception of the Indirect Cost Rate Agreement, which is entered into eGrants, all additional documents must be emailed to [LEO-MIAmeriCorps@michigan.gov](mailto:LEO-MIAmeriCorps@michigan.gov) no later than the application submission deadline.

Submit the following [Additional Documents](#) with the final application if applicable:

- Labor Union Concurrence
- Delinquent on Federal Debt
- Federally-approved Indirect Cost Agreement

#### **I. Budget**

- See [Budget Instructions](#) section and Budget Attachments for information about the budget component of the application.

#### **J. 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

- Enter the number of volunteers participating in episodic service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.
- This number should align with your proposed volunteer generation plan as described.

## **VII. REVIEW, AUTHORIZE, AND SUBMIT**

#### **A. Review**

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

- Review
- Authorize

- Assurances
- Certifications
- Verify

#### **B. Authorize**

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

#### **C. Submit**

- Be sure to check your entire application to ensure there are no errors before submitting it.
- When you verify the application, eGrants will 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.

### **VIII. MCSC REVIEW AND SELECTION PROCESS**

- The MCSC will review single-state applications submitted to Michigan in eGrants.
- MCSC staff will provide feedback to applicants and request changes before submission to the AmeriCorps agency in the Michigan’s AmeriCorps prime application in eGrants.
- 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 MCSC will review applications for compliance and eligibility to determine if an application meets the eligibility requirements published in this Notice and advances to the next stage of the review process.
- 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.
- MCSC AmeriCorps staff will conduct an internal review to evaluate the applications using the application review criteria and assess the priorities and strategic considerations described.
- The MCSC may ask an applicant for clarifying information. AmeriCorps staff will use this information to make funding recommendations. Not all applications are clarified. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant’s failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.
- The MCSC and the AmeriCorps agency 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.

### **IX. MICHIGAN’S AMERICORPS SUBGRANTEE EXPECTATIONS**

#### **A. Member 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.

**B. 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.

**C. 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.

**D. 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 online reporting system for all aspects of reporting.

**E. Timekeeping**

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

**F. 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 director meetings and trainings.

**G. 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.

**H. Incidental Service**

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

**X. AMERICORPS REGULATIONS**

These instructions incorporate information from the AmeriCorps agency<sup>4</sup>, as well as the Michigan Community Service Commission (MCSC). They should be read together with the AmeriCorps Regulations 45 CFR Sections 2520 – 2550. The AmeriCorps regulations include pertinent information. The full regulations are available online at: <https://www.govinfo.gov/app/collection/cfr/>

**Table: Requirements in the AmeriCorps Regulations**

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

If there is any inconsistency between the AmeriCorps Regulations, this 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.

<sup>4</sup>The AmeriCorps Agency was formerly known as the Corporation for National and Community Service or CNCS and may be referred to as such throughout this document

## **XI. AMERICORPS NOTICES AND GUIDANCE**

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

To read about the following [AmeriCorps Notices and Information](#):

- A. Public Burden Statement
- B. Privacy Act Notice
- C. Federal Funding Accountability and Transparency Act
- D. Program Authority
- E. Intergovernmental Review
- F. Administrative and National Policy Requirements Uniform Guidance
- G. Requests for Monitoring or Improper Payment information
- H. AmeriCorps Terms and Conditions
- I. National Service Criminal History Check Requirements (NSCHC)
- J. Use of Material
- K. Reporting
- L. Continuation Funding Information and Requirements
- M. Risk Assessments
- N. Consideration of Integrity and Performance System Information

## **XII. AMERICORPS STATE & NATIONAL MANDATORY SUPPLEMENTAL INFORMATION**

The [AmeriCorps State & National Mandatory Supplemental Information](#) is intended to provide applicants with additional information for the preparation of their applications under the AmeriCorps State and National Notice of Federal Funding Opportunity. The Supplemental Information provides both detailed definitions of certain terms included in the Notice, as well as additional details regarding how to properly file an application under the Notice. This Supplemental Information is incorporated by reference in the Notice, and applicants must comply with any requirements stated in this Supplemental Information.